

SUBJECT: GENERAL OFFICE VITAL RECORDS, PROTECTION AND STORAGE OF

POLICY

1. To protect records which would be essential to the continuation or re-establishment of Company operations if those operations should be interrupted by a disaster such as enemy attack, act of sabotage, civil strife, or natural disaster such as fire, earthquake, flood, etc.

PURPOSE

2. To provide facilities and procedures for the safe storage of such records at a maximum security location.

DEFINITION

3. Vital records to be included in this program shall be limited to those records which, as a result of a disaster, are necessary to:

A. Repair or reconstruct that part of the Company's system which has been damaged or destroyed.

B. Re-establish the legal and financial status of the Company and the Company's ownership of property and rights.

C. Fulfill obligations to stockholders, employees and the public, and determine the obligation of others to the Company.

KEEPING VITAL RECORDS FILES UP-TO-DATE

4. It shall be the responsibility of each department to keep the vital records under its jurisdiction up-to-date. Whenever vital records are updated, the material kept at the vital records storage location should be replaced. Current vital records should be sent to the Supervisor of Records, Records Center, Bayshore and Geneva, San Francisco, for transfer to the remote vital records location. The letter of transmittal should clearly identify the records being sent to the vital records storage location and the records which are being replaced. It should also state what disposition is to be made of obsolete records.

ADDITIONAL VITAL RECORDS

5. Records deemed to be "Vital Records" in accordance with the above definition which were not included in the vital records program at its inception may be added at a later date. Arrangements to do this may be made with the Supervisor of Records in the Office of the Secretary.

\* Paragraph Revised  
\*\* Paragraph Added

(SEE OVER)



PACIFIC GAS AND ELECTRIC COMPANY  
**STANDARD PRACTICE**

STANDARD PRACTICE NO. 210.4-5

EXECUTIVE OFFICE OR DIVISION GENERAL OFFICE - SECRETARY

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ISSUING DEPARTMENT SECRETARY

REPLACING  
PAGE NO. \_\_\_\_\_ EFFECTIVE \_\_\_\_\_

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ISSUED BY: J. F. Taylor  
Secretary

APPROVED BY: R. H. Peterson  
Senior Vice President and General Counsel

DISTRIBUTION: Company Officers  
Department Heads

ADDITIONAL COPIES: Additional copies of this Standard Practice may be obtained from the Office of the Corporate Secretary, P G and E telephone Extension 3682.

\* Paragraph Revised  
\*\* Paragraph Added

(SEE OVER)

