

## Retention and Classification Report

**Agency:** Department of Commerce. Division of Public Utilities (817)

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**Records Officer:** \_\_\_\_\_

17860	Annual reports
29712	Commission orders
85083	*Correspondence files
29709	Energy utility company research records
85082	*Executive correspondence
08344	*Fixed utilities fee setting case file
29711	Long-term research resource records
29724	Pipeline safety utility company research records
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25570	*Publications
13843	*Recreational vehicle approvals
13792	*Regular carrier section files
29710	Tariffs and deferred accounting orders
25329	*Technical Reference files
29713	Telecom and water certificates of public convenience and nec
29722	Telecommunications utility company research records
29708	Transitory records
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08342	*Utility rate case tracking system
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**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 17860

3

**TITLE:** Annual reports

**DATES:** 1917-

**ARRANGEMENT:** Alphabetical by utility type, thereunder alphabetical by company name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are annual reports published by the utility companies and submitted to the Department of Commerce, Division of Public Utilities. They come from any of the following companies: telecommunications, gas, electricity, pipeline safety, or other public utilities. Reports contain customer data, financial data, some accounting information, and information about company shareholders. Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION:**

Permanent. Retain for 6 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 Office for 1 month after end of the calendar year that the records cover and then transfer to State Records Center. Retain in State Records Center for 6 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 Utah General Retention Schedule, Schedule 1, Item 25.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 17860

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(36)(2018)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29712

3

**TITLE:** Commission orders

**DATES:** 1969-

**ARRANGEMENT:**

**DESCRIPTION:**

These records are the orders given by the Public Service Commission. Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION:**

Permanent. Retain

**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:**

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records represent outcomes of public proceedings.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 85083

1

**TITLE:** Correspondence files

**DATES:** 1982-2013.

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological  
**DESCRIPTION:**

This is a record of internal administrative correspondence, housekeeping correspondence and letters of transmittals.

This series includes organizational staffings, procedures, policies, internal communications and thank-you letters.

**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 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29709

3

**TITLE:** Energy utility company research records

**DATES:** 1969-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by company.

**DESCRIPTION:**

The Division of Public Utilities makes recommendations to the Utah Public Service Commission for rate-making purposes, applications, hearings and other issues affecting quality of service. The Division also handles and investigates consumer complaints and monitors utility operations to ensure compliance with Public Service Commission rules, regulations and orders. See Utah Code 54-4a-1 (1989). Records may include affiliated interest reports, asset transfer agreements, audit reports, avoided cost updates, Blue Sky records, carbon reduction reports, certificates of public convenience and necessity (CPCN) for energy establishments, competitive procurement records, contract disputes, customer service agreements, dividend declarations, demand-side management (DSM) and energy efficiency (EE) filings, Federal Energy Regulatory Commission (FERC) forms (1, 10Q, 10K Formal Complaints), approvals of standardized forms and agreements, fossil fuel efficiency standard reports or heat rate improvement plans, fuel/coal inventory, hedging reports, Home Energy Lifeline Program (HELP) records, integrated resource plans (IRP), issue securities, lifeline reports, loan agreements, major events records, pole attachment records, Public Utility Regulatory Policies Act (PURPA) reports, qualifying facility energy purchases and sales by Rocky Mountain Power, quality of service reports, renewable balance account (RBA) records, renewable resource notices, requests for proposals (RFP), smart grid reports, solar incentives, Sustainable Transportation and Energy Plan (STEP) Act annual reports, subscriber solar annual report, wind and transmission reporting requirements, and similar records. "Personal Identifying Information (PII) that may be contained within a Division application: name, username, social security number, date of birth, drivers license number, home address, financial account information, IP address. Information collected is sent to applicable Utility Company, and used to locate customer account information. "

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29709

**TITLE:** Energy utility company research records

(continued)

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2019

**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.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Records which are created and managed in association with these duties are organized by utility company, with all its applicable documents together. These records are created, retained, and used in the daily course of work, and have a standard retention value.

**RETENTION JUSTIFICATION:**

The length of business need for each type of record in this series was analyzed in depth by division executives and management, in conjunction with representative lawyers from the Attorney General's office, in meetings held over a period of 18 months, from April 2017-September 2018. Additionally, the Archives RIM specialist has mapped each record type to its governing legal code and administrative rule in order to verify the appropriateness of the retention period determined. -RMW, 2018-11-23

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2019.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 85082

1

**TITLE:** Executive correspondence

**DATES:** 1982-2013.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This record documents the organization, function and actions of the office. This series includes correspondence, policies, procedures and program achievements.

