

## STANDARD PRACTICE

DEPARTMENT PROCEDURES AND ORGANIZATIONNO. 210.4-4PAGE 1 OF 2EFFECTIVE 8-1-59

SUBJECT: RETENTION OF RECORDS - DIVISIONS

POLICY

1. To destroy records in the Divisions which have outlived their usefulness to the Company from a legal, operating, and administrative standpoint. Division records on file in the General Office departments are not covered by this Standard Practice.

PURPOSE

2. To provide a comprehensive guide for the periodic destruction of obsolete records in the Divisions.
3. To delegate authority to the Divisions to dispose of records listed herein without further reference to the General Office.

RESCISSIONS

4. This Standard Practice supersedes V.P. & G.M. Circular Letter Ex. #642. It also supersedes any previous instructions concerning the retention of Division records, except Standard Practice No. 210.4-1.

RECORDS RETENTION SCHEDULE

5. This Standard Practice provides a Records Retention Schedule (attached) covering records in the Divisions and is to be used as a guide in the periodic disposition of these records.
6. 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."
7. Record Title - The Schedule is arranged in alphabetical order according to the record descriptions (titles most commonly used when the records are referred to).
8. Retention - The retention periods are in two parts as follows:
- Office - Number of years (or months) the records should be kept in the immediate office area.
  - 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.

STANDARD PRACTICE

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RECORDS RETENTION SCHEDULE (Cont'd.)

9. 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- b. T - Until terminated, superseded, closed, expired, canceled, redeemed, disposed of, surrendered, discharged, discontinued, retired, or until the record has served its purpose.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.
- d. X - Indefinite. Subject to annual review.

DUPLICATE RECORDS

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

ORIGINAL (OR RECORD) COPIES NOT LISTED

11. Original (or record) copies not specifically listed in the Retention Schedule may be destroyed only upon written approval of the General Office Department Head concerned. The Retention Schedule will be revised periodically to include the records not previously listed.

EXTRA SUPPLY COPIES

12. 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.

RECORDS AUDITS

13. The Division Records Management Advisor should check periodically to see that records are destroyed in accordance with the retention periods as set forth in the Retention Schedule.

APPROVED BY:



DISTRIBUTION:

- Company Officers
- Department Heads
- Division Managers
- Records Management Advisors

