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§ 733.1 Scope of this Part

(a) The regulations in this Part apply to all books of account and other records prepared by or on behalf of every electric, gas, steam and waterworks corporation and municipal electric, gas and steam utility (hereafter, in this part is referred to as a public utility or municipality). See item 64 of the schedule of records and periods of retention for those records that come into the possession of the public utility or municipality in connection with the acquisition of property, such as purchase, consolidation, merger, etc.

(b) The regulations in this Part shall not be construed as excusing compliance with any other lawful requirement for the preservation of records for periods longer than those prescribed herein.

(c) Unless otherwise specified in the schedule of records and periods of retention, duplicate copies of records may be destroyed at any time; provided, however, that such duplicate copies contain no significant information not shown on the originals.

(d) Records other than those listed in the schedule of records and periods of retention may be destroyed at the option of the public utility or municipality; provided, however, that records which are used in lieu of those listed shall be preserved for the periods prescribed for the records used for substantially similar purposes. And, provided further, that retention of records pertaining to added services, functions, plant, etc., the establishment of which cannot be presently foreseen, shall conform to the principles embodied herein.

(e) Notwithstanding the provisions of the schedule of records and periods of retention, the commission may, upon the request of the company, authorize a shorter period of retention for any record listed therein upon a showing by the company that preservation of such record for a longer period is not necessary or appropriate in the public interest or for the protection of investors or consumers.

§ 733.2 Designation of supervisory official

Each public utility or municipality subject to the regulations in this Part shall designate one or more persons with official responsibility to supervise the program for preservation and the authorized destruction of its records.

§ 733.3 Protection and storage of records

Each public utility or municipality shall provide reasonable protection for records subject to the regulations in this Part from damage by fires, floods and other hazards and, in the selection of storage spaces, safeguard the records from unnecessary exposure to deterioration from excessive humidity, dryness, or lack of proper ventilation.

§ 733.4 Definition of record media

(a) For the purpose of this Part, the data constituting the records listed in the schedule of records and periods of retention may be retained in any generally accepted electronic or photographic storage medium, provided the medium selected has a standard life expectancy greater than or equal to the specified retention period. Storage media can include, but are not limited to: paper, microfilm, magnetic disk, magnetic tape, optical disk, CD-ROM, DVD, etc. It is the responsibility of the public utility to ensure that the storage medium is consistent with the prescribed retention period and all conditions for proper storage are met to insure the protection and retrievability of the data/information in the chosen format. However, records supporting plant cost shall be retained in their original form unless microfilmed (See section 733.10 of this Part for periods of retention). Media regeneration to achieve the full length of period retention will be allowed at the discretion of the utility, provided the utility follows appropriate sections in these regulations.

(b) If the storage medium of the record retained is other than a readable paper copy, then reader and/or printer equipment and related printout programs, if required, shall be provided by the utility for data reference.

(c) A storage medium may be changed on the judgment of the utility, if subsequent conditions such as improved media life expectancy and the remaining retention period permits a change in the media forms, the public utility or municipality may convert to another medium, provided the certification processes described in section 733.5 below are observed and data referencing capability is maintained.

§ 733.5 Record Series/Media Certification

(a) As the initial recording media:

(1) Each microform record series shall contain, at the beginning, a microform introduction stating the title of the record series, the date prepared, the name of the individual responsible for validating the data contained therein. Each microform record series shall be closed with a clear and standard microform notation indicating the completion of the series and the date.

(2) If after validation, supplemental data and corrections (i.e., resulting from computer programming) are required, said microform may be produced separately or as a part of the series rerun, but shall be affixed to the original microform certificate as described in the immediately preceding paragraph.

(3) For other storage media, record series shall include, as a basic part of the program, at the beginning of that series an introduction stating the record series title, date prepared, the name of the individual responsible for validating the data contained therein and an index where appropriate. Each record series shall be closed with a clear and standard notation indicating the completion of that series and the date.

(b) Conversion from other media:

(1) Each record series shall include, as an integral part, a certificate(s) stating that the records are direct or facsimile reproductions of the original records and that they have been made in accordance with prescribed instructions. Such certificate(s) shall be executed by a person(s) having personal knowledge of the facts covered thereby.

(2) Each record series shall commence and end with a statement as to the nature and arrangement of the records reproduced, and the date. Rolls of film shall not be cut. Supplemental or retaken records, whether of misplaced or omitted documents or of portions of records found to be defective, shall be attached to the beginning of the record series and in such an event, the aforementioned certificate shall cover the supplemental or retaken records and shall state the reasons for the subsequent action.

(3) If, in accordance with the provisions of section 733.6 of this Part, the public utility or municipality elects to convert records to a different medium, the same certification provision specified in section 733.5 (a) (3) of this part must be provided in the conversion program.

§ 733.6 Change of media for existing records

Those records prepared and maintained under previous regulations in a paper medium, and whose remaining retention period falls within the life expectancy range of any of the media detailed in section 733.4, may be converted to that medium at the public utility or municipality's option, provided the applicable certification processes described in section 733.5 of this part are observed and an audit referencing capability is maintained.

§ 733.7 Media

(a) All records created or maintained in a medium and a format other than readable entries on paper shall:

(1) be prepared, arranged, classified, identified and indexed so as to permit the subsequent location, examination and reproduction of the record to a readable medium;

(2) be stored in such a manner as to provide reasonable protection from hazards such as fire, flood, theft, etc. and maintained in a controlled environment;

(3) be regenerated, including proper certification, when damaged.

(b) The company shall be prepared to furnish, at its own expense, standard facilities for reading media and shall additionally provide, if the commission so directs, copies of the record in a readable form.

§ 733.8 Destruction of records

The destruction of the records permitted to be destroyed under the provisions of this Part may be performed in any manner elected by the public utility or municipality concerned. Precautions should be taken, however, to macerate or otherwise destroy the legibility of records, the content of which is forbidden by law to be divulged to unauthorized persons.

§ 733.9 Premature destruction or loss of records

When any records are destroyed before the expiration of the prescribed period of retention or are lost, a certified statement listing, as far as may be determined, the records destroyed or lost and describing the circumstances of accidental or other premature destruction or loss shall be filed with the commission within 90 days from the date of discovery of such destruction or loss.

