

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
61. Statistics:	
(a) Annual financial, operating and statistical reports regularly prepared in the course of business for internal administrative or operating purposes (and not used as the basis for entries to accounts of the companies concerned) to show the results of operations and the financial condition of the utility	10 years after date of report.
(b) Quarterly, monthly or other periodic financial, operating and other statistical reports as above	2 years after date of report.
(c) All other statistical reports (not covered elsewhere in these regulations) prepared for internal administrative or operating purposes only and not used as the basis for entries to the accounts of the company	Destroy at option.
62. Budgets and other forecasts: (Prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations and acquisitions or disposals of properties or investments by the company and its associate companies, including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates	3 years.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
<p>63. Correspondence:</p> <p>(a) Correspondence and indexes thereto relating to offices covered by other items of these regulations</p> <p>(b) Stenographers' notebooks and dictaphone or other mechanical device records</p> <p>(c) Mailing lists of prospects for appliance sales, securities, etc.</p>	<p>Retain for the period prescribed for the item to which it relates where necessary to a proper explanation of same.</p> <p>Destroy at option.</p> <p>Destroy at option.</p>
<p>64. Records of predecessors and former associates</p>	<p>Retain until the records of utility plant acquired have been integrated with the utility's plant records and the original cost of the acquired plant is adequately supported by cost details and until it is ascertained that such records are not necessary to fulfillment of any unsatisfied regulatory requirement, such as: (a) approval and recording of accounting adjustments resulting from reclassification and original cost studies and acceptance of property acquisition journal entries, (b) cost, depreciation and amortization reserve determinations for licensed projects,</p>

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
64. Records of predecessors and former associates (Contd)	(c) establishment of continuing plant inventory records or accounting evidence of the cost of long-lived property in the absence of such continuing plant inventory records.
65. Reports to federal and state regulatory commissions:	
(a) Annual financial, operating and statistical reports	Life of corporation.
(b) Monthly and quarterly reports of operating revenues, expenses, and statistics	2 years after date of report.
(c) Special or periodic reports on the following subjects:	
(1) Transactions with associated companies	6 years.
(2) Budgets of expenditures	3 years.
(3) Accidents	6 years.
(4) Employees and wages	5 years.
(5) Loans to officers and employees	3 years after fully paid.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
65. Reports to federal and state regulatory commissions: (Contd)	
(6) Issues of securities	Data filed with the SEC retain 25 years or until all securities covered are retired, whichever is shorter; other reports retain until securities covered are retired.
(7) Purchases and sales, utility properties	Life of corporation.
(8) Plant changes - units added and retired	Life of corporation.
(9) Service interruptions	6 years.
66. Other miscellaneous records:	
(a) Copies of advertisements by the company in behalf of itself or any associate company in newspapers, magazines and other publications including records thereof. (Excluding advertising of product, appliances, employment opportunities, services, territory, routine notices and invitations for bids for securities, all of which may be destroyed at option)	6 years.
(b) Indexes of forms used by company	Destroy when superseded.

(B) The Commission's regulations, Preservation of Records of Natural Gas Companies, prescribed by Part 225, Subchapter F of Chapter I, Title 18 of the Code of Federal Regulations are revised as follows:

PART 225 - PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

Sec.

225.1 Promulgation.

225.2 General instructions.

225.3 Schedule of records and periods of retention.

AUTHORITY: The provisions of this Part 225 issued under secs. 8, 10, 16, 52 Stat. 825, 826, 830; 15 U.S.C. 717g, 717i, 717o.

§ 225.1 Promulgation.

(a) This part is prescribed and promulgated as the regulations governing the preservation of records by natural gas companies subject to the jurisdiction of the Commission, to the extent and in the manner set forth therein;

(b) This part shall, as to all natural gas companies now subject to the jurisdiction of the Commission, become effective as herein revised on January 1, 1972. As to any natural gas company which may hereafter become subject to the jurisdiction of the Commission, this part shall become effective as of the date when such natural gas company becomes subject to the jurisdiction of the Commission.

§ 225.2 General Instructions.

(a) Scope of this part. (1) The regulations in this part apply to all books of account and other records prepared by or on behalf of the natural gas company. See Subsection 64 of the schedule for those records which come into possession of the natural gas company in connection with the acquisition of property, such as purchase, consolidation, merger, etc.

(2) The regulations in this part shall not be construed as excusing compliance with any other lawful requirement for the preservation of records for periods longer than those prescribed herein.

(3) Unless otherwise specified in the Schedule (Section 225.3), duplicate copies of records may be destroyed at any time: Provided, however, that such duplicate copies contain no significant information not shown on the originals.

(4) Records other than those listed in the Schedule may be destroyed at the option of the natural gas company: Provided, however, that records which are used in lieu of those listed shall be preserved for the periods prescribed for the records used for substantially similar purposes. And, provided further, that retention of records pertaining to added services, functions, plant, etc., the establishment of which cannot be presently foreseen, shall conform to the principles embodied herein.

(5) Notwithstanding the provisions of the Records Retention Schedule, the Commission may, upon the request of the Company, authorize a shorter period of retention for any record listed therein upon a showing by the Company that preservation of such record for a longer period is not necessary or appropriate in the public interest or for the protection of investors or consumers.

(b) Designation of supervisory official. Each natural gas company subject to the regulations in this part shall designate one or more persons with official responsibility to supervise the natural gas company's program for preservation and the authorized destruction of its records.

(c) Protection and storage of records. The natural gas company shall provide reasonable protection for records subject to the regulations in this part from damage by fires, floods, and other hazards and, in the selection of storage spaces, safeguard the records from unnecessary exposure to deterioration from excessive humidity, dryness, or lack of proper ventilation.

(d) Definition of record media. (1) For the purpose of these regulations, the data constituting the records listed in the schedule may be retained in any of the media forms in Figure 1 below, provided that the media selected has a standard life expectancy equal to or in excess of the specified retention period. However, records supporting plant cost shall be retained in their original form unless microfilmed. (See General Instruction (j), for periods of retention.) In no instance, **except in emergencies, will media regeneration to achieve the full length of period retention be allowed without Commission approval of the request of the Company.** In emergency cases management shall take action as prudence calls for and notify the Commission immediately thereafter.

(2) If the media form of the record retained is other than a readable paper copy, then reader and/or printer equipment and related printout programs, if required, shall be provided by the utility for data reference.

(3) The media form initially selected for the record becomes the "original" for that particular record. If subsequent conditions (e.g.: improved media life expectancy, increased company resources, environmental factors) require and the remaining retention period permits a change in the media forms the company may convert to another media and dispose of its old equipment, provided the certification processes described in instruction (e) below are observed and data referencing capability is maintained.

FIGURE 1

RECORD MEDIA

Record Media/Form	Media Expected Life	Comments and Standards
1. Paper & Card Stock (Hard- copy)	Archival Permanency	For each document, paper stock should be selected with a life expectancy equal to or greater than the retention period specified for that document.

