

Retention and Classification Report

Agency: Public Service Commission (810)

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AGENCY: Public Service Commission

SERIES: 758

1

TITLE: Administrative records

DATES: 1936-1979.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains reports, case files, correspondence, memos, rate schedules, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series document agency history, function, and decision making.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 7281

3

TITLE: American Express monthly statement

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are summary reports generated by American Express showing expenditures made by state employees involving American Express. It consists of a monthly accounts control report, giving the cardholder, the account number, and the amount of charges.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

Although this record has not yet been audited, the potential for an audit does exist. For this reason the record should be retained for three years.

AGENCY: Public Service Commission

SERIES: 640

3

TITLE: Annual reports

DATES: 1917-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Public Service Commission activities for each year. Information includes agency activities, agency staff, history, utilities, electricity, natural gas, telecommunications, water, legislation, and fiscal and financial operations. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Annual reports document agency history and functions. These records have ongoing value to researchers.

AGENCY: Public Service Commission

SERIES: 640

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 7286

3

TITLE: Annual work program

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report based on real costs to the agency for employees, documenting the employee cost to date plus projected and budget totals.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

PRIMARY DESIGNATION:

Private

AGENCY: Public Service Commission

SERIES: 625

1

TITLE: Audit reports

DATES: 1923-1943.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Reports prepared to document expenditures and budget for the department. Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 648

3

TITLE: Bamberger railroad timetable

DATES: 1940-1955.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Records include the schedule for the Bamberger Railroad that operated in Utah between 1908 and 1953. It ran from Salt Lake City to Ogden and into Idaho.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Historically important transportation system in Utah

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 7282

3

TITLE: Budget background records

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are working papers, cost statements, drafts of appropriation language sheets, and other rough data used in the preparation of annual budget estimates.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Public Service Commission

SERIES: 708

3

TITLE: Business applications case files

DATES: 1970-1983.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

these files contain applications from companies applying to provide public services in the state.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 647

3

TITLE: Business regulation commission minutes

DATES: 1941-1949.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have evidentiary value and serve as a history of the commission's deliberations and actions. They contain minutes of open meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Public Service Commission

SERIES: 647

TITLE: Business regulation commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 667

3

TITLE: Case abstracts

DATES: 1928-

ARRANGEMENT: Chronological, thereunder numerical by case number.

DESCRIPTION:

These records are summary abstracts produced by the Public Service Commission. The documents detail and summarize the dispositions and orders issued by the Commission as a result of formal Commission hearings. Information contained in these documents is summary of papers filed, appearances, orders issued, and dispositions of hearings. These documents are arranged alphanumerically by individual case.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
This disposition is due to the value of this material to researchers.

AGENCY: Public Service Commission

SERIES: 667

TITLE: Case abstracts

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 642

3

TITLE: Case files

DATES: 1917-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This series documents the formal proceedings of the Utah Public Service Commission as it carried out its legislative mandate to supervise and regulate all public utilities within the state. The case files represent pleadings before the commission in the form of complaints, applications, or petitions which required a formal hearing. Cases not requiring a formal hearing were referred to as informal cases and comprise a separate series. Complaints could be brought by the commission's own motion or by any person or organization claiming a utility to be in violation of any law, rule, or order. Applications may include requests for certificates of convenience and necessity, contract carrier permits, interstate licenses, rate increases, rate reductions, relief from discriminatory charges, establishment of railroad crossings, switch connections and spurs, school bus crossings, and various other actions. The commission's jurisdiction extended over every gas, electric, telephone, telegraph, water, heat, transportation, and warehouse corporation which served the public for compensation. Notable cases include the dismantling of the Emigration Canyon Railroad in 1917. These records are also commonly referred to as formal hearings, proceedings, or dockets.

RETENTION:

Permanent. Retain for 12 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with

AGENCY: Public Service Commission

SERIES: 642

TITLE: Case files

(continued)

authority to weed.

Microfilm master: For records beginning in 1917 through 1993.
Retain in State Archives permanently.

