

Exhibit A

DEPARTMENT OF WATER SEWER RESOURCES

Records to be Approved for Destruction

<u>DESCRIPTION OF RECORD</u>	<u>YEAR(S)</u>	<u>CODE</u>	<u># OF BOXES</u>	<u>SIZE</u>
Day to Day Correspondence	2010-2016	AL-1	1	12x25x10
Day to Day Correspondence	2016-2019	AL-1	2	12x25x10
Day to Day Correspondence	2014-2019	AL-1	2	12x18x10
Day to Day Correspondence	1990-2005	AL-1	1	12x25x10
Day to Day Correspondence	2000	AL-1	1	12x25x10
Purchase Orders	2019	FN-18	1	12x25x10
Capital Draw Requests	2010-2019	FN-2	2	12X25X10
Misc Billing	2011-2019	FN-3	1	12X25X10
Meter Cards	2017-2018	WQ-6	1	12x25x10

TOTAL # OF BOXES: 12