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1	<b>USP4: Records Retention and Disposal Guidance for Transmission &amp; Distribution Systems, grouped by SVP Direct Report Business Area</b>				
2	Record Type (groupings of related records)	Is Retention Mandated By Federal/State Law	Who Mandates Retention	Mandated Retention Period	Recommended Disposal Period (may vary by business need)
3	<b>E&amp;O - Engineering: P.J. Martinez. USP4 lead: [REDACTED]</b>				
4	Additions & Betterments to Plant (capital tools and facility expenditures)	Yes	FERC 30A, Title 18	50 Years	after fulfilling mandated retention
5	As-built Records of Facilities	Yes	FERC 36A, Title 18	Life of facility	after fulfilling mandated retention
6	ATS Issued Dept. Reports: Standards Lab Calibration, Chemical Analysis, Asbestos Analysis, Non-Destructive Examination, Metallurgical Failure Analysis, PCB Analysis, Soil Resistivity/Ground Grid Reports, Nuclear Records, Environmental related, etc.	No	None	None	kept permanent
7	Delineations	No	None	None	up to 10 years
8	Dielectric Testing Records	No	None	None	5 years
9	Documents or evidence collected as part of the utility's own investigation related to an incident or pole calculation	Yes	CPUC GO 95 - Rule 19	5 years	after fulfilling mandated retention
10	Engineering Documents for Construction of Electric Facilities	Yes	FERC 36A, Title 18	6 years after facility is retired	after fulfilling mandated retention
11	Gas Service Record	Yes	FERC 36A, Title 18	Life of facility	after fulfilling mandated retention
12	Hazardous Chemicals in Laboratories (TES) - Chemical Hygiene Plan	Yes	CCR, Title 8, Section 304	Indefinitely	kept permanent
13	Inspection Records - Leak Repair or Pipe Exposure	Yes	49 CFR Part 192.709	Life of facility	after fulfilling mandated retention
14	Leak Survey Inspection & Report Form A	Yes	49 CFR Part 192.709	Life of facility	after fulfilling mandated retention
15	Leak Survey Maps	Yes	49 CFR Part 192.709	9 years	10 years
16	Leak Survey Logs	Yes	49 CFR Part 192	Life of facility plus 1 year	after fulfilling mandated retention
17	Manhole Prints	Yes	FERC 36A, Title 18	Life of facility	after fulfilling mandated retention
18	Network Oil Test Reports	Yes	FERC 36A, Title 18	Life of facility	after fulfilling mandated retention
19	Patrol, inspection and maintenance records of electric distribution equipment	Yes	FERC 23G, Title 18	3 years	up to 5 years
20	Substation "protection systems" that are part of the bulk electric system test and maintenance reports.	Yes	NERC Standard PRC-005-1	3 years	3 years minimum, but at least a full maintenance cycle
21	Substation equipment test and maintenance reports (all)	Yes	Code of Federal Regulations Title 18, 125.3	5 years	5 years minimum, but at least a full maintenance cycle
22	Substation protective relay test and maintenance reports (all)	Yes	Code of Federal Regulations Title 18, 125.3	relay maintenance records are 3&5 years, history records are life.	5 years minimum, but at least a full maintenance cycle
23	Substation transmission equipment maintenance reports (equipment that is CAISO controlled).	Yes	CAISO Transmission Control Agreement, Appendix C, 6.1.	Maintenance cycle plus 2 years. For non-routine maintenance, 2 years after completion.	5 years minimum, but at least a full maintenance cycle
24	Substation transmission equipment test and maintenance reports (certain paths identified by WECC)	Yes	WECC Standard PRC-STD-005-1 Paths 15, 24, 26, 66	At least 4 years	4 years minimum, but at least a full maintenance cycle
25	System Protection Relay Setting Documents for new relay installations	Yes	FERC Title 18, Part 125, Schedule 21	Retain until retired	1 year after relay removed from service
26	System Protection Relay Misoperation Investigations	Yes	NERC Standard PRC-004-1, D. Compliance, Section 1.3 Data Retention	12 months, or until corrective action plan has been executed, whichever is later	5 years
27	System Protection Relay Misoperation Investigations WECC Paths 15, 24, 26, 66	Yes	WECC Standard PRC-STD-003-1, D. Compliance, Section 1.3 Data Retention	At least 1 year	5 years
28	System Protection Documentation of Coordination of Protective Relays	Yes	NERC Standard PRC-001-1, D. Compliance, Section 1.3 Data Retention	Maintain current in-force documents	5 years
29	System Protection Certification of Protective Relay Settings WECC Paths 15, 24, 26, 66	Yes	WECC Standard PRC-STD-001-1, D. Compliance, Section 1.3 Data Retention	At least 1 year	5 years

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1	Comments (enter remarks, if needed, for additional clarity)
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4	Keep capital tool purchase records locally. Facility expenditures kept by CRE. PGE Guide to Record Retention
5	
6	Kept permanent for business needs. Reports are provided to clients who have retention responsibility. ATS keeps these records for future reference in our own database/library. Clients will often request historical data from us and this is a value-added service we provide. Historical records are also used by ATS employees for research and reference.
7	kept up to 10 years in conjunction with general correspondence and e-mails
8	Retained 5 years to fulfill American national Standards Institute (ANSI) for Vehicle Mounted Elevating & Rotating Aerial Devices: ANSI/SIA A92.2-2001, Section 8.3
9	Test Reports are kept by Electrical Unit electronically and paper copy. Data also entered into TEAMS - Fleet Database for each truck. Also a Sticker is placed on each tested truck and liner and the truck has a copy of the test report PG&E Dielectric Manual CPUC issued New Rule 19 in Sep 2009
10	Actual Practice: Pole calculations are retained in individual estimators' paper files normally longer than 5 years until rooms are needed. Unsure about evidence retention. This is new to PG&E and also process is being developed to ensure pole calculations and evidence
11	
12	Kept permanent for business needs, Materials & Chemistry Unit [REDACTED]
13	
14	
15	Retention period defined in S4110 and also kept until more room is needed.
16	Retention period defined in S4110, OM&C
17	
18	Test reports for each of the network oil chambers are kept for trend information on the units.
19	Actual practice: Records kept for minimum 5 years in Divisions to ensure compliance.
20	Applies to relays, communication systems, sensing devices, batteries and dc control circuits. Retention requirements are somewhat confusing. Evidence of last test could be as long as 12 years, but D.1.3 calls for 3 years for "audit data". NERC Standard PRC-005-1
21	In USP4 different equipment have different retention period, from 3 years to life. Utility standard S3322; Retention per USP4.
22	Utility Standard S3323
23	Results in retention periods from 2 years to 14 years. CAISO Transmission Control Agreement, Appendix C, 6.1.
24	Currently applies to all lines and equipment associated with Paths 15, 24, 26, 66WECC Standard PRC-STD-005-1
25	Records of setting calculations are maintained in local System Protection offices, current relay settings are maintained in Aspen Relay Database
26	Records of relay operations and misoperations are stored in Access database. Documents should be retained at least until the next NERC audit, which is 3 years
27	Records of relay operations and misoperations are stored in Access database. Documents should be retained at least until the next NERC audit, which is 3 years
28	Evidence of compliance is documented in Access database. Documents should be retained at least until the next NERC audit, which is 3 years
29	Documents should be retained at least until the next NERC audit, which is 3 years

	A	B	C	D	E
30	System Protection Disturbance Monitoring Records	Yes	NERC Standard PRC-018-1, B. Requirements, R5	3 years	5 years
31	System Protection Analysis of Undervoltage Load Shedding Relay Operations	Yes	NERC Standard PRC-022-1, D. Compliance, Section 1.3 Data Retention	2 years	5 years
32	Transmission line inspection and patrol maintenance reports (certain paths identified by WECC)	Yes	WECC Standard PRC-STD-005-1 Paths 15, 24, 26, 66	At least 4 years	4 years minimum, but at least a full maintenance cycle
33	Transmission line inspection and patrol maintenance reports (equipment that is CAISO controlled)	Yes	CAISO Transmission Control Agreement, Appendix C, 6.1.	Maintenance cycle plus 2 years. For non-routine maintenance, 2 years after completion.	5 years minimum, but at least a full maintenance cycle
34	Vault & Pad Prints	Yes	FERC 36A, Title 18	Life of facility	after fulfilling mandated retention

