

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

29724 Pipeline safety 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
2-28-2019
Date

Gina Proctor - SRC Approved 3/14/2019

Utah State Archives

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 29724

TITLE: Pipeline safety utility company research records

DATES: 1969-

ARRANGEMENT:

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.

RETENTION:

Retain for 12 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: 29724

TITLE: Pipeline safety utility company research records

(continued)

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).

