

APPENDIX III

CHAPTER 24

RECORDS, REPORTS, AND OTHER INFORMATION THAT MAY BE REQUIRED

This appendix lists other sections of the commission's Substantive Rules that contain additional requirements for records, reports, and other information that water and sewer utilities or other persons may be required to provide to the commission. This appendix is to assist persons in locating the requirements. Failure to list a requirement in this appendix does not relieve the person responsible for filing the information of the requirement.

DESCRIPTION OF RECORD	RULE LOCATION
For an emergency order issued, the utility shall maintain adequate books and records for a period not less than 12 months to allow for the determination of a cost of service	§24.14(c)(6)
Filing of tariffs	§24.25
Notice of intent and application to change rates	§24.27
Escrow agreement	§24.39(b)(2)
Additional revenues over and above the utility's usual cost of service	§24.43(b)(3)
General reporting requirements	§24.125
Financial records and reports - Uniform system of accounts	§24.127
Service, financial, and normalized earnings report due by June 1 of each year	§24.129
Management audits	§24.133
Report filed after violation of final TCEQ order	§24.134
Annual charges and assessment collections	§24.135
Records of customer complaints	§24.153(b)(4)
Records of deposits	§24.159(g)
Line extension policy	§24.163(c)
Customer Utility Account Records	§24.169(c)(3), (6), and (7)
Meter testing - Test records must be kept for three years	§24.169(e)(5)
Continuity of service - Record of interruption	§24.171(b)
Entities must provide to each water or sewer customer a one-time written notice, on or before January 1, 2023, regarding Late Fees and Disconnections During an Extreme Weather Emergency for Nonpayment	§24.173(d)
Temporary restriction report	§24.205(2)(B)
Copy of TCEQ planning report	§24.205(3)

CCN application content requirements	§24.233
Notice - For a request to correct a mapping error under §24.233(f)(1)(B), commission staff will review the request and provide the CCN holder with a notice document. The CCN holder must provide the notice to any water or sewer service customers whose retail service is directly affected by the proposed correction. After providing notice, the CCN holder must file an affidavit specifying every person and entity to whom notice was provided and the date the notice was provided.	§24.233(f)(4)
Recording in county records of granted CCN or CCN amendment	§24.235(e)
Application and notice requirements for sale, transfer, merger, consolidation, acquisition, lease or rental of any water or sewer system	§24.239
Report of bankruptcy	§24.241(e)
Written request to revoke CCN or to amend CCN by decertifying a portion of the service area	§24.245(d)
Notice of intent to provide service; Filing must be made identifying appraiser and appraisal information	§24.245(g)
Streamlined expedited release filing requirements	§24.245(h)
Determination of compensation to former CCN holder after streamlined expedited release	§24.245(i)
Mapping information	§24.245(k)
Filing of maps	§24.257(i)(2)
Owner registration and records	§24.277(e)
Utility shall report to tenant in writing the result of a disputed bill	§24.283(l)
Submeters or point-of-use submeters	§24.287(a)(6)
Cost of service study and other information supporting protested rate	§24.313(c)
Filing of rate data	§24.321
Temporary manager operating a utility shall report to the Commission on a monthly basis (income statement, summary of utility activities, such as improvements or major repairs, etc.)	§24.357(h)