Record Media/Form	Media Expected Life	Comments and Standards
2. Tape Magnetic (including Video tape)	5 Years	Assumes storage in a controlled environment with a temperature and humidity range of 60°-80°F and 40-60% respectively. (Ref. Instruction (g) for specific storage conditions.)
Punched	Archival Permanency	For each record, tape media (paper, mylar, metallic base) should be selected with a life expectancy equal to or greater than the retention period specified for that record.
3. Microforms a. Microfilm  (Including COM, micro- fiche, jackets and aperture cards)	Archival Permanency	Assumes storage in a controlled environment with a temperature and humidity range of 60°-80°F and 40-50% respectively. (Ref. American National Standard Institute (ANSI) standard # PH 1.28 - 1969 and PH 5.4 - 1970.)
b. Metallic Recording Data Strips	Archival Permanency	Same storage conditions as for microfilm.

(e) Microform and tape certification.

(1) As the initial recording media -

- (i) Each microform record shall contain, at the beginning, a microform introduction stating the title of the record series, the date prepared, the name of the official responsible for validating or confirming the data contained therein. Each microform record series shall be closed with a clear and standard microform notation indicating the completion of the series and the date.



- (ii) If after validation, supplemental data and/or corrections (i.e.: resulting from computer programming) are required, said microform may be produced separately or as a part of the series rerun, but shall be affixed to the original microform certificate as described in (1)(i) above.
- (iii) Each tape record series shall be externally labeled and shall include, as a basic part of the program, at the beginning of that series an introduction stating the record series title, date prepared, the name of the official responsible for validating or confirming the data contained therein and an index where appropriate. Each record series shall be closed with a clear and standard notation indicating the completion of that series and the date.

(2) Conversion from other media -

- (i) Each microform record series shall include, as an integral part, a certificate(s) stating that the microforms are direct and facsimile reproductions of the original records and that they have been made in accordance with prescribed instructions. Such certificate(s) shall be executed by a person(s) having personal knowledge of the facts covered thereby.
- (ii) Each microform record series shall commence and end with a statement as to the nature and arrangement of the records reproduced, and the date. Rolls of film shall not be cut. Supplemental or retaken film, whether of misplaced or omitted documents or of portions of microform found to be defective, shall be attached to the beginning of the microform record series and in such an event, the aforementioned certificate shall cover the supplemental or retaken film and shall state the reasons for the subsequent action.

- (iii) If, in accordance with the provisions of instruction (f) below, the natural gas company elects to convert records to the tape media, the same certification provision specified in instruction (e)(1)(iii) above must be provided in the conversion program.

(f) Change of media for existing records. Those records prepared and maintained under previous regulations in a paper media and whose remaining retention period falls within the life expectancy range of any of the media detailed in Figure 1, may be converted to that media at the natural gas company's option, provided the applicable certification processes described in instruction (e) above are observed and an audit referencing capability maintained.

(g) Media. (1) All records created or maintained in a media and a format other than readable entries on paper shall:

- (i) be prepared, arranged, classified, identified and indexed as to permit the subsequent location, examination and reproduction of the record to a readable media;
- (ii) be stored in such a manner as to provide reasonable protection from hazards such as fire, flood, theft, etc.; and maintained in a controlled environment;
- (iii) be regenerated, including proper certification, when damaged. (Also see Section 225.2(d)(1).)

(2) The company shall be prepared to furnish, at its own expense, standard facilities for reading media and shall additionally provide, if the Commission so directs, copies of the record in a readable form.

(3) All film stock shall be of approved operationally-permanent-record microcopying type, which meets the current specifications of the National Bureau of Standards.

(h) Destruction of records. The destruction of the records permitted to be destroyed under the provisions of the regulations in this part may be performed in any manner elected by the natural gas company concerned. Precautions should be taken, however, to macerate or otherwise destroy the legibility of records, the content of which is forbidden by law to be divulged to unauthorized persons.

(i) Premature destruction or loss of records. When records are destroyed or lost before the expiration of the prescribed period of retention, a certified statement listing, as far as may be determined, the records destroyed and describing the circumstances of accidental or other premature destruction or loss shall be filed with the Commission within ninety (90) days from the date of discovery of such destruction.

(j) Schedule of records and periods of retention. The schedule of records, Section 225.3, shows the period of time that designated records shall be preserved. However, records related to plant shall be retained a minimum of 25 years unless accounting adjustments resulting from reclassification and original cost studies have been approved by the regulatory commission having jurisdiction, and either (a) continuing plant inventory records are maintained, or (b) unitization of construction costs appear in work orders.

(k) Retention periods designated "Destroy at option". Use of the retention period, "Destroy at option," in the regulations in this part constitutes authorization for such destruction under the conditions specified for the particular types of records, only if such optional destruction is appropriate to limited managerial interest in such records and if such optional destruction is not in conflict with other legal retention requirements or usefulness of such records in satisfying pending regulatory actions or directives.

(1) Records of services performed by associated companies. The natural gas company to which the regulations in this part apply shall assure the availability of records of services performed by associated companies for the periods indicated herein, as are necessary, to support the cost of services rendered to it by an associated company.

(m) Index of records. At each office of the natural gas company where records are kept or stored, such records as are herein required to be preserved shall be so arranged, filed and currently indexed that they may be readily identified and made available to representatives of the Commission.

(n) Schedule of notes:

- 1/ For the purposes of the regulation, a stockholder's account may be treated as a closed account at the time that such stockholder ceases to be a holder of record of the particular class and series of stock of the company and the six-year retention period prescribed herein shall run from that date. If such person subsequently acquires shares of capital stock of the company and thus again becomes a stockholder of the company, the record of such acquisition shall be treated as a new stockholder account.
- 2/ The terms "bonds" and "debentures", as used in captions (a) through (f) of this item, shall include all debt securities, such as bonds, debentures or notes other than debt securities which evidence temporary borrowings and which are expected to be repaid out of the proceeds of the sale of longer term securities. Typical of such temporary debt securities as described in 4(i) would be notes issued to banks evidencing temporary working capital and construction loans and gas storage loans.

- 3/ Canceled bonds and debentures and paid interest coupons pertaining thereto may be destroyed, provided that a certificate of destruction giving full descriptive reference to the documents destroyed shall be made by the person or persons authorized to perform such destruction and shall be retained by the company for the period herein prescribed. The certificate of destruction evidencing the destruction of paid interest coupons pertaining to bonds or debentures need not contain a listing of the bond or debenture serial numbers pertaining to such paid interest coupons. When documents represent debt secured by mortgage, the certificate of destruction shall also be authorized by a representative of the Trustee(s) acting in conjunction with the person or persons destroying the documents or shall have the Trustee(s) acceptance thereon. The certificate of destruction above described may be destroyed six years after the payment and discharge of the bonds or debentures or interest coupons described in such certificate.
- 4/ If a retention period is prescribed elsewhere in the schedule with respect to any document which is included as an exhibit to any filing retained pursuant to the requirements of this item, the company need retain only one copy of such document in its files provided appropriate cross references are established.
- 5/ Life or mortality study data for depreciation purposes shall be retained for the life of corporation.