**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 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 4 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 executive actions taken by the Division of Plant Industry.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 8344

3

**TITLE:** Fixed utilities fee setting case file

**DATES:** 1985-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a record of fee fixing against utilities. The purpose of this fee is to ensure that the utilities pay for the cost of their regulation. Reports are required to be filed with the division.

The file includes annual reports, orders, regulatory fee notices, and working papers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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, and/or historical value(s). Requirements are outlined in UCA 54 Chapter 5. Previous decision: Permanent retention was indicated in the appraisal text. I have moved it to the retention screen.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29711

3

**TITLE:** Long-term research resource records

**DATES:** 1969-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by company.

**DESCRIPTION:**

The Division of Public Utilities makes recommendations to the Utah Public Service Commission for rate-making purposes, applications, hearings and other issues affecting quality of service. The Division also handles and investigates consumer complaints and monitors utility operations to ensure compliance with Public Service Commission rules, regulations and orders. See Utah Code 54-4a-1 (1989). Records may include cost of service records, depreciation records, energy balancing account (EBA) records, electric service agreements (ESA) and power purchase agreement (PPA) contracts, major plant additions, multistate process (MSP) records, net metering and export credit records, passthrough filings (for 191 account, infrastructure, and transportation charge), rate case records, renewable service contracts, results of operations, significant energy resource decisions (both voluntary and pre-approval), and inspector training records. Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Computer data files: Retain in Office for 50 years and then

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29711

**TITLE:** Long-term research resource records

(continued)

delete.

**APPRAISAL:**

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

After creation, these records are kept long-term as per the Division's reference needs.

**RETENTION JUSTIFICATION:**

The length of business need for each type of record in this series was analyzed in depth by division executives and management, in conjunction with representative lawyers from the Attorney General's office, in meetings held over a period of 18 months, from April 2017-September 2018. Additionally, the Archives RIM specialist has mapped each record type to its governing legal code and administrative rule in order to verify the appropriateness of the retention period determined. -RMW, 2018-11-23

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2018.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29724

3

**TITLE:** Pipeline safety utility company research records

**DATES:** 1969-

**ARRANGEMENT:** Alphabetical by company, thereunder chronological by year.

**DESCRIPTION:**

Through delegation from the U.S. Department of Transportation, the Division of Public Utilities' Pipeline Safety Staff (UTPS) monitors compliance and enforces intrastate natural gas pipeline safety requirements. Records may include inspection reports for standard records and field inspection, Operations and Maintenance (O&M), Emergency Plan (EP), Drug and Alcohol Plan (D&A), Public Awareness Plan (PAP), Operator Qualification Plan (OQ), Distribution Integrity Management Plan (DIMP), Transmission Integrity Management Plan (TIMP), Control Room, Construction, Incident (State and Federally Reportable), Safety Related Conditions, KMZ Files, and meeting minutes. Records may also include official correspondence between UTPS and regulated operators, such as Notices of Probable Violations (NOPV), inspection close-out letters, operator NOPV response, operator compliance, fines, civil penalty records and damage prevention records; and official correspondence between UTPS and U.S. DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) such as audit and grant records, letters, advisories, progress report tracking, and required training course material. Notification records such as PHMSA Annual Reports, Utah Construction Notices (UCN), Incident Notices, dig reports, quarterly line damage reports, operator O&M and standard practices, and pipeline and area maps are retained. UTPS Policy and Procedure Manual (P&P), inspection and on call schedules, inspector weekly reports, and vehicle files are also retained. Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29724

**TITLE:** Pipeline safety utility company research records

(continued)

**APPROVED:** 03/2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 12 years and then destroy.

Computer data files: Retain in Office for 12 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

These records are created, retained, and used in the daily course of work, and have a standard retention value. Pipeline utility records are kept 12 years due to federal regulations (see 49 CFR 192.1011 (February 7, 2019)).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-305(1,2,4,10,12,17,18)(2018).

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 8400

3

**TITLE:** Public utility regulatory policy act grant files

**DATES:** 1979-2013.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are the files of a grant awarded to the state under the authority of 42 USCA 6804. The grant is part of a program to investigate new ways of determining and funding regulatory rates and reform initiatives for the purpose of improving electric utility rates. These finding may lead to a change in division policy.

