

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 and to provide low cost storage outside the office areas for records which must be retained for a period of time.

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- b. T - Until terminated, superseded, closed, expired, canceled, redeemed, disposed of, surrendered, discharged, discontinued, retired, or until the record has served its purpose.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

* Paragraph Revised

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ISSUING DEPARTMENT PROCEDURES AND ORGANIZATIONSTANDARD PRACTICE NO. 210.4-3PAGE NO. 2 EFFECTIVE 3-1-61REPLACING
PAGE NO. 2 EFFECTIVE 3-1-59SUBJECT: RETENTION OF RECORDS - GENERAL OFFICE DEPARTMENTSDUPLICATE 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.

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 to conserve valuable office file space.

TRANSFER OF RECORDS TO RECORDS CENTER

**11. Records referred to infrequently in the office should be transferred to the Records Center until they can be destroyed.

a. Transfer Instructions - Printed instructions for obtaining and assembling the cartons, boxing the records, preparing the records transmittal list (Form 62-4854) and sending the records to the Center are in Exhibit B (attached).


REFERENCE TO RECORDS AT RECORDS CENTER

**12. Reference Service - When requesting a record stored at the Center, fill out a Reference Service Request (Form 62-4207) and send it to the Records Center. See Exhibit C (attached) for a sample of the reference request form. In case of emergency, the request may be phoned to the Center.

DESTRUCTION OF RECORDS

**13. Final clearance will be obtained from the Departments concerned before any record are destroyed at the Records Center.

APPROVED BY:


Manager, Department on Procedures and Organization

DISTRIBUTION:

Company Officers
Department Heads
San Francisco Division Manager

(DEPARTMENT)

<u>F. P. C. No.</u>	<u>Record Title</u>	<u>(Sample)</u>	
		<u>Retention Office</u>	<u>Total</u>
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


P. G. AND E. RECORDS CENTERInstructions for Transferring Records to Records CenterObtaining the Cartons

1. The cartons may be obtained by requisition from Emeryville. When ordering, specify "Corrugated Cartons (Code 61-5015)." Ordinarily two cartons will be needed for each file drawer of records being transferred.

Boxing the Records

2. When the Corrugated Cartons (Code 61-5015) are requisitioned from Emeryville, they will come to you collapsed in three parts: the carton itself, a lid, and a false bottom. Sketch (attached) shows how to assemble the carton.
3. Place records in the carton in the same sequence as they appear in the file drawer.
 - a. Arrange letter size records in the carton so that they face the unstapled end of the carton.
 - b. Arrange legal size documents to run from left to right as you face the unstapled end of the carton.
 - c. Do not pack the records too tightly in the carton. Allow reasonable spacing.
 - d. Don't box records for transfer to the Center if they can be destroyed in the office.

Preparing the Transmittal List

4. Type (or write legibly) a records transmittal list in duplicate on Form 62-4854. Sample (attached) illustrates how the transmittal list should be prepared.
 - a. Write a number on the top of each carton near the unstapled end of the carton, starting with number 1. Enter this number in the "department box number" column on the transmittal list. It will be used to identify the box of records only until the carton is assigned a permanent box at the Records Center. Also show the department's name opposite the number on each carton to assure proper departmental identification when received at the Center. Each group of boxes transferred to the Center may start with number 1.
 - b. Do not write or paste any other data on the carton.
 - c. Send the original of the transmittal list to the Records Center through the Company mail. The duplicate should accompany the cartons of records to the Center and may be placed inside of box #1. Original will be retained at the Center and duplicate will be returned to the Department showing Records Center box numbers assigned to the records.
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Preparing the Transmittal List (Contd)

- d. Inform the Mail Room on P.G. and E. 3417 that your records are ready for transfer to the Records Center. The Mail Room will arrange to have the records sent to the Center.
 - e. Don't forget to send the duplicate transmittal list along with the cartons of records.
5. If you need further instructions in transferring your records to storage, call the Records Center.

HCS:MA
Attachments

Date <i>12/15/60</i>	RECORDS CENTER REFERENCE SERVICE REQUEST		Request No. <i>7</i>
Requester <i>John Brown</i>	Department <i>Purchasing</i>		
Address <i>245 Market</i>	Room No. <i>302</i>	Phone <i>49</i>	
Answer By:			
Phone <input type="checkbox"/>		Mail <input checked="" type="checkbox"/>	Hold - Will Call <input type="checkbox"/>
Information or Records Desired: <i>1958 Purchase Order # 6785</i>			Box No. <i>2567</i>
Completed By: <i>(To be Completed by Records Center)</i>		Date	
<small>(Use Other Side if More Space Needed)</small>			



LOCATION OF RECORDS CENTER

EXHIBIT I

