



PUBLIC UTILITIES COMMISSION

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM
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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 16, 2011

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

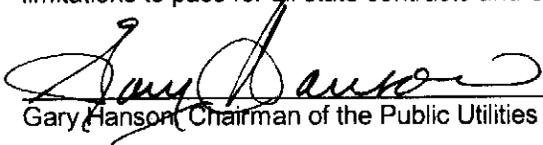
I, Gary Hanson (name), acting in my position as Chairman of the Public Utilities Commission (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Public Utilities Commission (department) consists of 27 pages and contains record series number(s) PUC-1 (consecutively re-numbered) PUC-55.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Public Utilities Commission (department) record series numbers(s) PUC-8, PUC-17, PUC-18, PUC-23, PUC-33, PUC-34, PUC-36, PUC-37, PUC-39, PUC-43, PUC-48, PUC-49, PUC-50, PUC-96, PUC-54, PUC-57, PUC-60, PUC-62, PUC-65, PUC-74, PUC-75, PUC-76, PUC-77, PUC-78, PUC-79, PUC-80, PUC-82, PUC-84, PUC-85, PUC-86, PUC-87, PUC-89, PUC-90, and PUC-95.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.



Gary Hanson, Chairman of the Public Utilities Commission

11-22-11
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

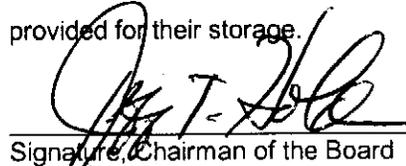


Dana Hoffer, State Records Manager

12-7-2011
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 15th day of December, 2011, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.



Signature, Chairman of the Board

12-15-11
Date

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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Public Utilities Commission
DIVISION: Public Utilities Commission
OFFICE: Public Utilities Commission
PROGRAM: Administration
RECORDS OFFICER: Cindy Kemnitz
RM CUSTOMER #: 0009

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

PUC-1. ADMINISTRATIVE FILE:

11-009

This series contains the materials which the Director uses in the administration of the office. Information may include: press releases, copies of the budget requests, proposals, committee hearing minutes, correspondence written by the director and memorandums from the personnel officer and from the Commissioners.

RETENTION: Retain electronically for 4 years, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

PUC-2. ANNUAL REPORTS, PUBLIC UTILITIES COMMISSION:

11-009

This book series contains all published annual reports issued by the Public Utilities Commission from 1886 to the present. It is maintained for reference and historical research. Copies are sent to the Governor and Legislature.

RETENTION: Retain 3 years in office, then transfer to State Archives for permanent retention.

(Note: File thirteen copies of the publication with the State Library pursuant to SDCL 14-A-3.)

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PUC-3. APPLICATIONS, UNSUCCESSFUL:

11-009

This series is arranged alphabetically by applicants' names and may contain copies of resumes, credentials and standard Bureau of Personnel job application forms from individuals who have applied for employment with the agency. Information may include: name of applicant, address, education, training, and experience. The files are maintained as a source of information when filling vacant positions within the agency. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files."

RETENTION: Retain 1 year in office, then destroy.

PUC-4. APPROPRIATION CARRYOVER, REQUEST:

11-009

This file contains requests to carryover unspent funds from one fiscal year to the next. Information includes: amount requested, fund and agency control numbers and date.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PUC-5. AUDIT REPORTS:

11-009

This series contains both Department of Legislative Audit and private audit reports concerning the expenditure and administration of state funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the report.

RETENTION: Retain 3 years in office, then destroy.

(NOTE: Legislative Audit maintains Audit Reports permanently in office on microfilm.)

PUC-6. BUDGETARY ACCOUNTING REPORTS:

11-009

These monthly and year-end computer generated reports are sent electronically to the PUC and are used to monitor and reconcile fiscal year receipts and expenditures. Information may include, but is not limited to: revenue and journal voucher report, open purchase order report, available funds report, advance travel report, trial balance, revenue summary report, expenditure report, cash center balance report, and object/sub-object report. This record series is maintained for audit purposes.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PUC-7. BUDGET FILE:

11-009

This series includes information necessary for compiling budget requests, working papers, copies of the final budget request and notations made by the fiscal officer. The file is used for budget formulation and for budget status reference.

RETENTION: Retain 3 years in office, then destroy

PUC-8. CALENDAR OF MEETINGS:

11-009

This series contains past calendars of meetings. It was a log of meetings and hearings scheduled on a daily basis and travel scheduled for the month.

RETENTION: Retain 1 year in office, then destroy.