## § 225.3 Schedule of Records and Periods of Retention

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## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
1. Capital stock records:	
(a) Capital stock ledgers or other records showing the same information	6 years after the stockholder's account is closed. <u>1/</u>
(b) Capital stock subscription accounts, warrants, requests for allotments and other essential papers related thereto	2 years after settlement.
(c) Stubs or similar records of capital stock certificate issuance where not used as capital stock ledger record	6 years after cancellation of certificate. If this record serves the purpose of a capital stock ledger, Subsection 1(a) is applicable.
(d) Stock transfer registers or sheets or similar records	6 years after last entry on page or sheet of record.
(e) Papers pertaining to or supporting transfers of capital stock:	
(1) Papers that are recorded officially in a court or in the office of some other public recording authority; and other papers presented by any bank or trust company requesting transfers in its capacity as a fiduciary and miscellaneous papers	Destroy at option or return to stockholder.
(f) Canceled capital stock certificates where not used as capital stock ledger records	6 years after cancellation of certificate. If this record serves the purpose of a capital stock ledger, Subsection 1(a) is applicable.

1/See § 225.2, General Instructions (n) - Schedule of Notes, 1/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
1. Capital stock records: (Contd)	
(g) Change of address notices of stockholders	Destroy at option after changes are recorded.
(h) Bonds of indemnity and affidavits covering issuances of stock certificates to replace lost certificates	6 years after expiration of bonds.
(i) Letters, notices, reports, statements and other communications distributed to all stockholders of a particular class:	
(1) Formal communications addressed to all stockholders of a particular class, including annual reports to stockholders, notices of annual and special meetings of stockholders, and other notices, reports, letters or statements relating to corporate or stockholder actions.	Life of corporation.
(2) Interim reports of operations, speeches of corporate officers, notices of change of corporate address or telephone numbers, etc	6 years after the date thereof.
(j) Dividend registers, lists or similar records	6 years.
(k) Paid dividend checks	6 years.
(l) Third party dividend orders	6 years after rescission order.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
2. Proxies and voting lists:	
(a) Proxies of holders of voting securities	3 years.
(b) Lists of holders of voting securities represented at meetings	1 year.
3. Reports to stockholders:	
(a) Annual reports or statements to stockholders	Life of corporation.
(b) Written acknowledgments of receipts of reports to stockholders and written requests for copies of such reports	Destroy at option.
4. Debt security records: <u>2/</u>	
(a) Registered bond and debenture ledgers	3 years after redemption.
(b) Bond and debenture subscription accounts, warrants, subscription notices, requests for allotment and essential papers related thereto	3 years after settlement.
(c) Stubs or similar records of bond and debenture certificates issued	3 years after redemption.
(d) Papers pertaining to or supporting transfers of registered bonds and debentures:	

2/See § 225.2, General Instructions (n) - Schedule of Notes, 2/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
4. Debt security records: (Contd)	
(1) Papers that are recorded officially in a court or in the office of some other public recording authority; and other papers presented by any bank or trust company requesting transfers in its capacity as a fiduciary, plus other miscellaneous papers	Destroy at option or return to holders of the bonds or debentures.
(e) Records of bond and debenture interest coupons paid and unpaid	Destroy at option. <u>3/</u>
(f) Canceled bonds and debentures and paid interest coupons pertaining thereto	Destroy at option. <u>3/</u>
(g) Trust indentures, loan agreements or other contracts or agreements securing debt securities issued. (If such papers or documents are included among the records covered by Subsection 5 of the Regulation, this instruction will not apply)	6 years after redemption.
(h) Copies of reports, statements, letters or memoranda filed with Trustee(s) pursuant to provisions of trust indenture or other security instrument or agreement securing debt securities issued	6 years after redemption. (Destroy at option provided that the Trustee(s) under such indenture or security instrument is a National Bank, a member of the Federal Reserve System or a subsidiary of any such National Bank or Federal Reserve System member bank; and provided further

3/See § 225.2, General Instructions (n) - Schedule of Notes, 3/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
<p>4. Debt security records: (Contd)</p> <p>(h) (Contd)</p> <p>(i) Paid or canceled debt securities evidencing temporary borrowings</p> <p>(j) Paid interest checks</p>	<p>that the Trustee(s) has certified to the company that copies of all such documents will be available in the offices of the Trustee(s) for inspection at any time prior to redemption by holders of debt securities to which such documents relate and for inspection by any Federal or State regulatory authority prior to redemption and for an additional period of six years after redemption.)</p> <p>3 years after payment or cancellation, provided other records of issuance and payment or cancellation are maintained.</p> <p>6 years.</p>
<p>5. Filings with and authorizations by regulatory agencies:</p> <p>(a) Authorizations from regulatory bodies for issuance of securities:</p> <p>(1) Copies of applications to regulatory bodies for authority to issue stocks, bonds, and other securities, including copies of exhibits in support of such applications</p>	<p>25 years or until all securities covered are retired, whichever is shorter. <u>4/</u></p>

4/See § 225.2, General Instructions (n) - Schedule of Notes, 4/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
5. Filings with and authorizations by regulatory agencies: (Contd)	
(2) Official copies of opinions and orders of regulatory bodies granting authority to issue securities	Until securities covered are retired.
(3) Reports filed with regulatory bodies in compliance with authorizations to issue securities. (Reports of sales of securities of application of proceeds, etc.) File copies of such reports and supporting papers	Until securities covered are retired.
(b) Copies of registration statements and other data filed with the Securities and Exchange Commission:	
(1) In connection with offerings of securities for sale to the public, or the listing of securities on exchanges, including supporting papers	25 years or until all securities covered are retired, whichever is shorter. <u>4/</u>
(2) Copies of periodic reports and supporting papers filed in compliance with either the Securities Act of 1933 or the Securities Exchange Act of 1934	25 years.

4/See § 225.2, General Instructions (n) - Schedule of Notes, 4/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
6. Organizational documents:	
(a) Minute books of stockholders', directors', and directors' committee meetings:	Life of corporation.
(b) Titles, franchises, and licenses:	
(1) Deeds and other title papers (including abstracts of title and supporting data)	6 years after property is disposed of unless surrendered to transferee.
(2) Corporate charters or certificates of incorporation	Life of corporation.
(3) Franchises and certificates authorizing operations as a public utility	Life of corporation.
(4) Licenses (including amendments thereof) granted by Federal or State authorities for construction and operation of utility plant	25 years after plant is retired or expiration of license, whichever is shorter.
(5) Copies of formal orders of regulatory commissions served upon the utility	Life of corporation.
(c) Permits:	
(1) Permits and granted applications for the use of facilities of others	6 years after expiration or cancellation.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
6. Organizational documents: (Contd)	
(2) Copies of permits and applications granted others for the use of the utility's facilities	6 years after expiration or cancellation.
(3) Applications for the use of facilities not granted and copies of such applications	Destroy at option.
(4) Permits of a temporary nature from municipalities or others to perform specific work, such as permits to open streets	Destroy at option.
(d) Organization diagrams and charts	Destroy at option after expiration or supersession.
7. Contracts and agreements (except contracts provided for elsewhere):	
(a) Service contracts, such as for management, accounting and financial services	6 years after expiration or cancellation. See Section 225.2(j).
(b) Contracts with other utilities or other persons for the purchase, sale or interchange of product, or for advance payments for gas.	6 years after expiration or cancellation.
(c) Leases pertaining to rentals of property to or from others	6 years after expiration or cancellation.



## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
<p>7. Contracts and agreements (except contracts provided for elsewhere): (Contd)</p> <p>(d) Contracts and agreements with individual employees, labor unions, company unions, and other employee organizations relative to wage rates, hours and similar matters</p> <p>(e) Contracts, agreements, and/or other essential records necessary to the carrying out of the functions of an employee's stock purchase or other type of employees' saving plan</p> <p>(f) Contracts or agreements for the acquisition or disposal of investments (Excluding temporary cash investments)</p> <p>(g) Memoranda essential to clarifying or explaining provisions of contracts listed above</p> <p>(h) Card or book records of contracts, leases, and agreements made, showing dates of expirations and of renewals, memoranda of receipts and payments under such contracts, etc</p>	<p>6 years after expiration or cancellation.</p> <p>6 years after expiration or cancellation.</p> <p>25 years after disposal.</p> <p>For the same periods as contracts to which they relate.</p> <p>For the same periods as contracts to which they relate.</p>
<p>8. Accountants' and auditors' reports:</p> <p>(a) Reports of examinations and audits by accountants and auditors not in the regular employ of the utility</p>	<p>7 years after date of report or Commission audit, whichever comes last.</p>

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>	
8. Accountants' and auditors' reports: (Contd)	
(Such as reports of public accounting firms and regulatory commission accountants)	
(b) Internal audit reports and work papers	7 years after date of report or Commission audit, whichever comes last.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>AUTOMATIC DATA PROCESSING</u>	
9. Automatic data processing records (Retain original source data used as input for data processing and data processing report printouts for the applicable periods prescribed elsewhere in the schedule.):	
(a) Punched cards, tapes or similar media used as intermediate records or steps in data processing for assembling data to be posted to the records of the company or used in a report or study	Destroy at option.
(b) Program documentation and revisions thereto	Retain as long as it represents an active viable program or for periods prescribed for related output data, whichever is shorter.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>GENERAL ACCOUNTING RECORDS</u>	
10. General and subsidiary ledgers:	
(a) (1) General ledgers	50 years.
(2) Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere	50 years.
(b) (1) Indexes to general ledgers	50 years.
(2) Indexes to subsidiary ledgers except ledgers provided for elsewhere	50 years.
(c) Trial balance sheets of general and subsidiary ledgers	2 years.
11. Journals: General and subsidiary:	50 years.
12. Journal vouchers and journal entries including supporting detail:	
(a) Journal vouchers and journal entries	50 years.
(b) Analyses, summarizations, distributions, and other computations which support journal vouchers and journal entries:	
(1) Charging plant accounts	6 years. See Section 225.2(j).
(2) Charging all other accounts	6 years.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>GENERAL ACCOUNTING RECORDS</u>	
12. Journal vouchers and journal entries including supporting detail: (Contd)	
(c) Schedules for recurring journal entries	Destroy when superseded.
(d) Lists of standard journal entry numbers	Destroy when superseded.
13. Cash books:	
(a) General and subsidiary or auxiliary books	10 years after close of fiscal year. See Subsection 12(a).
14. Voucher registers:	
(a) Voucher registers or similar records when used as a source document	6 years. See Section 225.2(j).
15. Vouchers:	
(a) Paid and canceled vouchers (1 copy - analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers)	6 years. See Section 225.2(j).
(b) Original bills and invoices for materials, services, etc, paid by vouchers	6 years. See Section 225.2(j).
(c) Paid checks and receipts for payments by voucher or otherwise	6 years.
(d) Authorization for the payment of specific vouchers	6 years. See Section 225.2(j).

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>GENERAL ACCOUNTING RECORDS</u>	
15. Vouchers: (Contd)	
(e) Lists of unaudited bills (accounts payable), lists of vouchers transmitted and memoranda regarding changes in unaudited bills	Destroy at option.
(f) Voucher indexes	Destroy at option.
16. Accounts receivable (see Subsections 53 and 54 for accounts with customers for utility service and for merchandise sales):	
(a) Records of accounts receivable pertaining to sales of utility plant	3 years after settlement.
(b) Record or register of accounts receivable and indexes thereto and summaries of distribution	3 years after settlement.
(c) Accounting department copies of invoices issued and supporting papers which do not accompany the original invoices and authorizations for charges including supporting papers	3 years after settlement.
(d) Periodic statements of unsettled accounts, except trial balances	Destroy at option.
(e) Schedule of invoices to be issued	Destroy at option.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>GENERAL ACCOUNTING RECORDS</u>	
17. Records of securities owned:	
(a) Records of securities owned, in treasury, or with custodians (excluding temporary investments of cash)	6 years after disposal of the investment.
18. Payroll records:	
(a) Payroll sheets or registers of payments of salaries and wages	6 years.
(b) Records showing the distribution of salaries and wages paid and summaries or recapitulation statements of such distribution	6 years. See Subsection 12(b).
(c) Time tickets, time sheets, time books, time cards, workmen's reports and other records showing hours worked, description of work and accounts to be charged:	
(1) When used as a basis for payment of salaries and wages supporting records described in Subsection 18(a).	Destroy at option if the basic information contained thereon is transferred to other records.
(2) When used solely as basis for supporting records described in Subsection 18(b).	Destroy at option.
(d) Paid checks, receipts for wages paid in cash and other evidences of payments for services rendered by employees	3 years.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>GENERAL ACCOUNTING RECORDS</u>	
18. Payroll records: (Contd)	
(e) Applications and authorizations for changes in wage and salary rates, summaries and reports of changes in payrolls, and similar records	3 years.
(f) Applications for payroll changes not authorized	Destroy at option.
(g) Payroll authorizations and records of authorized positions	3 years.
(h) Records of deductions from payrolls	Destroy at option.
(i) Comparative or analytical statements of payrolls	Destroy at option.
(j) Employee's individual earnings record	6 years after termination of employment.
19. Assignments, attachments, and garnishments:	
(a) Record of assignments, attachments, and garnishments of employees' salaries, including files of notices, etc., pertaining thereto	Destroy at option.
(b) Minors' salary releases	Destroy at option.