Computer data files: Retain in Office until administrative need ends.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value to documents the formal proceedings of the Utah Public Service Commission as it carried out its legislative mandate to supervise and regulate all public utilities within the state. Notable cases include the dismantling of the Emigration Canyon Railroad in 1917.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 629

3

TITLE: Contractor's section correspondence

DATES: 1960-1961.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

AGENCY: Public Service Commission

SERIES: 629

TITLE: Contractor's section correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 13735

3

TITLE: Contracts and agreements

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Microfilm master: Retain in Office for 7 years and then destroy.

AGENCY: Public Service Commission

SERIES: 297

1

TITLE: Correspondence

DATES: 1917-1975.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence documents the administration or management of the Public Service Commission, office organization, its policies, procedures and achievements.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document the Public Service Commission policies, procedures and achievements.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2018.

AGENCY: Public Service Commission

SERIES: 7275

3

TITLE: Deposits with State Treasurer

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office. These records include documentation of payments from the utility companies to the agency.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 697

3

TITLE: Dividend reports

DATES: 1944-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Public Service Commission

SERIES: 24312

3

TITLE: Dockets

DATES: 2002-

ARRANGEMENT: Chronological by docket number.

DESCRIPTION:

This series contains documents submitted to the Public Service Commission along with orders and notices sent out by the Public Service Commission. These documents have been organized into dockets pertaining to the year, the case opened, the company involved, and the numeric order of cases opened by the specific company. The cases contained in these dockets have been closed and have been saved in the Public Service Commission library. These dockets may also contain reporter's transcripts from hearings held before the Public Service Commissioner or the Public Service Commission's Administrative Law Judge. May also include correspondence, exhibits, notices, orders, transcripts and supporting documentation.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2017 and continuing to the present. Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Public Service Commission

SERIES: 24312

TITLE: Dockets

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

This appraisal is based on the value of these documents to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 295

3

TITLE: Exhibits

DATES: 1913-1981.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains exhibits from Public Service Commission case files. The case files include transcriptions of testimonies before the commission, correspondence from interested parties, responses to interrogatories, systems costs and bid estimates, dockets, technical specs and requests for rate increases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This records document cases before the commission.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Public Service Commission

SERIES: 693

1

TITLE: Formal case indexes

DATES: 1917-1976.

ARRANGEMENT: Alphabetical by name of individual or company

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These cards give the individual or company's name, case number, and a brief synopsis of the type of case (e.g., "Petition to have depot established at Sigurd, by Denver & Rio Grande Railroad Co."; "Application for a license to operate as a common carrier of bulk petroleum products between Wyoming refineries and points and places in Utah.").

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The index cards provide a reference for companies and services operating under the regulations of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 656

3

TITLE: Freight line company's annual reports

DATES: 1960-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical due to their importance in providing evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Public Service Commission

SERIES: 656

TITLE: Freight line company's annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 11249

3

TITLE: Freight rate correspondence

DATES: 1940-1952.

ARRANGEMENT: None

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series document agency history, functions, and decision making.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 29094

1

TITLE: Freight reference materials

DATES: 1966-1970.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reference materials regarding freight tariffs, open and prepay stations, freight classifications, and railway equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 632

3

TITLE: General orders and amendments

DATES: 1917-1963.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records consist of general orders from the Public Service Commission. The orders document the activities and decisions of the Public Service Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on value of records in documenting commission achievements, policies and decisions.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 30146

3

TITLE: Governor portraits

DATES: 1970-2020.

ARRANGEMENT: Chronological by date of governor's administration.

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Artifacts: Retain in Office until administration ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These portraits are being appraised as a historical and permanent record set because they capture work done by Utah artists.

AGENCY: Public Service Commission

SERIES: 723

1

TITLE: Grade crossing permits case files

DATES: 1919-1933.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains case files with information pertaining to grade crossing permit applications, blueprints, correspondence, and permits.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series document agency history history, functions, and decision making.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 16952

3

TITLE: Hearing transcripts

DATES: 1928-

ARRANGEMENT: alphanumerical by utility name, hearing number.

