

**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)
Cash reserve account	§24.75
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
Annual charges and assessment collections	§24.135
Line extension policy	§24.163(c)
Records of customer complaints	§24.153(b)(4)
Records of deposits	§24.159(g)
Meter testing	§24.169(e)
Customer notice records	§24.169(c)
Continuity of service - Record of interruption	§24.171(b)
Temporary restriction report	§24.205(2)(B)
Copy of TCEQ planning report	§24.205(3)
CCN application content requirements	§24.233
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)
Filing of maps	§24.257(i)(2)

DESCRIPTION OF RECORD	RULE LOCATION
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)