§ 733.10 Schedule of records and periods of retention

The table contained in Section 733.15 shows the period of time designated records shall be preserved; however, records related to plant shall be retained a minimum of 25 years unless, accounting adjustments resulting from reclassification and original cost studies have been approved by the commission and approved continuing plant inventory records are maintained.

§ 733.11 Retention periods designated "destroy at option"

Use of the retention period, "destroy at option," in the regulations in this Part constitutes authorization for such destruction under the conditions specified for the particular types of records, only if such optional destruction is appropriate in view of the limited managerial interest in such records and if such optional destruction is not in conflict with other legal retention requirements or the usefulness of such records in satisfying pending regulatory actions or directives.

§ 733.12 Records of services performed by associated companies

Each public utility or municipality to which the regulations in this Part apply shall assure the availability of records of services performed by associated companies for the periods indicated in this Part, as are necessary, to support the cost of services rendered to it by an associated company.

§ 733.13 Index of records

At each office of the public utility or municipality where records are kept or stored, such records as are required by this part to be preserved shall be so arranged, filed and currently indexed that they may be readily identified and made available to representatives of the commission.

§ 733.15 Appendix Schedule of records and periods of retention table

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ITEM	DESCRIPTION	RETENTION PERIOD
<u>CORPORATE AND GENERAL</u>		
1.	Capital stock records:	
	(a) Capital stock ledgers or other records showing the same information	6 years after the stockholders' account is closed. See. § 733.14.
	(b) Capital stock subscription accounts, warrants, requests for allotments and other essential papers related thereto	2 years after settlement.
	(c) Stubs or similar records of capital stock certi-	6 years after cancellation of certificate. If this

	ificate issuance where not used as capital stock ledger record	record serves the purpose of a capital stock ledger, Item 1(a) is applicable.
(d)	Stock transfer registers or sheets or similar records	6 years after last entry on page or sheet of record.
(e)	Papers pertaining to or supporting transfers of capital stock:	
	(1) Papers that are recorded officially in a court or in the office of some other public recording authority; and other papers presented by any bank or trust company requesting transfers in its capacity as a fiduciary and miscellaneous papers	Destroy at option or return to stockholder.
(f)	Canceled capital stock certificates where not used as capital stock ledger records	6 years after cancellation of certificate. If this record serves the purpose of a capital stock ledger, Item 1(a) is applicable.
(g)	Change of address notices of stockholders	Destroy at option after changers are recorded.
(h)	Bonds of indemnity and affidavits covering issuances of stock certificates to replace lost certificates	6 years after expiration of bonds
(i)	Letters, notices, reports, statements and other communications distributed to all stockholders of a particular class:	
	(1) Formal communications addressed to all stockholders of a particular class, including annual reports to stockholders, notices of annual and special meetings of stockholders, and other notices, reports, letters or statements relating to corporate or stockholder actions	Life of corporation.
	(2) Interim reports of operations, speeches of corporate officers, notices of change of corporate address or telephone numbers, etc.	6 years after the date thereof.
(j)	Dividend registers, lists or similar records	6 years.
(k)	Paid dividend checks	Ditto.
(l)	Third party dividend orders	6 years after recision order.
2.	Proxies and voting lists:	
	(a) Proxies of holders of voting securities	3 years.
	(b) Lists of holders of voting securities represented at meetings	1 year.
3.	Reports to stockholders:	
	(a) Annual reports or statements to stockholders	Life of corporation.
	(b) Written acknowledgments of receipts of reports to stockholders and written requests for copies of such reports.	Destroy at option.
4.	Debt security records: See § 733.14.	

- (a) Registered bond and debenture ledgers 3 years after redemption.
 - (b) Bond and debenture subscription accounts, warrants, subscription notices, requests for allotment and essential papers related thereto 3 years after settlement.
 - (c) Stubs or similar records of bond and debenture certificates issued 3 years after redemption.
 - (d) Papers pertaining to or supporting transfers of registered bonds and debentures:
 - (1) Papers that are recorded officially in a court or in the office of some other public recording authority; and other papers presented by any bank or trust company requesting transfers in its capacity as a fiduciary, plus other miscellaneous papers Destroy at option or return to holders of the bonds or debentures.
 - (e) Records of bond and debenture interest coupons paid and unpaid Destroy at option. See § 733.14.
 - (f) Canceled bonds and debentures and paid interest coupons pertaining thereto Ditto. See § 733.14.
 - (g) Trust indentures, loan agreements or other contracts or agreements securing debt securities issued. (If such papers or documents are included among the records covered by Item 5 of the Regulation, this instruction will not apply.) 6 years after redemption.
 - (h) Copies of reports, statements, letters or memoranda filed with Trustee(s) pursuant to provisions of trust indenture or other security instrument or agreement securing debt securities issued 6 years after redemption. (Destroy at option provided that the Trustee(s) under such indenture or security instrument is a National Bank, a member of the Federal Reserve System or a subsidiary of any such National Bank or Federal Reserve System member bank; and provided further that the Trustee(s) has certified to the company that copies of all such documents will be available in the offices of the Trustee(s) for inspection at any time prior to redemption by holders of debt securities to which such documents relate and for inspection by any Federal or State regulatory authority prior to redemption and for an additional period of six years after redemption.)
 - (i) Paid or canceled debt securities evidencing temporary borrowings 3 years after payment or cancellation, provided other records of issuance and payment or cancellation are maintained.
 - (j) Paid interest checks 6 years.
5. Filings with and authorization by regulatory agencies:
- (a) Authorizations from regulatory bodies for issuance of securities:
 - (1) Copies of applications to regulatory bodies for authority to issue stocks, bonds, and 25 years or until all securities covered are retired, whichever is shorter. See §733.14.

