



STANDARD PRACTICE



ISSUING DEPARTMENT PROCEDURES AND ORGANIZATION

SUBJECT:

RETENTION OF RECORDS - GENERAL OFFICE DEPARTMENTS

POLICY

- 1. To destroy all General Office records which have outlived their usefulness to the Company from a legal, operating, and administrative standpoint.

PURPOSE

- 2. To provide a comprehensive guide for the periodic destruction of obsolete General Office records.

RECORDS RETENTION SCHEDULES

3. This Standard Practice provides for the establishment of Records Retention Schedules covering records in the General Office. These schedules will serve as guides in the periodic disposition of obsolete records. Each department will issue its own retention schedule. The Records Management Consultant is available upon request to assist in preparing the schedules. Refer to Exhibit A (attached) for a sample retention schedule showing suggested format and content.

4. F.P.C. Number. Refers to comparable record number in the Federal Power Commission's blue book entitled "Regulations to Govern the Preservation of Records of Public Utilities and Licensees."

5. Record Title. Each Schedule is arranged in alphabetical order according to the record descriptions (titles most commonly used when the records are referred to).

6. Retention. The retention periods are in two parts as follows:

- a. Office - Number of years (or months) the records should be kept in the immediate office areas.
- b. Total - Number of years (or months) the records must be retained before they can be destroyed.

The numbers in the "Office" and "Total" columns indicate "years" unless otherwise specified.

7. Retention Codes. The codes used in the "Retention" columns are explained below:

- a. Number - Number of years (or months) retention in addition to the current year (or month). Numbers represent years unless indicated otherwise.
- b. T - Until terminated, superseded, closed, expired, canceled, redeemed, disposed of, surrendered, discharged, discontinued, retired, or until the record has served its purpose.
- c. P - Permanent.

*\* Refer to separate binder for retention schedules by department.*

\* Paragraph Revised



## STANDARD PRACTICE

STANDARD PRACTICE NO. 210.4-3PAGE NO. 2 EFFECTIVE 3-1-59REPLACING  
PAGE NO. \_\_\_\_\_ EFFECTIVE \_\_\_\_\_ISSUING DEPARTMENT PROCEDURES AND ORGANIZATION

## SUBJECT:

RETENTION OF RECORDS - GENERAL OFFICE DEPARTMENTS

## RECORDS RETENTION SCHEDULES (Contd)

- d.  - Indefinite. Subject to annual review.

DUPLICATE RECORDS

8. Duplicate copies of records, not specifically provided for in the Retention Schedules, should be destroyed just as soon as they have satisfied administrative or operating requirements, provided the information is contained on original (or record) copies retained elsewhere.

ORIGINAL (OR RECORD) COPIES NOT LISTED

9. Original (or record) copies not specifically listed in the Retention Schedules may be destroyed in accordance with the retention periods as set forth in the current Federal Power Commission's blue book entitled "Regulations to Govern the Preservation of Records of Public Utilities and Licensees," at Department Head's discretion.

EXTRA SUPPLY COPIES

10. Extra supply copies of records should be destroyed (or reduced in number) at least once a year in order to conserve valuable office file space.

APPROVED BY:DISTRIBUTION: Company Officers  
Department Heads

\* Paragraph Revised



(DEPARTMENT)

(Sample)

F.P.C. No.	Record Title	Retention	
		Office	Total
50 (b)	Applications for Employment	1	1
34 (d)	Bank Statements	1	6
43 (a)	Customers' Ledgers	2	6
34 (b)	Deposit Slips	1	1
56 (d)	M. & S. Requisitions	1	10
53	Organization Charts	T	T
15 (c)	Paid Checks	1	6
50 (a)	Personnel Folders	T	T+3
54 (c)	Purchase Orders	2	6
37 (a)	Rate Schedules	T+5	P
19 (a)	Tax Returns	5	20
48 (c)	Time Tickets	1	2
72 (e)	Transmittal Lists	1	1
23 (a)	Work Orders	3	P

