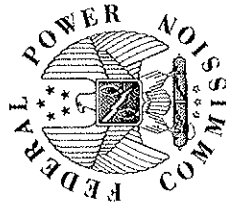


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UNITED STATES OF AMERICA
FEDERAL POWER COMMISSION

Regulations
To Govern the Preservation of Records
of
Natural Gas Companies

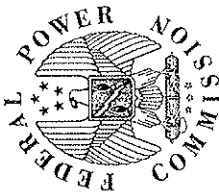


Effective December 12, 1962

FPC A-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
GOVERNMENT PRINTING OFFICE
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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

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II

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. 717c. 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

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, supersession, 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.

(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 automatable 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. |

FEDERAL POWER COMMISSION

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Description of records	Period to be retained	Microfilm inch centimeter
LAND AND ACCUMULATED PROVISION FOR DEPRECIATION—cont.		
Construction work in progress ledgers, work orders, and supplemental records—Continued		
(f) Analysis of cost reports showing quantities of materials used, unit costs, number of man-hours, etc., in connection with completed construction projects.	25 years	
(g) Accruals and reports pertaining to progress of construction projects which do not form a basis of charges to the accounts.	Destroy at option	
(h) Records of gas average owned, leased or optioned; lease agreements; well-drilling logs and well-construction records; geologic and photographic maps of field.	Permanently	M 20
(i) Retirement work in progress ledgers, work orders, and supplemental records.	25 years	
(j) 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	
(k) Records of retirement work orders.	do.	
(l) Withdrawals, appropriations, reports, statements, and papers already approved by the utility plant retirement orders and their supporting records.	25 years after clearance to plant account, provided contributing plant is retired; otherwise, 6 years after plant is retired.	M 15
(m) Appraisals and valuations.	Until data are no longer useful.	
(n) Appraisals and valuations made by the company of its properties or investments of any associated companies. (Includes all records essential to the company.)		
(o) 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.	
(p) Engineering records in connection with construction projects: (1) Maps or map reproductions, diagrams, profiles, plans, photographs, records of engineering studies, and similar records in connection with proposed construction projects; (2) If construction of project results wholly or in part:		
(1) Contracts and other agreements relating to utility plant.	Permanently	
(2) Contracts relating to acquisition or sale of plant.	6 years after plant is retired	
(3) Contracts and other agreements relating to services performed in connection with construction of utility plant (including the utility and for supervision or plant by others for construction work).	Permanently	
(4) 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)).	
(5) Reports of reserve for depreciation and depletion of utility plant.	25 years	M 15
(6) Detailed records or analysis sheets aggregating the depreciation reserve according to functional classification of plant.	do.	M 15
(7) Records supporting computation of depreciation and depletion expense of utility plant, including such data as life and salvage studies.	Destroy at option	
(8) Summaries and periodic statements of cash balances on hand and with depositories.	do.	
(9) Statement of managers' and agents' cash balances on hand and with depositories.	do.	
(10) Authorizations for and statements of transfer of funds from one depository to another.	do.	
(11) Requisitions and receipts for funds furnished managers, clerks, and other employees.	May destroy at option after funds have been returned or accounted for. Unlimited if bonding company has expired.	
(12) 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	Microfilm inch centimeter
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) Receipts from depositories showing the details of funds received, disbursements, 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 or payment of bank checks and to the issuance of duplicate checks.	6 years or destroy at option after check is recovered.	M
34. Receipts 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) Papers of revenue collections by field cashiers, pay statements, 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) Meter orders or utility service used in list of contracts.	1 year	
(c) Contracts and card files or other material 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 re-lease of such equipment.	1 year after expiration of contract or return of equipment.	
(g) Applications and contracts for extensions, including refundable deposits or guarantees of revenue, also records pertaining to such contracts.	1 year after expiration of contract or refund.	
(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 rates, including schedules suspended or superseded.	do.	
(b) Divisional or local office copies of rate sheets and schedules of utility services.	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) Statements on customers' deposits.	do.	ME
(e) Meter reading sheets and	2 years or as may be necessary to comply with service rules regarding records on fast meters.	M
(f) Super-seeded meter reading sheets.	do.	M
(g) Meter record sheets (special readings to check high or low consumption) reading cards.	do.	M
(h) Connection and disconnection orders.	Destroy at option	M
(i) Super-seeded indexes to meter books.	Destroy at option after transferring data to other record.	M
(j) Mark sensed meter reading 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
38. Maximum demand, pressure, temperature, and specific gravity charts and demand meter record cards.		

