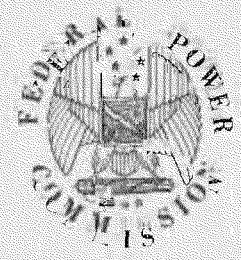


ATTACHMENT C

OCT 17 1963

UNITED STATES OF AMERICA
FEDERAL POWER COMMISSION

Regulations
To Govern the Preservation of Records
of
Natural Gas Companies

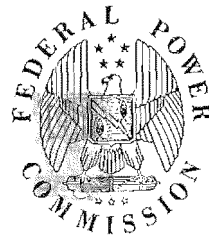


Effective December 12, 1962

FPC 6A-78

UNITED STATES OF AMERICA
FEDERAL POWER COMMISSION

Regulations
To Govern the Preservation of Records of
Natural Gas Companies



Effective December 12, 1962

UNITED STATES
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II

FOREWORD

This edition contains Part 225 of Subchapter F, Accounts, Natural Gas Act, comprising the Regulations to Govern the Preservation of Records of Natural Gas Companies, promulgated and effective December 12, 1962.

The Commission's General Rules and Regulations are codified in the Code of Federal Regulations (CFR), under Title 18, Conservation of Power, Chapter I, Federal Power Commission, published by the Federal Register Division, National Archives and Records Service, General Services Administration.

All additions and amendments to this subchapter will be published in the Federal Register and substitute pages, incorporating the amendments to this part, will be available from the Federal Power Commission. When new pages are issued, they will be accompanied by a transmittal sheet describing the amendments or changes which are being incorporated, the date of issuance of the order, its effective date, the docket and order number and the Federal Register citation. The transmittal sheet number will appear in the lower corner of the new page.

III

Subchapter F - Accounts, Natural Gas Act

Part 225 - Preservation of Records of
Natural Gas Companies

REGULATIONS TO GOVERN THE 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: §§ 225.1 to 225.3 issued under sec. 16, 52 Stat. 826; 15 U.S.C. 717o. Interpret or apply secs. 8 and 10, 52 Stat. 821, 825; 15 U.S.C. 717g, 717i.

§ 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 on December 12, 1962, and 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 the regulations in 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 Item 72 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 § 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 § 225.3 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.

(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) *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.

(e) *Preservation of records on microfilm.* (1) As indicated in Schedule of Records and Periods of Retention, certain records may be microfilmed and the film retained in lieu of the original records, provided the procedures prescribed herein are followed.

(2) Indicators are used in the schedule to designate those records for which microfilms will be accepted in lieu of the

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original records. These indicators, which are listed in the schedule in the column marked "Microfilm Indicators", are as follows:

M—Indicates that microfilms may be substituted for retention of the original records at any time after the use of the records for current recording purposes has been discontinued.

M 10, M 6, etc.—Indicates that microfilms may be substituted for retention of the original records only after the original records have been retained in their original form for the number of years corresponding to the numeral, i.e., 10 years, 6 years, etc.

ME—Indicates records for which microfilms may be substituted for retention of the original records only for the period subsequent to the expiration, cancellation, supersedure, or other condition shown in the column, Period to be Retained. Thus, for item 9(e), microfilms are not acceptable for current contracts; however, they are acceptable for expired or canceled contracts, the retention period for which is six years after expiration or cancellation.

(3) Absence of any of the "M" indicators explained above indicates that microfilms may not be substituted for retention of the records described.

(4) Prior to photographing, the records shall be so prepared, arranged, classified, and identified as readily to permit the subsequent location, examination, and reproduction of the photographs thereof. Any significant characteristic, feature, or other attribute of the original records which photography would not reflect clearly (e.g., that the record is a copy or that certain figures thereon are red) shall be so indicated on the records at the time of such arrangement, classification, and identification. When a number of the records to be microfilmed have in common such a characteristic or attribute, an appropriate notation identifying the characteristic or attribute may be indicated in a statement at the beginning of the roll of film instead of on each individual record.

(5) Each roll of film shall include a microfilm of a certificate or certificates stating that the photographs are direct and facsimile reproductions of the original records and that they have been made in accordance with prescribed instructions. Such certificate or certificates shall be executed by a person or persons having personal knowledge of the facts covered thereby.

(6) The photographic matter on each roll shall commence and end with a statement as to the nature and arrangement of the records reproduced, the name of the photographer, and the date. Rolls of film shall not be cut. Supplemental or retaken film, whether of misplaced or omitted documents or of portions of a film found to be spoiled or illegible or of other matter, shall be attached to the beginning of the roll, and in such event the aforementioned certificate or certificates shall cover also such supplemental or retaken film and shall state the reasons for taking such films.

(7) All film stock shall be of approved permanent-record microcopying type, either perforated or unperforated, such as meets the minimum specifications of the National Bureau of Standards. (Such film stock may be identified by a manufacturer's mark, a solid triangle after the word "safety" in the edge marking of the film.) The photographing and processing shall be such that the film may be easily read and reproductions on photographic paper can be made, similar in size without significant loss of clarity of detail, during the period prescribed in this part for the retention of the records concerned. The natural gas company shall be prepared to furnish, at its own expense, appropriate standard facilities for reading the microfilm. If the Commission so directs, the natural gas company shall furnish photographic reproductions of any records the originals of which have been destroyed under the provisions of this instruction.

(8) The microfilm shall be indexed and retained in such manner as will render them readily accessible and identifiable. They shall be stored in such manner as to provide reasonable protection from hazards such as fire, flood, theft, etc. The films should be cared for in such manner as to prevent cracking, breaking, splitting, etc.

(f) *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.

