

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICESTANDARD PRACTICE NO. 210.4-4EXECUTIVE OFFICE OR DIVISION ALL DIVISIONSPAGE NO. 1 EFFECTIVE 11/1/76ISSUING DEPARTMENT SECRETARY - GENERAL OFFICEREPLACING
PAGE NO. 1 EFFECTIVE 8/1/59

SUBJECT:

RETENTION AND DESTRUCTION 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 without further reference to the General Office.

REVISIONS

- *4. Standard Practice No. 210.4-4, effective 8/1/59.

RECORDS RETENTION

- *5. 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 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.

DUPLICATE RECORDS

- *6. Duplicate copies of records and records not listed in the F.P.C. regulations or C.P.U.C. Resolution FA 570 should be destroyed as soon as they have served their intended purpose.

EXTRA COPIES

7. Extra copies of records should be destroyed (or reduced in number) once a year in order to conserve valuable office file space.

* Paragraph Revised
** Paragraph Added

(SEE OVER)

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICE

STANDARD PRACTICE NO. 210.4-4

EXECUTIVE OFFICE OR DIVISION ALL DIVISIONS

PAGE NO. 2 EFFECTIVE 11/1/76

ISSUING DEPARTMENT SECRETARY - GENERAL OFFICE

REPLACING PAGE NO. 2 EFFECTIVE 8/1/59

SUBJECT:

RETENTION AND DESTRUCTION OF RECORDS - DIVISIONS

RECORDS AUDITS

- *8. A Division Records Management Advisor should be appointed by the Division Manager, and should check periodically to see that records are destroyed in accordance with retention periods as set forth in the F.P.C. Regulations and C.P.U.C. Resolution PA 570.

RECORDS MANAGEMENT ASSISTANCE

- **9. The Supervisor of Records is responsible for providing staff assistance to all 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.

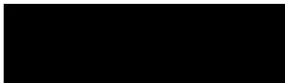
APPROVED BY: J. F. Taylor, Secretary

DISTRIBUTION Company Officers
 Division Department Heads
 Division Managers
 Records Management Advisors

ADDITIONAL COPIES Additional Copies of this Standard Practice may be obtained from the Records Center, 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.i)
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.

