

WECC Retention Schedule February 2023

Code	Record Series	Custodian	Retention
ACC-10	Accounting	Mei Lin	7
	Accounts Payable Records		
	Invoices, credit card statements, expense reports, insurance payments, etc.		
ACC-20	Accounting	Mei Lin	7
	Accounts Receivable Cash Receipts		
	Records documenting cash payments received.		
ACC-30	Accounting	Mei Lin	ACT+5
	Property Detail Records		
	Records documenting the purchase and sale of capital property and equipment including depreciation; improvements; tax credit, depletion, and current value; type, model, and location. Kept in "Fixed Asset System."		
ACC-40-08	Accounting	Mei Lin	7
	Balance Sheets / Financial Reports		
	Summary records showing assets, liabilities, and equity.		
ACC-40-10	Accounting	Mei Lin	IND
	Chart of Accounts		
	Listing of the account names and codes used in the accounting system.		
ACC-40-14	Accounting	Mei Lin	7
	Journal Entries		
	Records describing transfers in the general ledger from one account to another with a related explanation. Mei Lin.		
ACC-50-12	Accounting	Mei Lin	10
	Payroll Records		
	Records documenting payments for payroll for a specified pay period including dates, employee names, withholding amounts and purposes, final check amount and other related information. Includes timecards.		
ACC-70-50	Accounting	Mei Lin	IND
	Trial Balances		
	Summary record of account balances by debits and credits used to prove the accuracy of the accounting information.		

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Code	Record Series	Custodian	Retention
ACC-80-10	Accounting	Mei Lin	IND
	Audit Reports - External		
	Records reviewing and documenting financial information created as part of an audit performed by an outside person or organization.		
ACC-80-50	Accounting	Mei Lin	7
	Banking		
	Records related to banking activities including statements, reconciliations registers, canceled checks, deposit slips, wire transfers, etc. Does not include account setup or summary information.		
ADM-10-04	Administration	Dave Price	3
	Service Requests		
	Requests for internal services including computer support and equipment maintenance.		
ADM-10-20-20	Administration	Dave Price	ACT
	Information Systems - Computer Backups		
	Computer backup information for replacing computer files in case of disaster or loss of information.		
ADM-10-20-30	Administration	Dave Price	1 unless technically infeasible
	Information Systems - Computer Access Logs		
	Documentation of access to computers and computer data.		
ADM-70	Administration	Brandy Daniels	3
	Badge Lists and Visitor Logs		
	Lists detailing information about personnel who have been issued security badges and visitors entering the premises.		
ADM-75-02	Administration	Dena Richins	ACT+3
	Business Permits		
	Records of rights obtained from government permitting certain business activities.		
ADM-90-04	Administration	Each Employee	MAX3
	Correspondence		
	Files containing copies of letters and memoranda sent to others and original letters and memoranda received from others that cannot be placed in more specific categories.		

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ADM-90-05	Administration	Dave Price	5
	Email		
	Email messages kept on the Office 360 servers.		
ADM-90-06	Administration	Dave Price	1
	Instant Messages		
	Information kept in Teams.		
ADM-90-07	Administration	Dave Price	90 Days
	Voicemail Messages		
	Information left in voice mail boxes.		
ADM-90-08	Administration	Dave Price	1
	Separated Employees Personal Drive		
	G:/ or personal drives		
ADM-90-09	Administration	Each Employee	MAX3
	Internal Meeting Notes/Minutes		
	Notes or minutes from WECC meetings such as department, group, and project meetings.		
ADM-90-10	Administration	Dave Price	1
	Email: Separated Employees		
	Email of employees who no longer work for WECC.		
ADM-90-11	Administration	Dave Price	90 Days
	Separated Employees Information		
	Devices after termination of employment.		
ADM-90-13	Administration	Each Employee	ACT
	Reference		
	Record maintained for reference purposes only.		
ADM-90-20	Administration	Each Employee	MAX1
	Transmittal Documents and Drafts		
	Short-term documents used to transmit information to another record, e.g., transmittal documents for data entry and drafts of documents.		
ADM-90-50	Administration	Each Employee	SUP
	Periodic Replaced Records		
	Directories, lists, indexes and other administrative records that are periodically replaced by more current records. Includes supplier lists; employee directories; indexes and other finding tools; job aids and checklists. Each Employee.		
ADM-90-60	Administration	Each Employee	4
	Training and Outreach Materials		
	Records related to training and outreach to stakeholders conducted by WECC.		