DESCRIPTION	RETENTION PERIOD
<u>INSURANCE</u>	
20. Insurance records:	
(a) Records of insurance policies in force, showing coverage, premiums paid and expiration dates	Destroy at option after expiration of such policies.
(b) Insurance policies	Destroy at option after expiration of such policies.
(c) Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers	6 years. See Section 225.2(j).
(d) Inspectors' reports and records of condition of property	Destroy when superseded.
(e) Insurance maps of property and structures erected thereon	Destroy when superseded.
(f) Records and statements relating to insurance requirements	Destroy at option.
21. Injuries and damages:	
(a) Claim registers, card or book indexes and similar records in connection with claims presented against the company in connection with accidents resulting in damage to the property of others or personal injuries	2 years after settlement.
(b) Papers, reports, statements of witnesses, etc., necessary to the support or rejection of individual claims against the company	2 years after settlement.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>INSURANCE</u>	
21. Injuries and damages: (Contd)	
(c) Other papers, reports or statements, pertaining to accidents, resulting in property damages or personal injuries, not necessary to the support or rejection of claims	Destroy at option.
(d) Detailed schedules or spread sheets of payments to others for personal injuries or for property damages	2 years after settlement.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>OPERATIONS AND MAINTENANCE</u>	
22 Production - Gas:	
(a) Boiler and gas machine logs, including supporting data	3 years.
(b) Gas generation and output logs with supporting data	6 years.
(c) Temperature and atmospheric pressure logs	3 years.
(d) Coal, coke and oil reports	3 years.
(e) Residual reports	3 years.
(f) Recording instrument charts such as pressure (static and/or differential), temperature, specific gravity, heating value, etc.	1 year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
(g) Test of heating value at stations and outlying points	6 years.
(h) Records of gas produced, gas purchased, gas sent out and holder stock	6 years.
(i) Analysis of gas produced and purchased including Btu. and sulphur content	6 years.
(j) Records of general inspection and operating tests	3 years.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>OPERATIONS AND MAINTENANCE</u>	
22 Production - Gas: (Contd)	
(k) Well records, including clearing, bailing, shooting, etc, records; rock pressure; open flow; production, gas analysts' reports, etc.	1 year after field or relevant production area abandoned.
(l) Gasoline production	6 years.
(m) Gas production by counties	Destroy at option.
(n) Gas measuring records	1 year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
(o) Tool record	For life of equipment.
(p) Royalty record	6 years.
(q) Records of meter tests	Until superseding test, but not less than two years.
(r) Meter history records	For life of meter.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>OPERATIONS AND MAINTENANCE</u>	
23 Transmission and distribution - Gas: 5/	
(a) Transmission line logs	3 years.
(b) Transmission and distribution department load dispatching operating logs	3 years.
(c) Service interruption logs and reports	6 years.
(d) Records of general inspection and operating tests	3 years.
(e) Reports on inspections and re- pairs of all street openings	6 years.
(f) Apparatus failure reports	6 years.
(g) Records of meter tests	Until superseding test, but not less than two years, or as may be necessary to comply with service rules regarding refunds on fast meters.
(h) Meter history records	For life of meter.
(i) Meter shop reports (monthly reports summarizing tests, repairs, etc)	3 years.
(j) Gas measuring records	1 year.
(k) Transmission line operating reports	3 years.

5/See § 225.2, General Instructions (n) - Schedule of Notes, 5/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>OPERATIONS AND MAINTENANCE</u>	
23 Transmission and distribution - Gas: (Contd) <u>5/</u>	
(l) Compressor operation and reports	3 years.
(m) Gas pressure department reports	3 years.
(n) Recording instrument charts such as pressure (static and differential), temperature, specific gravity, heating value, etc.	1 year, except where the basic chart information is transferred to another record, the charts need only be retained 6 months provided the record containing the basic data is retained 1 year.
23.1 Underground storage of natural gas:	
(a) Well records, reports and logs which includes data relating to pressures, injected volumes, withdrawn volumes, core analysis, daily volumes of gas injected into and withdrawn from reservoir, and cushion and working gas volumes for each reservoir	1 year after reservoir, field, or relevant storage area is abandoned.
(b) Records containing information relating to reservoir gas leakage, showing the total gas leakage and recycled gas	1 year after reservoir, field, or relevant storage area is abandoned.
(c) Maps of the storage project	1 year after reservoir, field, or relevant storage area is abandoned.
(d) Records on back pressure tests field data	1 year or until superseded.
(e) Records on back pressure test results, gas analysis	1 year or until superseded.

5/ See §225.2, General Instructions, (n) - Schedule of Notes, 5/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
24. Customers' service:	
(a) Reports of inspections of customers' premises	2 years.
(b) Records and reports of customers' service complaints	2 years.
(c) Survey of customers' premises to determine type of service and equipment to be installed	Destroy at option.
(d) Records of installed customers' appliances	Destroy at option.
25. Records of auxiliary and other operations:	
Records of operations other than utility operations	Retain for same periods as prescribed in these regulations for similar records pertaining to utility operations.
<u>OPERATIONS AND MAINTENANCE</u>	
26. Maintenance work orders and job orders:	
(a) Authorizations for expenditures for maintenance work to be covered by work orders, including memoranda showing the estimates of costs to be incurred	6 years.
(b) Work order sheets to which are posted in detail the entries for labor, material, and other charges in connection with maintenance, and other work pertaining to utility operations	Ditto.
(c) Summaries of expenditures on maintenance and job orders and clearances to operating and other accounts (exclusive of plant accounts)	Ditto.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PERSONNEL</u>	
27. Personnel records:	
(a) Employees' service records, length of service, and other pertinent data	3 years after termination of employment.
(b) Applications for employment, requests for medical examination, medical examiner's report, photographs and other identification records, and other miscellaneous records pertaining to the hiring of employees	Destroy at option.
28. Employees' benefit and pension records:	
(a) Detailed records showing computations of accruals for pension liabilities	6 years after supersession of the study or report or termination of plan.
(b) Pension or annuity payrolls	6 years.
(c) Pension paychecks	3 years.
(d) Records pertaining to employees' benefit programs	Destroy at option.



## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PERSONNEL</u>	
29. Instructions to employees and others:	
(a) Bulletins or memoranda of general instructions issued by the company to employees pertaining to changes in accounting, engineering, operating, maintenance and construction policies	10 years after expiration or supersession.
(b) Bulletins or memoranda of general instructions issued by the company to employees pertaining to accounting, engineering, operating, maintenance and construction methods and procedures	Destroy at option after expiration or supersession.
(c) Notices to employees on matters of discipline, deportment, and other similar subjects	Destroy at option.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PLANT AND DEPRECIATION</u>	
30. Plant ledgers:	
(a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes	50 years.
(b) Continuing plant inventory ledger, book or card records showing description, location, quantities, cost, etc., of physical units (or items) of utility plant owned	6 years after plant is retired, provided mortality data are retained. <sup>5/</sup>
31. Construction work in progress ledgers, work orders, and supplemental records:	
(a) Construction work in progress ledgers	10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
(b) Work order sheets to which are posted in summary form or in detail the entries for labor, materials and other charges for utility plant additions and the entries closing the work orders to utility plant in service at completion	10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.

<sup>5/</sup> See § 225.2, General Instructions (n) - Schedule of Notes, <sup>5/</sup>.

