

RE. New Standard Practice
210.4-3

SECRETARY'S OFFICE
DOCUMENT No. 1670

Secretary
210.4

Retention of Records

January 3, 1977

Company Officers
Department Heads

Enclosed Standard Practice 210.4-3 contains several revisions effecting the transfer of records to the Records Center.

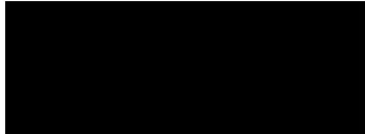
Records Transmittal List Form 62-4854 has been revised requiring retention periods for all records transferred to the Records Center. When records have been retained at the Center for their required retention periods, the Department Head concerned will be notified of their impending destruction. The 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.

A Records Center transfer label Form 62-1371 is required on all cartons being shipped to the Records Center. Departmental records to be destroyed at 77 Beale Street or 245 Market Street require a destruction label Form 62-1370. General Office Building Services will not transfer cartons without labels affixed in accordance with this standard practice.

If you desire assistance in the transfer of records to the Records Center, please contact [REDACTED] Supervisor of Records [REDACTED]

J. F. TAYLOR

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Encl.



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Attached is revised Standard Practice No. 210.4-3 covering the retention and destruction of records. It is necessary that the procedures outlined in the enclosed standard practice be implemented immediately to insure the availability of space for records which must be retained to meet legal, operating and administrative requirements.

Retention of records is costly and the Records Center is near capacity. Effective immediately, all records transferred to the Records Center must have retention periods assigned in accordance with the enclosed standard practice.

Increased storage requirements have also made it necessary to establish a retention period for all records presently in storage. A list of records stored at the Records Center by your department will be sent to you in the near future. At that time, you will be asked to review the list, enter the Federal Power Commission regulation number and retention period, and return the list to the Supervisor of Records.

At the expiration of the retention periods established for your departments' records, you will be given an opportunity to request any necessary additional retention prior to their destruction.

Your co-operation in the implementation of this new program will help determine future storage requirements and assure the availability of space for all departments.

If you desire assistance on any phase of your records management program, please call upon [REDACTED] Supervisor of Records [REDACTED]. He also has available a supply of the F.P.C. Regulations referred to in the Standard Practice.

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