



Changes to Local Schedule UT Effective April 3, 2011

Note: The use of an asterisk (*) in the second edition of Local Schedule UT indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation. Only the changes to those records series with an asterisk have been included in the list below.

Record Number	Records Series Title	Description of Change
PART 1: GENERAL RECORDS		
UT5000-02	Complaints	Records series divided into three sub-series.
UT5000-02b	Complaints – to PUC	New records series.
UT5000-02c	Complaints – to public water utilities	New records series
UT5000-04a	Customer Billing Records – electric service providers	Record description changed to “Electric service providers” [in the previous edition, this series was exclusively for river authorities]. Citation changed: 16 TAC 25.25(e)
UT5000-04b	Customer Billing Records – electric service providers – records do not document monies remittable to Comptroller	Record description changed to “Electric service providers for services other than electricity and all other government utilities, if records do not document the payment of any monies remittable to the State Comptroller of Public Accounts.”
UT5000-04c	Customer Billing Records – electric service providers – records document monies remittable to Comptroller	Record description changed to “Electric service providers for services other than electricity and all other government utilities, if records document the payment of any monies remittable to the State Comptroller of Public Accounts.”
UT5000-04d	Customer Billing Records – payment authorization forms	New records series.

UT5000-08	Equipment History Records	Record description moved to UT5000-08a.
UT5000-08a	Equipment History Records – records on individual items	Record description revised to include records of solid waste facilities for the disposal of scrap tires (based on the repeal of the administrative rule dictating a 3-year retention period for these records).
UT5000-08b	Equipment History Records – records of calibration of testing/monitoring instruments (except air emissions instruments)	<i>Note: UT5000-08b was formerly the records series for solid waste facilities for the disposal of scrap tires. That series merged with UT5000-08a.</i> Formerly UT5000-08c, this series now excludes records of the calibration of instrumentation used to monitor air emissions.
UT5000-08c	Equipment History Records – records of calibration of instrumentation used to monitor air emissions	<i>Note: UT5000-08c was formerly the records series for all records of calibration of testing and monitoring equipment. It is now for the calibration of instrumentation used to air emissions. All other calibration records are included in UT5000-08b.</i> New records series.
UT5000-09b	Equipment Inventory Records – maintained on cards or similar discrete media	Retention period changed to LA.
UT5000-14a	Private Utility Plans and Maps – excavation/construction plans	Retention period changed to “Completion of work + 3 years.”
UT5000-14b	Private Utility Plans and Maps – maps	Retention Note added: “Review before disposal; some maps may merit PERMANENT retention for historical reasons.”
UT5000-16c	Service Application and Deposit Records – unclaimed deposits for water/sewer	Record description revised; this series is now for water and sewer utilities only. Retention period changed to 7 years. Citation changed to 30 TAC 291.84(g)(3).
UT5000-16d	Service Application and Deposit Records – unclaimed deposits for utilities other than water/sewer	Record description revised to exclude water/sewer utilities. Citation changed to 16 TAC 25.24(i)(3).
UT5000-17	Service Interruption Records	Retention period changed to 5 years.