	and other securities, including copies of exhibits in support of such applications	
	(2) Official copies of opinions and orders of regulatory bodies granting authority to issue securities	Until securities covered are retired.
	(3) Reports filed with regulatory bodies in compliance with authorizations to issue securities. (Reports of sales of securities, application of proceeds, etc.) File copies of such reports and supporting papers	Until securities covered are retired.
(b)	Copies of registration statements and other data filed with the Securities Exchange Commission:	
	(1) In connection with offerings of securities for sale to the public or the listing of securities on exchanges, supporting papers	25 years or until all securities covered are retired, whichever is shorter. See §733.14.
	(2) Copies of periodic reports and supporting papers filed in compliance with either the Securities Act of 1933 or the Securities Exchange Act of 1934	25 years.
6.	Organizational documents:	
(a)	Minute books of stockholders', directors', and directors' committee meetings, and of Board of Light Commissioners or other municipal governing body	Life of corporation. (Permanently for municipalities.)
(b)	Titles, franchises, and licenses:	
	(1) Deeds and other title papers (including abstracts of title and supporting data)	6 years after property is disposed of unless surrendered to transferee.
	(2) Corporate charters or certificates of incorporation	Life of corporation.
	(3) Franchises and certificates authorizing operations as a public utility	Ditto.
	(4) Licenses (including amendments thereof) granted by Federal or State authorities for construction and operation of utility plant	25 years after plant is retired or expiration of license, whichever is shorter.
	(5) Copies of formal orders of regulatory commissions served upon the utility	Life of corporation.
	(6) Records of action by voters as to establishing a municipality utility or extensions thereto	Ditto.
(c)	Permits:	
	(1) Permits and granted applications for the use of facilities of others	6 years after expiration or cancellation.
	(2) Copies of permits and applications granted others for the use of the utility's facilities	Ditto.
	(3) Applications for the use of facilities not granted and copies of such applications	Destroy at option.

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| (4) Permits of a temporary nature for municipalities or others to perform specific work, such as permits to open streets | Destroy at option. |
| (d) Organization diagrams and charts | Destroy at option after expiration or supersession. |
| 7. Contracts and agreements (except contracts provided for elsewhere): | |
| (a) Service contracts, such as for management, accounting and financial services | 6 years after expiration or cancellation. |
| (b) Contracts with other utilities for the purchase, sale or interchange of product | Ditto. |
| (c) Leases pertaining to rentals of property to or from others | Ditto. |
| (d) Contracts and agreements with individual employees, labor unions, company unions, and other employee organizations relative to wage rates, hours and similar matters | Ditto. |
| (e) Contracts, agreements, and/or other essential records necessary to the carrying out of the functions of an employee's stock purchase or other type of employee's saving plan | Ditto. |
| (f) Contracts or agreements for the acquisition or disposal of investments (Excluding temporary cash investments) | 23 years after disposal. |
| (g) Memoranda essential to clarifying or explaining provisions of contracts listed above | For the same period as contracts to which they relate. |
| (h) Card or book records or contracts, leases, and agreements made showing dates of expiration and of renewals, memoranda of receipts and payments under such contracts, etc. | Ditto. |
| 8. Accountants' and auditors' reports: | |
| (a) Reports of examinations and audits by accountants and auditors not in the regular employ of the utility (Such as reports of public accounting firms and regulatory commission accountants) | 7 years after date of report or Commission audit, whichever comes last. |
| (b) Internal audit reports and work papers | Ditto. |

AUTOMATIC DATA PROCESSING

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| 9. Automatic data processing records (Retain original source data used as input for data processing and data processing report printouts for the applicable periods prescribed elsewhere in the schedule.): | |
| (a) Punched cards, tapes or similar media used as intermediate records or steps in data processing for assembling data to be posted to the records of the | Destroy at option. |

- company or used in a report or study
- (b) Program documentation and revisions thereto

Retain for periods prescribed for related output data. Statements and illustrations as to the scope of operations should be sufficiently detailed to indicate (a) the application being performed, (b) procedures employed in each application (which, for example, might be supported by flow charts, block diagrams or other descriptions of operating procedures), and (c) the controls used to insure accurate and reliable processing. Major program changes, together with their effective dates, should be noted in order to preserve an accurate chronological record.

GENERAL ACCOUNTING RECORDS

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| 10. | General and subsidiary ledgers: | |
| | (a) (1) General ledgers | 50 years. |
| | (2) Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere | Ditto. |
| | (b) (1) Indexes to general ledgers | Ditto. |
| | (2) Indexes to subsidiary ledgers except ledgers provided for elsewhere | Ditto. |
| | (c) Trial balance sheets of general and subsidiary ledgers | 2 years. |
| 11. | Journals: | |
| | (a) General and subsidiary | 50 years. |
| 12. | Journal vouchers and journal entries including supporting detail: | |
| | (a) Journal vouchers and journal entries | Ditto. |
| | (b) Analyses, summarizations, distributions, and other computations which support journal vouchers and journal entries: | |
| | (1) Charging plant accounts | 6 years. See §733.10. |
| | (2) Charging all other accounts | Ditto. |
| | (c) Schedules for recurring journal entries | Destroy when superseded. |
| | (d) Lists of standard journal entry numbers | Ditto. |
| 13. | Cash books: | |
| | (a) General and subsidiary or auxiliary books | 10 years after close of fiscal year. See Item 12(a). |
| 14. | Voucher registers: | |
| | (a) Voucher registers or similar records when used as a source document | 5 years. See §733.10. |
| 15. | Vouchers: | |