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30	Documents are generally stored with relay event analysis. Documents should be retained at least until the next NERC audit, which is 3 years
31	Records of relay operations and misoperations are stored in Access database. Documents should be retained at least until the next NERC audit, which is 3 years
32	Currently applies to all lines and equipment associated with Paths 15, 24, 26, 66WECC Standard PRC-STD-005-1
33	CAISO Transmission Control Agreement, Appendix C, 6.1.
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	A	B	C	D	E
35	E&O - Engineering & Operations: Mark Johnson. USP4 lead: [REDACTED]				
	Agreements and Contracts (general mandate)	Yes	FERC, Title 18	4 years after expiration or until the conclusion of any contract disputes, whichever is later.	after fulfilling mandated retention
36					
	Customer Complaints	Yes	California Codes - Public Utility Codes Section 734-738 ; Rules 17, 17.1, and 17.2	7 years	up to 10 years
37					
	Cyber Infrastructure Protection (CIP)	Yes	NERC/WECC	5 years, if not specified expressly by regulator	Purge after the 5 year mandated period unless a legitimate business reason exists to retain longer
38					
	Electric Emergency Plan (EEP) Load Shedding and balance system)	Yes	NERC/WECC, CPUC section 583, Governor's Executive Order D-38-01	5 years, if not specified expressly by regulator	Purge after the 5 year mandated period unless a legitimate business reason exists to retain longer
39					
	Emergency Preparedness - Business Continuity Workaround Plans	No	None	None	up to 5 years
40					
	Emergency Preparedness - Electric Emergency Operating Plan	No	None	None	up to 5 years
41					
	Emergency Preparedness - Post Events Critiques & Evaluations	No	None	None	up to 10 years
42					
	Engineering Reports	Yes	NERC/WECC	5 years, if not specified expressly by regulator	Purge after the 5 year mandated period unless a legitimate business reason exists to retain longer
43					
	Mandated Reports	Yes	NERC/WECC, CAISO, CPUC, SF CPUC	5 years, if not specified expressly by regulator	Purge after the 5 year mandated period unless a legitimate business reason exists to retain longer
44					
	Operations Instruction and Guidance	Yes	FERC - CFR18 NERC Rule of Procedure	5 years, if not specified expressly by regulator	Purge after the 5 year mandated period unless a legitimate business reason exists to retain longer
45					
	Operations Logs	Yes	FERC Order 2004 NERC/WECC, CPUC, FERC 18 CFR 125.3	7 years	after fulfilling mandated retention, up to 10 years
46					
	Voice Logger Recording Logs for NERC certified system dispatchers	Yes	NERC COM-002	3 years	7 years, after fulfilling mandated and internal required retention periods
47					
	Protective Relay (PR) misoperation report SOE	Yes	NERC/WECC	At least 1 yr from the event	Purge after 5 years unless a legitimate business reason exists to retain longer
48					
	Quality Assurance and Control	Yes	FERC Title 18	5 years from the date of the quality assurance/control activity	after fulfilling mandated retention
49					
	Remedial Action Scheme (RAS) Misoperation Sequence of Events (SOE)	Yes	NERC/WECC	At least 1 yr from the event	Purge after 5 years unless a legitimate business reason exists to retain longer
50					
	Substation Charts	No	None	None	6 years
51					
	Technical Training	Yes	NERC/WECC	4 years	Purge after 5 years unless a legitimate business reason exists to retain longer
52					
	Veg Management	Yes	CPUC, GO65, Rule 35	5 years	up to 7 years
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35	IPP interconnection agreements
36	CC Outage, Tech Down
37	Mandated period based on FERC title 18 Audits rule of 5 years. Any records NERC related have a recommended disposal period of after 5 years unless mandated period is greater than 5 years, or unless legitimate business purpose exists to retain longer (per Law Dept, [REDACTED]).
38	CIP-002-1 Critical Cyber Asset Identification CIP-003-1 Security Management Controls Access Control CIP004: Personnel and Training Standards CIP005: Electronic Security of Critical Cyber Assets
39	Mandated period based on FERC title 18 Audits rule of 5 years. Any records NERC related have a recommended disposal period of after 5 years unless mandated period is greater than 5 years, or unless legitimate business purpose exists to retain longer (per Law Dept, [REDACTED]). NERC Standard EOP
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41	
42	UVLS, SPS, UFLS, PSLF Basecases, historical peak load
43	Any records NERC related have a recommended disposal period of after 5 years unless mandated period is greater than 5 years, or unless legitimate business purpose exists to retain longer (per Law Dept, [REDACTED]).
44	Line Availability report, WECC certified hours worked, Quarterly report for Restoration Training with Nuclear PP, ORG charts weekly, Daily load forecasts, Summer and Winter Operating Plans, DOE Reports, Outage Reliability reports/CAIDI/SAIDI/SAIFI, WECC messages, NERC Outage Reporting for VEG management, Monthly load report
45	Mandated period based on FERC title 18 Audits rule of 5 years. Any records NERC related have a recommended disposal period of after 5 years unless mandated period is greater than 5 years, or unless legitimate business purpose exists to retain longer (per Law Dept, [REDACTED]). Electric Systems Restoration Guidelines ESRS, OCM, Dispatcher Instructions, 500kV Manual
46	Switching logs, Daily log database ESLIC/LIS/SLIC/Application for Work/TOP Outage/SAP ERR, OIS/OMT, FERC Order 2004 Sign-in logs, Load forecasting, WECC-NET, OCC logs, ETEC Logs, Storm Critiques, Strip Charts, RAS Events, EMS, RT SCADA, WECC messages.
47	internal requirement; required to retain for up to 7 years, see SLA link (see section 1.3, page 3) <a href="http://wssascon/itsm/forums/service/SLA_Library/DispForm.aspx?ID=229">http://wssascon/itsm/forums/service/SLA_Library/DispForm.aspx?ID=229</a>
48	Mandated period based on FERC title 18 Audits rule of 5 years. Any records NERC related have a recommended disposal period of after 5 years unless mandated period is greater than 5 years, or unless legitimate business purpose exists to retain longer (per Law Dept, [REDACTED]).
49	Although this requirement discusses about "Audits", this 5 year rule will be applied to other internal assurance activities to lean on this side of conservatism.
50	Mandated period based on FERC title 18 Audits rule of 5 years. Any records NERC related have a recommended disposal period of after 5 years unless mandated period is greater than 5 years, or unless legitimate business purpose exists to retain longer (per Law Dept, [REDACTED]).
51	Internal requirement that Substation charts are stored in each division Distribution Engineering office
52	Mandated period based on FERC title 18 Audits rule of 5 years. Any records NERC related have a recommended disposal period of after 5 years unless mandated period is greater than 5 years, or unless legitimate business purpose exists to retain longer (per Law Dept, [REDACTED]).
53	Veg Mgt has not been able to determine any specific CA codes or statutes' relating to our work. [REDACTED] (Law) and [REDACTED] (Veg) are continuing to assist in determining any. In general, there appears to be an expectation that Veg Mgt provide data requests tot he CPUC from the previous 5 years. These tend to be general in nature (i.e. number of removals, trims, costs, etc.) I believe NERC/WECC requirements are included in and adequately handled by other departments.

	A	B	C	D	E
54	E&O - System Reliability & Support: Ken Wells. USP4 lead: [REDACTED]				
55	Compliance Risk Management (CRM), includes project files on compliance activities	No	None	None	up to 5 years
56	Customer reliability issues, analysis and presentations, and other reliability project records, such as BLITZ	No	None	None	up to 5 years
57	Electric incident reports and responses to data requests from CPUC	Yes	FERC Title 18	5 years after the date of the issued report	after fulfilling mandated retention
58	Electronic Distribution Asset Records & Centralized Electric Distribution System Assets	No	None	None	kept permanent
59	Enterprise Risk Management (ERM), includes risk assessment results for system safety and urban wildland fire	No	None	None	up to 10 years
60	Gas Internal material Test Reports	No	None	None	up to 10 years
61	Gas qualification records - welding and plastic connection	Yes	DOT 49CFR -Part 192 - Subpart E & F	5 years	up to 10 years
62	Methods and procedures for gas and electric	Yes	FERC Title 18	5 years either after version superseded or no longer used (for external regulator audit purposes)	kept permanent
63	NERC and supporting evidence	Yes	FERC - CFR18, NERC Rules of Procedure	5 Years, if not specified expressly by NERC in the applicable Standard	Purge after the 5 year mandated period unless a legitimate business reason exists to retain longer
64	NERC Audit and Violation Investigation Records	Yes	FERC - CFR18 NERC Rule of Procedure	5 Years from date of resolution or final disposition.	Purge after the 5 year mandated period unless a legitimate business reason exists to retain longer
65	OUTAGE records database	Yes	CPUC D.98-09-045	10 years	kept permanent
66	Quality assurance audit files, includes final reports with data and photos	Yes	FERC Title 18	5 years after the date of the issued report	after fulfilling mandated retention
67	Utility benchmarking studies	No	None	None	up to 10 years
68	Work procedure errors	No	None	None	up to 10 years

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57	Although this requirement discusses about "internal auditing", this 5 year rule will be applied to other internal assurance activities to lean on this side of conservatism.
58	kept permanent for business analysis needs
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60	maintained by SR&S gas work procedures team
61	Kept permanent for business needs. This requirement discusses about audit record retention, and although not specific about methods and procedures, this 5 year rule will be applied to lean on this side of conservatism. Also, to ensure to satisfy FERC - CFR18 NERC Rule of Procedure
62	Disposal period based on risk and advice from Law Dept ( [REDACTED] )
63	Disposal period based on risk and advice from Law Dept ( [REDACTED] )
64	
65	kept permanent for business analysis needs
66	Although this requirement discusses about "Audits", this 5 year rule will be applied to other internal assurance activities to lean on this side of conservatism.
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	A	B	C	D	E
69	<b>E&amp;O - T&amp;D Business Operations: Bill Arndt. USP4 lead:</b>				
	Working drafts: budget and forecast files...includes cost, productivity reports and analyses, financial presentations, program review materials, cycle forecast / detail planning reports and instructions, business scorecards and metrics, quarterly business reviews and operating plan drafts	No	None	None	up to 5 years
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71	Business Case files including EASOP and other documents used to approve projects	Yes	FERC Title 18	Life of the facility	after fulfilling mandated period
72	Downloaded order detail, order detail clean up reports and statistics	No	None	None	up to 5 years
73	Software tool development, maintenance and operations, user guides and reports	No	None	None	up to 5 years



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69	Refer to Accounting and Corporate records at USP4 website. Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>
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	A	B	C	D	E
74	E&O - Gas Transmission & Distribution: Bob Howard, USP leads: Trista Berkovitz, Brian Daubin				
75	E&O - GT&D - Chrom. Remed				
76	Agreements - Clean Up	Yes	DTSC / DOI / Regional Water Quality Control Boards	10 years after termination of orders/permits or construction of the remedies	10 years after termination of orders/permits or construction of the remedies
77	Clean-Up Agreements and Orders	Yes	DTSC / DOI / Regional Water Quality Control Boards	10 years after termination of orders/permits or construction of the remedies	10 years after termination of orders/permits or construction of the remedies
78	Waste Discharge Permits	Yes	Regional Water Quality Control Boards	5 years for all monitoring information including logs, results, strip charts, date/time/place of sampling, and similar information.	5 years for all monitoring information including logs, results, strip charts, date/time/place of sampling, and similar information.
79	HMBP/Manifest Retention	Yes	DTSC /CUPA Health & Safe C. 25160.2(b)(7)	3 years	3 years
80	E&O - GT&D - ESS				
81	Engineering Records	Yes	FERC 36A	6 years after facility is retired	6 years after facility is retired
82	Engineering Records Drawings	Yes	FERC 36A	6 years after facility is retired	6 years after facility is retired
83	As-Built Records of Facilities	Yes	FERC 36A	Life of Facility	Life of Facility
84	Audits - CPUC	Yes	CPUC GO 112E	6 years	6 years
85	Gas Incident Quarterly Report	Yes	CPUC GO 112E	6 years	6 years
86	Gas Incidents	Yes	CPUC GO 112E	6 years	6 years
87	E&O - GT&D - GD&P				
88	AHU approval or listing for certain CNG systems and components	No	None	None	Life of facility
89	Inspection of containers by LNG operator prior to initial operation	No	None	None	Life of facility
90	NGV station construction drawings and documents (not permits)	Yes	2007 CFC 105.4.6	retain on site during construction	retain on site during construction
91	Testing of CNG piping, tubing, and hose assemblies after installation	No	None	None	Life of facility
92	Training of self-service users of NGV stations	No	None	None	Life of facility
93	Chart - MAOP Pressure Verification (Distr & Dfm)	Yes	DOT CFR 192.741	Life of facility	Life of facility
94	Record Of General Inspection & Operating Tests	Yes	FERC 23D	3 years	3 years
95	Adequate Wiring Data	Yes	FERC 23C	3 years	3 years
96	Gas Dehydration Plant Inspection Report	Yes	FERC 23C	6 years	6 years
97	Maps - Underground Storage Of Natural Gas	Yes	FERC 23.1C	1 year after reservoir, field, or relevant storage area is abandoned.	1 year after reservoir, field, or relevant storage area is abandoned.
98	Well Records - Gas Production	Yes	FERC 22K	Retain one year after field or relevant production area is abandoned. (including cleaning, bailing, shooting, etc., records; rock pressure; open flow, production; gas analysis reports, etc.)	Retain one year after field or relevant production area is abandoned. (including cleaning, bailing, shooting, etc., records; rock pressure; open flow, production; gas analysis reports, etc.)