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(g) *Premature destruction or loss of records.* When any records are destroyed 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 shall be filed with the Commission within ninety (90) days from the date of discovery of such destruction. Discovery of loss of records is to be treated in the same manner as in the case of premature destruction.

(h) *Schedule of records retention periods.* The schedule of records annexed hereto shows the periods of time that designated records shall be preserved and the records for which microfilms may be substituted for retention of the original records, in accordance with the foregoing instructions.

(i) *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.

(j) *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.

§ 225.3 Schedule of records and periods of retention.

INDEX TO SCHEDULE OF RECORDS AND PERIODS OF RETENTION

Corporate and General

- Sec. 1 Capital stock records.
- 2 Debt security records.
- 3 Authorizations from regulatory bodies for issuance of securities.
- 4 Copies of registration statements and other data filed with the Securities and Exchange Commission.
- 5 Proxies and voting lists.
- 6 Minute books.
- 7 Titles, franchises and licenses.

- Sec. 8 Permits.
- 9 Contracts and agreements.
- 10 General and subsidiary ledgers.
- 11 Journals.
- 12 Journal vouchers and journal entries.
- 13 Cash books.
- 14 Voucher registers.
- 15 Vouchers.
- 16 Accounts receivable.
- 17 Records of securities owned.
- 18 Insurance records.
- 19 Tax records.
- 20 Accountants' and auditors' reports.
- 21 Tabulating machine and automatic data processing records.

Plant and Accumulated Provision for Depreciation

- 22 Plant ledgers.
- 23 Construction work in progress ledgers, work orders, and supplemental records.
- 24 Retirement work in progress, work orders, and supplemental records.
- 25 Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant orders and their supporting records.
- 26 Appraisals and valuations.
- 27 Maps and map reproductions.
- 28 Engineering records in connection with construction projects.
- 29 Contracts and other agreements relating to utility plant.
- 30 Records pertaining to reclassifications of utility plant accounts.
- 31 Records of reserve for depreciation and depletion of utility plant.

Treasury

- 32 Statements of funds and deposits.
- 33 Records of deposits with banks and others.
- 34 Records of receipts and disbursements.

Revenue Accounting and Collecting

- 35 Customers' service applications and contracts.
- 36 Rate schedules.
- 37 Customers' guarantee deposits.
- 38 Meter reading sheets and records.
- 39 Maximum demand, pressure, temperature and specific gravity charts and demand meter record cards.
- 40 Miscellaneous billing data.
- 41 Revenue summaries.
- 42 Customers' ledgers and other records used in lieu thereof.
- 43 Merchandise sales—accounting and collecting.
- 44 Collection reports and records.
- 45 Customers' account adjustments.
- 46 Uncollectible accounts and customers' credit records.

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Payroll and Personnel Records

- 47 Payroll records.
- 48 Assignments, attachments, and garnishments.
- 49 Personnel records.
- 50 Employees' welfare and pension records.
- 51 Instructions to employees and others.
- 52 Organization diagrams and charts.

Purchases and Stores

- 53 Purchases.
- 54 Material ledgers.
- 55 Materials and supplies received and issued.
- 56 Records of sales of scrap and materials and supplies.
- 57 Inventories of materials and supplies.

Operations

- 58.1 Production—Electric.
- 58.2 Production—Gas.
- 59.1 Transmission and distribution—Electric.
- 59.2 Transmission and distribution—Gas.
- 60 Customers' service.
- 61 Records of auxiliary and other operations.

Statistics

- 62 Statistics and miscellaneous.
- 63 Reports to stockholders.
- 64 Reports to Federal and State regulatory commissions.
- 65 Miscellaneous statistical reports, statements, and summaries.
- 66 Tabulating cards used only in compilation of statistics.

Miscellaneous

- 67 Maintenance work orders and job orders.
- 68 Budgets and other forecasts.
- 69 Injuries and damages.
- 70 Correspondence.
- 71 Other miscellaneous records.
- 72 Records of predecessors and former associates.

PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

SCHEDULE OF RECORDS AND PERIODS OF RETENTION

Description of records	Period to be retained	Micro-film indicator
CORPORATE AND GENERAL		
1. Capital stock records:		
(a) Capital stock ledgers or other records showing the same information.	7 years after the stockholders account is closed. (1)	(2) M
(b) Capital stock subscription accounts, warrants, requests for allotments and other essential papers related thereto.	3 years after settlement.....	M
(c) Stubs or similar records of capital stock certificate issuance where not used as capital stock ledger record.	7 years after cancellation of certificate. If this record serves the purpose of a capital stock ledger, 1(a) is applicable.	M
(d) Stock transfer registers or sheets or similar records.....	7 years after last entry on page or sheet of the record.	M
(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.	Destroy at option or return to stockholder.	
(2) Any other papers not described in (e) (1) above.....	3 years from date of transfer.....	M
(f) Canceled capital stock certificates where not used as capital stock ledger records.	7 years after cancellation. If this record serves the purpose of a capital stock ledger, 1(a) is applicable.	M
(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.	7 years after expiration of bonds.....	M
(i) Letters, notices, reports, statements and other communications distributed to all stockholders of a particular class:	Permanently.....	M 10
(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, letters, reports or statements relating to corporate or stockholder actions.		
(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.....	M
(j) Dividend registers, lists or similar records.....	6 years.....	M
(k) Paid dividend checks.....	do.....	M
(l) Third party dividend orders.....	6 years after rescission order.....	M
2. Debt security records:(3)		
(a) Registered bond and debenture ledgers.....	3 years after redemption.....	ME
(b) Bond and debenture subscription accounts, warrants, subscription notices, requests for allotment and essential papers related thereto.	3 years after settlement.....	M
(c) Stubs or similar records of bond and debenture certificates issued.	3 years after redemption.....	M
(d) Papers pertaining to or supporting transfers of registered bonds and debentures:		
(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.	Destroy at option or return to holders of the bonds or debentures.	
(2) Any other papers not described in (d) (1) above.....	3 years after transfer.....	M
(e) Records of bond and debenture interest coupons paid and unpaid.	Destroy at option in compliance with Note.	
(f) Canceled bonds and debentures and paid interest coupons pertaining thereto.	do.....	
(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 Item 3 of the Regulation, this instruction will not apply.)	7 years after redemption.....	ME

See footnotes at end of table.

