



RECORDS MANAGEMENT PROCEDURES 118P

The following standard procedures apply to all Jemez Mountains Electric Cooperative offices and will be effective December 21, 2011.

DATE

PURPOSE:

To establish the procedure that will be followed regarding record management for Jemez Mountains Electric Cooperative, Inc. (JMEC).

ACCOUNTABILITY:

The Records Custodian will be designated by the General Manager and will be accountable for fulfilling the duties listed in this procedure.

DOCUMENT	JMEC RECORD RETENTION REQUIREMENTS	JMEC RECORD STORAGE & DISPOSAL GUIDELINES	RUS RECORD RETENTION REQUIREMENTS
CORPORATE PAPERS			
Articles of Incorporation, By-Laws (Including all approved revisions)	Permanent - Historical (life of corporation)	Archive on JMEC approved record storage media Retain original in vault	Permanent
Annual Reports (Generated Yearly)	Permanent - Historical (life of corporation)	Archive on JMEC approved record storage media Retain original in vault	5 years
Minutes of Board Meetings	Permanent - Historical (life of corporation)	Archive on JMEC approved record storage media Retain original in vault	5 years
Copies of formal orders of regulatory commissions	Permanent - Historical (life of corporation)	Archive on JMEC approved record storage media Retain original in vault	6 years after non-appealable order
Contracts (including amendments and agreements (except contracts provided for elsewhere) a) Service contracts – management, conservation, accounting, financial services b) Contracts with others for transmission or the purchase, sale, or interchange of product c) Memoranda essential to clarifying or explaining provisions of contracts	All contracts, related memoranda, and revisions retained for 6 years after expiration or conclusion of any contract disputes	Archive on JMEC approved record storage media	All contracts, related memoranda, and revisions retained for 4 years after expiration or conclusion of any contract disputes, whichever is later
Audit Reports Permanent - Historical	(life of corporation) Archive on JMEC approved record storage media	Retain originals for 5 years 5 years after the date of report	
Internal audit reports and working papers	5 years after report date	Archive on JMEC approved record storage media and discard papers	5 years after date of report
INFORMATION TECHNOLOGY MANAGEMENT			
Automatic data processing records, software program and revisions documentation	Retain as long as it represents a viable program or periods pre-scribed for related output data, whichever is shorter	Discard if no longer viable program or providing related output data	Retain as long as it represents a viable program or for periods prescribed for related output data, whichever is shorter

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GENERAL ACCOUNTING RECORDS			
General Ledgers including Subsidiary ledgers	10 years	Archive monthly and year-end on JMEC approved record storage media; discard papers	10 years
Trial Balance of General and Subsidiary ledgers	2 years	Archive monthly and year-end ledgers on JMEC approved record storage media; discard papers	2 years
Journals – General and Subsidiary, including supporting documentation	10 years	Archive on JMEC approved record storage media, discard papers after year-end audit	10 years
Journals – Charging Plant Accounts, including supporting documentation	25 years	Archive on JMEC approved record storage media, discard papers after year-end audit	25 years
Cash books – General and Subsidiary	5 years after close of fiscal year	Archive on JMEC approved record storage media , discard papers after year-end audit	5 years after close of fiscal year
Vouchers – Paid and Canceled, including supporting documentation and authorizations	5 years	Archive on JMEC approved record storage media, discard papers after year-end audit	5 years
Original bills and invoices for materials, services, etc. paid by vouchers	5 years	Archive on JMEC approved record storage media, discard papers after year-end audit	5 years
Paid checks and receipts for payments of specific vouchers	5 years	Archive on JMEC approved record storage media, discard papers after year-end audit	5 years
INSURANCE			
Records of policies in force	6 years	Retain for life of policy- Archive on JMEC approved record storage media and destroy papers after policy expiration	Destroy at option after expiration of policy

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Records of amounts recovered from insurance company in connection to claims for losses, including supporting documentation	6 years	Retain for life of policy- Archive on JMEC approved record storage media and destroy papers after statute of limitations date for claims	6 years
OPERATIONS AND MAINTENANCE			
Transmission and Distribution			
a) Substation and Maintenance Log	3 years	Retain in Substations	3 years
b) Transformer/special equipment history records	Life of equipment	Archive on JMEC approved record storage media	Life of equipment
c) Transformer/special equipment inspections, test records	Life of equipment	Archive on JMEC approved record storage media and discard papers	Destroy at option
Maintenance Work Orders			
a) Authorized expenditures for maintenance work to be covered by work orders, including supporting documentation	5 years	Archive on JMEC approved record storage media and discard papers after year-end audit	5 years
b) Work sheets with labor, materials and other charges posted, in connection to maintenance	5 years	Archive on JMEC approved record storage media and discard papers after year-end audit	5 years
c) Summaries of expenditures on maintenance and job orders posted to other accounts (exclusive of plant)	5 years	Archive on JMEC approved record storage media and discard papers after year-end audit	5 years
PLANT AND DEPRECIATION			

Plant Ledgers a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes b) Continuing property inventory records, including supporting documentation	25 years	Archive on JMEC approved record storage media and discard papers after annual audit	25 years
	25 years	Archive on JMEC approved record storage media and discard papers after annual audit	25 years