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79	CR - Manifests stored on-site
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88	GD&P - CNG/LNG; 2006 NFPA 52:4.3.1 and 2007 CFC 2208.2 - Without (w/o) records, difficult to prove compliance, thus life of facility
89	GD&P - CNG/LNG 2006 NFPA 52:16.7 - w/o records, difficult to prove compliance, thus life of facility
90	GD&P - CNG/LNG
91	GD&P - CNG/LNG 2006 NFPA 52:8.10.1 - w/o records, difficult to prove compliance, thus life of facility
92	GD&P - CNG/LNG 2007 CFC 2208.4 or 2001 CFC 5204.6, 8 CCR 528(a)(5) - w/o records, difficult to demonstrate compliance, thus life of facility
93	TD 4125S S.P. 463-6 (SO 430)
94	GD&P - Pipeline/M&C Gas Transmission & Distribution
95	GD&P - Station
96	GD&P - Station; GSIS 462-1
97	
98	GD&P - Station

	A	B	C	D	E
	Well Records - Underground Storage Of Natural Gas	Yes	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.	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.
99	Gas Meter Multiplier Record	Yes	CPUC section 734-738 rule 17, 17.1, 17.2	5 years	5 years
100	<b>E&amp;O - GT&amp;D - GSO</b>				
101	SC Cumulative by Producers (R717GS)	Yes	FERC 12A	50 years	50 years
102	SC Expense Statement (R5c1GS)	Yes	FERC 12A	50 years	50 years
103	Actual Deliveries and Adjustments by California Production Meter (605)	Yes	FERC 15 B	6 years	6 years
104	Application For Clearance - Gas	No	None	None	6 years
105	California Gas Purchases (CALGAS)	Yes	FERC Form 2	6 years	6 years
106	California Production Imbalance Statement (600)	Yes	FERC 15 B	6 years	6 years
107	Compressor Operation And Reports	Yes	FERC 23L	3 years	3 years
108	CPBA Cash Out Statement (603)	Yes	FERC 15 B	6 years	6 years
109	CPBA Cash Out Summary (602)	Yes	FERC 15 B	6 years	6 years
110	CPBA Monthly Summary (607)	Yes	FERC 15 B	6 years	6 years
111	Customer Nominations (hard copy)	No	None	None	6 years
112	Customer Specific Adjustments	No	None	None	6 years
113	Daily Confirm/Schedule Reports	No	None	None	6 years
114	Daily Gas Operating Reports	No	None	None	Retained indefinitely
115	Daily, Weekly, Monthly Inspections of the hazardous waste areas, fuel island, and tanks	Yes	Title V, MDAQMD	5 years	5 years
116	Detail of Billing Compression and Dehydration Charges	Yes	FERC 15 B	6 years	6 years
117	Diesel Fire Pump Hours of Operation Report	Yes	Title V, Mojave Desert AQMD and EPA	5 years	5 years
118	Electric Generation Balancing Documentation	Yes	Title V, Mojave Desert AQMD and EPA	6 years	6 years
119	Emergency Generator Hours of Operation Report	Yes	Title V, Mojave Desert AQMD and EPA	5 years	5 years
120	Emergency Shutdown Procedures	Yes	FERC 29B UO Standard S5000	Updates kept until next revision	Updates kept until next revision
121	Emissions Testing Reports	Yes	Local Air Board, Mojave Desert AQMD and EPA	5 years	5 years
122	Energy control procedures (LOTO) training	Yes	8 CCR 3314(j)(4) - 8 CCR 3203	1 year	1 year
123	Environmental inspections/reports (i.e., Ponds)	Yes	Regional Water Quality Control Boards	Min 3 years	Life of Facility
124	Equipment Impairment Forms	Yes	Title 8 Section 6175 (b)(2)	1 year	1 year
125	FERC Reporting of Pages 313 - Stanpac	Yes	FERC Form 2	6 years	6 years
126	FERC Reporting of Pages 518 and 565-1	Yes	FERC Form 2	6 years	6 years
127	Fuel Gas Usage Report	Yes	Title V, Mojave Desert AQMD and EPA	5 years	5 years
128	Gas Control Operating Logs	Yes	FERC 23K	6 years	6 years
129	Gas Control Reports	Yes	FERC 23K	3 years	3 years
130	Gas Quality logs/reports (odorization, chromatograph, sulfur etc.)	Yes	Title V, MDAQMD	5 years	5 years
131	Gas Transaction System	No	None	None	Retained indefinitely
132	GRI California Volumes	No	None	None	6 years
133	Hazardous and Non-Hazardous Waste Manifests	Yes	EPA DOT 40 CFR 262.40	3 years onsite, then archived for live of facility	3 years onsite, then archived for live of facility
134	InsideTracc Training Manual	No	None	None	6 years
135	Logs - Curtailment Order	Yes	FERC 23C	6 years	6 years
136	Master Exchange Agreement and Kern River	No	None	None	6 years
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GD&P - Station

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Similar to Customer Complaints (above), due to the Public Utility Code 734-738 combined with Rule 17, 17.1 and 17.2, 6.5 years can lapse from the time period in question before resolution. Recommend 10 year retention

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102 GS&A

103 GS&A

104 GS&A

105 Internal requirement WP 4100-10 GS&A

106 GS&A

107 GS&A

108 Gas Transmission & Distribution

109 GS&A

110 GS&A

111 GS&A

112 GS&A internal requirement

113 GS&A internal requirement

114 GS&A internal requirement

115 Internal requirement Retained back to 1980s

Station Ops

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117 GS&A

Station Ops

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Station Ops

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Station Ops

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Station Ops

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123 GS&A

124 Recommend retaining for life of facility

125 Internal requirement CGT-Standard 4241

126 GS&A

127 GS&A

Station Ops

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129 Gas Transmission & Distribution -

130 GS&A

Station Ops

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132 Electronic GTS files are retained indefinitely; internal requirement

133 Internal requirement

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135 Internal requirement

136 Gas Transmission & Distribution

137 Internal requirement GS&A

	A	B	C	D	E
138	Miscellaneous Company Gas Use	Yes	FERC Form 2	6 years	6 years
	Monthly Summary Statement of Natural Gas Purchased and Expenses	No	None	None	50 years
139					
140	Notifications of flow days...OFO/EFO (for CPBAs)	No	None	None	6 years
141	Notifications of flow days...OFO/EFO (Scheduling)	No	None	None	6 years
142	Peak Day Sendout	Yes	FERC Form 2	6 years	6 years
143	Pipeline Allocation/Accounting	No	None	None	6 years
144	Pipeline Allocation/Scheduling	No	None	None	6 years
145	Report - Compressor Operation	Yes	FERC 23L	3 years	3 years
146	SMUD Balancing Documentation	No	None	None	6 years
147	Stanpac Schedule "H"	No	None	None	6 years
148	Stanpac Section "C"	No	None	None	6 years
149	Statewide Source and Disposition	No	None	None	6 years
150	Title V Inspection Record	Yes	Title V	7 years	7 years
151	Transport and Exchange	No	None	None	6 years
152	Voice Logger recording Logs for gas operations and gas wholesale marketing	No	None	None	7 years
153	Wild Goose Balancing Documentation	No	None	None	6 years
154	Yearly Volumes Physical per pipeline	No	None	None	6 years
155	<b>E&amp;O - GT&amp;D - IM &amp; TS</b>				
156	Chart - Calibration Pressure Recorder	Yes	DOT CFR 192	6 years	6 years
157	Chart - High Pressure Customer Gas Meter	Yes	DOT CFR 192	2 years	2 years
158	Field Recorder Data Sheet	No	None	None	6 years
159	Gas Well Meters	Yes	CPUC GO 58A part 4	Life of Facility	Life of Facility
160	Leak Report - Distribution System	Yes	GPTC GM Appendix G-192-11 Sect 6.1	not mandated for Distribution	Life of Facility
161	Meter History Records	Yes	FERC 23H/23M	Retain for life of meter	Retain for life of meter
162	Meter Shop Reports	Yes	FERC 23I	Gas Transmission & Distribution - 3 years	Gas Transmission & Distribution - 3 years
163	Report - Cathodic Protection (Pipeline)	Yes	DOT CFR 192	Life of Facility	Life of Facility
164	Report - Cathodic Protection (Station)	Yes	DOT CFR 192	Life of Facility	Life of Facility
165	Weekly Report Heating Value & Specific Gravity	Yes	FERC 22J	3 years	3 years
166	Anode Record	Yes	FERC 23P	Life of Equipment	Life of Equipment
167	Calibration of Gas Well Meters	Yes	CPUC GO 58A part 4	Last 3 years	Last 3 years
168	Leak Or Test Failure Report	Yes	DOT CFR 192	Life of Facility	Life of Facility
169	Leak Survey Inspection & Report Form A	Yes	DOT CFR 192.709	Life of Facility	Life of Facility
170	Annual Report - Pipeline/Mains Operating Over 20% Smys	Yes	DOT CFR 192	Life of Facility	Life of Facility
171	Apparatus Failure Reports	Yes	FERC 23F	6 years	6 years
172	Aerial Patrol & Work Patrol Pipeline	Yes	DOT CFR 192	Life of facility for numbered gas transmission lines	Life of facility for numbered gas transmission lines
173	<b>E&amp;O - GT&amp;D - WM&amp;BD</b>				
174	Agreement - General Natural Gas Extension & Service	Yes	FERC 7	6 years after expiration or cancellation	6 years after expiration or cancellation
175	Analysis - Gas Purchased	Yes	FERC 22I	6 years	6 years
176	Gas Control Reports	Yes	FERC 23K	3 years	3 years
177	Gas Pressure Department Reports	Yes	FERC 23M	3 years	3 years
178	Voice Logger recording Logs for gas operations and gas wholesale marketing	No	None	None	7 years