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SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
CORPORATE AND GENERAL—continued		
<p>2. Debt security records (3)—Continued (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.</p>	<p>7 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 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 7 years after redemption).</p>	M
<p>NOTE: 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 7 years after the payment and discharge of the bonds or debentures or interest coupons described in such certificate. Such certificate may be microfilmed in accordance with indicator "M". See Instruction E (2) of the Regulation.</p>		
<p>(i) Paid or canceled debt securities evidencing temporary borrowings.</p>	<p>3 years after payment or cancellation provided other records of issuance and payment or cancellation are maintained.</p>	M
<p>(j) Paid interest checks.</p>	<p>6 years.</p>	M
<p>3. Authorizations from regulatory bodies for issuance of securities:</p>		
<p>(a) 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.(4)</p>	M 10
<p>(b) Official copies of opinions and orders of regulatory bodies granting authority to issue securities.</p>	<p>Until securities covered are retired.</p>	M 10
<p>(c) 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.</p>	<p>do.</p>	M 10
<p>4. Copies of registration statements and other data filed with the Securities and Exchange Commission:</p>		
<p>(a) In connection with offerings of securities for sale to the public, or the listing of securities on exchanges, including supporting papers.</p>	<p>25 years, or until all securities covered, are retired whichever is shorter.(4)</p>	M 10
<p>(b) Copies of periodic reports and supporting papers filed in compliance with either the Securities Act of 1933 or the Securities Exchange Act of 1934.</p>	<p>Permanently.(4)</p>	M 10

PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
CORPORATE AND GENERAL—continued		
5. Proxies and voting lists.		
(a) Proxies of holders of voting securities	6 years	M
(b) Lists of holders of voting securities represented at meetings	1 year	M
6. Minute books of stockholders', directors', and directors' committee meetings.	Permanently	M 25
7. Titles, franchises, and licenses:		
(a) Deeds and other title papers (including abstracts of title and supporting data)	6 years after property is disposed of unless surrendered to transferee.	
(b) Corporate charters or certificates of incorporation	Permanently	
(c) Franchises and certificates authorizing operations as a public utility	do	
(d) Licenses (including amendments thereof) granted by Federal or State authorities for construction and operation of utility plant.	do	
(e) Copies of formal orders of regulatory commissions served upon the utility.	do	
8. Permits:		
(a) Permits and granted applications for the use of facilities of others.	6 years after expiration or cancellation	ME
(b) Copies of permits and applications granted others for the use of the utility's facilities.	do	ME
(c) Applications for use of facilities not granted and copies of such applications.	Destroy at option	
(d) Permits of a temporary nature from municipalities or others to perform specific work, such as permits to open streets.	do	
9. Contracts and agreements (except contracts provided for elsewhere):		
(a) Service contracts, such as for management, accounting, and financial services.	See item 12. (b) (1) if they affect cost of plant; otherwise, 6 years after expiration or cancellation.	ME
(b) Contracts with other utilities for the purchase, sale or interchange of product.	6 years after expiration or cancellation	ME
(c) Leases pertaining to rentals of property to or from others	do	ME
(d) Contracts and agreements with individual employees, labor unions, company unions, and other employee organizations relative to wage rates, hours and similar matters.	do	ME
(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.	do	ME
(f) Memoranda essential to clarifying or explaining provisions of contracts listed above.	For same periods as contracts to which they relate.	ME
(g) 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.	do	ME
(h) Contracts or agreements for the acquisition or disposal of investments. (Excluding temporary cash investments.)	25 years after disposal	M
10. General and subsidiary ledgers:		
(a) (1) General ledgers	Permanently	M 20
(2) Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere.	do	M 20
(b) (1) Indexes to general ledgers	do	
(2) Indexes to subsidiary ledgers except ledgers provided for elsewhere.	do	M 20
(c) Trial balance sheets of general and subsidiary ledgers	5 years	M
11. Journals: General and subsidiary journals, including departmental and divisional journals.	Permanently	M 20
12. Journal vouchers and journal entries:		
(a) General, departmental, divisional and petty journal vouchers.	do	M 20
(b) Materials and supplies disbursement, labor distribution, and other detail summarization and distribution records which support journal vouchers or journal entries:		
(1) Charging plant accounts	7 years, if (a) accounting adjustments resulting from reclassification and original cost studies have been approved by the regulatory commissions having jurisdiction; and (b) continuing plant inventory records are maintained, or (c) unitization of construction costs appear in work orders; otherwise permanently. For licensed projects, see Note following item 15.	
(2) Charging all other accounts.	7 years	

See footnotes at end of table.

