

Memorandum

Date: April 6, 1994 **File #:**
To: VARIOUS
From: CORPORATE SECRETARY
Subject: Records Retention
Revision of Standard Practice 210.4-3



OFFICERS
MANAGERS

The storage capacity at the Company's Records Center is quickly approaching its limit. To control the Company's cost of retaining inactive records and to ensure that the Company's records retention policy is followed, we are implementing new procedures for accepting records and retaining existing records at the Records Center. We need your assistance to do this.

In cooperation with the Law Department, we have revised the Company's Standard Practice 210.4-3 "Retaining and Destroying Records - All PG&E Departments & Subsidiaries." The new standard practice requires a legal justification or valid business reason for retaining all records stored at the Records Center or in other parts of the Company and assigns a one year review to any records sent to or currently at the Records Center that do not meet these requirements.

The standard practice also clarifies procedures for sending records to storage and consolidates five standard practices for retaining general office, regional, accounting, subsidiary, and vital records into one.

The Records Center will be contacting you or your representative in the near future to make sure the records you presently hold in storage meet these requirements. The Records Center staff will assist you in complying with these new procedures.

A handwritten signature in cursive script that reads 'Leslie H. Everett'.

LESLIE H. EVERETT

LHE:cmm