	F
138	Internal requirement
139	Internal requirement
140	Internal requirement
141	Internal requirement
142	GS&A
143	Internal requirement
144	Internal requirement
145	Gas Transmission & Distribution
146	GS&A Internal requirement
147	GS&A Internal requirement
148	GS&A Internal requirement
149	GS&A Internal requirement
150	GS&A
151	GS&A Internal requirement
152	Internal requirement, required to retain for up to 7 years, see SLA link (see section 1.3, page 3) <a href="http://wssascon/itsm/forums/service-delivery/slm/SLA_Library/DispForm.aspx?ID=229">http://wssascon/itsm/forums/service-delivery/slm/SLA_Library/DispForm.aspx?ID=229</a>
153	GS&A Internal requirement
154	GS&A Internal requirement
155	
156	Internal requirement GSIP 457-2
157	Internal requirement TD-4300-01
158	Internal requirement to retain 6 years
159	Tech Services
160	CFR 192.709 is for transmission pipe repairs = life of facility. It is silent about distribution pipe repairs, but the GPTC (Gas Piping Technology Committee) recommends retaining the repair documents
161	Tech Services
162	Tech Services
163	Internal requirement S.P. 412-1
164	Internal requirement S.P. 412-1
165	Tech Services
166	Tech Services/M&C
167	
168	
169	Internal requirement S.P. 460.2-2 (S 4110)
170	Internal requirement S.P. 463-7
171	Risk Management - Gas Transmission & Distribution Internal requirement S.P. 460.2-1 UO Standard S4111 (T - 5 years, d - 3 years)
172	
173	
174	
175	
176	Electronic/Paper
177	Electronic/Paper Gas Transmission & Distribution
178	Internal requirement, required to retain for up to 7 years, see SLA link (see section 1.3, page 3) <a href="http://wssascon/itsm/forums/service-delivery/slm/SLA_Library/DispForm.aspx?ID=229">http://wssascon/itsm/forums/service-delivery/slm/SLA_Library/DispForm.aspx?ID=229</a>



	A	B	C	D	E
179	ED - Gas Maintenance & Construction - Bill Hayes. USP4 lead:		(with support from Brian Daubin)		
180	Air tank permits (associated with air compressors not CNG or LNG tanks)	Yes	8 CCR 461	5 years until new permit issued	up to 10 years
181	Apprenticeship Records: Gas Control Technicians, Gas Technicians (GC), and Transmission Mechanics (GTM&C)	Yes	California Department of Apprenticeship Standards and California Labor Code	5 years	5 years
182	Cathodic Protection Report	Yes	CFR Title 49 Section 192.465	Life of Facility	Life of Facility
183	Chromatograph Printouts	Yes	CPUC General Order (G.O.) 58-A	3 years	5 years
184	CNG maintenance personnel training	Yes	2006 NFPA 52:8.16.7 - w/o records, compliance is difficult to demonstrate	3 years	5 years
185	Construction permits for motor vehicle fueling facilities and QCBRs	Yes	2007 CFC 105.7 - w/o records, difficult to prove compliance	Life of Facility	Life of Facility

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179	
180	Post on or near air tank
181	Records stored in Walnut Creek Records office.
182	<p>Electronic/Paper -At least 10 percent of these protected structures, distributed over the entire system must be surveyed each calendar year, with a different 10 percent checked each subsequent year, so that the entire system is tested in each 10-year period.</p> <p>Electronic/Paper - 3. System Maps and Records</p> <p>a. Each gas utility shall keep on file with the Commission up-to-date maps of the general territory, which it holds itself in readiness to serve, outlining operating districts and showing major transmission lines.</p> <p>b. A suitable map or maps shall be kept on file in the principal office of each division or district. Maps shall at all times show the size, character and location of each street main, district regulator, operating valve and drip, and when practicable, each service connection in the corresponding territory served. In lieu of showing service locations on maps, a card record, a computerized system, or other suitable means may be used.</p> <p>c. In each division or district office there shall be available such information relative to the distribution system which will enable the local representatives at all times, to furnish necessary information regarding the rendering of service to existing and prospective customers.</p> <p>d. Each major gas control station and each compressor and holder station shall have available an accurate ground plan drawn to a suitable scale, showing the entire layout of the plant or station, the location, size and character of plant equipment, major pipelines, connections, valves and other facilities used for the control and delivery of gas, all properly identified.</p> <p>4. Station and Other Records</p> <p>a. Each gas utility shall keep and preserve, for a period of at least three years, transmission line pressures from each compressor station and receiving station.</p> <p>b. Each gas utility shall keep and preserve for a period of three years, an accurate record of the operation of each compressor station, as follows:</p> <p>G.O. 58-A</p> <p>-3-</p> <p>1. The amount of fuel gas used each month for compression purposes.</p> <p>2. The amount of electricity or any other energy used each month for compression purposes.</p> <p>c. Each gas utility serving liquefied petroleum gas, or a liquefied petroleum gas-air mix, shall keep and preserve, for a period of at least three (3) years, an accurate record of the operation of each vaporizing plant, as follows:</p> <p>1. The quantity of liquefied petroleum gas vaporized each month, recorded in Mcf.</p> <p>2. The quantity of liquefied petroleum gas, or liquefied petroleum gas-air mix, sent out each month, recorded in Mcf.</p> <p>3. The amount of liquefied petroleum gas used each month, recorded in gallons.</p> <p>4. The amount of fuel used each month for plant operations, in Mcf.</p> <p>5. The amount of electricity used each month.</p> <p>6. The heating value per gallon of each new supply of liquefied petroleum gas received.</p> <p>d. Each gas utility serving fuel gas shall keep and preserve for a period of at least three years an accurate record of the volume of gas handled in Mcf as follows:</p> <p>System</p> <p>(1) Receipts (Daily)</p> <p>Total volume of fuel gas purchased or received from major producers and at major supply points:</p> <p>a. From producers (charts or flow computer readouts).</p> <p>b. From transporting companies or utilities.</p> <p>c. From owned supplies or sources.</p> <p>d. From underground storage.</p> <p>e. Holder variations.</p> <p>(2) Disbursements (Monthly)</p> <p>Total Volume of gas sent to:</p> <p>a. Resale sales.</p> <p>b. Storage.</p> <p>c. Domestic and commercial use.</p> <p>d. Industrial use.</p> <p>e. Company use.</p>
183	NFPA is an acronym for National Fire Protection Association. NFPA 52 is the Vehicular Gaseous Fuel Systems Code. Electronic/Paper. Unable to review the code online because I do not have a subscription to view the NFPA codes and standards. Unable to locate PG&E records. Did find a PG&E Transportation Services Communication Bulletin TCB# 52-06-014 that consisted of a billboard with instructions to post on bulletin board and a signed attendance record to be forwarded to central records keeping. No retention period noted (item dated 10/17/08)
184	Electronic/Paper. Unable to locate records. Did locate CFC 105.7 on a web search and noted that the implementation of CFC 105.7 varies from county to county. Document retention was not mentioned in the review of the San Joaquin Valley document. (Item dated 11/27/07)
185	

	A	B	C	D	E
	Corrosion Records	Yes	CFR Title 49, Section 192.481	Life of Facility	Life of Facility
186					
	Daily site visits required where unsupervised dispensing occurs	Yes	2001 CFC 5201.6.3 - w/o documentation, difficult to prove compliance	Current gasoline tank air permit needs to be displayed ar, near, or on the tank in a highly visible location	Current Permit Only
187					
	District Regulator Data Sheet	Yes	CFR Title 49, Part 192 and CPUC GO 112-E	5-10 years or for the life of the facility, whichever is less.	Life of Facility
188					
	District Regulator Station Maintenance Record	Yes	CFR Title 49, Part 192 and CPUC GO 112-E	5-10 years or for the life of the facility, whichever is less.	Life of Facility
189					
	Documentation of annual leak test for NGV fueling station hoses using soap suds or equivalent	Yes	8 CCR 538(d)	Life of Equipment	Life of Equipment
190					
	Drinking Water Permit and associated Agency compliance reports, inspections and notifications	Yes	California Department of Public Health Local Environmental Health Department	3 years	5 years
191					
	Emergency eye wash testing	Yes	8 CCR 5162(e) - plumbed eyewashes must be tested monthly, self-contained in accordance with manufacturer's recommendations.	2 years	5 years
192					
	Exposed Main Patrol Books	Yes	49 CFR 192.705, 49 CFR 192.721 AND 49 CFR 192.481	Life of Facility	Life of Facility
193					
	Fire extinguisher annual maintenance	Yes	19 CCR 576.1	1 year (annual)	5 years
194					
	Fire extinguisher hydrostatic testing	Yes	19 CCR 584.5	2 years	5 years
195					
	Fire extinguisher monthly inspection	Yes	19 CCR 574.5	until next annual maintenance	5 years
196					
	Hazardous Waste Tanks	Yes	DTSC/EPA Region IX	5 years	5 years
197					
	HMBP/Manifest Retention	Yes	DRSC/CUPA Health & Safety 25160.2(b)(7) TSCA	3 years	5 years
198					

