

PACIFIC GAS AND ELECTRIC COMPANY  
STANDARD PRACTICESTANDARD PRACTICE NO. 210.4-3EXECUTIVE OFFICE OR DIVISION GENERAL OFFICEPAGE NO. 1 EFFECTIVE 11/1/76ISSUING DEPARTMENT SECRETARYREPLACING  
PAGE NO. 1 EFFECTIVE 7/1/68

## SUBJECT:

RETENTION AND DESTRUCTION OF RECORDS - GENERAL OFFICE DEPARTMENTS

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 and 7/1/68.

RECORDS RETENTION

- \*4. The Federal Power Commission's Regulations to Govern the Preservation of Records of Public Utilities and Licensees and Natural Gas Companies" (effective January 1, 1972) has been adopted as the Company's record retention schedule, with certain exceptions specified by California Public Utilities Commission Resolution No. FA 570 dated August 3, 1976. The exceptions to the F.P.C. Regulations are indicated in Appendix "A" to this standard practice. Records covered by Appendix "A" shall be retained for the periods indicated therein or the periods required by F.P.C. Regulations, whichever is the longer period. Additional retention periods may be necessary from an administrative and operating standpoint, but such additional time must be justified and should be kept to a minimum in order to reduce costs. Additional retention may also be necessary to comply with other lawful requirements not taken into consideration by the Federal Power Commission or the California Public Utilities Commission. All records sent to the Records Center for storage must have a retention period established in accordance with this paragraph.

DUPLICATE RECORDS AND RECORDS NOT LISTED

- \*5. Duplicate copies of records and records not listed in F.P.C. regulations or the C.P.U.C. resolution 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 Appendix "B". Records with a one year

\* Paragraph Revised  
\*\* Paragraph Added

(SEE OVER)

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## SUBJECT:

RETENTION AND DESTRUCTION OF RECORDS - GENERAL OFFICE DEPARTMENTS

TRANSFER OF RECORDS TO RECORDS CENTER (CONT.)

retention period, stationery items, extra copies of reports, records in which the total record series is not complete, or records not sent as described in Appendix "B" will not be accepted for storage at the Records Center.

RECORDS INVENTORY

- \*\*7. Departments should maintain an accurate inventory of records in storage at the Records Center. Departmental inventories would be needed to reconstruct a master index if the Records Center's master index were destroyed. If you desire any assistance in the establishment of a departmental inventory of records in storage please contact the Supervisor of Records.

DEPARTMENT REPRESENTATIVE

- \*\*8. Each department should delegate one person to act as a liaison between the department and the Records Center, and advise the Supervisor of Records of the name of this person. The representative should be responsible for transferring records to the Center, maintaining an inventory of record locations at the Center, and referral to records in storage for members of the Department.

REFERENCE TO RECORDS AT RECORDS CENTER

- \*\*9. Records may be requested from the Records Center by telephone. Records not required immediately should be requested on Intra-Company memorandum forms 62-3304 or 62-7030. Written requests must state the name of the individual assuming responsibility for the records, the department, and the address to which the records are to be delivered. Documents requested should be listed in the filing sequence in which they were sent to the Records Center for storage. Records being returned to the Center must be in the same order as received. The Records Center will return records only to the department from which they were originally received.

DOCUMENT FILING AT THE RECORDS CENTER

- \*\*10. It is the responsibility of the originating department to update records in storage at the Records Center.

DESTRUCTION OF RECORDS

- \*11. When records have been retained at the Center for their required retention periods, the Department Head concerned will be notified

\* Paragraph Revised  
\*\* Paragraph Added

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## SUBJECT:

## RETENTION AND DESTRUCTION OF RECORDS - GENERAL OFFICE DEPARTMENTS

DESTRUCTION OF RECORDS (CONT.)

of their impending destruction. The records will be destroyed thirty days from the date of notification, unless a statement of need for and length of any necessary additional retention is received from the Department Head concerned. To destroy records at 77 Beale Street and 245 Market Street, notify the Building Department (Telephone 3415). A destruction label form 62-1370 must be on all cartons to be destroyed.

RECORDS MANAGEMENT ASSISTANCE

- \*12. The Supervisor of Records is responsible for providing staff assistance to all departments and divisions in all matters pertaining to records retention, destruction, methods and procedures, housekeeping practices, space layouts, equipment, and other areas of the records management field. He may be contacted through the Corporate Secretary's Office.

APPROVED BY: R. H. Peterson, Chairman of the Board

J. F. Taylor, Secretary

DISTRIBUTION Company Officers  
General Office Department Heads  
San Francisco Division Manager

ADDITIONAL COPIES Additional copies of this Standard Practice may be obtained from the Records Center, Bayshore and Geneva, extension 57-5303.