FEDERAL POWER COMMISSION

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
CORPORATE AND GENERAL—continued		
12. Journal vouchers and journal entries—Continued <i>NOTE: Time tickets and material issued and material returned tickets may be destroyed at option if the basic information contained thereon is transcribed to other records, if such other records are retained in accordance with this instruction. Basic information as regards time tickets includes, as a minimum, for the purpose of this instruction, hours worked, and distribution of time to proper job or account. For material and material returned tickets basic information, as a minimum for the purpose of this instruction, includes identification of material by code or otherwise, quantity and distribution.</i> (c) Papers forming part of or necessary to explain journal vouchers or journal entries except as covered in 12 (b) above. (d) Schedules for recurring journal entries. (e) Lists of standard journal entry numbers.	Permanently..... Destroy when superseded..... do.....	M 20
13. Cash books: (a) General and subsidiary cash books which show sources of general cash receipts, basic accounting entries, references, and explanations, etc., except where separate records of the types described in (b), (c), and (d) are maintained. (b) Treasurers' and auditors' cash books relating solely to deposits and inter-bank transfers. (c) Subsidiary cash records showing solely customers' collections. (d) Other cash records of a memorandum nature.	Permanently..... 3 years..... do..... do.....	M 20 M
14. Voucher registers: (a) Voucher registers or similar records.	7 years (see item 12(b) (1) and (2)).....	
15. Vouchers: (a) Paid and canceled vouchers (1 copy: analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers. (b) Original bills and invoices for materials, services, etc., paid by vouchers. (c) Paid checks and receipts for payments by voucher or otherwise. (d) Authorizations for the payment of specific vouchers. (e) Lists of unaudited bills (accounts payable), lists of vouchers transmitted and memoranda regarding changes in unaudited bills. (f) Voucher indexes. <i>NOTE: Except that those relating to the construction of licensed projects, or additions or betterment thereto, or the amortization reserve applicable thereto, for which the Commission has not determined the actual legitimate original cost, shall be retained until such cost has been determined.</i>	7 years (See item 12(b)(1) and (2)). For licensed projects, see Note following item 15. do..... 7 years..... 7 years (See item 12(b)(1) and (2)). Destroy at option..... 7 years.....	 M
16. Accounts receivable (see items 43 and 44 for accounts with customers for utility service and for merchandise sales): (a) Records of accounts receivable pertaining to sales of utility plant. (b) Record or register of accounts receivable and indexes thereto and summaries of distribution. (c) Accounting department copies of invoices issued and supporting papers which do not accompany the original invoices and authorizations for charges including supporting papers. (d) Periodic statements of unsettled accounts, except trial balances. (e) Schedule of invoices to be issued.	6 years..... do..... 3 years..... 1 year..... Destroy at option.....	 M
17. Records of securities owned: (a) Records of securities owned, in treasury, or with custodians.	6 years after disposal of the investment.	
18. Insurance records: (a) Records of insurance policies in force, showing coverage, premiums paid and expiration dates. (b) Insurance 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. (d) Inspectors' reports and records of condition of property. (e) Insurance maps of property and structures erected thereon. (f) Records and statements relating to insurance requirements.	Destroy at option after expiration of such policies. do..... 6 years. For licensed projects, see Note following item 15. 1 year after supersession..... Until superseded..... Destroy at option.....	 M ME

PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Microfilm indicator
CORPORATE AND GENERAL—continued		
19. Tax records:		
(a) Copies of schedules, returns, and supporting working papers to taxing authorities and records of appeals:		
(1) Federal income, excess profits, undistributed income, and capital stock taxes.	10 years after settlement.....	
(2) State income taxes and State or local property taxes.	do.....	
(3) Other taxes.	do.....	
(4) Schedule of allocation of consolidated Federal income taxes to subsidiary companies.	10 years after allocation.....	
(5) Records of annual determinations of deferred taxes on income, annual determinations of accounting adjustments for "reserve deferrals" of deferred taxes on income together with basic computations and records of annual plant additions and retirements and adjustments on which deferred tax accounting entries are based. (For the purposes of these regulations, "deferred taxes" and "deferred tax accounting" embrace provision for "future taxes on income", "prepaid taxes on income", or any other accounting procedure which attribute a tax on income to a year or years other than that of the specific year's tax return determining the tax liability.)	6 years after absorption of deferred credits.....	
(b) Tax bills from taxing authorities and receipts for payment.	See item 15(b).....	
(c) Summaries of taxes paid by classes of taxes and by location.	6 years.....	
(d) Summaries of taxes paid by taxing districts.	do.....	
(e) Restatements of schedules of taxes paid after giving effect to refunds and additional assessments.	do.....	
20. Accountants' and auditors' reports:		
(a) Reports of examinations and audits by accountants and auditors not in the regular employ of the utility. (Including reports of public accounting firms and regulatory commission accountants.)	25 years.....	M 10
(b) Internal audit reports and working papers.	3 years.....	
21. Tabulating machine and automatic data processing records (not including billing machine records):		
(a) Punched cards or tapes used in assembling figures to be posted to an account:		
(1) Where a printed sheet or tape showing voucher number, account number, and amount on each sheet is not preserved.	7 years (See item 12(b)(1) and (2)).....	
(2) Where a printed sheet or tape described in (1) above is preserved.	Destroy at option.....	
(b) Printed sheets or tapes showing the details and summaries of accounting data indicated on the punched cards or tapes.	7 years (See item 12(b)(1) and (2)).....	
(c) Instructions and wiring diagrams for the above records.	Same period as related records.....	
PLANT AND ACCUMULATED PROVISION FOR DEPRECIATION		
22. Plant ledgers:		
(a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes.	Permanently.....	
(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.	MF
23. Construction work in progress ledgers, work orders, and supplemental records:		
(a) Construction work in progress ledgers.	25 years after clearance to the plant account provided continuing plant inventory records are maintained; otherwise, 6 years after plant is retired.	M 15
(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.	do.....	M 15
(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.	do.....	
(e) Completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions.	do.....	

See footnotes at end of table.