F	
	Electronic/Paper. Located in document 4/5/2010 192.607. Each operator shall maintain records that demonstrate compliance with this subpart.
	(a) Qualification records shall include:
	(1) Identification of qualified individual(s);
	(2) Identification of the covered tasks the individual is qualified to perform;
	(3) Date(s) of current qualification; and
	(4) Qualification method(s).
	(b) Records supporting an individual's current qualification shall be maintained while the individual is performing the covered task. Records of prior qualification and records of individuals no longer performing covered tasks shall be retained for a period of five years.
186	Electronic/Paper. Located PG&E Environmental Bulletin B-009: Gasoline and Diesel Fuel Island Signage Requirements (item dated 04/15/06)
187	Electronic/Paper - PG&E Utility Work Procedure WP4540-01 (issued August 2009)
188	Electronic/Paper - PG&E Utility Work Procedure WP4540-01 (issued August 2009)
189	Electronic/Paper. Located on the CAL/OSHA website: Subchapter 1, Unfired Pressure Vessel Safety Orders ..... §538. Hose, Metallic Hose, Flexible Metal Hose and Tubing Specifications. ..... (d) The components of the hose and metallic hose shall be tested after assembly and prior to use to at least 2 times the service pressure, and also tested to a pneumatic pressure of at least 600 psi under water. After the original installation, all hoses shall be examined visually at such intervals as are necessary to assure that they are safe for use. In no case shall such examination interval exceed one year. Hose shall be tested for leaks with soap suds or equivalent at least annually and any leakage shall be reason for rejection. This test shall be recorded and the record shall be available to the qualified inspector.
190	Both GT&D and GTM&C Responsibility
191	Electronic/Paper. Located on the CAL/OSHA website: Subchapter 7, General Industry Safety Orders Group 16. Control of Hazardous Substances Article 109. Hazardous Substances and Processes ..... §5162. Emergency Eyewash and Shower Equipment. (e) Maintenance. Plumbed eyewash and shower equipment shall be activated at least monthly to flush the line and to verify proper operation. Other units shall be maintained in accordance with the manufacturer's instructions.
192	Electronic/Paper - PG&E - TD-4412P-07
193	Annual maintenance tag affixed to extinguisher until next annual maintenance
194	Electronic log
195	Record date and initials of inspector on tag or electronically
196	Electronic/Paper PE Certifications and Daily Inspections
197	Electronic/Paper CR-Manifests stored on-site. Both GT&D and GTM&C Responsibility
198	

	A	B	C	D	E
	Inspection of energy control procedures (LO/TO)	Yes	8 CCR 3314(h) -Periodically, at least annually. (8 CCR 3203 specifies retention period)	1 year	2 years
199					
200	Inspection Records - Leak Repair Or Pipe Exposure	Yes	49 CFR 192.705, 49 CFR 192.721 AND 49 CFR 192.481	Life of Facility	Life of Facility
201	Leak And/Or Shut Down Inspection Report	Yes	49 CFR 192.705, 49 CFR 192.721 AND 49 CFR 192.481	Life of Facility	Life of Facility
202	Line Inspection Reports	Yes	FERC 23D	3 years	Life of Facility
	Line Patrol Reports	Yes	49 CFR 192.705, 49 CFR 192.721 AND 49 CFR 192.481	Life of facility for numbered gas transmission lines	Life of Facility
203					
	Liquid Removal Records	Yes	29 CFR, 1910.120 and California Code of Regulations, Title 8, Section 5194	6 years	up to 10 years
204					
	LNG emergency response plan	Yes	2006 NFPA 52:15.2.3 - w/o written plan, difficult to prove compliance	2 years	2 years
205					
	LNG maintenance personnel training records	Yes	2006 NFPA 52:15.4.3 - training upon employment and every 2 years	2 years	2 years
206					
	LNG safety and fire protection equipment inspections or testing	Yes	2006 NFPA 52:12.13.7 - w/o records difficult to prove compliance	2 years	2 years
207					
208	LNG system maintenance records	Yes	2006 NFPA 52:12.13.1.3	Life of Facility	Life of Facility
209	Logs - Division Operator	Yes	FERC 23C, Title 18	6 years	up to 10 years
	Logs - Leak Survey	Yes	49 CFR 192.705, 49 CFR 192.721 AND 49 CFR 192.481	Life of Facility	Life of Facility
210					
	Maintenance of detection equipment for LNG and methane	Yes	2006 NFPA 52:15.2.4 -w/o records, difficult to prove compliance	Life of Facility	Life of Facility
211					
	Monthly Odorization Report	Yes	CPUC G.O. 112-E and CFR Title 49, Section 192.625	1 year	2 years
212					

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Located on the CA/OSHA Website: Subchapter 7. General Industry Safety Orders  
Group 1. General Physical Conditions and Structures Orders

§3203. Injury and Illness Prevention Program.  
Cal/OSHA Workplace Injury and Illness Prevention Program, with checklists for self-inspection || (printable version)

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year

199

ElectronicPaper - PG&amp;E - TD-4412P-07

200

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201

ElectronicPaper

202

ElectronicPaper - PG&amp;E - TD-4412P-07

203

ElectronicPaper

204

Reviewed Document Scope on NFPA website. Retention period not stated.

205

Reviewed Document Scope on NFPA website. Retention period not stated.

206

Reviewed Document Scope on NFPA website. Retention period not stated.

207

Reviewed Document Scope on NFPA website. Retention period not stated.

208

ElectronicPaper

209

ElectronicPaper - PG&amp;E - TD-4412P-07

210

Reviewed Document Scope on NFPA website. Retention period not stated.

211

ElectronicPaper

212

	A	B	C	D	E
	Monthly Report Of Process Chromatograph	Yes	CPUC General Order (G.O.) 58-A	3 years	5 years
213					
	Non-permit confined space certification	Yes	8 CCR 5157(c)(7)	assume current until change in space	2 years
214					
	Non-Title V Permits and associated Agency compliance reports, inspections and notifications	Yes	EPA Region 9 California Air Resources Board Air Quality Management Districts	3 years	5 years
215					
	Odor Intensity Report Percent Gas in Air	Yes	CPUC G.O. 112-E and CFR Title 49, Section 192.825	1 year	2 years
216					
	Operating permits for: NGV fueling facilities, QCBRs	Yes	2007 CFC 105.4.6 - Remains in effect until reissued, renewed or revoked as specified on permit	Post current permit on site	2 years
217					
	Orifice Meter Change Record	Yes	CPUC G.O. 58A and CPUC G.O. 58B	4 years	5 years
218					
	Orifice Meter Inspection Report	Yes	CPUC G.O. 58A and CPUC G.O. 58B	1 year after meter is removed from service	2 years after fulfilling mandated retention
219					
	Orifice Meter Record Card	Yes	CPUC G.O. 58A and CPUC G.O. 58B	1 year after meter is removed from service	2 years after fulfilling mandated retention
220					
	Orifice Meter Record Periodic Inspection	Yes	CPUC G.O. 58A and CPUC G.O. 58B	1 year after meter is removed from service	2 years after fulfilling mandated retention
221					
	Orifice Plate Inventory Card	Yes	CPUC G.O. 58A and CPUC G.O. 58B	1 year after removed from service	2 years after fulfilling mandated retention
222					
	Orifice Plate Record Card	Yes	CPUC G.O. 58A and CPUC G.O. 58B	1 year after removed from service	2 years after fulfilling mandated retention
223					
	Regulator History Records	Yes	FERC 23P, Title 18	Life of Equipment	Life of Equipment
224					
	Report - Inspection	Yes	CFR Title 49, Part 192 subpart M	Life of Facility	Life of Facility
225					