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) Advice or requisitions from storekeeper and others for the purchase of materials and supplies or services.	3 years	M
(b) Bills received from vendors in connection with the purchases of materials and supplies.	3 years	M
(c) Statements pertaining to purchase orders and specifications.	3 years	M
(d) Contract copy of purchase orders and specifications.	3 years	M
(e) Contracts for the purchase of materials and supplies: (1) Contracts for materials used directly in construction.	7 years (see item 12(b)(1))	M
(2) Contracts for other material.	7 years (see item 12(b)(2))	M
(f) Purchasing department copies of invoices for materials and supplies. (See item 14(b) for original invoices.)	Destroy at option.	M
(g) Registers or similar records of invoices.	3 years	M
(h) Price records or indexes of purchases.	Destroy at option.	M
(i) Records of materials and supplies received, packing slips, and copies of bills of lading.	3 years	M
(j) 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.	3 years	M
(k) Demurrage or car records showing periods freight cars are on company tracks.	3 years	M
(l) Claims and vendors for materials and supplies returned for credit and repair.	3 years	M
(m) Lists or records of invoices transmitted to or from storekeepers.	3 years	M
(n) Records and reports used for checking and tracing materials and supplies covered by invoices provided for in item (c) above.	3 years	M
54. (a) Ledger sheets and card records of materials and supplies received, issued, and on hand.	See item 12(b)	M
(b) Statements of materials and supplies on hand, per ledgers.	3 years	M
(c) Materials and supplies received and issued.	3 years	M
(d) Records and reports pertaining to receipt of materials and supplies.	3 years	M
(e) Records of inspecting and testing materials and supplies.	3 years	M
(f) Records of inventory taking of materials and supplies.	3 years	M
(g) Material disbursement tickets showing quantities, unit prices, and accounts to be charged for materials and supplies issued from stores for use.	3 years	M
(h) Materials returned credit slips, showing details of materials returned to stock.	3 years	M
(i) Records and receipts for materials and supplies issued, including the issues being set forth in the material disbursement tickets.	3 years	M
(j) Records and reports of materials and supplies transferred from one department, storeroom, or division to another.	3 years	M
(k) Records and reports of materials received and returned to stock if transferred to records covered by item (c) above.	3 years	M
(l) Records and reports of materials and supplies issued to individuals or groups of employees to be accounted for when used.	3 years	M
(m) 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.	3 years	M
(n) Records of sales of scrap and materials and supplies.	3 years	M
(o) Contracts for sale of scrap and materials and supplies.	3 years	M
(p) Memoranda pertaining to sale of scrap and materials and supplies.	3 years	M
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.	M
(c) Inventories of materials and supplies on hand if not reflected in adjustments of accounts.	3 years	M
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.	3 years	M
(c) Boiler-tube failure report.	3 years	M
(d) Generation and output logs with supporting data.	6 years	M
(e) Station and system generation reports.	6 years	M
(f) Station and system generation and low-tension load records.	3 years	M
(g) Oil and waste reports.	3 years	M
(h) Load curves, temperature logs, coal, and water logs.	3 years	M
(i) Piece-reading reports.	3 years, except river-flow data collected in connection with hydro-operations 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.	3 years	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.	3 years	M
(c) Temperature and atmospheric pressure logs.	3 years	M
(d) Residual reports.	3 years	M
(e) 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
(f) Test of heating value at stations and outlying points.	3 years	M
(g) Records of gas produced, gas purchased, gas sent out and holder stock.	3 years	M
(h) Analysis of gas produced and purchased including Bu. and sulphur content.	3 years	M
(i) Records of general inspection and operating tests.	3 years	M
(j) Records of pressure, opening, closing, balling, shooting, etc., records, etc.	3 years	M
(k) Gasoline production.	3 years	M
(l) Gas production by counties.	3 years	M
(m) Gas measuring records.	3 years	M
(n) Tool record.	3 years	M
(o) Locally received.	3 years	M
(p) Records of meter tests.	3 years	M
(q) Meter history records.	3 years	M
(r) Transmission and distribution—Electric: (a) Substation and transmission line logs.	3 years	M
(b) System operator's daily logs and reports of operation.	3 years	M
(c) Storage battery and other equipment logs and records.	3 years	M
(d) Substation logs and reports.	3 years	M
(e) Records of substation general inspections and operation tests.	3 years	M
(f) Apparatus failure reports.	3 years	M
(g) Line-trouble reports and records.	3 years	M
(h) Lightning and storm data.	3 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	Micro-film indicator
<p>OPERATIONS—continued</p>		
<p>59.1 Transmission and distribution—Electric—Continued (f) Reports on inspections and repairs of all street openers (g) Records of meter tests.</p>	<p>6 years Until superseding test but not less than 2 years, or as may be necessary to comply with service rules regarding returns on fast meters.</p>	<p>M</p>
<p>(l) Meter shop reports (monthly reports summarizing tests, repairs, etc.) (m) Meter history records.</p>	<p>For life of meter or longer as may be necessary to comply with service rules regarding returns on fast meters.</p>	<p>M</p>
<p>(n) Transformer history records. (o) Records of transformer inspections, oil tests, etc. (p) Tower, tower, structure, equipment, and other history reports.</p>	<p>For life of transformer. Destroy at option. For life of equipment.</p>	
<p>NOTE: Life or mortality study data for depreciation purposes shall be retained permanently. 59.2 Transmission and distribution—Gas: (a) Transmission line logs. (b) Transmission and distribution department load dispatching logs. (c) Inspection logs and reports. (d) Records of general inspection and operating tests. (e) Reports on inspections and repairs of all street openings. (f) Apparatus failure reports. (g) Records of meter tests.</p>	<p>3 years do.</p> <p>5 years 6 years do</p> <p>Until superseding test, but not less than 2 years or as may be necessary to comply with service rules regarding returns on fast meters. For life of meter (see also item 59.2(g)).</p> <p>do do do</p>	<p>M M M M</p>
<p>(h) Meter history records. (i) Meter shop reports (monthly reports summarizing tests, repairs, etc.) (j) Gas measuring records. (k) Transmission line operating reports. (l) Compressor operation and reports. (m) Gas pressure department reports. (n) Records of tests on gas pressure (static and differential), temperature, specific gravity, heating value, etc.</p>	<p>3 years, except that where the basic information is transferred to another record retained 1 year provided the record containing the basic chart data is retained 3 years.</p> <p>3 years Destroy at option do</p>	<p>M M</p>
<p>NOTE: Life or mortality study data for depreciation purposes shall be retained permanently. 60. Records of operations of customers' premises. (a) Reports and reports of customers' service complaints. (b) Survey of customers' premises to determine type of service and equipment to be installed. (c) Records of installed customers' appliances. (d) Records of auxiliary and other operations.</p>	<p>For the same periods as prescribed in these regulations for similar records pertaining to utility operations.</p> <p>Permanently 3 years Destroy at option</p>	<p>M M</p>
<p>61. Records of operations other than utility operations.</p>	<p>For the same periods as prescribed in these regulations for similar records pertaining to utility operations.</p>	<p>M</p>
<p>62. Statistics and miscellaneous: (a) Annual financial, operating and statistical reports regularly prepared in the course of business for internal administrative or operator purposes (and not used as the basis for the records of the companies concerned) to show the results of operations and the financial condition of the utility. (b) Quarterly, monthly or other periodic financial, operating and other statistical reports as above. (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 company's books.</p>	<p>Permanently 3 years Destroy at option</p>	<p>M 15</p>
<p>63. Reports to stockholders: (a) Annual reports or statements to stockholders. (b) Written acknowledgments of receipts of reports to stockholders and written requests for copies of such reports.</p>	<p>Permanently Destroy at option.</p>	<p>M</p>