FEDERAL POWER COMMISSION

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
PLANT AND ACCUMULATED PROVISION FOR DEPRECIATION—CON.		
23. Construction work in progress ledgers, work orders, and supplemental records—Continued	25 years.....	
(f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours, etc., in connection with completed construction projects.	Destroy at option.....	
(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.	Permanently.....	M 20
(h) Records of gas acreage owned, leased or optioned; lease records; well-drilling logs and well-construction records; geological and photographic maps of field.		
24. Retirement work in progress ledgers, work orders, and supplemental records:	25 years.....	M 15
(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.....	
(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.	do.....	
(c) Registers of retirement work orders.		
25. 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.	25 years after clearance to plant account, provided continuing plant inventory records are maintained; otherwise, 6 years after plant is retired.	M 15
26. 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.)	Until data are no longer useful.....	
27. Maps and map reproductions showing the location and physical characteristics of production, transmission, and distribution systems of the utility.	Until map is superseded or 6 years after plant is retired provided mortality data are retained.	
28. Engineering records in connection with construction projects:		
(a) Maps or map reproductions, diagrams, profiles, plans, photographs, records of engineering studies, and similar records in connection with proposed construction projects:	Until record is superseded or 6 years after plant is retired provided mortality data are retained.	
(1) If construction of project results wholly or in part.....	Destroy at option after completely accounting for expenses incurred.	
(2) If construction of project does not result.....		
29. Contracts and other agreements relating to utility plant:		
(a) Contracts relating to acquisition or sale of plant.....	Permanently.....	
(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 after plant is retired.....	
30. Records pertaining to reclassifications of utility plant accounts to conform to prescribed systems of accounts, including supporting papers showing the bases for such reclassifications.	7 years (See item 12(b)(1)).....	
31. Records of reserve for depreciation and depletion of utility plant:		
(a) Detailed records or analysis sheets segregating the depreciation reserve according to functional classification of plant.	25 years.....	M 15
(b) Records supporting computation of depreciation and depletion expense of utility plant, including such data as life and salvage studies.	do.....	M 15
TREASURY		
32. 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.	do.....	
(c) Authorizations for and statements of transfer of funds from one depository to another.	do.....	
(d) Requisitions and receipts for funds furnished managers, agents, and others.	May 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.	Until liability of bonding company has expired.	
(f) Reports and estimates of funds required for general and special purposes.	Destroy at option.....	

PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
TREASURY—continued		
33. Records of deposits with banks and others:		
(a) Bank deposit books.....	1 year.....	
(b) Copies of bank deposit slips.....	do.....	
(c) Advice of deposits made when information thereon is shown on other records which are retained.....	Destroy at option.....	
(d) Statements from depositories showing the details of funds received, disbursed, transferred, and balances on deposit.....	do.....	
(e) Bank reconciliation papers.....	1 year.....	
(f) Statements from banks of interest credits.....	do.....	
(g) Check stubs, registers, or other records of checks issued.....	6 years.....	M
(h) Correspondence and memoranda relating to the stopping of payment of bank checks and to the issuance of duplicate checks.....	0 years or destroy at option after check is recovered.....	M
34. Records of receipts and disbursements:		
(a) Daily or other periodic statements of receipts or disbursements of funds.....	2 years.....	M
(b) Records or periodic statements of outstanding vouchers, checks, drafts, etc., issued and not presented.....	do.....	M
(c) Reports of associates showing working fund transactions and summaries thereof.....	Destroy at option.....	
(d) Reports of revenue collections by field cashiers, pay stations, etc.....	do.....	
REVENUE ACCOUNTING AND COLLECTING		
35. Customers' service applications and contracts:		
(a) Applications for utility service for which contracts have been executed.....	do.....	
(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 item 9(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.....	Permanently.....	M
36. Rate schedules:		
(a) General files of published rate sheets and schedules of utility service. (Including schedules suspended or superseded.)	do.....	
(b) Divisional or local office copies of rate sheets and schedules of utility service.....	1 year after expiration or cancellation.....	
37. Customers' guarantee deposits:		
(a) Customers' deposit ledgers or card records.....	6 years after refund.....	ME
(b) Customers' deposit certificate books.....	do.....	ME
(c) Receipts for customers' deposits refunded.....	do.....	ME
(d) Receipts for interest on customers' deposits.....	do.....	ME
38. 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.....	M
(b) Meter reread sheets (special readings to check high or low consumption).....	do.....	M
(c) Customers' reading cards.....	do.....	M
(d) Connection and disconnection orders.....	1 year.....	M
(e) Superseded indexes to meter books.....	Destroy at option.....	
(f) Mark sensed meter reading cards.....	Destroy at option after transferring data to other record.....	
39. Maximum demand, pressure, temperature, and specific gravity charts and demand meter record cards.....	3 years, except where the basic chart information is transferred to another record, the charts need only be retained 1 year provided the record containing the basic data is retained 3 years.....	M

See footnotes at end of table.

