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

Accounting  Accounting    Acc-80-10  Records reviewing and documenting financial information created as part of an audit performed by an outside person or organization.  Mei Lin  IND    Acc-80-50  Accounting  Banking  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.  Mei Lin  7    ADM-10-04  Service Requests  Dave Price  3    Administration  Dave Price  3    ADM-10-20-20  Information Systems - Computer Backups  Dave Price  ACT    Administration  Information Systems - Computer Backups  Dave Price  ACT    Administration  Information Systems - Computer Access Logs  Dave Price  ACT    Administration  Goucumentation of access to computer Access Logs  Dave Price  1 unless    ADM-70  Lists detailing information about personnel who have been issued security badges and visitors entering the premises.  Brandy Daniels  3    Administration  Business Permits  AcT+3  ACT+3    ADM-700  Eist detailing information about personnel who have beeen issued security badges and visitors enteri	Code	Record Series	Custodian	Retention
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Code	Record Series	Custodian	Retention
ADM-90-05	Administration		
	Email	Dave Price	5
	Email messages kept on the Office 360 servers.		
	Administration		
ADM-90-06	Instant Messages	Dave Price	1
	Information kept in Teams.		
	Administration		
ADM-90-07	Voicemail Messages	Dave Price	90 Days
	Information left in voice mail boxes.		
	Administration		
ADM-90-08	Separated Employees Personal Drive	Dave Price	1
	G:/ or personal drives		
	Administration		
ADM-90-09	Internal Meeting Notes/Minutes	Each Employee	MAX3
ADM-90-09	Notes or minutes from WECC meetings such as	Each Employee	ΜΑΧ3
	department, group, and project meetings.		
	Administration	Dave Price	1
ADM-90-10	Email: Separated Employees		
	Email of employees who no longer work for WECC.		
	Administration	Dave Price	90 Days
ADM-90-11	Separated Employees Information		
	Devices after termination of employment.		
	Administration	Each Employee	ACT
ADM-90-13	Reference		
	Record maintained for reference purposes only.		
	Administration	Each Employee	MAX1
	Transmittal Documents and Drafts		
ADM-90-20	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		
	Periodic Replaced Records		SUP
	Directories, lists, indexes and other administrative	Each Employee	
	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.		
	Administration	Each Employee	4
ADM-90-60	Training and Outreach Materials		
ADM-90-60	Records related to training and outreach to stakeholders		
	conducted by WECC.		

Code	Record Series	Custodian	Retention
ADM-90-70	Administration Committee Meeting Recordings Recordings of committee meetings must be deleted after creation and approval of the meeting minutes.	Each Employee	ACT
CMP-10	Compliance U.S CMEP All information and data generated or received pursuant to CMEP activities.	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.
CMP-15	Compliance U.S Registration and Certification All information and data generated or received pursuant to Registration and Certification activities.	Duane Cooke	6
CMP-20	Compliance All Records - Alberta All information and data generated or received pursuant to Alberta/MSA compliance program activities.	Duane Cooke	7
CMP-30	Compliance All Records - British Columbia All information and data generated or received pursuant to B.C./BCUC compliance program activities.	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
CMP-40	Compliance All Records - Mexico All information and data generated or received pursuant to Mexico compliance program activities.	Duane Cooke	The longer of (i) five (5) years, or (ii) any retention period specified in a reliability standard.
FIN-30-02	Finance Budget Workpapers Records produced to prepare or support the approved budgets.	Mei Lin	7
FIN-60-04	Finance DOE Grants Records related to grants provided by the Department of Energy.	Jillian Lessner	ACT+6

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

Code	Record Series	Custodian	Retention
	Human Resources		
	Documentation of Benefits Plans		
HUM-10-10	Records describing benefits plans such as disability	Ebony Graddy	ACT+6
	insurance, educational assistance, relocation, group		
	insurance, medical, incentives, retirement, etc.		
	Human Resources		
HUM-10-20	Benefit Program Administration	Ebony Graddy	ACT+6
	Records related to administration of benefit plans.		
	Human Resources		
	Required Reports		
HUM-30-02	Legally required reports related to employee benefits	Ebony Graddy	6
	and benefit plans, EEOC forms, salary administration,		
	etc.		
	Human Resources		
	Medical Records	Ebony Graddy	IND
HUM-40-16	Records documenting individual employee medical		
	history maintained by the organization. Includes FMLA		
	and ADAAA documentation.		
	Human Resources		IND
HUM-40-20	Workers Compensation Records	Ebony Graddy	
HUW-40-20	Records documentation occupational injuries and claims		
	involving workers compensation.		
	Human Resources	Cassidy Fernandez	5
HUM-40-22-10	Positive Drug and Alcohol Test Results		
110101-40-22-10	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.		

