

EXECUTIVE OFFICE OR DIVISION General OfficePAGE NO. 1 EFFECTIVE 7-1-68ISSUING DEPARTMENT SECRETARYREPLACING
PAGE NO. _____ EFFECTIVE _____

SUBJECT: RETENTION AND DESTRUCTION OF RECORDS - GENERAL OFFICE DEPARTMENT'S

POLICY

- *1. To achieve maximum economy in the storage of inactive records and to destroy, when legally permissible, those records which are no longer needed.

PURPOSE

- *2. To provide a uniform guide for the least costly storage of records and a guide for the destruction of obsolete records.

REVISIONS

- *3. Standard Practice No. 210.4-3, effective 3/1/59 and revised 3/1/61.

RECORDS RETENTION SCHEDULES

- *4. Each department should prepare a Records Retention Schedule, using the format shown in Exhibit A. Federal Power Commission "Regulations to Govern the Preservation of Records of Public Utilities and Licensees" (issued December 12, 1962 and adopted by the California Public Utilities Commission August 22, 1963) should be used as the basis for establishing retention periods. Additional retention periods may be necessary from an administrative and operating standpoint, but such additional time should be kept to a minimum in order to reduce costs. Existing retention schedules should be revised in accordance with the F.P.C. regulations and a copy of each retention schedule should be sent to the Supervisor of Records.

DUPLICATE RECORDS AND RECORDS NOT LISTED

- *5. Duplicate copies of records and records not listed in F.P.C. regulations should be destroyed as soon as they have served their intended purpose.

TRANSFER OF RECORDS TO RECORDS CENTER

- *6. Records having long retention periods and which are referred to infrequently should be sent to the Records Center. Transfer instructions are contained in Exhibit B.

REFERENCE TO RECORDS AT RECORDS CENTER

- *7. Records may be requested from the Center by telephone. Records not required immediately should be requested on an Intra-Company Memorandum form.

* Paragraph Revised
 ** Paragraph Added

(SEE OVER)

EXHIBIT A
(Std. Prac. 210.4-3)

Retention Schedule

DEPARTMENT

F. P. C.	Record Title	<u>RETENTION PERIOD REQUIRED</u>	
		FPC	Company
49 (b)	Applications for Employment	N	1
33 (d)	Bank Statements	N	6
13 (a)	Cash Books	P	P
42 (a)	Customers' Ledgers	2 yrs. 6 mo.	4
33 (b)	Deposit Slips	1	1
52	Organization Charts	N	T
15 (c)	Paid Checks - Sundry Creditors	7	7
47 (d)	Paid Checks - Payroll	3	7
49 (a)	Personnel Folders	T+3	T+3
5 (a)	Proxies	6	7
53 (c)	Purchase Orders	3	3
36 (a)	Rates Schedules	P	P
71 (e)	Transmittal Lists	N	1
23 (b)	Work Orders	P	P

(Signature)

F.P.C. Number. Refers to comparable record number in the "Regulations to Govern the Preservation of Records of Public Utilities and Licensees."

Record Title. Each schedule should be arranged in alphabetical order according to the title of the record. (Title most commonly used when the record is referred to.)

Retention. The retention period represents the number of years the record is to be retained. The maximum retention period is the larger of F.P.C. or Company requirements.

Retention Codes.

- a. N - No FPC retention period; destroy at option of Department Head
- b. T - Until record has served its purpose (terminated, superseded, etc.)
- c. P - Permanent
- d. X - Indefinite; subject to review



INSTRUCTIONS FOR TRANSFERRING RECORDS TO THE RECORDS CENTER

Obtaining Cartons.

1. The cartons are obtained by requisition from Emeryville. When ordering specify "Cases - Corrugated Transfer (Code ~~61-5015~~)."
62-2655

Boxing Records.

2. The cartons will be delivered to you collapsed and in three parts: the carton, a lid, and a false bottom. The attached drawing shows how they are assembled.
3. Place records in the carton in the same sequence as they were filed in the file drawer. Do not pack the records too tightly. If the file is not complete at the time of shipment, leave space for the addition of the missing material.
4. Arrange letter size records in the carton so that they face the front, (unstapled end) of the carton.
5. Do not send records to the Records Center if they have a retention period of one year or less.

Preparing Transmittal Lists.

6. Type (or print) a records transmittal list in duplicate on Form 62-4854. The attached sample illustrates how the transmittal list should be prepared.
7. Cartons should be identified on the back (stapled end) with department name and number. Each department should start with number 1 on their first shipment. Subsequent shipments should continue the numerical sequence. For example: First shipment numbered from 1 to 70, the following shipment should begin with 71. A copy of the transmittal list should be placed in the first box listed, the original is to be sent to the Records Center by Company mail. The duplicate copy of the transmittal will be returned to the department, showing the Records Center location number.
8. Do not write or paste any other data on the carton.

Transferring the Records.

9. To transfer records located at 345 and 375 Mission Street, notify the Building Department (local 3933). Other General Office departments should contact the Mail Room (local 3417).
10. If additional instructions are needed call the Records Center (phone 22-303). (The Center is staffed from 8:00 a.m. to 4:30 p.m. each working day.)

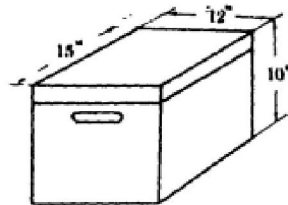
P. G. and E. Records Center
RECORDS TRANSMITTAL LIST

EXHIBIT B
Sample

DEPARTMENT PURCHASING	DIVISION General Office	LOCATION 245 Market Street
August 15, 1968	TOTAL BOXES 5	APPROVED FOR TRANSFER John Brown

DATES - RECORD TITLE - RANGE	DEPARTMENT BOX NUMBER	RECORDS CENT BOX NUMBER
GENERAL CORRESPONDENCE - 1966		
100 - 500	1	
600 - 000	2	
PURCHASE ORDERS - 1966		
1 - 500	3	
501 - 1000	4	
1001 - 1400	5	

CORRUGATED CARTON
(CODE)
62-2655



How to Assemble the Carton
(illustrated below)