FEDERAL POWER COMMISSION

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Microfilm indicator
REVENUE ACCOUNTING AND COLLECTING—continued		
40. Miscellaneous billing data:	Destroy at option	
(a) Billing department's copies of contracts with customers (in addition to contracts in general files).	1 year	M
(b) Service and inspection orders from which customers are charged and sundry charge advices.	1 year after expiration of contract	M
(c) Authorizations for charges under utility service contracts.	Destroy at option	
(d) Standard billing sheets or schedules (showing computed bills of varying consumption according to rates).		
41. Revenue summaries:	6 years	
(a) Summaries of monthly operating revenues according to classes of service for entire utility.	do	
(b) Summaries of monthly operating revenues according to classes of service by towns, districts, or divisions. (Including summaries of forfeited discounts and penalties.)		
42. 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.	M
(b) Records used in lieu of customers' ledgers, such as bill summaries, registers, bill stubs, etc.	do	M
(c) Copies of large bills:	Destroy at option	
(1) If details are transcribed to ledgers covered by item (a) above.	2 years	M
(2) If details are not transcribed to ledgers	1 year	M
(d) Trial balances of ledgers referred to above	2 years	M
(e) Indexes to customers' accounts	Destroy at option	
(f) Change of address notices	2 years	M
(g) Cards and other records relating to forfeited discounts		
43. Merchandise sales—accounting and collecting:	Destroy at option after annual audit and 6 months after account is settled.	
(a) Merchandise sales tickets (duplicates) and charge slips for work done.	3 years	M
(b) Merchandise sales journals or registers and summaries of sales.	1 year after completion of payments	
(c) Merchandise ledgers and instalment records	Destroy at option after annual audit and 6 months after account is settled.	
(d) Merchandise sales returns and adjustment tickets	1 year	M
(e) Cashiers' stubs for merchandise collections	do	M
(f) Cashiers' periodic reports and statements of collections on merchandise accounts	1 year	M
(g) Records of monthly statements to customers	Destroy at option	
(h) Reports relating to status of merchandise accounts receivable.	1 year	M
(i) Job orders and supporting details of charges to customers for work done.	3 years	M
(j) Indexes and trial balances of merchandise ledgers	do	M
44. Collection reports and records:	Destroy at option	
(a) Periodic reports, lists, and summaries of collections of operating revenues by collectors, agents, and local or divisional or district offices. (See item 34 (d).)	1 year	M
(b) Bill stubs, copies of bills, collection slips, and other records pertaining to collections, summarized or detailed in daily or periodic cash reports.	do	M
(c) Memorandum records of remittances from local or branch offices.		
NOTE: See item 33 pertaining to deposits of cash with banks. Item 33 applies to all bank accounts whether at general, local, or divisional offices.		
45. 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.	do	M
(b) Detailed records of high-bill complaints whether or not resulting in adjustments to customers' accounts.	do	M

PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
REVENUE ACCOUNTING AND COLLECTING—continued		
46. Uncollectible accounts and customers' credit records:	Destroy at option	
(a) Records of ratings, credit classifications, and investigations of customers.	For period legally collectible	M
(b) Ledger accounts and supporting details of customers' accounts considered to be uncollectible.	1 year	M
(c) Reports and statements showing age and status of customers' accounts.do.....	M
(d) Data on unpaid final bills	3 years	M
(e) Authorizations for writing off customers' accounts		M
PAYROLL AND PERSONNEL RECORDS		
47. Payroll records:	6 years	M
(a) Payroll sheets or registers of payments of salaries and wages to individual officers and employees. (See item (j) below for pension or annuity payrolls and item 23(a) for construction payrolls.)	See item 12(b)	
(b) Records showing the distribution of salaries and wages paid to officers and employees for each monthly, semi-monthly, or weekly payroll period and summaries or recapitulation statements of such distribution.do.....	
(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.	3 years	M
(d) Paid checks, receipts for wages paid in cash and other evidences of payments for services rendered by employees.do.....	M
(e) Applications and authorizations for changes in wage and salary rates, summaries and reports of changes in payrolls, and similar records.	Destroy at option	
(f) Applications for payroll changes not authorized	3 years	M
(g) Payroll authorizations and records of authorized positions	4 years	M
(h) Records of deductions from payrolls	Destroy at option	
(i) Comparative or analytical statements of payrolls	6 years	M
(j) Pension or annuity payrolls	3 years	M
(k) Pension paychecks	6 years after termination of employment.	M 3
(l) Employee's individual earnings record		
48. Assignments, attachments, and garnishments:	Destroy at option	
(a) Record of assignments, attachments, and garnishments of employees' salaries, including files of notices, etc., pertaining thereto.do.....	
(b) Minors' salary releases		
49. Personnel records:	3 years after termination of employment.	ME
(a) Employees' service records, length of service, and other pertinent data.	Destroy at option	
(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.		
50. Employees' welfare and pension records:	3 years	M
(a) Records pertaining to employees' recreational, educational, hospital, benefit, accident prevention, and similar activities.	25 years	M 3
(b) Detailed records showing computations of accruals for pension liabilities.	20 years after expiration or supersession.	M
51. Instructions to employees and others:	6 years after expiration or supersession.	
(a) Bulletins or memoranda of general instructions issued by the Company to employees pertaining to changes in accounting, engineering, operating, maintenance and construction policies.	Destroy at option	
(b) Bulletins or memoranda of general instructions issued by the Company to employees pertaining to accounting, engineering, operating, maintenance and construction methods and procedures.		
(c) Notices to employees on matters of discipline, department, and other similar subjects.do.....	
52. Organization diagrams and charts		

See footnotes at end of table.

