

STANDARD PRACTICESTANDARD PRACTICE NO. 210.4-1EXECUTIVE OFFICE OR DIVISION VICE PRESIDENT AND COMPTROLLERPAGE NO 1 EFFECTIVE 10/1/77ISSUING DEPARTMENT COMPTROLLERREPLACING
PAGE NO _____ EFFECTIVE _____

SUBJECT:

RECORDS, ACCOUNTING PRESERVATION OF

PURPOSE

1. To outline procedure for the preservation of accounting records.

RESCISSIONS

- *2. Standard Practice No. 210.4-1, effective August 14, 1972.

REFERENCES

3. Standard Practice No. 210.4-3 - Retention of Records - General Office Department.
4. Standard Practice No. 210.4-4 - Retention of Records - Divisions.
5. Regulations to Govern the Preservation of Records of Public Utilities and Licensees, effective January 1, 1972.
6. Regulations to Govern the Preservation of Records of Natural Gas Companies, effective January 1, 1972.

GENERALFederal Power Commission Licensed Projects

7. All accounting records relating to additions or retirements from licensed projects, and the establishment of related amortization reserves shall be retained until disposal is authorized by the Assistant Comptroller-Accounting.

PROCEDURE

8. Accounting records, with the exception of those described in Paragraph 7, shall be retained as provided in the attached "Schedule of Records and Period of Retention" (Appendix A).
9. Approval of the Assistant Comptroller-Accounting shall be obtained before destroying accounting records not specifically mentioned in this standard practice.

ADDENDUM

Appendix A - Schedule of Records and Period of Retention.

ISSUED BY:

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* Paragraph Revised

SCHEDULE OF RECORDS AND PERIOD OF RETENTION

<u>F.P.C. Regulations Section</u>	<u>Description of Records</u>	<u>Retention Period</u>
*11	Journals, Journal Entry and Journal Voucher Registers and Controls	50 years
*12(a)	Journal Entries (originals)	50 years
*12(a)	Journal Vouchers (originals)	50 years
*12(b)	Journal Entry Segregations	6 years - see note on last page
*12(b)	Journal Voucher Segregations	6 years - see note on last page
*12(b)	Transportation Segregations	6 years - see note on last page
15(a)(b)(d)	Voucher Drafts (General Office copies)	6 years - see note on last page
15(a)(b)(d)	Refund Drafts	6 years - see note on last page
15(a)(b)(d)	Freight Drafts (General Office copies)	6 years - see note on last page
31(c)	Job Orders (Original and Foreman's copies)	10 years
*48(a)	Superseded meter reading sheets	2 years or as may be necessary to comply with service rules regarding refunds on fast meters
48(b)	Meter reread sheets	1 year
48(c)	Customers' reading cards	1 year
48(d)	Connection and disconnection orders	1 year
*52(a)	Customers' ledgers	2 years or as may be necessary to comply with service rules regarding refunds on fast meters

*Revised



SCHEDULE OF RECORDS AND PERIOD OF RETENTION

<u>P.C. Regulations Section</u>	<u>Description of Records</u>	<u>Retention Period</u>
*52(b)	Records used in lieu of customers' ledgers	2 years or as may be necessary to comply with service rules regarding refunds on fast meters
*52(d)	Trial balances of ledgers	1 year
*53(a)	Merchandise sales tickets and charge slips for work done	Destroy at option after annual audit and 6 months after account is settled
*53(b)	Merchandise sales journals or registers and summaries of sales	3 years
*53(c)	Merchandise ledgers and installment records (including D&C Tags and Audit Bills)	1 year after completion of payments
*53(i)	Job orders and supporting details of charges to customers for work done	3 years
*53(j)	Indexes and trial balances of merchandise ledgers	1 year
*54(a)	Collection sheets	Destroy at option
*54(b)	Collection stubs and lists of paid bills	6 months
*18(b) 12(b)	Payroll recapitulations and tabulated time, mileage and job order segregation sheets containing hours, miles, job and account references as recorded on Employee Report of Time/Mileage/and Construction Equipment:	
	Charging plant accounts	6 years - see note on last page
	Charging other accounts	6 years - see note on last page
*18(c) 12(b)	Employee Report of Time/Mileage/and Construction Equipment, attendance reports, time sheets, time books or other time reports	6 years - see note on last page

revised



SCHEDULE OF RECORDS AND PERIOD OF RETENTION

<u>F.P.C. Regulations</u> <u>Section</u>	<u>Description of Records</u>	<u>Retention Period</u>
*42(c)	Materials and supplies recapitulations and tabulated segregation sheets containing material codes, quantity, job and account references as recorded on materials and supplies requisitions:	
	Charging plant accounts	6 years - see note on last page
	Charging other accounts	6 years - see note on last page
*42(c) 12(b)	Debit or Credit Requisitions (original) Debit or Credit Requisitions (duplicate):	6 years - see note on last page
	<u>Priced</u>	The period of time assigned to the record which the requisition supports
	<u>Nonpriced</u>	
	With job orders (WO-GM)	Until jobs have been analyzed and costs recorded under correct primary accounts
	Without job orders	Optional
	With D&C Tags	Until audited by representatives of state taxing agencies

*Revised



SCHEDULE OF RECORDS AND PERIOD OF RETENTION

*Note - Payroll, material and supply records as described under F.P.C. Regulations, Sections 12(b), 15(a)(b)(d), 18(b)(c) and 42(c) which pertain to plant accounts may be destroyed after six years upon approval of the Assistant Comptroller-Accounting. See Section #125.2(j) of F.P.C. Rules and Regulations dated March 14, 1972, which reads in part, "Records related to Plant shall be retained a minimum of 25 years unless accounting adjustments resulting from reclassification and original cost studies have been approved by the regulatory commission having jurisdiction".

Payroll, material and supply records which pertain to other than plant accounts in those divisions without F.P.C. licensed projects may be destroyed after six years. For other divisions, a retention period of six years and approval of the Assistant Comptroller-Accounting will be necessary.

*Revised