Code	Record Series	Custodian	Retention
	Human Resources		
	Employee Records		
	Records documenting hiring activities, including		
HUM-70-04	applications, resumes and interview notes, detailed	Cassidy Fernandez	ACT+7
	personnel actions for employees and appraisals of		
	employee performance, earning, bonuses, promotions,		
	etc. Includes temporary employees.		
	Human Resources		
HUM-70-20	I-9 Documentation	Cassidy Fernandez	ACT+3
110101 / 0 20	Records documenting employee's eligibility to work in	cubbidy remaindez	1101.0
	the United States.		
	Human Resources		
	Job Posting File		
HUM-75-00	Records documenting hiring activities, including job	Cassidy Fernandez	1
	announcements, pool of candidates, and applications,		
	resumes, and interview notes for non-hired applicants.		
	Human Resources	Cassidy Fernandez	
	Employee Policies/Procedures/Manuals		ACT+10
HUM-80-04	Official records establishing business practices for		
	personnel actions.		
	Human Resources	Cassidy Fernandez	ACT+10
	Job Descriptions		
HUM-80-06	Records detailing job duties and performance		
	expectations for each position.		
	Human Resources		
	Training Materials	Cassidy Fernandez	ACT+2
HUM-85-06	Records containing materials used to train employees.		
	Does not include Reliability Coordinator information.		
	Legal	Brittany Huggins	
LEG-10-02	Articles of Incorporation		
	Records detailing the terms and conditions under which		IND
	a corporation is formed and organized.		
LEG-10-04	Legal	Brittany Huggins	
	Bylaws		10
	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		
	5		
	meetings of the general membership of WECC.		

Code	Record Series	Custodian	Retention
LEG-10-12-02- 02	Legal 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.	Brittany Huggins	6
LEG-10-15-02	Legal Miscellaneous Group Minutes Minutes of meetings of committees, subgroups, and task forces.	Group Staff Liaisons	6
LEG-20-08	Legal Contract Documentation Records related to the development, negotiations, acceptance, changes orders, and implementation of contracts and leases. These records may demonstrate compliance with contracts.	Dena Richins	ACT+6
LEG-20-26	Legal Property Improvement Contracts Contracts specifying the terms and conditions under which one party will provide service for improvement to property.	Dena Richins	ACT+15
LEG-40-08	Legal Policy Statements and Manuals Records documenting the policies to be followed by the organization and their implementation.	Dena Richins	ACT+10
LEG-50-02	Legal Legal Opinions Records resulting from legal projects which document the specific legal advice provided.	Dena Richins	IND
LEG-60-04	Legal 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.	Dena Richins	ACT+6
LEG-60-10	Legal Final Judgments/Settlements/Court Orders Records specifying final judgments, settlements or orders related to or resulting from litigation.	Dena Richins	IND

Code	Record Series	Custodian	Retention
LEG-70-10	Legal		
	Reports/Forms Submitted to Government	Dena Richins	6
LLG-70-10	Internal copies of legally-required reports or forms	Dena Mermis	0
	submitted to government.		
	Legal		
LEG-80-12	Records Destruction	Dena Richins	10
LEG-00-12	Records documenting the destruction of records in	Dena Richins	10
	accordance with the records retention program.		
	Legal		
LEG-80-14	Records Inventory	Dena Richins	ACT+2
LEG-80-14	Records detailing information about the records in the	Dena Kichins	ACT+2
	organization obtained during the records inventory.		
	Legal		
	Records Retention Schedule		
LEG-80-18	Official Records Retention Schedule including legal	Dena Richins	ACT+10
	research, revisions, review comments, approvals and		
	other related information.		
	Projects	Brandy Daniels	ACT+1
	Special Projects		
PRJ-10	Records related to special projects or studies not covered		
	in more specific categories.		
	Security		
	Cyber Security Event Records		-
SEC-01-00	Records related to a cyber security event, including root	Eric Weston	5
	cause analyses, memoranums, write-ups, etc.		
	Tax		
	Withholding Certificate (W-4)		
TAX-20-20	Certificate (W-4) documenting permission to withhold	Mei Lin	ACT+3
	taxes from payroll. This information is in UltiPro and is		
	not kept as discrete information.		
TAX-40-10	Tax		
	Foreign Returns	Mei Lin	IND
	Tax returns filed with foreign countries.		
TAX-50-40	Tax		
	Returns		
	Income tax returns and supporting paperwork. Mei Lin.	Mei Lin	IND
TAX-60	Tax		
	Personal and Real Property	Mei Lin	7
	Personal property tax returns and workpapers.		

Code	Record Series	Custodian	Retention
TRE-20-02	Treasury		
	Certificates of Insurance	Dena Richins	ACT+6
	Legal proof of insurance coverage.		
	Treasury		
TRE-20-06	Insurance Claims	Dena Richins	6
1 KL-20-00	Detailed information regarding the filing of insurance	Dena Riemis	0
	claims.		
	Treasury		
TRE-20-08	Insurance Companies – Information	Dena Richins	ACT
1 KL-20-00	General records describing sources from which to obtain	Dena Riemis	nei
	insurance.		
	Treasury		
TRE-20-10	Insurance Policies	Dena Richins	ACT+6
1 KL-20-10	Records related to agreements providing coverage	Dena Richins	AC1+0
	against loss.		
	Treasury	Dena Richins	MAX3
TRE-20-14	Insurance Policy Correspondence		
1 KE-20-14	General correspondence related to insurance coverage.		
	Dena Richins.		
	Treasury	Jillian Lessner	ACT+6
<b>TRE-30-10</b>	Bank Account Setup		
I KE-50-10	Records documenting account setup, authorizations,		
	signatures, etc.		
	Training	Julie Booth	4
<b>TRN-10</b>	Training Information		
1 KIN-10	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.		
	WREGIS	Andrea Coon	ACT+6
	Account Holder Information		
WGS-20	Subject filed containing account holder information,		
	generator information, account holder correspondence,		
	signed terms of use, etc.		
	WREGIS	Andrea Coon	
WGS-30	RECs		IND
	Renewable Energy Certificates, transaction trails, etc.		

IND - Indefinite (Permanent Records)

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

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