DESCRIPTION:

These are transcripts of hearings before the Public Service Commission. They are transcribed on request from shorthand notes of the commission's reporter. This record includes the date and place of the hearing, the topic of the hearing, the individuals involved, the name of the reporter, and any order or decision of the Commission.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). A five year retention has been set for this record at the request of the commission. A sampling of the transcripts is suggested as there is research value in the records both as to the economic information on public utilities and as to the function of the commission. However, retention of all transcripts is not recommended for two reasons: 1) the transcripts are not

AGENCY: Public Service Commission

SERIES: 16952

TITLE: Hearing transcripts

(continued)

complete--transcripts are not made for all hearings; 2) the volume of the record is too great to make preservation of all of them practical.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 29209

3

TITLE: Historic tariff files

DATES: 1969-1971

ARRANGEMENT:

DESCRIPTION:

These are documents that are related to tariffs imposed by the Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of the impact of tariffs on the state.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 747

3

TITLE: ICC Wycoff case file

DATES: 1952-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Public Service Commission

SERIES: 696

3

TITLE: Informal docket files

DATES: 1931-1967.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Cases not requiring a formal hearing were referred to as informal cases and comprise a separate series. Complaints could be brought by the commission's own motion or by any person or organization claiming a utility to be in violation of any law, rule, or order.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Cases not requiring a formal hearing were referred to as informal cases and comprise the cases represented in these records.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 27575

1

TITLE: Informal docket index

DATES: 1917-1976.

ARRANGEMENT: Alphabetical by name of individual or company.

DESCRIPTION:

These cards give the individual or company's name, case number, and a brief synopsis of the type of case heard before the Public Service Commission in the form of an Informal Docket (abbreviated sometimes to "I.D.").

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These index cards provide access to records of permanent historical value. Without them, informal dockets that are arranged by number would be difficult for researchers to use.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 636

1

TITLE: Insurance bond inquiries correspondence

DATES: 1939-1955.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These records contain files with a numbering system unique to the Public Service Commission for organizing utilities and the commission's correspondence with them. The correspondence is not part of the record. The file numbering system is maintained by the preservation of the organizing system represented by the labels on the empty files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have research value to document the organization and filing system of correspondence between the Public Service Commission and utilities and companies regulated by the commission. No correspondence is included.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 7279

3

TITLE: Interdepartmental transfers

DATES: 1983-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a request to transfer funds to another agency's account.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Public Service Commission

SERIES: 623

3

TITLE: Interstate Commerce Commission (ICC) hearing transcripts

DATES: 1933-1948.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME: 5.00 cubic feet.

DESCRIPTION:

These records document hearings conducted by the Interstate Commerce Commission (ICC). Information includes transcripts, attendees, notes, correspondence, and subject files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in economic activity in Utah.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Public Service Commission

SERIES: 610

1

TITLE: Interstate Commerce Commission applications case files

DATES: 1941-1963.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records contain the history of applications for interstate commerce permission between 1946 and 1955.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 741

3

TITLE: Interstate Commerce Commission hearing: Southern Pacific Railroad case documents

DATES: 1951-1978.

ARRANGEMENT: Numerical by case number, thereunder alphabetical by document title.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records are Public Service Commission hearing documents containing records of land sales, equipment sales, fee schedule and tax rate changes, and orders issued by the Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series is appraised as historical due to the inclusion of land sales records, Commission orders issued, and value to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 698

3

TITLE: Investigation and suspension docket files

DATES: 1918-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records relating to investigations of various utilities operating in Utah. Individual files may contain such documents as: complaints, findings, orders, printed reports of proceedings, exhibit documents, objections, notes, and correspondence between the commission and utilities.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document investigations and penalties imposed on various utilities operating in Utah.

AGENCY: Public Service Commission

SERIES: 698

TITLE: Investigation and suspension docket files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 618

3

TITLE: Minutes

DATES: 1945-

ARRANGEMENT: Chronological.

DESCRIPTION:

Documents the activities and orders of the Public Service Commission in regard to motor carriers, utilities (electric, natural gas, etc.), etc.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have evidentiary value and serve as a history of Public Service Commission actions. They contain minutes of open meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Public Service Commission

SERIES: 618

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 356

3

TITLE: Motor carriers annual reports

DATES: 1926-1976.