The file consists of Federal Energy Regulatory Commission literature, studies of utility rates, task force meeting minutes, correspondence, the grant application, and the final report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after submission of final or annual expenditure report and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

The retention is standard for federal grants and should be followed to allow for any audits.

Previous decision: Permanent retention was mentioned in the appraisal text. I have moved it to the retention screen.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 25570

3

**TITLE:** Publications

**DATES:** 1984-2013.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the Division of Public Utilities, including pamphlets, reports, leaflets, file manuals, annual reports, and other published or processed documents. Holdings include "Your Rights and Responsibilities as a Utility Customer" (c. 1984), Utah Code Title 54 Public Utilities Statutes and Public Service Commission Rules (September 1990), and Utah Code Title 54 Public Utilities Statutes and Public Service Commission Rules (September 1992).

**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 value(s).

Publications which document agency history and functions have ongoing research value.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 25570

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2018.



**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 13843

1

**TITLE:** Recreational vehicle approvals

**DATES:** 1986-2013.

**ARRANGEMENT:** numerical

**DESCRIPTION:**

Papers of short-term interest which have no documentary or evidential value. Includes quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 3 months or until administrative need ends and then destroy.

Microfilm duplicate: Retain in Archives for 3 months or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 13792

1

**TITLE:** Regular carrier section files

**DATES:** 1983-1984.

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

This series contains approved non-exempt application files for ICC (Interstate Commerce Commission) licenses of operation and represents the agencies regulated carrier files. Uniform Application for registration of operating authority (Form A) and Schedule of Equipment (form A-18, Revised 3-79) are two of the forms included in this series. The series also has a copy of the permit describing any operating limitations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 3 months or until administrative need ends and then destroy.

Microfilm duplicate: Retain in Office for 3 months or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Prior to 1995 companies that traveled through Utah had to apply for Cab Card Stamps. These stamps were only good for one year, and have no value beyond the year they were issued for. The Federal Motor Carrier Safety Administration (FMCSA) has responsibility for these records and has the original.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29710

3

**TITLE:** Tariffs and deferred accounting orders

**DATES:** 1969-

**ARRANGEMENT:** Alphabetical by company, thereunder chronological by year.

**DESCRIPTION:**

The Division of Public Utilities makes recommendations to the Utah Public Service Commission for rate-making purposes, applications, hearings and other issues affecting quality of service. The Division also handles and investigates consumer complaints and monitors utility operations to ensure compliance with Public Service Commission rules, regulations and orders. See Utah Code 54-4a-1 (1989). These records are a valuable reference resource in the daily work of the Division. Records may include tariffs, deferred accounting orders, and similar records. Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29710

**TITLE:** Tariffs and deferred accounting orders

(continued)

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

The length of business need for each type of record in this series was analyzed in depth by division executives and management, in conjunction with representative lawyers from the Attorney General's office, in meetings held over a period of 18 months, from April 2017-September 2018. Additionally, the Archives RIM specialist has mapped each record type to its governing legal code and administrative rule in order to verify the appropriateness of the retention period determined. -RMW, 2018-11-23

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2018.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 25329

1

**TITLE:** Technical Reference files

**DATES:** 1986-2013.

**ARRANGEMENT:** Chronological by date of publication.

**DESCRIPTION:**

These are subject specific research and program studies retained for reference and informational purposes which are not part of any docket or any other record series. They include copies of reports and supporting workpapers or publications prepared both internally and externally.

**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 and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29713

1

**TITLE:** Telecom and water certificates of public convenience and necessity (CPCN)

**DATES:** 1969-

**ARRANGEMENT:**

**DESCRIPTION:**

Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29722

3

**TITLE:** Telecommunications utility company research records

**DATES:** 1969-

**ARRANGEMENT:**

**DESCRIPTION:**

The Division of Public Utilities makes recommendations to the Utah Public Service Commission for rate-making purposes, applications, hearings and other issues affecting quality of service. The Division also handles and investigates consumer complaints and monitors utility operations to ensure compliance with Public Service Commission rules, regulations and orders. See Utah Code 54-4a-1 (1989). Records may include, gross revenue reports, old tariffs, formal complaints, informal complaints, audit reports, lifeline reimbursement memos, Universal Service Support Fund (USF) status reports, USF contribution forms, annual USF recommendations, pole attachment agreements, deferred accounting orders, and similar records. Personal Identifying Information (PII) that may be contained within a Division application: name, username, social security number, date of birth, drivers license number, home address, financial account information, IP address.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2019

**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.

Computer data files: Retain in Office for 10 years and then delete.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29722

**TITLE:** Telecommunications utility company research records

(continued)

**APPRAISAL:**

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

Records which are created and managed in association with these duties are organized by utility company, with all its applicable documents together. These records are created, retained, and used in the daily course of work, and have a standard retention value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2019.



