



RECORDS RETENTION AND DISPOSITION SCHEDULE

Utility Regulatory Commission. Reporting Division.

Agency: Reporting		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2009-35	UTILITY CASE TRANSCRIPTS AND NOTES Files include formal transcripts and original stenotype notes.	DESTROY notes after transcription. TRANSFER formal transcripts and any un-transcribed notes to the RECORDS CENTER five (5) years after the date of the most recent action to a cause number. DESTROY after an additional five (5) years. TOTAL RETENTION: ten (10) years.