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Code	Record Series	Custodian	Retention
ADM-90-70	Administration	Each Employee	ACT
	Committee Meeting Recordings		
	Recordings of committee meetings must be deleted after creation and approval of the meeting minutes.		
CMP-10	Compliance	Duane Cooke	Five years from the conclusion of any enforcement action. If no enforcement action, then the longer of (i) 5 years from the initiation of the CMEP activity, or (ii) the retention period specified in the applicable reliability standard.
	U.S. - CMEP		
	All information and data generated or received pursuant to CMEP activities.		
CMP-15	Compliance	Duane Cooke	6
	U.S. - Registration and Certification		
	All information and data generated or received pursuant to Registration and Certification activities.		
CMP-20	Compliance	Duane Cooke	7
	All Records - Alberta		
	All information and data generated or received pursuant to Alberta/MSA compliance program activities.		
CMP-30	Compliance	Duane Cooke	The longer of: (i) six (6) years; (ii) any retention period specified in the Compliance Provisions accompanying applicable Reliability Standards; or (iii) if the Information is material to the resolution of a dispute before the Commission, until the expiry of sixty (60) days following all appeals from the Commission order for which the material may be
	All Records - British Columbia		
	All information and data generated or received pursuant to B.C./BCUC compliance program activities.		
CMP-40	Compliance	Duane Cooke	The longer of (i) five (5) years, or (ii) any retention period specified in a reliability standard.
	All Records - Mexico		
	All information and data generated or received pursuant to Mexico compliance program activities.		
FIN-30-02	Finance	Mei Lin	7
	Budget Workpapers		
	Records produced to prepare or support the approved budgets.		
FIN-60-04	Finance	Jillian Lessner	ACT+6
	DOE Grants		
	Records related to grants provided by the Department of Energy.		

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Code	Record Series	Custodian	Retention
FIN-70-06	Finance	Mei Lin	ACT+5
	Investment Records		
	Records documenting investments including the proof of ownership, purchase information, annual statements, and investment results.		
FIN-75-02	Finance	Jillian Lessner	ACT+1
	Investment Strategy/Policy		
	Records stating the financial plans that the organization will follow related to investments.		
FIN-75-04	Finance	Mei Lin	ACT+1
	Forecasts		
	Records projecting expenses or income over a specified period.		
FIN-80-40	Finance	Affected Employees	ACT+6
	Bids – Rejected		
	Bids submitted by outside vendors that were not accepted.		
GEN-10-02	Generators	Enoch Davies	10 or Superceeded
	Generator Testing Reports		
GEN-10-04	Generators	Enoch Davies	5 from Issue Date
	Generator Certificates		
FIN-80-10	Finance	Affected Employees	ACT+6
	Purchase Orders		
	Records of purchasing including approved bids, specifications, change orders, delivery, etc.		
HUM-10-04	Human Resources	Ebony Graddy	ACT+6
	Contributions to Benefits Programs		
	Records regarding WECC contributions to benefits programs such as educational assistance, relocation, group insurance, incentive plans, etc.		
HUM-10-08-02	Human Resources	Ebony Graddy	ACT+6
	Pension Plan Vesting Files		
	Records documenting employees who have vested under the pension plans and are eligible for payments under the plan.		