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| (a) | Paid and canceled vouchers (one copy analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers) | Ditto. See §733.10. |
| (b) | Original bills and invoices for materials, services, etc., paid by vouchers | 6 years. See § 733.10. |
| (c) | Paid checks and receipts for payments by voucher or otherwise | Ditto. |
| (d) | Authorization for the payment of specific vouchers | Ditto. |
| (e) | Lists of unaudited bills (accounts payable), lists of vouchers transmitted and memoranda regarding charges in unaudited bills | Destroy at option. |
| (f) | Voucher indexes | Ditto. |
| 16. | Accounts receivable (see Item 53 and 54 for accounts with customers for utility service and for merchandise sales): | |
| (a) | Records of accounts receivable pertaining to sales of utility plant | 3 years after settlement. |
| (b) | Record or register of accounts receivable indexes thereto and summaries of distribution | Ditto. |
| (c) | Accounting department copies of invoices issued and supporting papers which do not accompany the original invoices and authorizations for charges including supporting papers | Ditto. |
| (d) | Periodic statements of unsettled accounts, except trial balances | Destroy at option. |
| (e) | Schedule of invoices to be issued | Ditto. |
| 17. | Records of securities owned: | |
| (a) | Records of securities owned, treasury, or with custodians (excluding temporary investment of cash) | 6 years after disposal of the investment. |
| 18. | Payroll records: | |
| (a) | Payroll sheets or registers of payments of salaries and wages | 6 years. See § 733.10. |
| (b) | Records showing the distribution of salaries and wages paid and summaries or recapitulation statements of such distribution | Ditto. See Item 12 (b). |
| (c) | Time tickets, time sheets, time books, time cards, workmen's reports and other records showing hours worked, description of work and accounts to be charged: | |
| (1) | When used as a basis for payment of salaries and wages supporting records | Ditto. See § 733.10 |

described in Item 18 (a)

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| (2) When used solely as basis for supporting records described in Item 18 (b) | Destroy at option. See § 733.10 |
| (d) Paid checks, receipts for wages paid in cash and other evidences of payments for services rendered by employees | 3 years. See § 733.10. |
| (e) Applications and authorizations for changes in wage and salary rates, summaries and reports of changes in payrolls, and similar records | Ditto. |
| (f) Applications for payroll changes not authorized | Destroy at option. |
| (g) Payroll authorizations and records of authorized positions | 3 years. |
| (h) Records of deductions from payrolls | Destroy at option. |
| (i) Comparative or analytical statements of payrolls | Ditto. |
| (j) Employee's individual earnings record | 6 years after termination of employment. |
| 19. Assignments, attachments, and garnishments: | |
| (a) Record of assignments, attachments, and garnishments of employees' salaries, including files of notices, etc., pertaining thereto | Destroy at option. |
| (b) Minors' salary releases | Ditto. |
| <u>INSURANCE</u> | |
| 20. Insurance records. | |
| (a) Records of insurance policies in force, showing coverage, premiums paid and expiration dates | Destroy at option after expiration of such policies. |
| (b) Insurance policies | Ditto. |
| (c) Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers | 6 years. See § 733.10. |
| (d) Inspectors' reports and records of condition of property | Destroy when superseded. |
| (e) Insurance maps of property and structures erected thereon | Ditto. |
| (f) Records and statements relating to insurance requirements | Destroy at option. |
| 21. Injuries and damages: | |
| (a) Claim registers, card or book indexes and similar records in connection with claims presented against the company in connec- | 2 years after settlement. |

- tion with accidents resulting in damage to the property of others or personal injuries
- (b) Papers, reports, statements of witnesses, etc., necessary to the support or rejection of individual claims against the company Ditto.
 - (c) Other papers, reports or statements, pertaining to accidents resulting in property damages or personal injuries, not necessary to the support or rejection of claims Destroy at option.
 - (d) Detailed schedules or spread sheets of payments to others for personal injuries or for property damages 2 years after settlement.

OPERATIONS AND MAINTENANCE

22.1 Production - Electric and Steam

- (a) Boiler room, condenser room, turbine room, and pump room logs including supporting data 3 years.
- (b) Boiler room and turbine room reports of - equipment in service and performance Ditto.
- (c) Boiler-tube failure report Ditto.
- (d) Generation and output logs with supporting data 6 years.
- (e) Station and system generation reports 25 years. See § 733.10.
- (f) Generating high-tension and low-tension load records 3 years.
- (g) Oil and waste reports Ditto.
- (h) Load curves, temperature logs, coal and water logs Ditto.
- (i) Gage-reading reports 2 years, except river-flow data collected in connection with hydro-operation which shall be retained for life of corporation
- (j) Recording instrument charts 1 year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
- (k) Load dispatcher's and station permits Ditto.

22.2 Production - Gas:

- (a) Boiler and gas machine logs, including supporting data 3 years.
- (b) Gas generation and output logs with supporting data Ditto.
- (c) Temperature and atmospheric pressure logs Ditto.
- (d) Coal, coke and oil reports Ditto.
- (e) Residual reports Ditto.

(f) Recording instrument charts such as pressure (static and/or differential), temperature, specific gravity, heating value, etc	1 year, except where the basic chart information is transferred to another record, the charts need only be retained six months: provided the record containing the basic data is retained one year.
(g) Test of heating value at stations and outlying points	6 years.
(h) Records of gas produced, gas purchased, gas sent out and holder stock	Ditto.
(i) Analysis of gas produced and purchased including BTU and sulphur content	Ditto.
(j) Records of general inspection and operating tests	3 years.
(k) Well records, including clearing, bailing, shooting, etc., records; rock pressure; open flow; production, gas analysts' reports, etc.	1 year after field or relevant production area abandoned.
(l) Gas production	6 years.
(m) Gas production by counties	Destroy at option.
(n) Gas measuring records	1 year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
(o) Tool record	For life of equipment.
(p) Royalty record	6 years.
(q) Records of meter tests	Until superseding test, but not less than two years.
(r) Meter history records	For life of meter.
22.3 Production – Nuclear	
(a) Records of normal plant operation, including power levels and periods of operations at each power level	6 years. However operating charts for the first year's operation will be stored for the life of the corporation.
(b) Records of principal maintenance activities, including inspection, repair, substitution or replacement of principal items of equipment pertaining to nuclear safety	Ditto.
(c) Records of abnormal occurrences	Ditto.
(d) Records of periodic checks, inspections and calibrations performed to verify that surveillance requirements are being met	Ditto.
(e) Records and prints of changes made to the plant as described in the Final Safety Analysis Report	Life of Corporation.
(f) Records of new and spent fuel inventory	Ditto.