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Construction Work in Progress/Retirement Work in Progress a) Ledgers, work orders, and supplemental records b) Authorizations and requisitions for expenditures for additions to utility plant including original and revised or subsequent authorizations and supplemental records c) Completion or performance reports showing comparisons of estimated to actual expenditures; analysis or cost reports showing materials, man-hours, etc in connection with completed project; records and reports pertaining to progress of construction and order of job completion.	5 years after clearance to plant account 5 years after clearance to plant accounts 5 years after clearance to plant accounts	Archive on JMEC approved record storage media and discard papers after annual audit (if cleared to plant accounts) Archive on JMEC approved record storage media and discard papers after year-end audit (if cleared to plant accounts) Archive on JMEC approved record storage media and discard papers after year-end audit (if cleared to plant accounts)	5 years after clearance to plant account, provided continuing plant inventory records are maintained; otherwise, 5 years after plant is retired 5 years after clearance to plant account except where there are ongoing Federal Regulatory Commissions hearings 5 years after clearance to plant account except where there are ongoing Federal Regulatory Commissions hearings
Appraisals and Valuations made by company of its properties or investments	3 years after appraisal	Archive on JMEC approved record storage media and discard after outdated	3 years after appraisal
PURCHASE AND STORES			

Procurement a) Agreements entered into for the acquisition of goods or the performance of services – letters of intent; correspondence, master agreements, term contracts, rental agreements, purchase orders – and all supporting documents	6 years	Archive on JMEC approved record storage media with accounts payable and discard papers after year-end audit	6 years
	6 years after date record/ledgers were created	Archive on JMEC approved record storage media and discard after year-end audit	6 years
b) Material ledgers of materials and supplies received, issued, and on hand			

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c) Sale of scrap materials and supplies – authorization and contracts	3 years	Archive on JMEC approved record storage media and discard after year-end audit	3 years
REVENUE ACCOUNTING AND COLLECTING			
Customer Service application and Contracts, including amendments, for extensions of service for which contributions are made by customers and others	4 years after expiration date of agreement	Archive on JMEC approved record storage media and discard papers	4 years after expiration
Rate Schedules (includes schedules suspended or superseded)	Permanent (historical JMEC records)	Archive on JMEC approved record storage media Retain original (copy) in vault	6 years after published and rates schedules are superseded or no longer used.
Maximum Demand Records	1 year	Archive monthly and year-end billing records on JMEC approved record storage media	1 year
Customer Accounts Records	1 year	Archive monthly and year-end on JMEC approved record storage media. Discard paper records after year-end audit	All years for which patronage capital has not been allocated.
Miscellaneous Billing Data	1 year	Archive monthly and year-end billing on JMEC approved record storage media. If there is no electronic copy, discard after year-end audit.	Destroy at option
Revenue summaries of operating revenues by classes of service	5 years	Archive monthly and year-end billing data on JMEC	5 years

		approved record storage media.	
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DOCUMENT	JMEC RECORD RETENTION REQUIREMENTS	JMEC RECORD STORAGE & DISPOSAL GUIDELINES	RUS RECORD RETENTION REQUIREMENTS
TAX RECORDS			
<p>Tax returns and supporting schedules, supporting and related work papers (Income tax returns, property tax returns, sales and other use taxes, other taxes, agreements between associate companies as to allocation of consolidated income taxes, schedule of allocation of consolidated Federal income taxes among associate companies.</p> <p>Filings with taxing authorities to qualify employee benefit plan (5 years). Information returns and reports to taxing authorities. 3 years after final tax liability is determined</p>	Permanent (Historical)	Archive on JMEC approved record storage media.	2 years after final tax liability is determined.
Records of deposits with banks and others	5 years	Archive on JMEC approved record storage media and discard after year-end audit	Destroy at option after year-end audit
Check stubs, register, and other records of checks issued	5 years	Discard after outdated	3 years
Financial, operating and statistical reports	5 years	Archive on JMEC approved record storage media and discard papers after outdated	5 years

Budgets, Forecasts, Rate Studies	5 years	Archive on JMEC approved record storage media and discard papers after outdated	5 years
Reports to Federal and State regulatory commissions including annual financial, operating and statistical reports	5 years	Archive on JMEC approved record storage media and discard papers after outdated	5 years
MISCELLANEOUS			
Corporate Advertising copies, and related documentation (excluding advertising of appliances, employment opportunities, routine notices, and invitations for bids, all of which may be destroyed at option)	2 years	Archive on JMEC approved record storage media and discard papers	2 years

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Easements, Titles, Franchises, Licenses	Permanent (life of corporation)	Archive on JMEC approved record storage media and retain original	Not specified
Securities	Permanent of expiration of security	Archive on JMEC approved record storage media and retain original	Not specified
Capital Credits Allocations	Permanent (Required by By-Laws for payment upon dissolution of Coop)	Archive on JMEC approved record storage media after year-end allocation	Not specified
RUS/CFC or other financial records relating to long term and short term loans	Life of loan	Retain originals in vault	1 year after RUS loan and accounting audit
Correspondence (that is not included in supporting documentation requirements otherwise in the Record Retention Plan)	1 year unless required for supporting documentation (see specific function)	Archive on JMEC approved record storage media and discard papers	Not Specified
Operations			
Vehicle inspection reports Vehicle maintenance reports	Inspection - 6 months Maintenance Reports - Life of Vehicle	Archive on JMEC approved record storage media- discard papers	Not specified
Electrical Wiring Permits (State)	10 years	Archive on JMEC approved record storage media- discard papers	Not specified
Employment benefit and pension records	7 years after termination	Archive monthly and year-end records in Real Vision or	Federal and State labor laws apply



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		other JMEC approved record storage media.	
Employment applications	60 days	Discard after outdated	Federal and State labor laws apply
Accident reports (individual employee)	7 years after termination	Archive monthly and year-end records in Real Vision or other JMEC approved record storage media.	Not specified
Safety Meeting Records/Tool Inspections	3 years	Archive on JMEC approved record storage media and discard papers	Not specified (Federal and State safety laws apply)
General Office/Billing			
Meter Reading Records	1 year	Discard preceding year after year-end audit	Not specified
Service Orders	1 year	Discard preceding year after year-end audit	Not specified