ARRANGEMENT: Alphabetical by name of company, thereunder chronological by year and month.

DESCRIPTION:

This series contains annual reports of motor carrier companies operating in Utah as filed with the Public Service Commission (formerly Public Utilities Commission). Reports may include information on: legal history of the company, directors, corporations under the control of the respondent, publicly traded stock and shareholders, financial assets and liabilities, plants and equipment, employee relief and pensions, investments, and operating revenues and expenses. For certain companies, company annual publications and reports to the Interstate Commerce Commission may also be included.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Annual Reports document the programs and initiatives of the public service commission.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Public Service Commission

SERIES: 716

3

TITLE: Mountain Fuel Supply Company cost study/case data

DATES: ca. 1946.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These documents are case related. The documents consist of soft bound volumes of reports containing applications, land use agreements, land sale contracts and agreements, and company financial reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

The documents consist of soft bound volumes of Mountain Fuel Company reports containing applications, land use agreements, land sale contracts and agreements, and company financial reports.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 2320

3

TITLE: Mountain States Telephone and Telegraph cases exhibits

DATES: 1937-1944.

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME: 1.30 cubic feet.

DESCRIPTION:

These records consist of working papers, accounting ledgers, balance sheets, dividend reports, and asset reports used in formal Public Service Commission hearings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Appraised historical due to research value.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 646

3

TITLE: Newspaper clippings

DATES: 1941-1988.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in Archives permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
Records include articles of historical interest about agency activities.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 28993

3

TITLE: Notices of Hearings and Reports and Orders

DATES: 1917-

ARRANGEMENT: Chronological by notice or order date.

DESCRIPTION:

This series contains mix of notices of Commission hearings and reports and orders. It also includes some other related documents.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of hearing held by the Public Service Commission as an integral part of carrying out its primary functions.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 7284

3

TITLE: Payroll posting to position control

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports from the Division of Finance indicating the status of agency payroll transactions.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Public Service Commission

SERIES: 7285

3

TITLE: Payroll register

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Public Service Commission

SERIES: 5801

3

TITLE: Photographs: Salt Lake telegram building

DATES: 1890.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These are narrative audio or audiovisual agency histories.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Public Service Commission

SERIES: 800

3

TITLE: Policy and procedures manuals

DATES: 1960-1969.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 7276

3

TITLE: Preliminary payroll

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Public Service Commission

SERIES: 7277

3

TITLE: Printing work orders

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Public Service Commission

SERIES: 24984

3

TITLE: Proprietary case file documents

DATES: 1987-

ARRANGEMENT: Chronological by year and therein by case number.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These documents are parts of case files generated by the Public Service Commission during the formal hearing process. These documents are under protective order by the Commission, are not available for public inspection (U.C.A. 63-2-304), and are stored separately from the original case file. Information in these documents may include, but is not limited to, detailed information about pricing factors, location, confidential company financial information, trade secrets, contract agreements, contracts, complaints, testimony, exhibits, rate services, and cost figures. These documents are referenced on the hearing docket index.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These documents have been appraised as historical, administrative, and legal because they are official documents generated by a regulatory board, and are subject to litigation, audit, and historical research. These documents are to be

AGENCY: Public Service Commission

SERIES: 24984

TITLE: Proprietary case file documents

(continued)

considered public upon transfer to State Archives.

PRIMARY DESIGNATION:

Protected U.C.A. 63G-2-305

AGENCY: Public Service Commission

SERIES: 4998

3

TITLE: Public utility rates cost studies

DATES: 1958-1960.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 628

3

TITLE: Publications

DATES: 1919-1985.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, utilities, rules, regulations, and all other activities of the Public Service Commission. This series consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records include evidentiary information on administration, legal matters, fiscal and financial operations, utilities, rules, regulations, and all other activities of the Public Service Commission.

AGENCY: Public Service Commission

SERIES: 628

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 733

3

TITLE: Railroad accident reports

DATES: 1950-1957.