DESCRIPTION	RETENTION PERIOD
<u>PLANT AND DEPRECIATION</u>	
31. Construction work in progress ledgers, work orders, and supplemental records: (Contd)	
(c) Authorizations for expenditures for additions to utility plant, including memoranda showing the detailed estimates of cost and the bases therefor (including original and revised or subsequent authorizations)	10 years.
(d) Requisitions and registers of authorizations for utility plant expenditures	10 years.
(e) Completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions	10 years.
(f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours, etc., in connection with completed construction project	10 years after clearance to the plant account, provided continuing property plant inventory records are maintained; otherwise six years after plant is retired.
(g) Records and reports pertaining to progress of construction work, the order in which jobs are to be completed, and similar records which do not form a basis of entries to the accounts	Destroy at option.
(h) Well-drilling logs and well-construction records	1 year after field or relevant production area abandoned.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PLANT AND DEPRECIATION</u>	
32. Retirement work in progress ledgers, work orders, and supplemental records:	
(a) Work order sheets to which are posted the entries for removal costs, materials recovered, and credits to utility plant accounts for cost of plant retired	10 years after plant is retired. <sup>5/</sup>
(b) Authorizations for retirement of utility plant, including memoranda showing the basis for determination of cost of plant to be retired and estimates of salvage and removal costs	10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired. <u>5/</u>
(c) Registers of retirement work orders	10 years.
33. Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant accounts not covered by construction or retirement work orders and their supporting records	10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
34. Appraisals and valuations:	
Appraisals and valuations made by the company of its properties or investments or of the properties or investments of any associated companies. (Includes all records essential thereto)	3 years after disposition, termination of lease, or write-off of property or investment.

<sup>5/</sup>See § 225.2, General Instructions (n) - Schedule of Notes, 5/.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PLANT AND DEPRECIATION</u>	
35. Production maps and reproductions thereof:	
(a) Geological maps, including aerial photographs, showing the location of all natural gas production, transmission and distribution facilities.	Maps or reproductions thereof pertinent to the facility as-constructed until superseded or 6 years after facility is retired. <u>5/</u>
36. The original or reproductions of engineering records, drawings and other supporting data for proposed as-constructed natural gas facilities:	
(a) Maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies and similar records showing the location of proposed or as-constructed facilities:	
(1) If construction of facility results wholly, or in part	Records pertinent to the constructed facility until record is superseded or 6 years after facility is retired. <u>5/</u>
(2) If construction of facility does not result	Destroy at option, after completely accounting for expenses incurred.
37. Contracts and other agreements relating to natural gas company records:	
(a) Contracts relating to acquisition or sale of plant	6 years after plant is retired.

5/ See §225.2, General Instructions, (n) - Schedule of Notes, 5/.

DESCRIPTION	RETENTION PERIOD
<u>PLANT AND DEPRECIATION</u>	
37. Contracts and other agreements relating to natural gas company records: (Contd)	
(b) Contracts and other agreements relating to services performed in connection with construction of utility plant (including contracts for the construction of plant by others for the utility and for supervision and engineering relating to construction work)	6 years. See Section 225.2(j).
(c) The primary records of gas acreage owned, leased or optioned excluding deeds and leases but including such records as lease sheets, leasehold cards, and option agreements	6 years after rights to the gas acreage have expired or otherwise dissolved.
38. Records pertaining to reclassifications of utility plant accounts to conform to prescribed systems of accounts, including supporting papers showing the bases for such reclassifications.	6 years. See Section 225.2(j).
39. Records of accumulated provisions for depreciation and depletion of utility plant:	
(a) Detailed records or analysis sheets segregating the accumulated depreciation according to functional classification of plant.	25 years.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PLANT AND DEPRECIATION</u>	
39. Records of accumulated provisions for depreciation and depletion of utility plant: (Contd)	
(b) Records supporting computation of depreciation and depletion expense of utility plant, including such data as life and salvage studies	25 years.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PURCHASES AND STORES</u>	
<p>40. Procurements:</p> <p>(a) Agreements entered into for the acquisition of goods or the performance of services. Includes all forms of agreements not specifically set forth in Subsection 7 such as, but not limited to: letters of intent, exchange of correspondence, master agreements, term contracts, rental agreements and the various types of purchase orders:</p> <p>(1) For goods or services relating to plant construction</p> <p>(2) For other goods or services</p> <p>(b) Supporting documents including bids or proposals evidencing all relevant elements of the procurement</p> <p>(c) All other procurement records such as requisitions, advices from suppliers, registers or similar records of invoices</p>	<p>6 years. See Section 225.2(j).</p> <p>6 years.</p> <p>6 years. See Section 225.2(j).</p> <p>Destroy at option after company's accounts have been examined by independent accountants.</p>
<p>41. Material ledgers:</p> <p>(a) Ledger sheets and card records of materials and supplies received, issued, and on hand</p>	<p>6 years. See Section 225.2(j).</p>



## Schedule of Records and Periods of Retention - Continued

DESCRIPTION	RETENTION PERIOD
<u>PURCHASES AND STORES</u>	
41. Material ledgers: (Contd)	
(b) Statements of materials and supplies on hand, per ledgers	Destroy at option after completion of annual audit by independent accountants.
42. Materials and supplies received and issued:	
(a) Records and reports pertaining to receipt of materials and supplies	Destroy at option after completion of annual audit by independent accountants.
(b) Records of inspecting and testing materials and supplies	Destroy at option.
(c) Records showing the detailed distribution of materials and supplies issued during accounting periods	6 years. See Section 225.2(j).
(d) Records of material issued, transferred or returned to stock:	
(1) Showing quantities, unit prices, and accounts to be charged	6 years. See Section 225.2(j).
(2) Showing only quantities and accounts to be charged	Destroy at option if the basic information contained thereon is transferred to other records.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PURCHASES AND STORES</u>	
42. Materials and supplies received and issued: (Contd)	
(e) Minor records and reports pertaining to materials and supplies not involving costs or final disposition, such as reports of unfilled requisitions, authorizations for additions to stock, and similar records; also, storeroom copies of purchase orders and price records, other copies being retained in files of purchasing department	Destroy at option.
43. Records of sales of scrap and materials and supplies:	
(a) Authorizations for sale of scrap and materials and supplies	3 years.
(b) Contracts for sale of scrap and materials and supplies	3 years.
(c) Memoranda pertaining to sale of scrap and materials and supplies	Destroy at option.
44. Inventories of materials and supplies:	
(a) General inventories of materials and supplies on hand with records of adjustments of accounts required to bring stores records into agreement with physical inventories	Destroy at option after completion of annual audit by independent accountants.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>PURCHASES AND STORES</u>	
44. Inventories of materials and supplies: (Contd)	
(b) Stock cards, inventory cards, and other detailed records pertaining to the taking of inventories if abstracted into records covered by Subsection 44(a).	Destroy at option.
(c) Minor inventories of materials and supplies on hand if not reflected in adjustments of accounts	Destroy at option.

