

# CORPORATE RECORDS

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## Policy Statement

It is PG&E's policy to retain records as long as they are needed for legal or business purposes and, thereafter, to minimize storage costs by the timely disposal of records.

## Overall Accountability

The Corporate Secretary is responsible for issuing, updating, and monitoring compliance with this policy.

## Scope

This policy applies to PG&E and all subsidiaries

## Definitions *(See also Section B, "Definitions")*

**Records** include all memoranda, documents, correspondence, or other forms of tangible communication (including photographs, microfilm, microfiche, video tapes, computer media, sound recordings, etc.).

**Corporate records** include deeds, contracts, minute books, corporate seals, financial and accounting documents, and other similar documents relating to the asset ownership, contractual obligations, or corporate governance.

**Division records** include any records, other than corporate records, created by or maintained for the use of one of the Customer Energy Services Business Unit's operating divisions.

## Implementation: PG&E

### (1) Record Retention and Destruction

- (a) Each officer ensures that records are:
  - Retained in a safe and accessible manner for as long as they are actively required for business purposes,
  - Transferred to central or division storage when they are no longer actively required but must be retained because of legal requirements or for possible future business purposes, and
  - Disposed of whenever all legal requirements for their retention expire and they are not likely to be required for future business purposes.

- (b) The Corporate Secretary approves standards and procedures to ensure that PG&E's records are retained in accordance with applicable legal requirements.
- (c) The General Counsel advises the Corporate Secretary of new or changed requirements regarding retention of records.

**(2) Records Storage Facilities**

- (a) The Corporate Secretary maintains a central records storage facility that provides safe storage of inactive PG&E records, other than division records, and disposes of such records at the direction of the responsible officer.
- (b) Each division maintains facilities that provide safe storage of inactive division records, and disposes of such records when their retention no longer is required for legal or business purposes.

**(3) Corporate Records**

- (a) The Corporate Secretary ensures that all PG&E corporate records are retained in a safe and accessible manner.
- (b) Each officer provides the Corporate Secretary the original of all corporate records or, as delegated by the Corporate Secretary, retains such records in a safe and accessible manner.

**Implementation: Subsidiaries**

**(4) Responsibility for Retention of Subsidiary Records**

The corporate secretary of each subsidiary ensures that the records of that company are retained in a safe and accessible manner, consistent with PG&E standards for retention of records.

**References**

1. Corporate Policy:
  - Use and Protection of Company Information
2. Standard Practices:
  - 210.4-3: Retaining and Destroying Records--All PG&E Departments and Subsidiaries