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	<p>Electronic/Paper - 3. System Maps and Records</p> <p>a. Each gas utility shall keep on file with the Commission up-to-date maps of the general territory, which it holds itself in readiness to serve, outlining operating districts and showing major transmission lines.</p> <p>b. A suitable map or maps shall be kept on file in the principal office of each division or district. Maps shall at all times show the size, character and location of each street main, district regulator, operating valve and drip, and when practicable, each service connection in the corresponding territory served. In lieu of showing service locations on maps, a card record, a computerized system, or other suitable means may be used.</p> <p>c. In each division or district office there shall be available such information relative to the distribution system which will enable the local representatives at all times, to furnish necessary information regarding the rendering of service to existing and prospective customers.</p> <p>d. Each major gas control station and each compressor and holder station shall have available an accurate ground plan drawn to a suitable scale, showing the entire layout of the plant or station, the location, size and character of plant equipment, major pipelines, connections, valves and other facilities used for the control and delivery of gas, all properly identified.</p> <p>4. Station and Other Records</p> <p>a. Each gas utility shall keep and preserve, for a period of at least three years, transmission line pressures from each compressor station and receiving station.</p> <p>b. Each gas utility shall keep and preserve for a period of three years, an accurate record of the operation of each compressor station, as follows:</p> <p>G.O. 58-A</p> <p>-3-</p> <p>1. The amount of fuel gas used each month for compression purposes.</p> <p>2. The amount of electricity or any other energy used each month for compression purposes.</p> <p>c. Each gas utility serving liquefied petroleum gas, or a liquefied petroleum gas—air mix, shall keep and preserve, for a period of at least three (3) years, an accurate record of the operation of each vaporizing plant, as follows:</p> <p>1. The quantity of liquefied petroleum gas vaporized each month, recorded in Mcf.</p> <p>2. The quantity of liquefied petroleum gas, or liquefied petroleum gas—air mix, sent out each month, recorded in Mcf.</p> <p>3. The amount of liquefied petroleum gas used each month, recorded in gallons.</p> <p>4. The amount of fuel used each month for plant operations, in Mcf.</p> <p>5. The amount of electricity used each month.</p> <p>6. The heating value per gallon of each new supply of liquefied petroleum gas received.</p> <p>d. Each gas utility serving fuel gas shall keep and preserve for a period of at least three years an accurate record of the volume of gas handled in Mcf as follows:</p> <p>System</p> <p>(1) Receipts (Daily)</p> <p>Total volume of fuel gas purchased or received from major producers and at major supply points:</p> <p>a. From producers (charts or flow computer readouts).</p> <p>b. From transporting companies or utilities.</p> <p>c. From owned supplies or sources.</p> <p>d. From underground storage.</p> <p>e. Holder variations.</p> <p>(2) Disbursements (Monthly)</p> <p>Total Volume of gas sent to:</p> <p>a. Resale sales.</p> <p>b. Storage.</p> <p>c. Domestic and commercial use.</p> <p>d. Industrial use.</p> <p>e. Company use.</p> <p>213 Located on the CAL/OSHA website: B ENTRY PERMIT REQUIRED</p> <p>Permits. Confined Space Entry Permit. All spaces shall be considered permit-required confined spaces until the pre-entry procedures demonstrate otherwise. Any employee required or permitted to pre-check or enter a permit-required confined space shall have successfully completed, as a minimum, the training as required by the following sections of these procedures. A written copy of operating and rescue procedures as required by these procedures shall be at the work site for the duration of the job. The Confined Space Entry Permit must be completed before approval can be given to enter a permit-required confined space. This permit verifies completion of items listed below. This permit shall be kept at the job site for the duration of the job. If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new Confined Space Entry Permit must be completed.</p> <p>214 Both GT&amp;D and GTM&amp;C Responsibility</p> <p>215</p> <p>216 Electronic/Paper</p> <p>217 Electronic/Paper</p> <p>218 Electronic/Paper</p> <p>219 Electronic/Paper</p> <p>220 Electronic/Paper</p> <p>221 Electronic/Paper</p> <p>222 Electronic/Paper</p> <p>223 Electronic/Paper</p> <p>224 Electronic/Paper</p> <p>225 Electronic/Paper</p>
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	A	B	C	D	E
226	Report - Leak And/Or Shut Down Inspection Report	Yes	49 CFR 192.705, 49 CFR 192.721 AND 49 CFR 192.481	Life of Facility	Life of Facility
227	Report - Line Patrol	Yes	49 CFR 192.705, 49 CFR 192.721 AND 49 CFR 192.481	Life of Facility	Life of Facility
228	Report - Orifice Meter Inspection	Yes	CPUC G.O. 58A and CPUC G.O. 58B	1 year after meter is removed from service	2 years after fulfilling mandated retention
229	Routine Maintenance Completion Report	Yes	CFR Title 49, Part 192 and CPUC GO 112-E	5-10 years or for the life of the facility, whichever is less.	Life of Facility
230	Spill Prevention Control and Countermeasure Plan	Yes	EPA Region 9 State Water Resources Control Board Local Certified Unified Program Agency	3 years	5 years
231	System Impairment Forms	Yes	CCR Title 8, section 6175 (b) (2) and Title 19, section 904.1	1 year	2 years
232	Test Instrument Calibration Record	Yes	CPUC G.O. 58-A	3 years after retirement of equipment	5 years
233	Title V Permits and associated Agency compliance reports, inspections and notifications	Yes	EPA Region 9 California Air Resources Board Air Quality Management Districts	5 years	5 years
234	Transmission Line Operating Reports	Yes	FERC 23K, Title 18	3 years	5 years
235	Training documentation of confined space requirements	Yes	8 CCR 5157(g)	assume current until subsequent training	2 years
236	Valve Maintenance Records	Yes	FERC 23P, Title 18	Life of Equipment	Life of Equipment
237	Written approval to have shut-off valves located between pressure relief devices and tanks	Yes	8 CCR 541(a)(2)	Life of Equipment	Life of Equipment
238	Written hazardous energy control procedure (LOTO)	Yes	8 CCR 3314(g)(2)	2 years	2 years
239	Written LNG training plan	Yes	2008 NFPA 52.15.4.5	2 years	2 years

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226	Electronic/Paper - PG&E - TD-4412P-07
227	Electronic/Paper - PG&E - TD-4412P-07
228	Electronic/Paper
229	Electronic/Paper - PG&E Utility Work Procedure WP4540-01 (issued August 2009)
230	Both GT&D and GTM&C Responsibility
231	Electronic/Paper - Form F4241 Filed with Area Operations Specialist
232	Electronic/Paper
233	Both GT&D and GTM&C Responsibility
234	Electronic/Paper Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces. Permit system means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry. Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized. Rescue service means the personnel designated to rescue employees from permit spaces. Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces. Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. If electronic or thermal equipment is used to perform such tests, and the possibility exists of an explosive substance or a hazardous atmosphere due to flammable gases and vapors, then the testing equipment must be approved for use in such explosive or flammable conditions as required by section 2540.2. Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.
235	Electronic/Paper
236	Located on the CAL/OSHA website: Subchapter 1. Unfired Pressure Vessel Safety Orders Article 7. Compressed and Liquefied Natural Gas System §541. Safety Relief Devices. (6) Safety relief valves for natural gas service shall not be fitted with lifting devices. The adjustment if external shall be provided with means for sealing the adjustment to prevent tampering by unauthorized persons. If at any time it is necessary to break such seal, the valve shall be removed from service until it has been reset and sealed. Any adjustments necessary to natural gas safety relief valves shall be made by the manufacturer or other companies having competent personnel and adequate facilities for the repair, adjustment and testing of such valves. The organization making such adjustment shall attach a permanent tag with the setting, capacity and date. All safety relief devices shall be tested at least annually and maintained in proper operating condition.
237	Located On the CAL/OSHA Website: Subchapter 7. General Industry Safety Orders §3314. The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and Adjusting Operations of Prime Movers, Machinery and Equipment, Including Lockout/Tagout. Lockout/Blockout Methods and Sample Procedures (a) Application. (1) This Section applies to the cleaning, repairing, servicing, setting-up and adjusting of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. (c) Cleaning, Servicing and Adjusting Operations. Machinery or equipment capable of movement shall be stopped and the power source de-energized or disengaged, and, if necessary, the moveable parts shall be mechanically blocked or locked out to prevent inadvertent movement, or release of stored energy during cleaning, servicing and adjusting operations. Accident prevention signs or tags or both shall be placed on the controls of the power source of the machinery or equipment. (d) Repair Work and Setting-Up Operations. Prime movers, equipment, or power-driven machines equipped with lockable controls or readily adaptable to lockable controls shall be locked out or positively sealed in the "off" position during repair work and setting-up operations. Machines, equipment, or prime movers not equipped with lockable controls or readily adaptable to lockable controls shall be considered in compliance with Section 3314 when positive means are taken, such as de-energizing or disconnecting the equipment from its source of power, or other action which will effectively prevent the equipment, prime mover or machine from inadvertent movement or release of stored energy. In all cases, accident prevention signs or tags or both shall be placed on the controls of the equipment, machines and prime movers during repair work and setting-up operations.
238	setting-up operations.
239	Reviewed Document Scope on NFPA website. Retention period not stated.

	A	B	C	D	E
240	ED - Electric Maintenance & Construction, includes Transmission & Substation - Greg Kiraly and Gregg Lemler. USP4 leads:				
241	Apparatus Failure Reports	Yes	FERC-23F, Title 18	6 years	Life of Equip/Facility
242	As-Built Records/Drawings of Facilities	Yes	- FERC-36A - Title 18, 368.3 20 and 125.3, 21	Life of Facility or 6 years after facility is retired.	Life of Equip/Facility
243	Asset History Records (includes notifications) - Equipment - Pole - Tower	Yes	FERC-23P, Title 18 125.3 14C & 368.3 14 C	Life of Equipment	Life of Equip/Facility or 3 years after disposition, termination or lease, or write-off of property or investment
244	Circuit Outage Records	Yes	CFR, Title 18	3 years	Life of Equip/Facility
245	Clearance/Non-Test/Notification Record	Yes	FERC Title 18 (clearance logs)	6 years	Life of Equip/Facility
	Environmental	Yes	EPA, Federal Register, SPCC Regulation	Min 5 years	5 Years
246	Insulator Test Records, Trans/Dist	Yes	- CAISO TCA Appendix C, 6.1 - FERC-23I, Title 18	- CAISO, Elec Trans 5 years. - FERC, Elect Dist 3 years.	Life of Equip/Facility
247	Logs T-Line and Substation - Dist/Trans	Yes	- FERC-23A, Title 18, 125.3, 14 A - CAISO TCA Appendix C, 6.1	- 3 years. FERC/Title 18 Elect Dist. - 5 years CAISO Elect Trans.	Life of Equip/Facility
248	Logs/Records - Storage Battery, Equip Dist/Trans	Yes	- FERC 23C, Title 18 - CAISO TCA Appendix C, 6.1	- 3 years. Elect Dist. - 5 years. Elect Trans.	Life of Equip/Facility
249	Project Job Files for Electric and Gas Transmission and Distribution projects managed by Project Services (for Gas Transmission project files, refer to GT&D Engineering records)  The project files contain: PROJECT SUMMARY, APPROVAL & AUTHORIZATION PERMITS & LAND REVIEWS ENGINEERING DRAWING LISTS TELECOM DRAWING LISTS PROCUREMENT LIST (with all drawing nos. & revision) CONTRACTS - (If Applicable) CONSTRUCTION Change Order/Field Change Orders and Reports	Yes	FERC Title 18	Five years after clearance to the plant account	Five years after the project is complete, i.e. all orders associated with the project are closed: status CLSD (for PM orders) and status 40 (for CO orders) in SAP.
250	Substation "protection systems" - Equipment Logs - Test Reports - Records and General Inspection Rpts (Including Relays)	Yes	- Utility Std S3322 - WECC Standard PCR-STD-005.1 (Paths 15, 24, 26, 66) - CAISO TCA Appendix C 6.1	- Utility Std S3322 - 3years - WECC Standard PCR-STD 005.14 years. - CAISO Elect Trans 5 years.	Life of Equip/Facility
251	Substation Apparatus & Wiring Data/Diagrams	Yes	FERC-36, Title 18	Life of Equipment/Facility	Life of Equip/Facility
252	Substation Equip Test - Operation Tests - General Inspection Reports	Yes	FERC-23E, Title 18	3 years Elect Dist.	Life of Equip/Facility
253	Substation Meter Readings - Half Hour Sheets - Load Reports - Load Curves - Instrumentation Recordings	Yes	FERC-23B, Title 18	3 years	Life of Equip/Facility
254	Transformer History Records Transformer Available Reports	Yes	CFR, Title 18 125.3, 14 C	Life of the Transformer	Life of Equip/Facility
255	Transmission line inspections - Patrol maintenance reports - Trouble Reports - Line Logs (certain paths identified by WECC/CAISO)	Yes	-WECC Standard PRC-STD-005-1 (Paths 15,24,26,66) - FERC-23G, Title 18 - CAISO TCA Appendix C, 6.1	- WECC - Elect Trans 4 years - FERC 23G - Elect Dist 3 years - CAISO - 5 years	Life of Equip/Facility
256					