	and assembly histories	
	(g) Records of monthly plant radiation and continuation surveys	Ditto.
	(h) Records of off-site environmental monitoring surveys	Ditto.
	(i) Records of radiation exposure of all plant personnel, including all contractors and visitors to the plant who enter radiation control areas	Ditto.
	(j) Records of radioactivity in liquid and gaseous wastes released to the environment	Ditto.
	(k) Records of any special reactor tests or experiments	Ditto.
	(l) Records of changes made in the operating procedures	Ditto.
22.4	Production - Water Supply, Purification and Pumping:	
	(a) Record of water supplied to distribution system by sources	15 years or 3 years after the source is abandoned, whichever is shorter.
	(b) Boiler room, condenser room, turbine, room, and pump room logs, including supporting data	3 years.
	(c) Boiler room and turbine room reports of equipment in service and performance	Ditto.
	(d) Equipment failure report	Ditto.
	(e) Pumping output logs with supporting data	6 years.
	(f) Station output reports	25 years.
	(g) Oil and waste reports	3 years.
	(h) Coal and water logs	Ditto.
	(i) Gage-reading reports	Ditto.
	(j) Recording instrument charts	Ditto.
23.1	Transmission and Distribution - Electric and Steam: See § 733.14.	
	(a) Substation and transmission line logs	Ditto.
	(b) System operator's daily logs and reports of operation	Ditto.
	(c) Storage battery and other equipment logs and records	Ditto.
	(d) Interruption logs and reports	6 years.
	(e) Records of substation general inspections and operation tests.	3 years.
	(f) Apparatus failure reports	6 years.

	(g) Line-trouble reports and records	3 years.
	(h) Lightning and storm data	6 years.
	(i) Insulator test records	3 years.
	(j) Reports on inspections and repairs of all street openings	6 years.
	(k) Records of meter tests	Most recent test record shall be retained for at least 6 years, and any prior test record shall be retained for at least 2 years, or as may be necessary to comply with service rules regarding refunds on fast meters.
	(l) Meter shop reports (monthly reports summarizing tests, repairs, etc.)	3 years.
	(m) Meter history records	For life of meter.
	(n) Transformer history records	For life of transformer.
	(o) Records of transformer inspections, oil tests, etc.	Destroy at option.
	(p) Pole, tower, structure, equipment and other history records	For life of equipment.
	(q) Board of Fire Underwriters certificates	3 years.
	(r) Orders from municipalities in connection with street lighting or traffic signal systems	Ditto.
	(s) Service record-condensation pumped in steam distribution system	1 year.
	(t) Valve record size, location, and operating data	Life of corporation, unless information is summarized in other records.
23.2	Transmission and Distribution-Gas: See § 733.14.	
	(a) Transmission line logs	5 years.
	(b) Transmission and distribution department load dispatching operating logs	Ditto.
	(c) Service interruption logs and reports	6 years.
	(d) Records of general inspection and operating tests	3 years.
	(e) Reports on inspections and repairs of all street openings	6 years.
	(f) Apparatus failure reports	Ditto.
	(g) Records of meter tests	Most recent test record shall be retained for at least 6 years, and any prior test record shall be retained for at least 2 years, or as may be necessary to comply with service rules regarding refunds on fast meters.
	(h) Meter history records	For life of meter.
	(i) Meter shop reports (monthly reports	3 years.

	summarizing tests, repairs, etc.)	
	(j) Gas measuring records	Ditto.
	(k) Transmission line operating reports	Ditto.
	(l) Compressor operation and reports	Ditto.
	(m) Gas pressure department reports	Ditto.
	(n) Recording instrument charts such as pressure (static and differential), temperature specific gravity, heating is transferred value, etc.	1 year, except where the basic chart information to another record, the charts need only be retained 6 months provided the record containing basic data is retained 1 year.
23.3	Transmission and Distribution - Water: See § 152.14(e); 292.14(e); 441.14(e); or 542.14(e), as appropriate.	
	(a) Operator's daily logs and reports of operation	6 years.
	(b) Equipment logs and records	3 years.
	(c) Apparatus failure reports	6 years.
	(d) Reports on inspections and repairs of all street openings	6 years.
	(e) Records of meter tests	Most recent test record shall be retained for at least 6 years, and any prior test record shall be retained for at least 2 years, or as may be necessary to comply with service rules regarding refunds on fast meters.
	(f) Meter history records	For life of meter.
	(g) Pipe lines, structures, equipment and other history records	For life of equipment
	(h) Meter shop reports (monthly reports summarizing tests, repairs, etc.)	6 years.
24.	Customers' service:	
	(a) Reports of inspections of customers' premises	2 years.
	(b) Records and reports of customers' service complaints	Ditto.
	(c) Survey of customers' premises to determine type of service and equipment to be installed	Destroy at option.
	(d) Records of installed customers' appliances	Ditto.
25.	Records of auxiliary and other operations:	
	(a) Records of operations other than utility operations	Retain for same periods as prescribed in these regulations for similar records pertaining to utility operations.
26.	Maintenance work orders and job orders:	
	(a) Authorization for expenditures for main-	6 years.

tenance work to be covered by work orders, including memoranda showing the estimates of costs to be incurred

- (b) Work order sheets to which are posted in detail the entries for labor, material, and other charges in connection with maintenance, and other work pertaining to utility operations Ditto.
- (c) Summaries of expenditures on maintenance and job orders and clearances to operating and other accounts (exclusive of plant accounts) Ditto.

PERSONNEL

27. Personnel records:

- (a) Employees' service records, length of service and other pertinent data 3 years after termination of employment.
- (b) Applications for employment, requests for medical examination, medical examiner's report, photographs and other identification records, and other miscellaneous records pertaining to the hiring of employees Destroy at option.

28. Employees' benefit and pension records:

- (a) Detailed records showing computations of accruals for pension liabilities. 6 years after super-session of the study or report of termination of plan.
- (b) Pension or annuity payrolls 6 years.
- (c) Pension paychecks 3 years.
- (d) Records pertaining to employees' - benefit programs Destroy at option.

29. Instructions to employees and others:

- (a) Bulletins or memoranda of general instructions issued by the company to employees pertaining to changes in accounting, engineering, operating, maintenance and construction policies 10 years after expiration or super-session.
- (b) Bulletins or memoranda of general instructions issued by the company to employees pertaining to accounting, engineering, operating, maintenance and construction methods and procedures Destroy at option after expiration or super-session.
- (c) Notices to employees on matters of discipline, deportment and other similar subjects Destroy at option.