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Code	Record Series	Custodian	Retention
HUM-10-10	Human Resources	Ebony Graddy	ACT+6
	Documentation of Benefits Plans		
	Records describing benefits plans such as disability insurance, educational assistance, relocation, group insurance, medical, incentives, retirement, etc.		
HUM-10-20	Human Resources	Ebony Graddy	ACT+6
	Benefit Program Administration		
	Records related to administration of benefit plans.		
HUM-30-02	Human Resources	Ebony Graddy	6
	Required Reports		
	Legally required reports related to employee benefits and benefit plans, EEOC forms, salary administration, etc.		
HUM-40-16	Human Resources	Ebony Graddy	IND
	Medical Records		
	Records documenting individual employee medical history maintained by the organization. Includes FMLA and ADAAA documentation.		
HUM-40-20	Human Resources	Ebony Graddy	IND
	Workers Compensation Records		
	Records documentation occupational injuries and claims involving workers compensation.		
HUM-40-22-10	Human Resources	Cassidy Fernandez	5
	Positive Drug and Alcohol Test Results		
	Records documenting drug and alcohol testing with positive results. Custodial:		
HUM-40-22-20	Human Resources	Cassidy Fernandez	ACT+1
	Negative Drug and Alcohol Test Results		
	Records documenting drug and alcohol testing with negative results.		
HUM-60-10-08	Human Resources	Cassidy Fernandez	6
	Pay Scales and Salary Surveys		
	Charts used to determine salary for job classifications and information gathered to determine industry and geographic salary guidelines.		

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Code	Record Series	Custodian	Retention
HUM-70-04	Human Resources	Cassidy Fernandez	ACT+7
	Employee Records		
	Records documenting hiring activities, including applications, resumes and interview notes, detailed personnel actions for employees and appraisals of employee performance, earning, bonuses, promotions, etc. Includes temporary employees.		
HUM-70-20	Human Resources	Cassidy Fernandez	ACT+3
	I-9 Documentation		
	Records documenting employee's eligibility to work in the United States.		
HUM-75-00	Human Resources	Cassidy Fernandez	1
	Job Posting File		
	Records documenting hiring activities, including job announcements, pool of candidates, and applications, resumes, and interview notes for non-hired applicants.		
HUM-80-04	Human Resources	Cassidy Fernandez	ACT+10
	Employee Policies/Procedures/Manuals		
	Official records establishing business practices for personnel actions.		
HUM-80-06	Human Resources	Cassidy Fernandez	ACT+10
	Job Descriptions		
	Records detailing job duties and performance expectations for each position.		
HUM-85-06	Human Resources	Cassidy Fernandez	ACT+2
	Training Materials		
	Records containing materials used to train employees. Does not include Reliability Coordinator information.		
LEG-10-02	Legal	Brittany Huggins	IND
	Articles of Incorporation		
	Records detailing the terms and conditions under which a corporation is formed and organized.		
LEG-10-04	Legal	Brittany Huggins	10
	Bylaws		
	Records describing detailed procedures, structures and responsibilities for operating the corporation.		
LEG-10-12-02	Legal	Brittany Huggins	IND
	Board of Directors and Members Minutes		
	Minutes of meetings of the board of directors and meetings of the general membership of WECC.		

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Code	Record Series	Custodian	Retention
LEG-10-12-02-02	Legal	Brittany Huggins	6
	Board of Directors Notices and Information		
	Copies of notices sent or posted regarding time and location of the board of directors meetings and general membership meetings as well as information provided to directors and members for consideration prior to or during meetings.		
LEG-10-15-02	Legal	Group Staff Liaisons	6
	Miscellaneous Group Minutes		
	Minutes of meetings of committees, subgroups, and task forces.		
LEG-20-08	Legal	Dena Richins	ACT+6
	Contract Documentation		
	Records related to the development, negotiations, acceptance, changes orders, and implementation of contracts and leases. These records may demonstrate compliance with contracts.		
LEG-20-26	Legal	Dena Richins	ACT+15
	Property Improvement Contracts		
	Contracts specifying the terms and conditions under which one party will provide service for improvement to property.		
LEG-40-08	Legal	Dena Richins	ACT+10
	Policy Statements and Manuals		
	Records documenting the policies to be followed by the organization and their implementation.		
LEG-50-02	Legal	Dena Richins	IND
	Legal Opinions		
	Records resulting from legal projects which document the specific legal advice provided.		
LEG-60-04	Legal	Dena Richins	ACT+6
	Litigation/Claims/Grievances/Case Files		
	Records claiming wrongdoing and requesting compensation for matters other than law suits. Also records describing the proceedings of cases gone to trial.		
LEG-60-10	Legal	Dena Richins	IND
	Final Judgments/Settlements/Court Orders		
	Records specifying final judgments, settlements or orders related to or resulting from litigation.		