PUC-9. CASH RECEIPT TRANSMITTALS:

11-009

This series is arranged chronologically and contains a copy of the standard forms used to deposit funds in the State Treasury. Information may include: date, agency name, agency number, accounting codes, memorandums, amounts, total deposits and authorized signatures. This record series is maintained to document and credit each account with the amounts deposited. The State Treasurer's office maintains the originals.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PUC-10. COMPLAINT FILE:

11-009

This series contains all the complaints which have been resolved by various P.U.C. employees. The information found here is summarized in a computer program. Information may include: monthly and yearly summaries, follow up and resolution, complaint letters, and the resulting follow up correspondence concerning all utilities and copies of all complaint answers.

RETENTION: Retain electronically for 25 years, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

PUC-11. CONSULTANT FILE:

11-009

This series is arranged by the names of the various consultants used by the Public Utilities Commission. These consultants conduct studies concerning the effects of certain actions by utility companies. Information may include: all correspondence to and from the consultants, any contracts made with the consultants and the reports of studies received from the companies. This record series is used to initiate studies concerning the effects of proposed actions by the utilities.

RETENTION: Retain current contracts in office. Scan terminated and retain electronically for 6 years. Destroy 6 years after termination.

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PUC-12. CORRESPONDENCE, GENERAL:

11-009

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. The information is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

PUC-13. DATA REQUESTS:

11-009

This series contains a copy of the request sent to a utility company for additional information concerning the operation of their facility. This record series is maintained for reference.

RETENTION: Retain 2 years in office, then destroy.

PUC-14. EXPENDITURE ACCOUNTING, RATE CASE FUND:

11-009

This series contains the assessment against utility companies as stated in SDCL 49-1A-8. Information may include: accounting forms with the name of company, docket number, deposits, expenses, vouchers and correspondence. This record series is maintained for audit purposes.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PUC-15. EXPENDITURE ACCOUNTING, UTILITY INVESTIGATION:

11-009

This series contains the computer files of assessment against utility companies as stated in SDCL 49-31-44. Information may include: accounting papers which show the company, docket number, deposits, expenses, vouchers, and correspondence. This record series is maintained for a detailed trail of the deposits and expenses related to this fund for audit purposes.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

PUC-16. GROSS RECEIPTS TAX FUND ASSESSMENTS:

11-009

This series contains the assessments against utility companies as stated in SDCL 49-1A-4. Information may include: the accounting listed by company and the amount of gross receipts derived from customers in the state. This record series is used to inform Public Utilities Commissioners of each company's gross receipts, for audits, and to estimate future collection.

RETENTION: PAPER: Retain 1 year in office, then scan and destroy upon verification of scanned image.

ELECTRONIC IMAGES: Retain 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PUC-17. MAILING LISTS, UTILITY COMPANIES:

11-009

This series contains the names, addresses and telephone numbers of all utility companies regulated by the Commission. This record series is used for reference when mailing or contacting utility companies.

RETENTION: Retain current in office.

PUC-18. MINUTES, PUBLIC UTILITIES COMMISSION:

11-009

This series contains the minutes and the web-cast of the Public Utility Commission meetings. Information may include: date, docket numbers which were discussed, actions taken and the recording officer's signature. They are maintained as an official record of all commission meetings.

RETENTION: Retain electronic records 25 years, then transfer to State Archives for final disposition.

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PUC-19. MONTHLY REPORTS:

11-0091

This series contains the monthly fiscal reports prepared by the finance officer. The reports summarize the monthly spending and receipts and gives current budget status for the entire P.U.C. It is an informational report used for reference.

RETENTION: Retain 1 year in office, then destroy.

PUC-20. PERFORMANCE COMMUNICATION DOCUMENTS:

11-009

This series is arranged alphabetically by name of employee and contains the standard performance appraisal with an itemized statement of standards and responsibilities for each employee. Information may include: principal accountabilities, standards of each accountability, performance ratings, performance indexes, comments, and ratings received. Performance Communication Documents are required by administrative rule and are used for justifying merit increases in pay, for commending deserving employees, and as documentation supporting the dismissal of Career Service employees for unsatisfactory job performance. This record series is maintained for audit purposes.

RETENTION: Retain documents on all active employees in office. Destroy when employee becomes inactive.

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PUC-21. PERSONNEL FILES:

11-009

This series is arranged alphabetically by name and contains a folder for each employee in the Public Utilities Commission. Information may include but is not limited to: applications for employment, personal data sheets, personnel action notices (PA 32s), position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resumes, service records, notices of resignation, W-4 forms, training records, and supervisors' reports of employee separation. These files serve as a history of the employees' service and training with the Commission and provide payroll information. This record series is maintained to review work history of former employees who apply for work and for audit purposes.