PLANT AND DEPRECIATION

30. Plant ledgers:
- (a) Ledgers of utility plant accounts - including land and other detailed ledgers showing the cost of utility plant by classes 50 years.
 - (b) Continuing plant inventory ledger, book or card records showing description, location, quantities, cost, etc., of physical units (or items) of utility plant owned 6 years after plant is retired, provided mortality data are retained.
31. Construction work in progress ledgers, work orders, and supplemental records:
- (a) Construction work in progress ledgers 10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
 - (b) Work order sheets to which are posted in summary form or in detail the entries for labor, materials and other charges for utility plant additions and the entries closing the work orders to utility plant in service at completion Ditto.
 - (c) Authorizations for expenditures for additions to utility plant, including memoranda showing the detailed estimates of cost and the bases therefor (including original and revised or subsequent authorizations) 10 years.
 - (d) Requisitions and registers of authorizations for utility plant expenditures Ditto.
 - (e) Completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions Ditto.
 - (f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours, etc., in connection with completed construction 10 years after clearance to the plant account, provided continuing property plant project inventory records are maintained; otherwise 6 years after plant is retired.
 - (g) Records and reports pertaining to progress of construction work, the order in which jobs are to be completed, and similar records which do not form a basis of entries to the accounts Destroy at option.
 - (h) Well-drilling logs and well-construction records 1 year after field or relevant production area abandoned.

32. Retirement work in progress ledgers, work orders, and supplemental records:
- (a) Work order sheets to which are posted the entries for removal costs, materials recovered and credits to utility plant accounts for cost of plant retired 10 years after plant is retired, provided mortality data are retained. See § 733.14.
 - (b) Authorizations for retirement of utility plant, including memoranda showing the basis for determination of cost of plant to be retired and estimates of salvage and removal costs. 10 years after clearance to the plant account, provided continuing plant inventory records are maintained otherwise six years after plant is retired. See § 733.14.
 - (c) Registers of retirement work orders 10 years.
33. Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant accounts not covered by construction or retirement work orders and their supporting records 10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
34. Appraisals and valuations:
Appraisals and valuations made by the company of its properties or investments or of the properties or investments of any associated companies. (Includes all records essential thereto) 3 years after disposition, termination of lease, or write-off of property or investment.
35. Maps and map reproductions:
- (a) Geological maps and aerial photographs of field showing the location and physical characteristics of production, transmission, and distribution systems of the utility or natural gas company Until map is superseded or 6 years after plant is retired, provided mortality data are retained.
36. Engineering records in connection with construction projects:
- (a) Maps, diagrams, profiles, plans, photographs, records of engineering studies and similar records in connection with proposed construction projects:
 - (1) If construction of project results wholly or in part Until record is superseded or 6 years or after after plant is retired.
 - (2) If construction of project does not result Destroy at option after completely accounting for expenses incurred.
37. Contracts and other agreements relating to utility or natural gas company records:
- (a) Contracts relating to acquisition or sale of plant 6 years after plant is retired.

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| (b) | Contracts and other agreements relating to services performed in connection with construction of utility plant (including contracts for the construction of plant by others for the utility and for supervision and engineering relating to construction work) | Ditto. |
| (c) | The primary records of gas acreage owned, leased or optioned excluding deeds and leases but including such records as lease sheets, leasehold cards, and option agreements | 6 years after rights to the gas acreage have expired or otherwise dissolved. |
| 38. | Record pertaining to reclassifications of utility plants accounts to conform to prescribed systems of accounts, including supporting papers showing the bases for such reclassifications | 6 years. (see Item 12(b) (1)). |
| 39. | Records of accumulated provision for depreciation and depletion of utility plants: | |
| (a) | Detailed records or analysis sheets segregating the accumulated provision for depreciation according to functional classification of plant | 25 years. |
| (b) | Records supporting computation of depreciation and depletion expense of utility plant, including such data as life and salvage studies | Ditto. |
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<u>PURCHASES AND STORES</u> | | |
| 40. | Procurements: | |
| (a) | Agreements entered into for the acquisition of goods or the performance of services. Includes all forms of agreements not specifically set forth in Item 7 such as, but not limited to: letters of intent, exchange of correspondence, master agreements, term contracts, rental agreements and the various types of purchase orders: | |
| (1) | For goods or services relating to plant construction | 6 years. See § 733.10. |
| (2) | For other goods or services | 6 years. |
| (b) | Supporting documents including bids or proposals evidencing all relevant elements of the procurement | Ditto. (See Item 12(b)). |
| (c) | All other procurement record such as requisitions, advice from suppliers, | Destroy at option after company's accounts have been examined by independent account- |

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| | registers or similar records of invoices | tants. |
| 41. | Material ledgers: | |
| | (a) Ledger sheets and card records of materials and supplies received, issued and on hand | 6 years (See Item 12(b)). |
| | (b) Statements of materials and supplies on hand, per ledgers | Destroy at option after completion of annual audit by independent accountants. |
| 42. | Materials and supplies received and issued: | |
| | (a) Records and reports pertaining to receipt of materials and supplies | Ditto. |
| | (b) Records of inspecting and testing materials and supplies | Destroy at option. |
| | (c) Records showing the detailed distribution of material and supplies issued during accounting periods | 6 years. (See Item 12(b)). |
| | (d) Records of material issued, transferred or returned to stock: | |
| | (1) Showing quantities, unit prices, and accounts to be charged | 6 years. |
| | (2) Showing only quantities and accounts to be charged | Destroy at option if the basic information contained thereon is transferred to other records. |
| | (e) Minor records and reports pertaining to materials and supplies not involving costs or final disposition, such as reports of unfilled requisitions, authorizations for additions to stock, and similar records, also storeroom copies of purchase orders and price records, other copies being retained in files of purchasing department | Destroy at option. |
| 43. | Records of sales of scrap and materials and supplies: | |
| | (a) Authorization for sale of scrap and materials and supplies | 3 years. |
| | (b) Contracts for sale of scrap and materials and supplies | 3 years. |
| | (c) Memoranda pertaining to sale of scrap and materials and supplies | Destroy at option. |
| 44. | Inventories of materials and supplies: | |
| | (a) General inventories of materials and supplies on hand with records of adjustments of accounts required to bring store records into agreements with physical inventories | Destroy at option after completion of annual audit by independent accountants |

- (b) Stock cards, inventory cards, and other detailed records pertaining to the order taking of inventories if abstracted into records covered by Item 44(a) above Destroy at option.
- (c) Minor inventories of materials and supplies on hand if not reflected in adjustments of accounts Ditto.

