

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

GAS SUPPLY

RECORD TITLE	FORM NUMBER	RETENTION JUSTIFICATION	RETENTION PERIOD
Analysis Gas Produced & Purchased		FERC 22I	Gas Production - 6 years (including btu & sulfur content)
As-Built Records Of Facilities		FERC 36A	Life of Facility
Chart - Gas Purchase		GSP 457-1	4 years
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Engineering Records Drawings & Support Data		FERC 36A	Records pertinent to the constructed facility retain until superseded or 6 years after the facility is retired.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.
Gas Measuring Records		FERC 22N	Gas Production - retain 1 year, except where 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.
Gas Produced & Purchased Records		FERC 22H	Gas Production - 6 years
Gas Sent Out And Holder Stock Records		FERC 22H	Gas Production - 6 years
Gas Well Test Report	61-6084	GSP 459-1	3 years after the gas well is abandoned
Logs - Boiler		FERC 22A	Gas Production - 3 years Retention included related documents.
Logs - Gas Generation & Output		FERC 22B	Gas Production - 6 years Retention includes related documents.
Logs - Gas Machine		FERC 22A	Gas Production - 3 years Retention includes related documents
Logs - Temperature & Atmospheric Pressure		FERC 22C	Gas Production - 3 years
Maps - Underground Storage Of Natural Gas		FERC 23.1C	1 year after reservoir, field, or relevant storage area is abandoned.
Meter Test Records		FERC 23M	Gas Production - 1 year after meter is retired

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.

Section #7

Page 1 of 2

(Rev 1 - Dated 8/23/99)

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Record Of General Inspection & Operating Tests		FERC 22J	Gas Production - 3 years
Report Of Coal/Coke/Oil		FERC 22D	Gas Production - 3 years
Residual Report		FERC 22E	Gas Production - 3 years
Routine Maintenance Completion Report	62-3423	Gas Supply	6 years
Test Of Heating Value At Stations & Outlying Points		FERC 22G	Gas Production - 6 years
Weekly Report Heating Value & Specific Gravity	62-3903	FERC 22J	3 years
Well Records - Gas Production		FERC 22K	Retain one year after field or relevant production area is abandoned. (including clearing, bailing, shooting, etc., records; rock pressure; open flow; production; gas analysis reports, etc.)
Well Records - Underground Storage Of Natural Gas		FERC 23.1A	Well records, reports and logs which includes data relating to pressures, injected volumes, withdrawn volumes, core analysis, daily volumes of gas injected into and withdrawn from reservoir, and cushion and working gas volumes for each reservoir. Retain 1 year after reservoir, field, or relevant storage area is abandoned.

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Page 2 of 2

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