FEDERAL POWER COMMISSION

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
PURCHASES AND STORES		
53. Purchases:		
(a) Advices or requisitions from storekeeper and others for the purchase of materials and supplies or services.do.....	
(b) Bids received from vendors in connection with the purchases of materials and supplies.	3 years.....	M
(c) Purchasing department copy of purchase orders and specifications of materials ordered.do.....	M
(d) Contracts for the purchase of materials and supplies:		
(1) Contracts for materials used directly in construction.....	7 years (see item 12(b)(1)).....	
(2) Contracts for other material.....	7 years (see item 12(b)(2)).....	
(e) Purchasing department copies of invoices for materials and supplies. (See item 15(b) for original invoices.)	Destroy at option.....	
(f) Registers or similar records of invoices.....	3 years.....	
(g) Price records or indexes of purchases.....	Destroy at option.....	
(h) Advices from vendors acknowledging receipt of orders for materials and supplies, notices of shipment, packing slips, and copies of bills of lading.do.....	
(i) Receipts or delivery tickets issued for materials and supplies received in installments and subsequently surrendered with and in support of invoices or bills covering complete purchases.do.....	
(j) Demurrage or car records showing periods freight cars held on company sidings.do.....	
(k) Copies of notices to vendors for materials and supplies returned for credit and repair.do.....	
(l) Lists or records of invoices transmitted to or from storekeepers.do.....	
(m) Records and reports used for checking and tracing materials and supplies covered by invoices provided for in item (c) above.do.....	
54. Material ledgers:		
(a) Ledger sheets and card records of materials and supplies received, issued, and on hand.	See item 12(b).....	
(b) Statements of materials and supplies on hand, per ledgers.	3 years.....	M
55. Materials and supplies received and issued:		
(a) Records and reports pertaining to receipt of materials and supplies.do.....	M
(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.	See item 12(b).....	
(d) Material disbursement tickets showing quantities, unit prices, and accounts to be charged for materials and supplies issued from stores for use.do.....	
(e) Materials returned credit slips, showing details of materials returned to stock.do.....	
(f) Requisitions and receipts for materials and supplies issued, the details of the issues being set forth in the material disbursement tickets.	Destroy at option.....	
(g) Records and reports of materials and supplies transferred from one department, storeroom, or division to another.do.....	
(h) Records and reports of materials recovered and returned to stock if transcribed to records covered by item (c) above.do.....	
(i) Records and reports of materials and supplies issued to individuals or gangs of employees to be accounted for when used or returned to stock.	Destroy at option, after being accounted for.....	
(j) 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.....	
56. Records of sales of scrap and materials and supplies:		
(a) Authorizations for sale of scrap and materials and supplies.	3 years.....	M
(b) Contracts for sale of scrap and materials and supplies.do.....	M
(c) Memoranda pertaining to sale of scrap and materials and supplies.	Destroy at option.....	

PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
PURCHASES AND STORES—continued		
57. 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.	3 years	M
(b) Stock cards, inventory cards, and other detailed records pertaining to the taking of inventories if abstracted into records covered by (a).	Destroy at option	
(c) Minor inventories of materials and supplies on hand if not reflected in adjustments of accounts.	do	
OPERATIONS		
58.1 Production—Electric:		
(a) Boiler room, condenser room, turbine room, and pump room logs, including supporting data.	3 years	M
(b) Boiler room and turbine room reports of equipment in service and performance.	do	M
(c) Boiler-tube failure report	do	M
(d) Generation and output logs with supporting data	6 years	M
(e) Station and system generation reports	(3)	
(f) Generating high-tension and low-tension load records	6 years	M
(g) Oil and waste reports	3 years	M
(h) Load curves, temperature logs, coal, and water logs	do	M
(i) Gage-reading reports	3 years, except river-flow data collected in connection with hydro-operation shall be retained permanently.	M
(j) Recording instrument charts	3 years, except that, where the basic chart information is transferred to another record, the charts need only be retained 1 year provided the record containing the basic data is retained 3 years.	M
(k) Load dispatcher's and station permits	do	M
58.2 Production—Gas:		
(a) Boiler and gas machine logs, including supporting data	3 years	M
(b) Gas generation and output logs with supporting data	6 years	M
(c) Temperature and atmospheric pressure logs	do	M
(d) Coal, coke and oil reports	do	M
(e) Residual reports	do	M
(f) Recording instrument charts such as pressure (static and/or differential), temperature, specific gravity, heating value, etc.	3 years, except that, where the basic chart information is transferred to another record, the charts need only be retained 1 year provided the record containing the basic data is retained 3 years.	M
(g) Test of heating value at stations and outlying points	6 years	M
(h) Records of gas produced, gas purchased, gas sent out and holder stock	do	M
(i) Analysis of gas produced and purchased including Btu. and sulphur content.	do	M
(j) Records of general inspection and operating tests	3 years	M
(k) Well records, including clearing, bailing, shooting, etc., records; rock pressure; open flow; production, gas analysis reports, etc.	1 year after field abandoned	M
(l) Gasoline production	6 years	M
(m) Gas production by counties	Optional	M
(n) Gas measuring records	6 years	M
(o) Tool record	3 years	M
(p) Royalty record	6 years	M
(q) Records of meter tests	Until superseding test, but not less than 2 years.	
(r) Meter history records	For life of meter	M
59.1 Transmission and distribution—Electric:		
(a) Substation and transmission line logs	6 years	M
(b) System operator's daily logs and reports of operation	do	M
(c) Storage battery and other equipment logs and records	3 years	M
(d) Interruption logs and reports	6 years	M
(e) Records of substation general inspections and operation tests	3 years	M
(f) Apparatus failure reports	6 years	M
(g) Line trouble reports and records	3 years	M
(h) Lightning and storm data	6 years	M
(i) Insulator test records	3 years	M

See footnotes at end of table.