REVENUE ACCOUNTING AND COLLECTING

- 45. Customers' service applications and contracts:
 - (a) Application for utility service for which contracts have been executed Ditto.
 - (b) Applications for utility service used in lieu of contracts 1 year.
 - (c) Contracts and card files or other records thereof with customers for utility service (See also Item 7(b)) 1 year after expiration or cancellation.
 - (d) Applications for utility service which were withdrawn by applicant or not granted by the utility 1 year.
 - (e) Contracts or sales agreements with customers and others for sale of merchandise and appliances 1 year after sales agreement is discharged.
 - (f) Contracts for lease of equipment to customers, including receipts for same 1 year after expiration of contract or return of equipment.
 - (g) Applications and contracts for extensions covered by refundable deposits or guarantees of revenue, also records pertaining to such contracts 1 year after entire amount is refunded.
 - (h) Applications and contracts for extension for which donations or contributions are made by customer or others 50 years.
- 46. Rate schedules:
 - (a) General files of published rate sheets and schedules of utility service. (Including schedules suspended or superseded) Ditto.
 - (b) Divisional or local office copies of rate sheets and schedules of utility service 1 year after expiration or cancellation.
- 47. Customers' guarantee deposits:
 - (a) Customers' deposit ledgers or card records 6 years after refund.
 - (b) Customers' deposit certificate books Ditto.

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| (c) | Receipts for customers' deposits refunded | Ditto. |
| (d) | Receipts for interest on customers' deposits | Ditto. |
| 48. | Meter reading sheets and records: | |
| (a) | Superseded meter reading sheets and records | 2 years or as may be necessary to comply with service rules regarding refunds on fast meters. |
| (b) | Meter reread sheets (special readings to check high or low consumption) and records | 1 year. |
| (c) | Customers' reading cards | Ditto. |
| (d) | Connection and disconnection orders and records. | Ditto. |
| (e) | Superseded indexes to meter books and records | Destroy at option. |
| (f) | Mark sensed meter reading cards and Records | Destroy at option after transferring data to other record. |
| 49. | Maximum demand, pressure, temperature, and specific gravity charts and demand meter record cards | 1 year, except where the basic chart information is transferred to another record the charts need only be retained 6 months, provided that the record containing the basic data is retained 1 year. and |
| 50. | Miscellaneous billing data: | |
| (a) | Billing department's copies of contracts with customers (in addition to contracts in general files) | Destroy at option. |
| (b) | Service and inspection orders from which customers are charged and sundry charge advices | 1 year. |
| (c) | Authorizations for charges under utility service contracts | 1 year after expiration of contract. |
| (d) | Standard billing sheets or schedules (showing computed bills of varying consumption according to rates) | Destroy at option. |
| 51. | Revenue summaries: | |
| (a) | Summaries of monthly operating revenues according to classes of service for entire utility | 6 years. |
| (b) | Summaries of monthly operating revenues according to classes of service by towns, districts, or divisions. (Including summaries of forfeited discounts and penalties) | Ditto. |
| 52. | Customers' ledgers and other records used in lieu thereof: | |

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| (a) | Customers' ledgers | 2 years or as may be necessary to comply with service rules regarding refunds on fast meters. |
| (b) | Records used in lieu of customers' ledgers, such as bill summaries, registers, bill stubs, etc. | Ditto. |
| (c) | Copies of large bills: | |
| | (1) If details are transcribed to ledgers covered by Item (a) above | Destroy at option. |
| | (2) If details are not transcribed to ledgers | 2 years. |
| (d) | Trial balances of ledgers referred to above | 1 year. |
| (e) | Indexes to customers' accounts | 2 years. |
| (f) | Change of address notices | Destroy at option. |
| (g) | Cards and other records relating to forfeited discounts | 2 years. |
| 53. | Merchandise sales - accounting and collecting: | |
| (a) | Merchandise sales tickets (duplicates) and charge slips for work done | Destroy at option after annual audit and 6 months after account is settled. |
| (b) | Merchandise registers and summaries of sales. | 3 years. |
| (c) | Merchandise ledgers and installment records | 1 year after completion of payments. |
| (d) | Merchandise sales returns and adjustment tickets | Destroy at option after annual audit and 6 months after account is settled. |
| (e) | Cashiers' stubs for merchandise collections | 6 months. |
| (f) | Cashiers' periodic reports and statements of collection on merchandise accounts | 1 year. |
| (g) | Records of monthly statements to customers | Destroy at option. |
| (h) | Reports relating to status of merchandise accounts receivable | 1 year. |
| (i) | Job orders and supporting details of charges to customers for work done | 3 years. |
| (j) | Indexes and trial balances of merchandise ledgers | 1 year. |
| 54. | Collection reports and records: | |
| (a) | Periodic reports, lists, and summaries of collections of operating revenues by collectors, agents, and local or divisional or district offices. (See Item 60(d)) | Destroy at option. |

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| (b) | Bill stubs, copies of bills, collection slips, and other records pertaining to collections, summarized or detailed in daily or periodic cash reports | 6 months. |
| (c) | Memorandum records of remittances from local or branch offices

Note: See Item 59 pertaining to deposits of cash with banks. Item 59 applies to all bank accounts whether at general, local, or divisional offices | Ditto. |
| 55. Customers' account adjustments: | | |
| (a) | Detailed records pertaining to adjustments of customers' accounts for overcharges, undercharges, and other errors, results of which have been transcribed to other records | 1 year |
| (b) | Detailed records of high-bill complaints whether or not resulting in adjustments to customers' accounts | Ditto. |
| 56. Uncollectible accounts and customers' Credit records: | | |
| (a) | Records of ratings, credit classifications, and investigations of customers | Destroy at option. |
| (b) | Ledger accounts and supporting details of customers' accounts considered to be uncollectible | For period legally collectible. |
| (c) | Reports and statements showing age and status of customers' accounts | 1 year. |
| (d) | Data on unpaid final bills | Ditto. |
| (e) | Authorizations for writing off customers' accounts | 3 years. |