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241	
242	For Proposed Disposal Periods "Life of Equip/Facility": Recommend retention of records for life of equip/facility. Retaining records for life of equipment/facility provides historical data which helps determine root cause analysis and will enable prevention of future situations.
	Life of equip/facility or 3 years after disposition, termination of lease, or write-off of property or investment.
243	
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246	SPCC Regulation Federal Register mandates 5 years for users of oil or oil-filled electrical equipment. Environmental records retention info also located at: Refer to Accounting and Corporate records at USP4 website. Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a> Safety Health & Claims and Environmental. Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>
247	
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249	Project Approval and Job Estimates routed for approval via DRS are permanently stored in EDMS or unless we can specify a time limit for retention. Other file documents are either Engineering records (as-built drawings), Land records (Environmental reviews, permits), Construction records (permits, construction drawings, field change orders) or Sourcing documents (contracts) that are duplicates of records kept by other departments for the life of the facility.
250	
251	- Applies to relays, communication systems, sensing devices, batteries and dc control circuits. Retention requirements are somewhat confusing. Evidence of last test could be as long as 12 years, but D.1.3 calls for 3 years for "audit data".
252	- Currently applies to all lines and equipment associated with Paths 15, 24, 26, 66 WECC Std PRC-STD-005-1. - Maintenance cycles run 4, 8, or 12 years, plus 2 years. For non-routine maintenance, 2 years after completion. Results in retention periods from 2 years to 14 years CAISO Transmission Control Agreement, Appendix C, 6.1.
253	
254	Title 18 13.1 g (instrumentation recordings) 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 1 year.
255	
256	- Currently applies to all lines and equipment associated with Paths 15, 24, 26, 66, WECC Standard PRC-STD-005-1. 12 years (2-cycles plus 2 years) - Maintenance cycles run from 4, 8 or 12 years, plus 2 years. For non-routine maintenance, 2 years after completion. CAISO Transmission Control Agreement, Appendix C 6.1.

	A	B	C	D	E
257	Transmission/Distribution - Outage Reports - Interruption Reports - Operation Reports	Yes	FERC-23D, Title 18	6 years	Life of Equip/Facility

257	F
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	A	B	C	D	E
258	ED - Technical Services - USP4 Leads: Agreements / Contracts - Agreement - Absolving Service - Agreement - General - Agreement - New Business (non MLX) - Agreement - * New Business (MLX) with SACAC Form & Letter - Agreement - Outdoor Area Lighting - Agreement - Street & Highway Lighting - Agreement - * Street & Highway Lighting with Governmental Agency - Agreement - * Special Facilities - Agreement - * Temporary Service - Agreement - To Perform Tariff Related Work - Agreement - To Perform Non New Business Governmental Project	Yes	Federal Energy Regulatory Commission (FERC)	<b>External Mandate:</b> 4 years after expiration or until the conclusion of any contract disputes.  <b>Internal Requirement:</b> <u>MLX New Business:</u> 16 years  <u>Special Facilities:</u> Life of the installed facility  <u>Street &amp; Highway Lighting with Government Agency Permanent Records</u>  <u>Temporary Service:</u> Life of the installed facility or until permanent status	<b>Disposal Periods</b> 5 years after expiration or until the conclusion of any contract disputes.  20 years  Life of the facility  Permanent  Life of the facility or until permanent status
259	Change Order Contract and Supporting Documentation	Yes	FERC	<b>External Mandate:</b> For the same periods as contracts to which they relate.  <b>External Mandate:</b> Supporting Documentation 6 years	Up to 10 years after expiration or until the conclusion of any contract disputes.
260	As Built Records of Facilities Mapping Job Folders including estimates Inspection Logs - * New Business Inspection Logs - * Trench Inspection Logs - * Warranty Inspection Logs	Yes	FERC	<b>External Mandate:</b> Until retired.	Life of the facility
261	Complaints - CPUC	Yes	California Public Utility Commission (CPUC)	<b>External Mandate:</b> 7 years	Up to 10 years, after fulfilling mandated retention
262	Estimating Support Records (SAP and ISTS Interactions)	Yes	FERC	<b>External Mandate:</b> Retain as long as it represents an active viable program or for periods prescribed for related output data, whichever is shorter.	Indefinite
263	* New Business (Central Files) * Street and Outdoor Lighting Tags	Yes	FERC	<b>External Mandate:</b> 6 years  <b>Internal Requirement:</b> 6 years	Up to 10 years, after fulfilling mandated retention
264	Quality Assurance Audits - Final Reports (including data) - Not Privileged and Confidential	Yes	FERC	<b>External Mandate:</b> 5 years after the date of the report.	After fulfilling mandated retention
265					

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258	<p><b>FERC Title 18:</b> Conservation of Power and Water Resources, parts 125.3, 225.3, 368.3 - Preservation of Records of Public Utilities and Licensees, Natural Gas Companies and Holding Companies and Service Companies, respectively. [Order 617, 65, FR 48161, Aug. 7, 2000, 65 FR 50638, Aug. 21, 2000] <b>FERC 3 - Contracts including amendments and agreements.</b> Contract with Other Utilities; <b>FERC 3b - Contracts with others for transmission or the purchase, sale or interchange of product.</b> Absolving Service Agreement, <b>FERC 29 - Customers' service applications and contracts.</b></p> <p>* Internal Requirement - Technical Services purposes</p> <p><b>Records Location / Format</b>  Local Headquarters: Absolving Service (paper)  Local Headquarters: New Business - non (MLX) (paper)  Customer Fund Mgmt: New Bus - MLX (paper / electronic)  Local Headquarters: Outdoor Area Lighting (paper)  Street Light Desk: Street &amp; Hwy Lighting (paper / electronic)  Customer Fund Mgmt: Special Facilities (paper / electronic)  Customer Fund Mgmt: Temporary Svc (paper / electronic)  Customer Fund Mgmt: Tariff Related Work (paper / electronic)  Customer Fund Mgmt: Non New Bus Gov. (paper / electronic)</p>
259	<p><b>FERC Title 18:</b> Conservation of Power and Water Resources, parts 125.3, 225.3, 368.3 - Preservation of Records of Public Utilities and Licensees, Natural Gas Companies and Holding Companies and Service Companies, respectively. [Order 617, 65, FR 48161, Aug. 7, 2000, 65 FR 50638, Aug. 21, 2000] Change Order Contracts; <b>FERC 25b - Procurement - Supporting Documents and FERC 3c - Contracts including amendments and agreements.</b></p> <p><b>Records Location / Format</b>  Customer Fund Management: Change Orders (electronic)</p>
260	<p><b>FERC Title 18:</b> Conservation of Power and Water Resources, part 125.3 - Preservation of Records of Public Utilities and Licensees. [Order 617, 65, FR 48161, Aug. 7, 2000, 65 FR 50638, Aug. 21, 2000] <b>FERC 21 - Engineering records and supporting data for proposed or as-constructed utility facilities.</b></p> <p>* Internal Requirement - Technical Services purposes</p> <p><b>Records Location / Format</b>  Mapping: As-Built (paper / electronic)  Mapping: Mapping Folders incl Estimates (paper / electronic)  M&amp;C: New Bus: Inspection Logs (paper/electronic)  M&amp;C: Trench Inspection Logs (paper/electronic)  M&amp;C: Warranty Inspection Logs (paper/electronic)</p>
261	<p>California Codes - Public Utility Codes Section 734-738, Rules 17, 17.1, and 17.2</p> <p><b>Records Location / Format</b>  Escalated Complaint Management: Complaints (paper)</p>
262	<p><b>FERC Title 18:</b> Conservation of Power and Water Resources, parts 125.3, 225.3, 368.3 - Preservation of Records of Public Utilities and Licensees, Natural Gas Companies and Holding Companies and Service Companies, respectively. [Order 617, 65, FR 48161, Aug. 7, 2000, 65 FR 50638, Aug. 21, 2000] <b>FERC 5 - Information Technology Management - Automatic Data Processing Records.</b></p> <p><b>Records Location / Format</b>  SAP: Estimating Support Records (electronic)</p>
263	<p><b>FERC Title 18:</b> Conservation of Power and Water Resources, parts 125.3, 225.3, 368.3 - Preservation of Records of Public Utilities and Licensees, Natural Gas Companies and Holding Companies and Service Companies, respectively. [Order 617, 65, FR 48161, Aug. 7, 2000, 65 FR 50638, Aug. 21, 2000] <b>FERC 25b - Procurement - Supporting Documents.</b></p> <p>* Internal Requirement - Technical Services Purposes</p> <p><b>Records Location / Format</b>  Local Headquarters: New Bus (Central Files) (paper)</p>
264	<p><b>FERC Title 18:</b> Conservation of Power and Water Resources, parts 125.3, 225.3, 368.3 - Preservation of Records of Public Utilities and Licensees, Natural Gas Companies and Holding Companies and Service Companies, respectively. [Order 617, 65, FR 48161, Aug. 7, 2000, 65 FR 50638, Aug. 21, 2000] <b>FERC 4b - Internal audit reports and working papers.</b></p> <p><b>Records Location / Format</b>  TS Quality Assurance: QA Audits (paper / electronic)</p>
265	<p>TS Quality Assurance: QA Audits (paper / electronic)</p>



	A	B	C	D	E
266	Damage Claims	Yes	CPUC	External Mandate: 5 years  Internal Requirement: 7 years after closure.	Up to 10 years, after fulfilling mandated retention
267	*Joint Pole Records	Yes	CPUC	External Mandate: 5 years  Internal Requirement: Indefinite	Indefinite
268	Inspections / Tags / Logs System Operator's Logs - * City and County Electric and Gas Inspections for Meter Sets	Yes	FERC	External Mandate: 3 years Internal Requirement: 1 year from date received.  Trench Inspections Logs: 2 years	Up to 5 years, after fulfilling internal requirement