ARRANGEMENT: Chronological by year.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These documents are railroad accident reports submitted by companies to the Public Service Commission. The information included in these documents is names, event descriptions, involved parties, number of incidents, location information, descriptions of injuries, and estimates of monetary damage to property.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This series is appraised as historical, administrative, and legal because of it's value to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 5354

3

TITLE: Railroad and public utilities companies maps

DATES: 1875-1920.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Railroad and public utilities company files including maps.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

End dated in 1920, these records provide historical information for railroads and public utilities in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 361

3

TITLE: Railroad company annual reports

DATES: 1917-1977.

ARRANGEMENT: Alphabetical by name of company, thereunder chronological by year and month
DESCRIPTION:

This series contains the annual reports of railroad companies operating in Utah as filed with the Utah Public Service Commission (formerly Public Utilities Commission). Reports include identity of company; stockholders; assets and liabilities; funded debts; proprietary companies; investments; securities and advances; depreciation base and rates for roads and equipment; annual income account; operating revenues and expenses; miscellaneous income; mileage operated; employees, services, and compensation; compensation of officers and directors; fuel consumption; operating statistics; revenue freight carried; and equipment and property inventories. For certain companies, company annual publications and reports to the Federal Communications Commission may also be included. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical, and/or legal value(s).

The annual reports document the activities of railroads operating in Utah, including detailed information on each company's financial holdings and operations. The records demonstrate the increasing industrial development of Utah throughout the 20th Century and are valuable for that reason. The records also hold value to legal researchers and are frequently requested for that purpose.

AGENCY: Public Service Commission

SERIES: 361

TITLE: Railroad company annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Public Service Commission

SERIES: 638

1

TITLE: Railroad company correspondence

DATES: 1949-1952.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value for information about the regulation of railroads in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 774

3

TITLE: Railroad crossing case files

DATES: 1959-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Public Service Commission

SERIES: 619

3

TITLE: Railroad safety installation blueprints

DATES: 1940-1950.

ARRANGEMENT: No arrangement

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Documents consist of blueprints used in construction of Utah's railroad system. These blueprints map out the installation of safety devices and equipment along various lengths of track within the State.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 day and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series is appraised as historical because it is comprised of blueprints that map out safety installations across Utah's railroad system. These are the original documents. This series has value to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 16946

3

TITLE: Shorthand notes of public hearings

DATES: 1975-

ARRANGEMENT: Alphanumerical by utility name and hearing number.

DESCRIPTION:

These are the complete records of all hearings before the Public Service Commission as recorded by the recorder under the requirements of UCA 54-7-11. This record includes the date and place of the hearing, the topic of the hearing, the individuals involved, the name of the reporter, and any order or decision of the Commission.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). According to UCA 54-7-15, a request for a rehearing of an order or decision of the Commission must be filed within twenty days of the issuance of the order or decision. If the rehearing is denied, an appeal may be made to the Supreme Court within thirty days. According to the staff, when an appeal reaches the court, the transcript is forwarded to the court and remains there until the case is resolved. Therefore, a one year office retention is sufficient to allow for appeal purposes. Should a public utility fail to obey a commission order, a complaint must be filed within two years at the latest (UCA 54-7-20). Any legal purpose for the record should expire after three years. Discussion with the staff

AGENCY: Public Service Commission

SERIES: 16946

TITLE: Shorthand notes of public hearings

(continued)

shows that the Commission has no use for the record after three years. As these notes are unintelligible to the general public, they have no long-term research value.

AGENCY: Public Service Commission

SERIES: 738

3

TITLE: Southern Utah Power Company cost study records

DATES: 1939-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

AGENCY: Public Service Commission

SERIES: 738

TITLE: Southern Utah Power Company cost study records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 713

3

TITLE: Special permission case files

DATES: 1927-1975.

ARRANGEMENT: Alphabetical by company name, thereunder numerical by case number.

TOTAL VOLUME: 6.00 cubic feet.