DESCRIPTION	RETENTION PERIOD
<u>REVENUE ACCOUNTING AND COLLECTING</u>	
45. Customers' service applications and contracts:	
(a) Applications for utility service for which contracts have been executed	Destroy at option.
(b) Applications for utility service used in lieu of contracts	1 year.
(c) Contracts and card files or other records thereof with customers for utility service. (See also Subsection 7(b)).	1 year after expiration or cancellation.
(d) Applications for utility service which were withdrawn by applicant or not granted by the utility	1 year.
(e) Contracts or sales agreements with customers and others for sale of merchandise and appliances	1 year after sales agreement is discharged.
(f) Contracts for lease of equipment to customers, including receipts for same	1 year after expiration of contract or return of equipment.
(g) Applications and contracts for extensions covered by refundable deposits or guarantees of revenue, also records pertaining to such contracts	1 year after entire amount is refunded.
(h) Applications and contracts for extensions for which donations or contributions are made by customers or others	50 years.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>REVENUE ACCOUNTING AND COLLECTING</u>	
46. Rate schedules:	
(a) General files of published rate sheets and schedules of utility service. (Including schedules suspended or superseded)	50 years.
(b) Divisional or local office copies of rate sheets and schedules of utility service	1 year after expiration or cancellation.
47. Customers' guarantee deposits:	
(a) Customers' deposit ledgers or card records	6 years after refund.
(b) Customers' deposit certificate books	6 years after refund.
(c) Receipts for customers' deposits refunded	6 years after refund.
(d) Receipts for interest on customers' deposits	6 years after refund.
48. Meter reading sheets and records:	
(a) Superseded meter reading sheets	2 years or as may be necessary to comply with service rules regarding refunds on fast meters.
(b) Meter reread sheets (special readings to check high or low consumption)	1 year.

DESCRIPTION	RETENTION PERIOD
<u>REVENUE ACCOUNTING AND COLLECTING</u>	
48. Meter reading sheets and records: (Contd)	
(c) Customers' reading cards	1 year.
(d) Connection and disconnection orders	1 year.
(e) Superseded indexes to meter books	Destroy at option.
(f) Mark sensed meter reading cards	Destroy at option after transferring data to other record.
49. Maximum demand, pressure, temperature, and specific gravity charts and demand meter record cards	1 year, except where the basic chart information is transferred to another record the charts need only be retained 6 months, provided the record containing the basic data is retained 1 year.
50. Miscellaneous billing data:	
(a) Billing department's copies of contracts with customers (in addition to contracts in general files)	Destroy at option.
(b) Service and inspection orders from which customers are charged and sundry charge advices	1 year.
(c) Authorizations for charges under utility service contracts	1 year after expiration of contract.
(d) Standard billing sheets or schedules (showing computed bills of varying consumption according to rates)	Destroy at option.

## Schedule of Records and Periods of Retention - Continued

DESCRIPTION	RETENTION PERIOD
<u>REVENUE ACCOUNTING AND COLLECTING</u>	
51. Revenue summaries:	
(a) Summaries of monthly operating revenues according to classes of service for entire utility	6 years.
(b) Summaries of monthly operating revenues according to classes of service by towns, districts, or divisions. (Including summaries of forfeited discounts and penalties)	6 years.
52. Customers' ledgers and other records used in lieu thereof:	
(a) Customers' ledgers	2 years or as may be necessary to comply with service rules regarding refunds on fast meters.
(b) Records used in lieu of customers' ledgers, such as bill summaries, registers, bill stubs, etc.	2 years or as may be necessary to comply with service rules regarding refunds on fast meters.
(c) Copies of large bills:	
(1) If details are transcribed to ledgers covered by Subsection 52(a).	Destroy at option.
(2) If details are not transcribed to ledgers	2 years.
(d) Trial balances of ledgers referred to above	1 year.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>REVENUE ACCOUNTING AND COLLECTING</u>	
52. Customers' ledgers and other records used in lieu thereof: (Contd)	
(e) Indexes to customers' accounts	2 years.
(f) Change of address notices	Destroy at option.
(g) Cards and other records relating to forfeited discounts.	2 years.
53. Merchandise sales - accounting and collecting:	
(a) Merchandise sales tickets (duplicates) and charge slips for work done	Destroy at option after annual audit and 6 months after account is settled.
(b) Merchandise registers and summaries of sales	3 years.
(c) Merchandise ledgers and installment records	1 year after completion of payments.
(d) Merchandise sales returns and adjustment tickets	Destroy at option after annual audit and 6 months after account is settled.
(e) Cashiers' stubs for merchandise collections	6 months.
(f) Cashiers' periodic reports and statements of collections on merchandise accounts	1 year.
(g) Records of monthly statements to customers	Destroy at option.



## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>REVENUE ACCOUNTING AND COLLECTING</u>	
53. Merchandise sales - accounting and collecting: (Contd)	
(h) Reports relating to status of merchandise accounts receivable	1 year.
(i) Job orders and supporting details of charges to customers for work done	3 years.
(j) Indexes and trial balances of merchandise ledgers	1 year.
54. Collection reports and records:	
(a) Periodic reports, lists, and summaries of collections of operating revenues by collectors, agents, and local or divisional or district offices. (See Subsection 60(d)).	Destroy at option.
(b) Bill stubs, copies of bills, collection slips, and other records pertaining to collections, summarized or detailed in daily or periodic cash reports	6 months.
(c) Memorandum records of remittances from local or branch offices	6 months.
<p>Note: See Subsection 59 pertaining to deposits of cash with banks.  Subsection 59 applies to all bank accounts whether at general, local, or divisional offices</p>	

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
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REVENUE ACCOUNTING AND COLLECTING

## 55. Customers' account adjustments:

- |  |         |
|--|---------|
| (a) Detailed records pertaining to adjustments of customers' accounts for overcharges, undercharges, and other errors, results of which have been transcribed to other records | 1 year. |
| (b) Detailed records of high-bill complaints whether or not resulting in adjustments to customers' accounts  | 1 year. |

## 56. Uncollectible accounts and customers' credit records:

- |  |                                 |
|--|---------------------------------|
| (a) Records of ratings, credit classifications, and investigations of customers                  | Destroy at option.              |
| (b) Ledger accounts and supporting details of customers' accounts considered to be uncollectible | For period legally collectible. |
| (c) Reports and statements showing age and status of customers' accounts                         | 1 year.                         |
| (d) Data on unpaid final bills   | 1 year.                         |
| (e) Authorizations for writing off customers' accounts   | 3 years.                        |

## Schedule of Records and Periods of Retention - Continued

DESCRIPTION	RETENTION PERIOD
<u>TAX</u>	
57. Tax records:	
(a) Copies of returns and schedules filed with taxing authorities, supporting work papers, records of appeals, tax bills and receipts for payment. (See Subsection 15(b) for vouchers evidencing disbursements):	
(1) Income tax returns	7 years after settlement.
(2) Property tax returns	2 years after settlement.
(3) Sales and use taxes	3 years.
(4) Other taxes	2 years after settlement.
(5) Agreements between associate companies as to allocation of consolidated income taxes	7 years after settlement.
(6) Schedule of allocation of consolidated federal income taxes among associate companies	7 years after settlement.
(b) Summaries of taxes paid	Destroy at option.
(c) Filings with taxing authorities to qualify employee benefit plans	7 years after settlement of federal return or discontinuance of plan, whichever is later.
(d) Information returns and reports to taxing authorities	3 years, or for the period of any extensions granted for audit.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>TREASURY</u>	
58. Statements of funds and deposits:	
(a) Summaries and periodic statements of cash balances on hand and with depositories	Destroy at option.
(b) Statement of managers' and agents' cash balances on hand and with depositories	Destroy at option.
(c) Authorizations for and statements of transfer of funds from one depository to another	Destroy at option.
(d) Requisitions and receipts for funds furnished managers, agents, and others	Destroy at option after funds have been returned or accounted for.
(e) Records of fidelity bonds of employees and others responsible for funds of the utility	Destroy at option after liability of bonding company has expired.
(f) Reports and estimates of funds required for general and special purposes	Destroy at option.
59. Records of deposits with banks and others:	
(a) Copies of bank deposit slips	Destroy at option after completion of annual audit by independent accountants.

