**Section 600.140 Maps and Records**

a) Each utility shall maintain reasonably accurate up-to-date maps which shall show the area for which certificates of convenience and necessity have been issued by the Commission. Where applicable, the maps shall indicate each area by Docket Number.

b) Each utility shall also maintain reasonably accurate up-to-date supply diagrams and distribution maps. The supply diagram shall contain a plot plan of the supply facilities showing equipment, capacities, and flow directions. The distribution map shall show all mains indicating their general location and size, all hydrants and all valves. Such maps and other such information as necessary shall enable the utility to promptly and accurately advise interested individuals as to the location of mains and services.

c) Separate valve, hydrant and service connection records shall be kept for each valve, hydrant and service connection. Each record shall give the date of installation, size, make and model (if known), location, number and history of maintenance where applicable.

d) Maps showing the certificated area of the utility (when the Commission has issued a certificate for a specific area) and the principal transmission and distribution mains shall be submitted to the Commission by March 31, 1975. Maps showing additions and changes thereto in each calendar year shall be submitted by March 31 of each succeeding year. If there are no changes in such calendar year, the utility shall so notify the Commission in writing of this fact and, in those cases, it will not be necessary to refile such maps. Because of the necessity of such maps, any utility not possessing same shall begin an immediate program to permit the preparation and filing thereof. In the event such maps cannot be filed within the period above stated, the utility shall request Commission approval for additional time.