\* Paragraph Revised  
\*\* Paragraph Added

(SEE OVER)

RECORDS RETENTION - CALIFORNIA PUBLIC UTILITIES COMMISSION RESOLUTION NO. FA 570

<u>C.P.U.C. General Order</u>	<u>Utility Affected</u>	<u>Retention Period</u>	<u>Record</u>
G.O. 52	Electric	10 years	Administrative correspondence and measurements of neutral current.
G.O. 58-A	Gas	20 years	Standards for gas service and administrative correspondence.
G.O. 58-B	Gas	20 years	Standards for calorimetry of fuels and administrative correspondence.
G.O. 94-B	Gas	For the life of the property	For PUC Serial Numbers, inspection dates and history cards for gas holders and vessels.
		2 years	Recording pressure gauge charts (Section 3.1).
G.O. 95	Electric	For the life of the Order	Correspondence and Resolutions concerning rules.
		3 years	Correspondence and reports of field inspections for compliance.
G.O. 96-A	Electric and Gas	40 years	Advice letters and canceled Tariff Sheets.
		2 years	Gross revenue revisions, Form U-15.
		20 years	Terminated contracts and deviations.
G.O. 112-c	Gas	5 years	Reports on operation and maintenance studies and location class changes (Sections 141.4 and 5).
		5 years	Records for establishing compliance (Section 121.1). Retain for 5 years, twice the maximum interval between compliance actions as specified in the rule, or the retention periods specified in the rule, whichever is longest.
		2 years	Recording pressure gauge charts (Section 192.741).
G.O. 128	Electric	For the life of the Order	Correspondence and Resolutions concerning Rules.
		3 years	Correspondence and reports of field inspections for compliance.



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 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. Exhibit "B" illustrates how they are assembled. If the records are already boxed any cartons in a deteriorated condition should be replaced.
3. Do not place records with various retention periods in the same carton.
4. Place records in the carton in the same sequence as they were filed in the file drawer. Do not pack the records too tightly.
5. Arrange letter size records in the carton so that they face the front (unnumbered end) of the carton. Department box numbers should be on the back of the carton. Do not write or paste any data on the front of the carton.
6. As you face the front of the carton, legal size documents should run from left to right.
7. Place a Records Center address label Form 62-1371 on the lids of all cartons being shipped.
8. Do not transfer records with a one year retention period, stationery items, extra copies of reports, or records in which the total record series is not complete.

Preparing Transmittal Lists

9. Type (or print) a records transmittal list on Form 62-4854 in duplicate. Exhibit "A" illustrates how the transmittal list should be prepared. All columns of the transmittal except the last column must be completed.
10. Cartons should be identified on the back with department name and number. (See Exhibit "B"). 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. One copy of the transmittal list should be placed in the first box listed, and one copy should be sent to the Records Center by Company mail. A copy of the transmittal will be returned to the department showing the Records Center location number. This copy should be used in maintaining the departmental inventory of records in storage at the Records Center.

Preparing Transmittal Lists (Cont.)

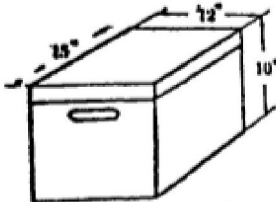
11. A retention period must be shown on the transmittal for all records sent to the Records Center for storage.

Transferring the Records

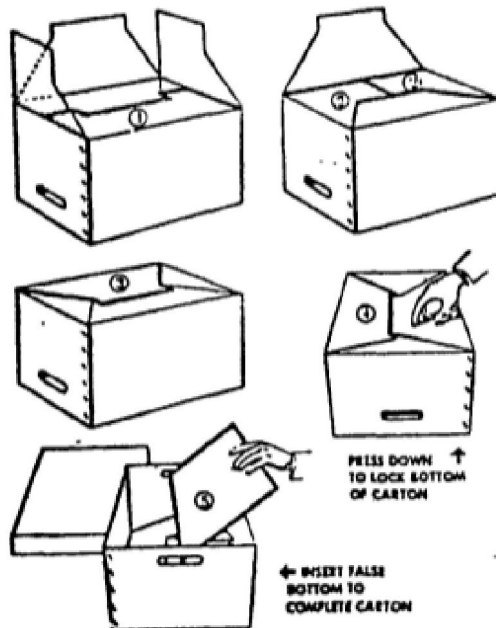
12. Record shipments of less than 100 cartons will be picked up and transferred from 245 Market Street and 77 Beale Street once a week. Information on transfer schedules and record pickup may be obtained from the Building Department (Telephone 3415). Special Arrangements must be made in advance for shipments of more than 100 cartons.
13. To transfer records from locations other than General Office, notify the San Francisco Division, Transportation Department.
14. If additional instructions are needed call the Records Center (Telephone 57-5303). (The Records Center is staffed from 8:00 a.m. to 4:30 p.m. each working day.)



**CORRUGATED CARTON**  
**(GDS 62-2659)**



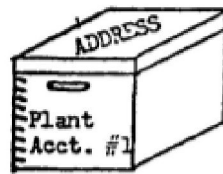
**How to Assemble the Carton**  
**(illustrated below)**



**LABELING THE CARTON FOR SHIPMENT**



**FRONT**



**REAR**

**(Records should face this end)**