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266	<p>CPUC General Order (GO) 95, Rule 19 - State of California Rules for Overhead Electric Line Construction General Order no. 95 [August 2009]</p> <p>* Internal Requirement - Law / Claims purposes</p> <p><b>Records Location / Format</b> Non Energy Collections: Damage Claims (paper / electronic)</p>
267	<p>CPUC General Order (GO) 95, Rule 19 - State of California Rules for Overhead Electric Line Construction General Order no. 95 [August 2009]</p> <p>* Internal Requirement - Joint Utility purposes</p> <p><b>Records Location / Format</b> Joint Utility: Joint Pole Records (paper / electronic)</p>
268	<p>FERC Title 18: Conservation of Power and Water Resources, parts 125.3, 225.3, 388.3 - Preservation of Records of Public Utilities and Licensees and Preservation of Records of Natural Gas Companies respectively. [Order 617, 65, FR 48161, Aug. 7, 2000; 65 FR 50638, Aug. 21, 2000] 125.3 FERC 14b - Transmission and Distribution - Public Utilities and Licensees - System operator's daily logs and reports of operation.</p> <p>* Internal Requirement - Technical Services purposes</p> <p><b>Records Location / Format</b> Meter Set Desk SRMC - City and County Electric and Gas Inspections for Meter Sets (paper)</p>

	A	B	C	D	E
269	ED - Restoration - [REDACTED] USP4 Lead: [REDACTED]				
270	Customer Shutdowns / notifications	Yes	FERC 23D	6 years	up to 10 years
271	Field Case Tickets	None	None	None	up to 5 years
272	Field Ride Alongs	None	None	None	up to 1 year
273	Field Visits	None	None	None	up to 1 year
	MCL (man on line) Tags, INFO Tags	None	None	None	Dispose when complete (in general, less than 1 year period)
274	Operations Logs	Yes	FERC Order 2004 NERC/WECC, CPUC, FERC Title 18	7 years	up to 10 years
275	Service Report Card	None	None	None	dispose after complete, which in general is less than 1 year
276	Street Light Tags	Yes	FERC	6 years	up to 10 years
277	Troubleman's Daily Log	Yes	FERC 18a	3 years	up to 5 years
278	Vault Dewatering Forms	Yes	40 CFR, NPDES	up to 5 years	after mandated retention

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269	
270	WRO Shutdowns , only affected customer is the requestor
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272	
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275	Switching logs, Daily log database ESLIC/LIS/SLIC/Application for Work/TOP Outage/SAP ERR, OIS/OMT, FERC Order 2004 Sign-in logs, Load forecasting, WECC-NET, OCC logs, ETEC Logs, Storm Critiques, Strip Charts, RAS Events, EMS, RT SCADA, WECC messages
276	FERC Title 18 - Conservation of Power and Water Resources, parts 125.3, 225.3, 388.3 - Preservation of Records of Public Utilities and Licensees, Natural Gas Companies and Holding Companies and Service Companies, respectively. [Order 617, 65, FR 48161, Aug. 7, 2000, 65 FR 50838, Aug. 21, 2000] FERC 25b - Procurement - Supporting Documents.
277	
278	Same as Timecard Retention Requirement
279	

	A	B	C	D	E
280	ED - Work & Resource Management - Crawford Owens. USP4 Lead: [REDACTED]				
281	Audit Documentation, includes Business Results Team (BRT) records	Yes	FERC Title 18	5 years	after fulfilling mandated retention
282	Planned Outage Records	Yes	FERC 23D, Title 18	6 years	after fulfilling mandated period

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280	
281	Although this requirement discusses about "Audits", this 5 year rule will be applied to other internal assurance activities to lean on this side of conservatism. Division audit reports based upon the BRT Scheduling manual, and procedures.
282	Clearance requests, Planned outage letters, QAS9, Payouts to customer who where not notified within the 7 day window in Accordance to UD – S 1418

	A	B	C	D	E
283	ED & E&O - SVP Offices, Chiefs of Staff - Gayle Hamilton, Ferhaan Jawed. USP4 Leads:				
	Compliance, safety, incident reporting and other project/program information	Yes	Sarbanes Oxley, FERC, CPUC, NERC/WECC, DOT	7 years	up to 10 years, unless a legitimate business need exists to retain longer
284					
	SVP Correspondence	No	None	None	up to 10 years, unless a legitimate business need exists to retain longer
285					

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283	
284	Sarbanes Oxley mandated retention of 7 years in general trumps other regulatory mandated retention of compliance records (as other regulators in general mandate compliance records from 3 years to 6 years)
285	



	A	B	C	D	E
286	<b>ED and E&amp;O - Common Records (located in general throughout T&amp;D and other PG&amp;E business areas)</b> Accounting and Corporate records, (general guidance at USP4): includes - budget and forecast - expense receipts - payroll and timekeeping Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>	Yes	Varies (see link)	Varies (see link)	after fulfilling mandated retention
287	Anything marked privileged and confidential	No	None	None	up to 10 years, unless a legitimate business need exists to retain longer
288	Audit records that are Sarbanes Oxley (SOX) related. Includes any supporting documentation related to SOX testing of controls, includes source documentation, supporting evidence, materials that were tested, etc. Also applies to materials relating to an audit or review.	Yes	Sarbanes-Oxley Section 103, 801 and 802	7 years (unless see note in comments)	after fulfilling mandated retention
289	Auditors' reports and related working papers (non Sarbanes Oxley related), includes external inspections, internal auditing and quality assurance	Yes	FERC, Title 18	5 years after the date of the issued regulator report	after fulfilling mandated retention
290	Contracts, amendments and agreements (general mandate): includes (a) service contracts, such as for management, accounting, and financial services, (b) contracts with others for transmission or the purchase, sale or interchange of product.	Yes	FERC, Title 18	4 years after expiration or until the conclusion of any contract disputes, whichever is later.	after fulfilling mandated retention
291	Correspondence, e-mails, etc.	No	None	None	up to 5 years, unless a legitimate business need exists to retain longer
292	Customer Service records Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>	Yes	Varies (see link)	Varies (see link)	Varies (see link)
293	Human resource records, includes - employee files, - worker compensation - ERGO. Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>	Yes	Varies (see link)	Varies (see link)	Varies (see link)
294	Payroll and timekeeping (general mandate) Refer to Accounting and Corporate records at USP4 website. Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>	Yes	FERC Title 18, and State of CA	6 years	after fulfilling mandated retention
295	Procurement (general mandate): includes agreements entered into for the acquisition of goods or the performance of services, such as letters of intent, exchange of correspondence, master agreements, term contracts, rental agreements, and the various types of purchase orders.	Yes	FERC Title 18	6 years	after fulfilling mandated retention
296	Safety Health & Claims and Environmental. Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>	Yes	Varies (see link)	Varies (see link)	after fulfilling mandated retention
297	Safety: Incident Notification, Investigations & Analysis/Near Miss	Yes	OSHA	3 Years	up to 5 years
298	Safety: Inspection (Work Areas & Work Practices Assessments)	Yes	OSHA	3 Years	up to 5 years
299	Training: Certification Records for Crane Operators: Title 8 California Code of Regulations § 5006.1	Yes	FERC Title 8	5 years	after fulfilling mandated retention
300	Training: Occupational Safety and Health: Title 8 California Code of Regulations § 3203.	Yes	FERC Title 8	1 year	up to 5 years
301					

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286	Additional information provided by Shared Services Compliance Champion support. Double click attached file to open.  Information includes mandated retention primary for: - <u>Transportation</u> , such as fuel records, vehicle and driver records - <u>Corporate Real Estate</u> , such as fire alarms - <u>Land</u> , such as permits, pesticide, and tree trimming - <u>Sourcing</u> , such as supplier diversity, materials, and inventories - <u>Environmental</u> , such as hazardous waste, asbestos, emissions, drinking water, air quality, vault dewatering, water discharge, volatile organic compounds
288	Since these SOX record types may vary, if other regulatory agency mandates a longer retention period, then defer to that mandated retention period
289	
290	Refer to Accounting and Corporate records at USP4 website. Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>
291	recommend to dispose after 5 years by law dept. [REDACTED]
292	Refer to Customer Service records Use link at USP4 website: <a href="http://www.comp.pge.com/RecordRetention/">http://www.comp.pge.com/RecordRetention/</a>
293	Additional information provided by Human Resources Compliance Champion. Click attached file to open.
294	[REDACTED]
295	FERC Title 18 mandate of 8 years trumps State of CA mandate of 4 years
296	Supporting documents including accepted and unaccepted bids or proposals (summaries of unaccepted bids or proposals may be kept in lieu of originals) evidencing all relevant elements of the procurement. Material ledgers. Ledger sheets of materials and supplies received, issued, and on hand. Materials and supplies received and issued. Records showing the detailed distribution of materials and supplies issued during accounting periods. Records of sales of scrap and materials and supplies.
297	Additional environmental information provided by Shared Services Compliance Champion support. Double click attached file to open. - Environmental, such as [REDACTED] waste, asbestos, emissions, drinking water, air quality, vault dewatering, water discharge, volatile organic compounds
298	SH&C's Procedure 202/203 Guide to Record Retention
299	SH&C's Procedure 203PGE Guide to Record Retention
300	Information provided by SH&C Compliance Champion.
301	Information provided by SH&C Compliance Champion support. CAL/OSHA Injury and Illness Prevention Program regulation mandates a one-year retention period for records related to training. Many of the Cal/OSHA standards applicable to Company operations, such as asbestos and lead exposures require annual training of affected employees.

	A	B	C	D	E
302	Training: Safety Other: Electrical worker training - Title 8 California Code of Regulations § 2940 Hazard communication - Title 8 California Code of Regulations § 5194 Diving operations - Title 8 California Code of Regulations § 6052 Blasting operations - Title 8 California Code of Regulations § 5239 (Requires State license.) Confined space entry - Title 8 California Code of Regulations §§ 5157 and 5158	Yes	FERC Title 8	Throughout employment	after fulfilling mandated retention
303	Utility standards, procedures, bulletins, etc. for electric and gas processes.	Yes	FERC Title 18, NERCWECC, DOT 49 CFR 192	Up to 5 years either after version superseded or no longer used (for external regulator audit purposes)	after fulfilling mandated retention

Information provided by Safety Health, and Claims Compliance Champion. Double click attached file to open.



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