

# Retention and Classification Report

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

160 East 300 South  
P.O. Box 146751  
Salt Lake City, UT 84114-6751  
801-530-6675

**Records Officer** Erika Tedder

29709 Energy utility company research records

The record series listed above have been examined and approved for submission to the State Records Committee.

Chris Parker  
Chief Administrative Officer (print)  
  
Signature

Director  
Title  
12/3/18  
Date

*Gina Proctor 1/10/2019 SRC approved*

## Utah State Archives

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

**SERIES:** 29709

**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, depreciation records, 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, net metering and export credit 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.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

## Utah State Archives

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

**SERIES:** 29709

**TITLE:** Energy utility company research records

(continued)

### **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

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**Records Officer** Erika Tedder

29722 Telecommunications utility company research records

The record series listed above have been examined and approved for submission to the State Records Committee.

Chris Parker  
Chief Administrative Officer (print)  
  
Signature

Director  
Title  
11/30/18  
Date

*Gina Proctor 1/10/2019 SRC approved*

## Utah State Archives

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

**SERIES:** 29722

**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.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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## Utah State Archives

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

**SERIES:** 29722

**TITLE:** Telecommunications utility company research records

(continued)

in the daily course of work, and have a standard retention value.

**PRIMARY DESIGNATION:**

Public

# Retention and Classification Report


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

160 East 300 South  
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801-530-6675

**Records Officer** Erika Tedder

29723 Water utility company research records

The record series listed above have been examined and approved for submission to the State Records Committee.

Chris Parker  
Chief Administrative Officer (print)  
  
Signature

Director  
Title  
11/30/18  
Date

*Gina Proctor 1/10/2019 SRC approved*

## Utah State Archives

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

**SERIES:** 29723

**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.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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## Utah State Archives

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

**SERIES:** 29723

**TITLE:** Water utility company research records

(continued)

**PRIMARY DESIGNATION:**

Public