**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29708

3

**TITLE:** Transitory records

**DATES:** 1969-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by company.

**DESCRIPTION:**

These records support the Division's fulfillment of their mandates as described in Utah Code 54-4a-1 (1989). Records include accident reports, correspondence, electric service agreement amendments for municipalities, electric service terminations, utility informational filings, Facilities Review Board non-decision materials, carrying charge updates, quarterly financing reportings, and interconnection agreements. These records are transitory in nature. Record copies of most of these records are held by the Public Service Commission. Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29708

**TITLE:** Transitory records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 8343

3

**TITLE:** Utility case hearing transcripts

**DATES:** 1979-2001.

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These are the transcripts of hearings related to utilities. These hearings deal with rate changes and complaints by and against utilities.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

Computer data files: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then delete.

**APPRAISAL:**

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

Requirements are outlined in UCA 54-7-1.

Previous decision: retention was split to indicate two retentions for two types of records. This series does not contain two types of records. The agency does not separate or recognize routine and non-conterersial matters from all other hearings. One retention has been requested by the agency to reflect action.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 8343

**TITLE:** Utility case hearing transcripts

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 8341

3

**TITLE:** Utility rate case file working papers

**DATES:** 1979-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 50.00 cubic feet.

**DESCRIPTION:**

These are working files compiled by the division in considering requests by public utilities to adjust their rates. The division has the authority to review such requests and make recommendations on them to the Public Service Commission under UCA 54 Chapter 4a. These files include the application, notice of hearing, rate schedules, correspondence, and a record of any hearings held. The original official complete file is maintained by the Public Service Commission, and all request for information must be made to them. Under U.C.A. § 63A-12-115, the Utah Department of Commerce hereby discloses this record series does not contain personal identifying information ("PII").

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 10 years and then delete.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 8341

**TITLE:** Utility rate case file working papers

(continued)

**APPRAISAL:**

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

Previous decision: retain in office until case is closed and then destroy. Previous appraisal: administrative. Agency has requested a ten year retention to meet legal needs.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 8342

3

**TITLE:** Utility rate case tracking system

**DATES:** 1979-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a local SPEED II automated system that tracks utility rate cases in the division. It is used as a management tool and as a quick reference system for the staff to determine the current status of a case and to see what actions have taken place. It includes the company identification number, the case number, the company name, the current status, and the dates and brief descriptions of all actions taken on the case (hearing dates, motion dates, orders, etc.).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 2 years after closing and then erase.

**APPRAISAL:**

These records have administrative value(s).

This record has administrative value only. It is used strictly for reference purposes. Keeping the information two years after the case is closed is consistent with the office's administrative needs.

**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29723

3

**TITLE:** Water utility company research records

**DATES:** 1969-

**ARRANGEMENT:**

**DESCRIPTION:**

The Division of Public Utilities makes recommendations to the Utah Public Service Commission for rate-making purposes, applications, hearings and other issues affecting quality of service. The Division also handles and investigates consumer complaints and monitors utility operations to ensure compliance with Public Service Commission rules, regulations and orders. See Utah Code 54-4a-1 (1989). Records may include gross revenue reports, old tariffs, formal complaints, informal complaints, audit reports, and similar records. Personal Identifying Information (PII) that may be contained within a Division application: name, username, social security number, date of birth, drivers license number, home address, financial account information, IP address.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2019

**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.

Computer data files: Retain in Office for 10 years and then delete.



**AGENCY:** Department of Commerce. Division of Public Utilities

**SERIES:** 29723

**TITLE:** Water utility company research records

(continued)

**APPRAISAL:**

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

Records which are created and managed in association with these duties are organized by utility company, with all its applicable documents together. These records are created, retained, and used in the daily course of work, and have a standard retention value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2019.