

**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 |
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| 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 |
| Recording in county records of granted CCN or CCN amendment | §24.235(e) |

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| 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) |
| 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) |