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LEG-70-10	Legal	Dena Richins	6
	Reports/Forms Submitted to Government		
	Internal copies of legally-required reports or forms submitted to government.		
LEG-80-12	Legal	Dena Richins	10
	Records Destruction		
	Records documenting the destruction of records in accordance with the records retention program.		
LEG-80-14	Legal	Dena Richins	ACT+2
	Records Inventory		
	Records detailing information about the records in the organization obtained during the records inventory.		
LEG-80-18	Legal	Dena Richins	ACT+10
	Records Retention Schedule		
	Official Records Retention Schedule including legal research, revisions, review comments, approvals and other related information.		
PRJ-10	Projects	Brandy Daniels	ACT+1
	Special Projects		
	Records related to special projects or studies not covered in more specific categories.		
SEC-01-00	Security Cyber Security Event Records Records related to a cyber security event, including root cause analyses, memoranums, write-ups, etc.	Eric Weston	5
TAX-20-20	Tax	Mei Lin	ACT+3
	Withholding Certificate (W-4)		
	Certificate (W-4) documenting permission to withhold taxes from payroll. This information is in UltiPro and is not kept as discrete information.		
TAX-40-10	Tax	Mei Lin	IND
	Foreign Returns		
	Tax returns filed with foreign countries.		
TAX-50-40	Tax	Mei Lin	IND
	Returns		
	Income tax returns and supporting paperwork. Mei Lin.		
TAX-60	Tax	Mei Lin	7
	Personal and Real Property		
	Personal property tax returns and workpapers.		

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Code	Record Series	Custodian	Retention
TRE-20-02	Treasury	Dena Richins	ACT+6
	Certificates of Insurance		
	Legal proof of insurance coverage.		
TRE-20-06	Treasury	Dena Richins	6
	Insurance Claims		
	Detailed information regarding the filing of insurance claims.		
TRE-20-08	Treasury	Dena Richins	ACT
	Insurance Companies – Information		
	General records describing sources from which to obtain insurance.		
TRE-20-10	Treasury	Dena Richins	ACT+6
	Insurance Policies		
	Records related to agreements providing coverage against loss.		
TRE-20-14	Treasury	Dena Richins	MAX3
	Insurance Policy Correspondence		
	General correspondence related to insurance coverage. Dena Richins.		
TRE-30-10	Treasury	Jillian Lessner	ACT+6
	Bank Account Setup		
	Records documenting account setup, authorizations, signatures, etc.		
TRN-10	Training	Julie Booth	4
	Training Information		
	Records related to training conducted by WECC's Training Program.		
WGS-10	WREGIS	Andrea Coon	ACT+10
	Terms of Use		
	WREGIS Terms of Use Documents.		
WGS-20	WREGIS	Andrea Coon	ACT+6
	Account Holder Information		
	Subject filed containing account holder information, generator information, account holder correspondence, signed terms of use, etc.		
WGS-30	WREGIS	Andrea Coon	IND
	RECs		
	Renewable Energy Certificates, transaction trails, etc.		

IND - Indefinite (Permanent Records)

ACT - Active (the issue/contract/action is open)

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Code	Record Series	Custodian	Retention
	SUP - Supplanted (keep until replace with new version)		
	MAX - Maximum (keep for no longer than the period)		