RETENTION: Retain active in office. Destroy 6 years after inactive provided sufficient data on hours worked and compensation received have been maintained by the Department of Labor and Regulation, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

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PUC-22. PERSONNEL/PAYROLL REPORTS:

11-009

This series contains electronic employee payroll reports. Reports may include but are not limited to: Accumulated Earnings and Tax Report, Leave Account Balances, Payroll Authorization, Payroll Register, and Payroll Distribution Register. This record series is used to check the accuracy of the payroll system for proper expenditure and benefit money, to insure that accurate data on hours worked and compensation received are being generated for retirement purposes, and for audit purposes.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

PUC-23. PROPOSAL REQUEST AND RESPONSE FILE:

11-009

This series contains a list of all known consultants and the areas in which they specialize. This list is used to determine which consultants should be invited to submit bids for studies requested by the Commission. This file also includes the responses received from the consultants wishing to be considered for studies. These files are used to compare the consultants' proposals so a contract can be awarded to the most qualified bidder. The files are also used for future reference concerning the quality of the work performed under past agreements.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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PUC-24. RECEIPT LOG:

11-009

This series is an electronic listing used to document the receipt of money. Information may include: receipt sequence number, date received, payor, amount of payment, category of payment, check number, and staff initials. This records series is maintained for audit purposes.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

PUC-25. RECORDS MANAGEMENT FILE:

11-009

This series contains the completed forms used to track inactive records that have been sent to Records Management (RM) Storage; and the department's "Records Retention and Destruction Schedule" (RRDS). Information may include: standard records transfer receipt forms, microfilm project registration forms; and microfilm and box destruction authorization forms. This record series is maintained for tracking records sent to Records Management storage, to document the time each record series must be legally maintained, and to document authorization granted to RM for destruction of obsolete records.

RETENTION: RECORD DESTRUCTION AUTHORIZATION FORMS: Retain 3 years in office, then destroy.

ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.

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PUC-26. REFERENCE MANUALS:

11-009

This series includes, but is not limited to: Finance and Management manual, Records Management manual, Legislation Drafting Manual, Administrative Rules Guide and various Bureau of Personnel manuals. This series is maintained for reference on procedures.

RETENTION: Retain current in office. Destroy superseded or obsolete.

PUC-27. REQUISITIONS:

11-009

This series contains a copy of the formal requests to order supplies or equipment. The original is submitted to the Office of Procurement Management, which results in a Purchase Order being prepared and submitted to a vendor. Information may include: requesting agency, fund coding, authorized signatures, description of items or services, cost amounts, vendor name, quantity, and date of requisition. The Office of Procurement Management maintains the information for audit purposes.

RETENTION: Retain current in office, then destroy.

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PUC-28. SURPLUS PROPERTY FILES:

11-009

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain electronically for 4 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

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RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Public Utilities Commission
DIVISION: Public Utilities Commission
OFFICE: Public Utilities Commission
PROGRAM: Administration
RECORDS OFFICER: Cindy Kemnitz
RM CUSTOMER #: 0009

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
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PUC-29. TIME SHEETS/LEAVE REQUESTS:

11-009

This series electronically maintained on TKS and contains timesheets and leave requests for the employees in the P.U.C. Information may include: the number of hours worked, number of hours and type of leave taken, pay period date, and employee and supervisor signatures. This series also contains a log of time spent researching each filing fee docket submitted to the Commission. The log is for audit purposes to prove money submitted was properly used.

RETENTION: Retain 5 years, then purge provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

PUC-30. VOUCHERS:

11-009

This series may contain copies of travel, non-cash, direct, receiving, journal vouchers and accrual vouchers. Each voucher includes: purpose of the expenditure, amount, account code credited, date, to whom or to what account the funds were transferred, and authorized signatures. Vouchers are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and for audit purposes. The original vouchers are retained by the State Auditor's Office.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
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AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Public Utilities Commission
DIVISION: Public Utilities Commission
OFFICE: Public Utilities Commission
PROGRAM: Grain
RECORDS OFFICER: Cindy Kemnitz
RM CUSTOMER #: 0008

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PUC-31. COMPLAINTS:

11-009

This series contains letters of complaint and their resolution (i.e. truckers operating outside of their area). It may include: letter of complaint, research completed concerning the complaint, what actions were taken and, the letter of response. This record series is maintained for reference in case similar complaints arise.

RETENTION: Retain 2 years in office, then destroy.

PUC-32. ELEVATOR DOCKETS:

11-009

This series contains the dockets for both open and closed grain elevators within the State. Information may include: elevator name, address, docket number, storage capacity, and bond information. This record series is maintained as a licensing and a reference file.