PART 2: WATER AND WASTEWATER RECORDS

UT5025-01	Microbiological Analysis	Records series title changed [formerly “Bacteriological
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	Records	Analysis Records”]. Record description changed to “Records of microbiological analyses of water and wastewater systems.” Citation changed to 30 TAC 290.46(f)(3)(D)(i).
UT5025-02	Chemical Analysis Records	Citation changed to 30 TAC 290.46(f)(3)(E)(ii).
UT5025-06a	Operational Permits and Approvals – permits and approvals from regulatory agencies	Record description revised to reflect renaming of state agency (Texas Commission on Environmental Quality).
UT5025-06b	Operational Permits and Approvals – variances	Citation changed to 30 TAC 290.46(f)(3)(C)(i).
UT5025-07a	Operations Records – monitoring activities	Citation added: 30 TAC 290.46(f)(3)(B) for public water systems.
UT5025-09	Sanitary Surveys	Record description changed to “Surveys, studies, reports, summaries, or communications examining the overall sanitary condition of water and wastewater systems.” Citation changed to 30 TAC 290.46(f)(3)(E)(iii).
UT5025-11	Violation Reports	Citation changed to 30 TAC 290.46(f)(3)(B)(i).
UT5025-12b	Water and Wastewater Permit Files – variances or exemptions	Citation changed to “30 TAC 290.46(f)(3)(C)(i) for public water systems and by authority of this schedule for all others.”
PART 3: SOLID WASTE AND HAZARDOUS WASTE MANAGEMENT RECORDS		
UT5050-01	Air Pollution Control Monitoring Records	Retention period changed to 5 years. Citation changed to 30 TAC 101.8(d).
UT5050-03	Groundwater Monitoring Records	Citation for solid waste landfill disposal sites changed to 30 TAC 330.125(d).
UT5050-05a(2)	Manifests and Trip Tickets – retained by operators – another document used	Retention period changed to AV.
UT5050-05b	Manifests and Trip Tickets – used oil filters	Record description changed to “Bills of lading and other shipping records of used oil filters which must be retained by the generator of the filters, transporter of the filters, storage facility at which the filters were stored, and processor of the filters.”

		Retention period changed to “3 years after the date the filters were transported, stored, or processed.”
		Citation changed to 30 TAC 328.25(b).
UT5050-05c	Manifests and Trip Tickets – scrap tires	Record description changed to “Manifests, work orders, invoices, or other documentation used to support activities related to the accumulation, handling, and shipment of used or scrap tires or scrap tire pieces.”
		Citation changed to 30 TAC 328.58(f).
UT5050-05e	Manifests and Trip Tickets – solid waste requiring special handling	Citation changed to 30 TAC 330.125(b)(10).
UT5050-05f	Manifests and Trip Tickets – hazardous/Class I industrial waste except for sites that receive special wastes	Citation changed to 30 TAC 335.15(1) and (4).
UT5050-05g	Manifests and Trip Tickets – solid/hazardous waste except sewage sludge	Citations changed to: “30 TAC 328.58(f) for used or scrap tires; 30 TAC 335.14(a)-(d) for municipal hazardous wastes or Class I industrial solid wastes; 30 TAC 328.25(b) for used oil filters; and by authority of this schedule for all others.”
UT5050-06a	Operational Permits and Approvals – permits except for solid waste landfill disposal sites	Record description revised to reflect renaming of state agency (Texas Commission on Environmental Quality).
UT5050-06b	Operational Permits and Approvals – solid waste landfill disposal sites	Citations changed to 30 TAC 330.125(a) and (d).
UT5050-07a	Operations Records – solid waste mgmt operations except landfills, sewage sludge, waste tire	Citations removed.
UT5050-07b	Operations Records – operating record of solid waste landfill sites	Citation changed to 30 TAC 330.125(d).
UT5050-07d	Operations Records – waste tire facilities	Record description revised to reflect renaming of state agency (Texas Commission on Environmental Quality).
		Citation removed.
UT5050-07f	Operations Records – HMIWI	New records series.

(Hospital/Medical/Infectious
Waste Incinerators)

UT5050-12a	Transportation of Solid and Hazardous Waste Records – documentation waste taken to authorized facility	Citation changed for medical waste: 30 TAC 330.1211(h)
UT5050-12b	Transportation of Solid and Hazardous Waste Records – cleaning and disinfecting	Citation changed to 30 TAC 330.1211(d) and 330.1221(d).
UT5050-13	Underground Injection Control Monitoring	Retention period changed to “3 years following well plugging and abandonment.”
UT5050-14	Underground Injection Control Permits	Retention period changed to “3 years following well plugging and abandonment.” Record description revised to reflect renaming of state agency (Texas Commission on Environmental Quality). Citation added: 30 TAC 331.67(c).

PART 5: GAS UTILITY RECORDS

UT5100-02c	Odorization Records – malodorant concentration test reports	Citation changed to 16 TAC 8.215(e)(1) and (3).
UT5100-03d	Operations Reports – periodic reports, etc., to demonstrate compliance with TRC rules	Citation changed to 16 TAC 8.105.