DESCRIPTION:

These records consist of files documenting special requests to change railroad tariff rates along specific sections of track within the State of Utah. These documents include correspondence, orders issued by the Commission, and company paperwork.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Archives permanently.

APPRAISAL:

These records have historical value(s).

This series is appraised as historical because of the value of the documents to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 2531

3

TITLE: Special permission cases correspondence

DATES: 1952-1953.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 624

3

TITLE: Special permission orders

DATES: 1923-1948.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These records contain exhibits related to cases before the public service commission during the years 1943 to 1951 and inclusive of case numbers 4370 through 5601.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 669

1

TITLE: Subject files

DATES: 1940-1959.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document the deliberations and decisions made regarding all agency interests.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 649

3

TITLE: Supreme court petitions

DATES: 1939-1950.

ARRANGEMENT: Numerical by case number

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

These documents consist of soft bound small books and pamphlet publications documenting and summarizing petitions made by the Public Service Commission to the U.S. Supreme Court. These petitions were generally filed jointly with other states and private companies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The historical appraisal is based on the value of these documents to researchers and the use of these documents as reference material for current court cases.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 13736

3

TITLE: Tariffs

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are documents that are related to tariffs imposed by the Commission.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 763

1

TITLE: Temporary permits

DATES: 1933-1992.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Applications for temporary, seasonal, or emergency permit, or license, under the provisions of section 11, chapter 65, Laws of Utah 1935 [which defines the issuing of certificates of convenience and necessity to motor carriers; section 11 specifically allows temporary permits for under 60 days]. The application forms give date, name, address, type of permit, period of permit, commodity or passengers to be transported, for whom, between, via highways, description of equipment to be used, insurance requirements met, rate charged, existing transportation facilities, necessity for issuance of permit or license, what extent have operated before, signatures, and denied or accepted with permit number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of this material to historians and researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 783

1

TITLE: Transaction log

DATES: 1970-1972.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series document agency history, functions, and decision making.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 358

3

TITLE: Transfer companies annual reports

DATES: i 1959-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are evidence of the history of regulation of transfer companies.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Public Service Commission

SERIES: 650

1

TITLE: Transportation companies' financial records

DATES: 1922-1937.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records document finances of transportation companies regulated by the Public Service Commission.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Public Service Commission

SERIES: 16953

3

TITLE: Transportation docket

DATES: 1982-

ARRANGEMENT: alphabetical by carrier name.

DESCRIPTION:

This is the record of applications by carriers such as trucks and buses to carry on interstate commerce and the decision by the commission whether to issue the necessary certificate. This authority is granted under UCA 54-6-17. This record includes application to operate, insurance certificate, balance sheet, copy of contracts, copy of permit, copy of articles of incorporation, notice of filing, affidavit of publication, notice of pre-hearing conference, verified certification of shipper or witness support to Public Service Commission, dismissal, summary order of withdrawal, and report and order granting certificate. Information includes the name and address of the company, the name and address of the attorneys, the date of hearings, the date of the orders, the reason why the certificate is requested, and financial information on the corporation.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Although UCA title 54 addresses the requirements for intrastate carriers to receive certification from the Public Service Commission, it does not specify how long the record should be

AGENCY: Public Service Commission

SERIES: 16953

TITLE: Transportation docket

(continued)

retained. Discussion with the staff indicates that there is no need to refer to the records more than ten years old. A six month retention in th office is recommended because one the final decision on the applications has been given, reference to the file is infrequent.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 717

3

TITLE: Uintah County cost and reclassification study records

DATES: 1948-1949.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

AGENCY: Public Service Commission

SERIES: 717

TITLE: Uintah County cost and reclassification study records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 735

3

TITLE: Uintah Power Company cost study records

DATES: 1955-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

AGENCY: Public Service Commission

SERIES: 735

TITLE: Uintah Power Company cost study records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Public Service Commission

SERIES: 22595

3

TITLE: Utah Relay Service accounts payable records

DATES: 1988-1999.

ARRANGEMENT: Alphabetical by vendor name

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

This series documents expenditures by the Utah Relay Service. Information includes billing statements from utility companies and other vendors.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 22594

3

TITLE: Utah Relay Service bank statements

DATES: 1987-1999.

