

**PACIFIC GAS & ELECTRIC COMPANY
GUIDE TO RECORD RETENTION**

ELECTRIC SUPPLY

RECORD TITLE	FORM NUMBER	RETENTION JUSTIFICATION	RETENTION PERIOD
As-Built Records Of Facilities		FERC 36A	Life of Facility
Boiler Room Reports - Equipment In Service		FERC 22.1B	Electric Production - 3 years
Boiler Room Reports - Equipment Performance		FERC 22.1B	Electric Production - 3 years
Boiler Tube Failure Reports		FERC 22.1C	Electric Pproduction - 3 years
Chart - Precipitation		FERC 21.11	Electric Production - Retain 2 years - except river flow data collected in connection with hydro operation shall be retained for life of corporation.
Chart - Seal Pump		FERC 22.1A	3 years
Chart - Water Level Recorder		FERC 21.11	Electric Production - Retain 2 years - except river flow data collected in connection with hydro operation shall be retained for life of corporation.
Contracts			See Accounting & Corporate Records
Correspondence - All Types		FERC 63A	Retain for the period prescribed for the item to which it relates where necessary to a proper explanation of same.
Emergency Curtailment Procedures		FERC 29B	Destroy at option after expiration or supersession
Emergency Shutdown Procedures		FERC 29B	Destroy at option after expiration or supersession
Engineering Records Drawings & Support Data		FERC 36A	Records pertinent to the constructed facility retain until superseded or 6 years after the facility is retired. If construction of facility does not result, destroy at option after a complete accounting of expenses incurred.
Fuel Oil Reports		FERC 22.1G	3 years
Gage Reading Reports		FERC 22.11	ElectricPproduction - Retain 2 years - except river flow data collected in connection with hydro operation shall be retained for life of corporation.
Generation Reports High Tension Load		FERC 22.1F	Electric Production - 3 years
Generation Reports Low Tension Load		FERC 22.1F	Electric Production - 3 years
Generation Reports - Station		FERC 22.1E	Electric Production - 25 years
Generation Reports - System		FERC 22.1E	Electric Production - 25 years
History Records - Equipment		FERC 23P	Life of Equipment
Load Curves		FERC 22.1H	Electric Production - 3 years
Logs - Boiler Room		FERC 22.1A	Electric Production - 3 years Retention includes supporting data.

Note: Retention periods shown are only valid as of the date of this report and may not reflect lawful requirements or regulatory changes placed into effect since the report was printed.

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Logs - Coal		FERC 22.IH	Electric Production - 3 years
Logs - Coke & Oil Reports		FERC 22.IG	3 years
Logs - Condenser Room		FERC 22.1A	Electric Production - 3 years Retention includes supporting data.
Logs - Feed Pumps		FERC 22.1A	3 years
Logs - Generation & Output		FERC 22.ID	Electric Production - 6 years Retention includes supporting data.
Logs - Pump Room		FERC 22.1A	Electric Production - 3 years Retention includes supporting data.
Logs - Residual Reports		FERC 22E	3 years
Logs - Station		FERC 22.ID	6 years
Logs - Temperature		FERC 22.IH	Electric Production - 3 years
Logs - Turbine Room		FERC 22.1A	Electric Production - 3 years Retention includes supporting data.
Logs - Water		FERC 22.IH	Electric Production - 3 years
Oil & Waste Reports		FERC 22.IG	Electric Production - 3 years
Permits - Load Dispatcher & Station		FERC 22.IK	Electric Production - retain 1 year, except where the basic chart information is transferred to another record, the charts need only be retained 6 months provided the record containing the basic data is retained one year.
Pump Tests		Electric Supply	6 years
Routine Maintenance Completion Report	62-3423	Electric Supply	6 years
Tag - Caution Do Not Operate This Equipment	62-1256	Electric Supply	30 days
Tag - Information	62-1255	Electric Supply	30 days
Tag - Man On Line	62-1225	Electric Supply	30 days
Tag - Switching	62-4118	Electric Supply	30 days
Tag - Warning Non-Test Tag	62-1224	Electric Supply	30 days
Thermal Efficiency Tests		FERC 22J	3 years
Turbine Meter Spin Test Report		FERC 23K	Until superseded but not less than 2 years
Turbine Room Reports Equipment In Service		FERC 22.IB	Electric Production - 3 years

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Turbine Room Reports Equipment Performance		FERC 22.1B	Electric Production - 3 years Retention includes related documents.

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