TAX

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| 57. Tax records: | | |
| (a) | Copies of returns and schedules filed with taxing authorities, supporting work papers, records of appeals, tax bills and receipts for payment. (See Item 15(b) for vouchers evidencing disbursements) | |
| (1) | Federal income tax returns | 7 years after settlement. |
| (2) | State income and property tax returns | 2 years after settlement. |

- (3) Sales and use taxes 3 years.
- (4) Other taxes 2 years after settlement.
- (5) Agreements between associate companies as to allocation of consolidated income taxes 7 years after settlement.
- (6) Schedule of allocation of consolidating federal income taxes among associate companies Ditto.
- (b) Summaries of taxes paid Destroy at option.
- (c) Filings with taxing authorities to qualify employee benefit plans 7 years after settlement of federal return or discontinuance of plan, whichever is later.
- (d) Information returns and reports to taxing authorities 3 years, or for the period of any extensions granted for audit.

TREASURY

58. Statements of funds and deposits:

- (a) Summaries and periodic statements of cash balances on hand and with depositories Destroy at option.
- (b) Statements of managers' and agents' cash balances on hand and with depositories Ditto.
- (c) Authorizations for, and statements Of transfer of funds from one depository to another Ditto.
- (d) Requisitions and receipts for funds furnished managers, agents, and others Destroy at option after funds have been returned or accounted for.
- (e) Records of fidelity bonds of employ- \ yees and others responsible for funds of the utility Destroy at option after liability and bonding has expired.
- (f) Reports and estimates of funds re- quired for general and special pur- poses. Destroy at option.

59. Records of deposits with banks and others:

- (a) Copies of bank deposit slips Destroy at option after completion of annual audit by independent accountants.
- (b) Advise of deposits made when information thereon is shown on other records which are retained Ditto.
- (c) Statements from depositories showing the details of funds re- ceived, disbursed, transferred, and balances on deposit Ditto.

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| (d) | Bank reconciliation papers | Destroy at option after completion of annual audit by independent accountants |
| (e) | Statements from banks of interest credits | Ditto. |
| (f) | Check stubs, registers, or other records of checks issued | 6 years. |
| (g) | Correspondence and memoranda relating to the stopping of payment of bank checks and to the issuance of duplicate checks | 6 years or destroy at option after check is recovered. |
| 60. | Records of receipts and disbursements: | |
| (a) | Daily or other periodic statements of receipts or disbursements of funds | Destroy at option after completion of annual audit of by independent accountants. |
| (b) | Records of periodic statements of outstanding vouchers, checks, drafts, etc. issued and not presented | Ditto. |
| (c) | Reports of associates showing working fund transactions and summaries thereof | Ditto. |
| (d) | Reports of revenue collections by field cashiers, pay stations, etc. | Ditto. |
| 61. | Statistics and miscellaneous: | |
| (a) | Annual financial, operating and statistical reports regularly prepared in the course of business for internal administrative of operating purposes (and not used as the basis for entries to accounts of the companies concerned) to show the results of operations and the financial condition of the utility | 10 years after date of report. |
| (b) | Quarterly, monthly or other periodic financial, operating and other statistical reports as above | 2 years after date of report. |
| (c) | All other statistical reports (not covered elsewhere in these regulations) prepared for internal administrative or operating purposes only and not used as the basis for entries to the accounts of the company | Destroy at option. |
| 62. | Budgets and other forecasts:

Prepared for internal administrative or purposes of estimated |

3 years. |

- future income, receipts and expenditures in connection with financing, construction and operations and acquisitions or disposals of properties or investments by the company and its associate companies, including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates
63. Correspondence:
- (a) Correspondence and indexes thereto relating to offices covered by other items of these regulations Retain for the period prescribed for the item to which it relates when necessary for a proper explanation of same.
 - (b) Stenographers' notebooks and dictaphone or other mechanical device records Destroy at option.
 - (c) Mailing lists of prospects for appliance sales, securities, etc. Ditto.
64. Records of predecessors and former associates Retain until the records of utility plant acquired have been integrated with the utility's plant records and the original cost of the acquired plant is adequately supported by cost details and until it is ascertained that such records are not necessary to fulfillment of any unsatisfied regulatory requirement, such as: (a) approval and recording of accounting adjustments resulting from reclassification and original cost studies and acceptance of property acquisition journal entries, (b) cost, depreciation and amortization reserve determinations for plant, (c) establishment of continuing plant inventory records or accounting evidence of the cost of long-lived property in the absence of such continuing plant inventory records.
65. Reports to federal and state regulatory commissions:
- (a) Annual financial, operating and statistical reports Life of corporation.
 - (b) Monthly and quarterly reports of operating revenues, expenses, and report statistics 2 years after date of report.
 - (c) Special or periodic reports on the following subjects:
 - (1) Transactions with associated companies 6 years.

	(2) Budgets of expenditures	3 years.
	(3) Accidents	6 years.
	(4) Employees and wages	5 years.
	(5) Loans to officers and employees	3 years after fully paid.
	(6) Issues of securities	Data filed with the SEC retain 25 years or until all securities covered are retired, whichever is shorter; other reports retain until securities covered are retired.
	(7) Purchases and sales, utility properties	Life of corporation.
	(8) Plant changes - units added and retired	Ditto.
	(9) Service interruptions	6 years.
66.	Other miscellaneous records:	
	(a) Copies of advertisements by the company in behalf of itself or any associate company in newspapers, magazines and other publications including records thereof. (Excluding advertising of product, appliances, employment opportunities, services, territory, routine notices and invitations for bids for securities, all of which may be destroyed at option)	6 years.
	(b) Indexes of forms used by company	Destroy when superseded.