ARRANGEMENT: Chronological by year

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

Cancelled checks, debit/credit memoranda, deposit slips, and monthly reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 22593

3

TITLE: Utah Relay Service employee records

DATES: 1988-1999.

ARRANGEMENT: Alphabetical by surname

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

This series contains employee records from the deaf relay center in Bountiful. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Public Service Commission

SERIES: 22593

TITLE: Utah Relay Service employee records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Public Service Commission

SERIES: 22591

3

TITLE: Utah Relay Service information technology accounts payable records

DATES: 1988-1999.

ARRANGEMENT: Chronological by year

TOTAL VOLUME: 4.60 cubic feet.

DESCRIPTION:

These records document time billed to the Utah Relay Service by Information Technology Services (ITS). The records contain information about the technology services used by the Utah Relay Service and the charges for those services.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 22597

3

TITLE: Utah Relay Service National Exchange Carrier Association records

DATES: 1988-1999.

ARRANGEMENT: none

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the Utah Relay Service's work in conjunction with the National Exchange Carrier Association (NECA) which establishes long distance rates and other standards for interstate telephone calls via telecommunication devices for the deaf (TDDs), teletypewriters, or text telephones, all of which are commonly referred to as TTYs. The records series includes correspondence, interstate minutes reports, and records of long distance and (800) phone calls handled by the Deaf Relay Center.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 22592

3

TITLE: Utah Relay Service payroll records

DATES: 1988-1999.

ARRANGEMENT: Chronological by month

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records document payments made for individuals employed by the Utah Relay Service through United Staffing Alliance. Information includes employees' names, pay rates, hours worked, deductions, and net pay; weekly employment schedules including employees' names and hours worked during the week; invoices; and copies of payment checks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 22596

3

TITLE: Utah Relay Service statistical reports

DATES: 1988-1999.

ARRANGEMENT: Chronological by year

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

These records document the yearly volume of telephone calls through the Deaf Relay Center via telecommunications devices for the deaf (TDDs), teletypewriter, or text telephone, all commonly referred to as TTYs. Records include the Work Stations Daily Report which lists the operators' names, shifts, and telephones to which they were assigned; and the Split/SkillSummary which shows averages for telephone calls including talk time.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 360

3

TITLE: Utility companies annual reports

DATES: 1917-1977.

ARRANGEMENT: Alphabetical by name of company, thereunder chronological.

DESCRIPTION:

This series contains annual reports of utility companies operating in Utah as filed with the Public Service Commission (formerly Public Utilities Commission); included are companies from the water, irrigation, communication, gas, and electric industries. Reports may include information on: legal history of the company, directors, corporations under the control of the respondent, publicly traded stock and shareholders, financial assets and liabilities, plants and equipment, employee relief and pensions, investments, and operating revenues and expenses. For certain companies, company annual publications and reports to the Federal Communications Commission may also be included.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical, and/or legal value(s).

The annual reports document the activities of utility companies (water, irrigation, communication, gas and electric) operating in Utah, including detailed information on each company's financial holdings and operations. The records demonstrate the increasing industrial development of Utah throughout the 20th Century and are valuable for that reason. The records also hold value to legal researchers and are frequently requested for that purpose.

AGENCY: Public Service Commission

SERIES: 360

TITLE: Utility companies annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Public Service Commission

SERIES: 834

1

TITLE: Utility companies' ledgers

DATES: 1922-1942.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Records document agency history, function, and decision making.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 7278

1

TITLE: Warrant requests

DATES: 1983-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are requests from the agency to the Division of Finance to pay vendors for supplies and/or services.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Public Service Commission

SERIES: 5483

3

TITLE: Water utility companies annual reports

DATES: 1955-1967.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series document agency history, functions, and decision making. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Public Service Commission

SERIES: 637

1

TITLE: Western Classification Committee correspondence

DATES: 1948-1952.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Correspondence in this series documents agency history, functions, and decision-making. These records have ongoing research value.

PRIMARY DESIGNATION:

Public