

# Pacific Gas and Electric Company



## STANDARD PRACTICE

STANDARD PRACTICE NO. 210.4-2

ISSUING DEPARTMENT CORPORATE SECRETARY

PAGE NO. 1 (of 2) EFFECTIVE 1/2/93  
REPLACING

CORPORATE OFFICER KENT M. HARVEY

PAGE NO. 1 (of 2) EFFECTIVE 6/1/86

**SUBJECT:**

**CORRESPONDENCE AND RECORDS OF PGandE SUBSIDIARY COMPANIES**

**PURPOSE**

To establish a policy and procedure for handling and filing correspondence and records of PGandE subsidiary companies.

**POLICY**

1. All files and records of each subsidiary company, including documents, general correspondence, and operating and accounting records, are filed separately and apart from those of PGandE or other companies, and are given the same protection as is given comparable files and records of PGandE.
2. Each subsidiary company's corporate records and documents are retained by PGandE's Corporate Secretary. Such records and documents include, but are not necessarily limited to, the corporate seal, minute books of the subsidiary company's Board of Directors or its committees, ledgers and journals pertaining to the issuance of securities, the subsidiary company's articles of incorporation and bylaws, any permits and licenses necessary to conduct the subsidiary company's business, documents relating to securities offerings; any contracts or agreements involving significant commitments of the subsidiary's assets (such contracts must bear original signatures, not photocopies), and documents of historical significance.
3. The PGandE decimal file system is used for filing all such correspondence and records originating after PGandE acquires control of the subsidiary.
4. Files and records which were originated prior to PGandE's acquiring the subsidiary company may be kept in the same order as received, provided that an adequate index is maintained by the department having major direction over the operation of the subsidiary. However, when it is necessary to refer to a specific file, that file then is to be reclassified in accordance with the PGandE decimal file system and placed in the current files of the subsidiary involved. The remaining inactive files are destroyed as permitted under applicable federal and state records retention requirements or gradually transferred to PGandE's Records Center pursuant to Standard Practice 210.4-3.

**RESPONSIBILITY**

Implementation of this Standard Practice is the responsibility of the Managers of the departments having major direction over the operation of subsidiary companies.

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**REVISIONS**

This Standard Practice replaces Standard Practice 210.4-2, effective 6/1/86.

**REFERENCES**

Standard Practice 210.4-3 Retention and Destruction of Records - General Office Departments.

**FOR FURTHER INFORMATION**

Contact the Office of the Corporate Secretary Ext. 223-3682.

**APPROVED BY**

Kent M. Harvey, Corporate Secretary