## Schedule of Records and Periods of Retention - Continued

DESCRIPTION	RETENTION PERIOD
<u>TREASURY</u>	
59. Records of deposits with banks and others: (Contd) <ul style="list-style-type: none"> <li data-bbox="228 514 829 609">(b) Advice of deposits made when information thereon is shown on other records which are retained</li> <li data-bbox="228 651 829 777">(c) Statements from depositories showing the details of funds received, disbursed, transferred, and balances on deposit</li> <li data-bbox="228 819 698 850">(d) Bank reconciliation papers</li> <li data-bbox="228 892 803 945">(e) Statements from banks of interest credits</li> <li data-bbox="228 987 787 1050">(f) Check stubs, registers, or other records of checks issued</li> <li data-bbox="228 1092 812 1218">(g) Correspondence and memoranda relating to the stopping of payment of bank checks and to the issuance of duplicate checks</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="911 514 1339 609">Destroy at option after completion of annual audit by independent accountants.</li> <li data-bbox="911 651 1453 745">Destroy at option after completion of annual audit by independent accountants.</li> <li data-bbox="911 766 1445 861">Destroy at option after completion of annual audit by independent accountants.</li> <li data-bbox="911 892 1445 987">Destroy at option after completion of annual audit by independent accountants.</li> <li data-bbox="911 997 1031 1029">6 years.</li> <li data-bbox="911 1092 1331 1155">6 years or destroy at option after check is recovered.</li> </ul>
60. Records of receipts and disbursements: <ul style="list-style-type: none"> <li data-bbox="228 1354 803 1449">(a) Daily or other periodic statements of receipts or disbursements of funds</li> </ul>	<ul style="list-style-type: none"> <li data-bbox="911 1354 1339 1459">Destroy at option after completion of annual audit by independent accountants.</li> </ul>

## Schedule of Records and Periods of Retention - Continued

DESCRIPTION	RETENTION PERIOD
<u>TREASURY</u>	
60. Records of receipts and disbursements: (Contd)	
(b) Records or periodic statements of outstanding vouchers, checks, drafts, etc. issued and not presented	Destroy at option after completion of annual audit by independent accountants.
(c) Reports of associates showing working fund transactions and summaries thereof	Destroy at option after completion of annual audit by independent accountants.
(d) Reports of revenue collections by field cashiers, pay stations, etc.	Destroy at option after completion of annual audit by independent accountants.

## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
<p>61. Statistics:</p> <p>(a) Annual financial, operating and statistical reports regularly prepared in the course of business for internal administrative or operating purposes (and not used as the basis for entries to accounts of the companies concerned) to show the results of operations and the financial condition of the utility</p> <p>(b) Quarterly, monthly or other periodic financial, operating and other statistical reports as above</p> <p>(c) All other statistical reports (not covered elsewhere in these regulations) prepared for internal administrative or operating purposes only and not used as the basis for entries to the accounts of the company</p>	<p>10 years after date of report.</p> <p>2 years after date of report.</p> <p>Destroy at option.</p>
<p>62. Budgets and other forecasts: (Prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations and acquisitions or disposals of properties or investments by the company and its associate companies, including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates</p>	<p>3 years.</p>

## Schedule of Records and Periods of Retention - Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
<p>63. Correspondence:</p> <p>(a) Correspondence and indexes thereto relating to offices covered by other items of these regulations</p> <p>(b) Stenographers' notebooks and dictaphone or other mechanical device records</p> <p>(c) Mailing lists of prospects for appliance sales, securities, etc.</p>	<p>Retain for the period prescribed for the item to which it relates where necessary to a proper explanation of same.</p> <p>Destroy at option.</p> <p>Destroy at option.</p>
<p>64. Records of predecessors and former associates</p>	<p>Retain until the records of utility plant acquired have been integrated with the utility's plant records and the original cost of the acquired plant is adequately supported by cost details and until it is ascertained that such records are not necessary to fulfillment of any unsatisfied regulatory requirement, such as: (a) approval and recording of accounting adjustments resulting from reclassification and original cost studies and acceptance of property acquisition journal entries.</p>



## Schedule of Records and Periods of Retention-Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
64. Records of predecessors and former associates (Contd)	(b) establishment of continuing plant inventory records or accounting evidence of the cost of long-lived property in the absence of such continuing plant inventory records.
65. Reports to federal and state regulatory commissions:	
(a) Annual financial, operating and statistical reports	Life of corporation.
(b) Monthly and quarterly reports of operating revenues, expenses, and statistics	2 years after date of report.
(c) Special or periodic reports on the following subjects:	
(1) Transactions with associated companies	6 years.
(2) Budgets of expenditures	3 years.
(3) Accidents	6 years.
(4) Employees and wages	5 years.
(5) Loans to officers and employees	3 years after fully paid.

## Schedule of Records and Periods of Retention - Continued

DESCRIPTION	RETENTION PERIOD
<u>MISCELLANEOUS</u>	
<p>65. Reports to federal and state regulatory commissions: (Contd)</p> <p style="padding-left: 40px;">(6) Issues of securities</p> <p style="padding-left: 40px;">(7) Purchases and sales, utility properties</p> <p style="padding-left: 40px;">(8) Plant changes - units added and retired</p> <p style="padding-left: 40px;">(9) Service interruptions</p>	<p>Data filed with the SEC retain 25 years or until all securities covered are retired, whichever is shorter; other reports retain until securities covered are retired.</p> <p>Life of corporation.</p> <p>Life of corporation.</p> <p>6 years.</p>
<p>66. Other miscellaneous records:</p> <p style="padding-left: 40px;">(a) Copies of advertisements by the company in behalf of itself or any associate company in newspapers, magazines and other publications including records thereof. (Excluding advertising of product, appliances, employment opportunities, services, territory, routine notices and invitations for bids for securities, all of which may be destroyed at option)</p> <p style="padding-left: 40px;">(b) Indexes of forms used by company</p>	<p>6 years.</p> <p>Destroy when superseded.</p>

(C) The revisions ordered herein are effective as of January 1, 1972.

(D) The Secretary shall cause prompt publication of this order to be made in the Federal Register.

By the Commission.

( S E A L )

Kenneth F. Plumb,  
Secretary.