FEDERAL POWER COMMISSION

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Microfilm indicator
OPERATIONS—continued		
59.1 Transmission and distribution—Electric—Continued		
(j) Reports on inspections and repairs of all street openings.....	6 years.....	M
(k) Records of meter tests.....	Until superseding test but not less than 2 years, or as may be necessary to comply with service rules regarding refunds on fast meters.	
(l) Meter shop reports (monthly reports summarizing tests, repairs, etc.).....	6 years.....	M
(m) Meter history records.....	For life of meter or longer as may be necessary to comply with service rules regarding refunds on fast meters.	
(n) Transformer history records.....	For life of transformer.....	
(o) Records of transformer inspections, oil tests, etc.....	Destroy at option.....	
(p) Pole, tower, structure, equipment, and other history records.....	For life of equipment.....	
NOTE: Life or mortality study data for depreciation purposes shall be retained permanently.		
59.2 Transmission and distribution—Gas:		
(a) Transmission line logs.....	3 years.....	M
(b) Transmission and distribution department load dispatching operating logs.....	do.....	M
(c) Service interruption logs and reports.....	6 years.....	M
(d) Records of general inspection and operating tests.....	3 years.....	M
(e) Reports on inspections and repairs of all street openings.....	6 years.....	M
(f) Apparatus failure reports.....	do.....	M
(g) Records of meter tests.....	Until superseding test, but not less than 2 years or as may be necessary to comply with service rules regarding refunds on fast meters.	
(h) Meter history records.....	For life of meter (see also item 59.2(g)).	M
(i) Meter shop reports (monthly reports summarizing tests, repairs, etc.).....	6 years.....	M
(j) Gas measuring records.....	do.....	M
(k) Transmission line operating reports.....	do.....	M
(l) Compressor operation and reports.....	do.....	M
(m) Gas pressure department reports.....	do.....	M
(n) Recording instrument charts such as pressure (static and differential), temperature, specific gravity, heating value, etc.....	3 years, except that where the basic information is transferred to another record, the charts need only be retained 1 year provided the record containing the basic chart data is retained 3 years.	M
NOTE: Life or mortality study data for depreciation purposes shall be retained permanently.		
60. Customers' service:		
(a) Reports of inspections of customers' premises.....	3 years.....	M
(b) Records and reports of customers' service complaints.....	do.....	M
(c) Survey of customers' promises to determine type of service and equipment to be installed.....	Destroy at option.....	
(d) Records of installed customers' appliances.....	do.....	
61. Records of auxiliary and other operations:		
Records of operations other than utility operations.....	For the same periods as prescribed in these regulations for similar records pertaining to utility operations.	
STATISTICS		
62. Statistics and miscellaneous:		
(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 the accounts of the companies concerned) to show the results of operations and the financial condition of the utility.....	Permanently.....	M 15
(b) Quarterly, monthly or other periodic financial, operating and other statistical reports as above.....	3 years.....	
(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.....	
63. Reports to stockholders:		
(a) Annual reports or statements to stockholders.....	Permanently.....	
(b) Written acknowledgments of receipts of reports to stockholders and written requests for copies of such reports.....	Destroy at option.....	

PRESERVATION OF RECORDS OF NATURAL GAS COMPANIES

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
STATISTICS—continued		
64. Reports to Federal and State regulatory commissions:		
(a) Annual financial, operating and statistical reports.....	Permanently.....	
(b) Monthly and quarterly reports of operating revenues, expenses, and statistics.	3 years after current year.....	
(c) Special or periodic reports on the following subjects:		
(1) Transactions with associated companies.....	6 years.....	
(2) Budgets of expenditures.....	do.....	
(3) Accidents.....	do.....	
(4) Employees and wages.....	do.....	
(5) Loans to officers and employees.....	3 years after fully paid.....	
(6) Issues of securities.....	See items 3(c) and 4.....	
(7) Purchases and sales, utility properties.....	Permanently.....	
(8) Plant changes—units added and retired.....	do.....	
(9) Service interruptions.....	6 years.....	
65. Miscellaneous statistical reports, statements, and summaries (not covered elsewhere in these regulations) prepared for administrative or operating purposes only and not used as the basis for entries to the accounts of the utility.	Destroy at option.....	
66. Tabulating cards used only in compilation of statistics, when the results are transcribed to other records covered by these regulations (see item 21).	Destroy at option after appropriate summaries have been made.....	
<i>Miscellaneous</i>		
47. 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.	do.....	
(c) Summaries of expenditures on maintenance and job orders and clearances to operating and other accounts (exclusive of plant accounts).	do.....	
68. 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.....	
69. 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.....	M
(b) Papers, reports, statements of witnesses, etc., necessary to the support or rejection of individual claims against the company.	do.....	M
(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.....	M

FEDERAL POWER COMMISSION

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Micro-film indicator
<i>Miscellaneous—Continued</i>		
70. Correspondence: (a) Correspondence and indexes thereto relating to offices covered by other items of these regulations.	For the period prescribed for the item to which it relates where necessary to a proper explanation of same.	(5)
(b) Stenographers' notebooks and dictaphone or other mechanical device records.	Destroy at option.....	-----
(c) Mailing lists of prospects for appliance sales, securities, etc.do.....	-----
71. 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.....	M
(b) Receipts and records pertaining to delivery of articles to employees, such as badges, keys, and material receipt books.	Destroy at option.....	-----
(c) Records of building space occupied by various departments of the utility.do.....	-----
(d) Indexes of forms used by company.....do.....	-----
(e) Transmittal lists or forms used for indicating papers and records forwarded from one department to another, provided such lists do not contain data affecting the accounts of the company.do.....	-----
72. Records of predecessors and former associates.....	See note 7.....	-----

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 7-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 After account is closed as defined in Footnote 1 supra.

³ 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 2(f) would be notes issued to banks evidencing temporary working capital and construction loans and gas storage loans.

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 25 years, except that those relating to licensed projects, or additions or betterments thereto, for which the Commission has not determined the actual legitimate original cost, shall be retained 25 years and until such cost has been determined.

⁶ As may be permitted for items to which correspondence relates.

⁷ 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 reserve, and amortization reserve determinations for licensed projects, (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.