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
<p>STATISTICS—continued</p>		
<p>64. Reports to Federal and State regulatory commissions: (a) Annual reports on operating and statistical reports. (b) Monthly and quarterly reports of operating revenues, expenses, and statistics. (c) Special or periodic reports on the following subjects: (1) Transactions with associated companies. (2) Budgets of expenditures. (3) Contents. (4) Employees and wages. (5) Losses. (6) Issues of securities. (7) Purchases and sales, utility properties. (8) Plant changes—units added and retired. (9) Service interruptions. (10) Service interruptions.</p>	<p>Permanently 3 years after current year.</p> <p>6 years do. do. 3 years after fully paid. Permanently See items 3(c) and 4. 6 years. Destroy at option.</p>	<p>M</p>
<p>65. Miscellaneous statistical reports, statements, and summaries that covered elsewhere in these regulations) prepared for administrative or operating purposes only and not used as the basis for entries to the company's books or statistics, when the results are transmitted to other records covered by these regulations (see item 21).</p>	<p>Destroy at option after appropriate summaries have been made.</p>	<p>M</p>
<p>Miscellaneous</p>		
<p>67. 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. (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. (c) Summaries of expenditures on maintenance and job orders and clearances to operating and other accounts (exclusive of plant accounts).</p>	<p>5 years do. do.</p>	<p>M</p>
<p>68. Budgets and other forecasts: (Prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction, operations and acquisitions or disposals of property interests by the company and its associate companies including reasons for acquisitions, 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>	<p>M</p>
<p>69. Injuries and damages: (a) Claim registers, card or book indexes and similar records in which claims presented against the company in connection with its operations are being in damage to the property of others or personal injuries. (b) Papers, reports, statements of witnesses, etc., necessary to the support or rejection of individual claims against the company. (c) Other papers, reports, or statements, pertaining to accidents, resulting in property damages or personal injuries, not covered by the rejection of claims. (d) Detailed schedules or spreadsheets of claims for personal injuries or for property damages.</p>	<p>2 years after settlement. do. Destroy at option. 2 years after settlement.</p>	<p>M M M</p>

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.	(9)
(b) Stenographers' notebooks and dictaphone or other mechanical records.	Do.	
(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, notice notices and invitations for sale of securities, etc., which may be destroyed at option.)	6 years.	M
(b) Receipts and records pertaining to delivery of securities 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 they 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 registration, 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 period prescribed herein shall run from that date. If such person subsequently acquires shares of capital stock of the Company, the account 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 These items shall be placed in the Schedule with respect to any document which is included as an exhibit to any filing required under the requirements of this item, if 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 Records of utility plant required have been integrated with the utility's plant records and the original records of utility plant required have been destroyed. The records of utility plant required are not necessary to fulfillment of any unclassified 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.