



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Utility Regulatory Commission

Agency: Utility Regulatory Commission, Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2007-106	<b>UTILITY COMPANY ANNUAL REPORTS</b> Files include electric, rural electric, telephone, water, sewage/water, gas, and gas transmission company reports.  (Formerly Record Series 84-472 through 84-479, inclusive.)	TRANSFER one electronic copy of each report to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after one (1) year.
2	81-832	<b>FORMAL CASE</b> Original case file includes an index, the petition, all file stamped documents, originals of orders and docket entries, reporter exhibits, and proofs of publication. Notes and duplicate copies are purged from the file upon completion of the case. These records are now managed in an electronic case management system. Disclosure of these records may be subject to limitations outlined in IC 5-14-3-4 (a) or (b).	IMAGE any paper records according to IARA standards on receipt; DESTROY hard copies after verification of electronic records for completeness and legibility. One (1) year after the case is completed or the completion of any and all appeals, TRANSFER one (1) copy of the case record to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN agency copy of electronic records permanently for reference and access purposes.
3	82-280	<b>UTILITY ARTICLES</b> Each Wednesday, IURC meets in conference to consider requests. Series consists of supporting material for 30-day filings presented at conference and a copy of the letter sent to the company announcing their decision.	IMAGE any paper records according to IARA standards on receipt; DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently in agency for reference and access purposes.
4	2002-40	<b>AFFILIATE CONTRACTS</b> Comprised of contracts between companies or individuals for goods and services. Most contracts are for one year with a renewal option. IURC is not a party to the contract. Files maintained for information purposes only.	DESTROY when contract expires.
5	2007-105	<b>UTILITY COMPANY TARIFF FILES</b> Files include approved rates for water/sewer, gas, electric (including wholesale power cost) and telephone companies in Indiana.	DESTROY previous copy three (3) years after each new tariff is approved and received.
6	2013-15	<b>GAS LINE DAMAGE INVESTIGATIONS</b> The Pipeline Safety Division of the Utility Regulatory Commission investigates instances of damage to underground facilities as described in IC 8-1-26, collects written information from the parties involved in the incident, and makes findings of violation. Retention based on IC 8-1-3 and 170 IAC 5-5-3.	DESTROY records for cases that proceed to investigation six (6) months after the finding has been approved by the IURC through a Final Order. If case has not proceeded to investigation within sixty (60) days, DESTROY records two (2) years after date of damage.
7	80-521	<b>FERC FILINGS (FEDERAL ENERGY REGULATORY COMMISSION)</b> Comprised of filings of company's wholesale rates with the Federal Energy Regulatory Commission. Used by IURC to monitor utility wholesale rates and also supervise refunds if overcharging has occurred.	DESTROY when final order regarding rates is issued by FERC.
8	80-534	<b>WHOLESALE POWER COST TRACKER FILES</b> Non-generating utilities purchase power from generating facilities at wholesale rates. Represents the supporting documentation for Wholesale Power Cost Tracker Tariffs (part of Record Series 2007-105, Utility Company Tariff Files). Series is used to monitor and set retail rates that non-generating facilities charge consumers.	DESTROY three (3) years after the rate case is completed and the tracker is rolled into the new rates.
9	80-546	<b>MAPS (PLANS) (EXCEPT WATER/SEWER)</b> Records changes/additions to existing facilities. Used to supervise the construction. A new set of plans would be generated for each new case.	DESTROY all except water/sewer after construction on project is completed and a completion report has been received and filed.

10	80-547	<b>INTER-CONNECT AGREEMENTS</b> Comprised of agreements between land-line telephone companies and radio common carriers. Maintained for information only.	MAINTAIN in the TELECOMMUNICATIONS DIVISION for life of agreement then DESTROY when agreement is no longer in effect.
11	80-560	<b>STOCKHOLDER'S REPORTS</b> Annual report to stockholders showing the condition of the corporation.	DESTROY after five (5) years.
12	81-718	<b>POWER OUTAGES AND ACCIDENTS</b> Utilities report outages and accidents.	DESTROY after three (3) years.