RETENTION: Retain electronically for 10 years after closure of docket, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

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PUC-33. GRAIN BUYERS DOCKETS:

11-009

This series contains active and closed dockets for grain buyers as well as a copy of the grain buyer's license. Information may include: application, bond, correspondence, and current license. This record series is used to maintain a record of all action taken by grain buyers operating in the state.

RETENTION: Retain electronically for 10 years after closure of docket, then destroy.

PUC-34. GRAIN ELEVATOR AUDIT REPORTS:

11-009

This series contains a copy of audits performed on various grain elevators in South Dakota. These audit reports are performed by P.U.C. inspectors. The audits are used to check figures in the "Grain Report, Monthly" for accuracy. Information includes: elevator name, address, and the audit findings.

RETENTION: Retain 3 years in office, then destroy.

PUC-35. GRAIN REPORTS, MONTHLY:

11-009

This file contains the report received monthly from the various grain facilities operating in the State. Information may include: facility name, town, date of report, operator's signature, and descriptions of grains in storage. The reports are used to insure adequate bonding.

RETENTION: Retain electronically for 4 years, then destroy.

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DEPARTMENT: Public Utilities Commission
 DIVISION: Public Utilities Commission
 OFFICE: Public Utilities Commission
 PROGRAM: Fixed Utilities
 RECORDS OFFICER: Cindy Kemnitz
 RM CUSTOMER #: 0282

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PUC-36. ADVERTISEMENT AND BACKGROUND FILE:

11-009

This series contains a transcript of all advertisements issued by utility companies. Information is used to insure no misleading advertising is issued by the utility companies. Copies of audits performed on utility companies, deficiencies in accounting practices reported and general public information of the files are also used for reference when researching a rate increase request.

RETENTION: Retain 2 years in office, then destroy

PUC-37. ANNUAL, QUARTERLY AND MONTHLY REPORTS:

11-009

This series contains reports received from Qwest Telephone Company. Information from these monthly (51-10), quarterly, and annual reports include: a summary of usage of the system, services provided, and a financial summary. Reports are used to monitor and track the growth of Qwest's service in the State and for reporting purposes.

RETENTION: Retain electronically for 10 years, then destroy.

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OFFICE: Public Utilities Commission
PROGRAM: Fixed Utilities
RECORDS OFFICER: Cindy Kemnitz
RM CUSTOMER #: 0282

RECORD **R.D.B.**
SERIES NO. **TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE** **AUTHORITY**
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PUC-38. ANNUAL REPORTS, TELEPHONE COMPANIES:

11-009

This series contains the annual reports received from the various telephone companies operating in South Dakota. Information may include: company name, correspondence relating to each respective company, exchange data and number of subscribers. This record series is used for reference when preparing the "Annual Telecommunications Operation Report."

RETENTION: Retain electronically for 10 years, then destroy.

PUC-39. ANNUAL TELECOMMUNICATIONS OPERATIONS
SUMMARY:

11-009

This series contains the annual report of telecommunications operations in the state. Information may include: territorial maps, intrastate financial summaries, individual telephone company financial statements, a listing of telephone companies in the state and their ranking, the rates charged by each and a summary of yearly complaints listed by company. This record series is used for informational purposes and reference.

RETENTION: Retain electronically for 2 years, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

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PUC-40. BOUNDARY AGREEMENT FILE:

11-009

This series contains materials used to set up territorial boundaries for electrical and telephone companies. Information may include: copies of agreements between power companies to serve a certain area and local and statewide maps outlining the proposed boundaries. This record series is used to settle disputes concerning the electrical and telephone services provided in each designated area.

RETENTION: Retain electronically for 20 years, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

PUC-41. CORRESPONDENCE, GENERAL:

11-009

This series is arranged chronologically and contains both copies of letters and memorandums sent and the originals of letters and memorandums received. The information is used for occasional reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

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PUC-42. DOCKET BOOKS:

11-009

This series contains the large leather bound books used to assign numbers to all formal and informal dockets. Information may include: docket number, utility name, actions taken and date of actions. This record series is used for reference to locate information found in each docket and to summarize each docket itself.

RETENTION: Retain permanently in Archives.

(Note: As of January 1, 1990 this information is computerized; no longer in paper form.)

PUC-43. DOCKET LOG, TELECOMMUNICATIONS:

11-009

This series provides an alphabetical log of all telecommunication dockets initiated by the Commission. Information may include: docket number, date rate request received, if approved or denied and the name of the telephone company. The log is used for quick reference of docket information and as an index to numerically filed dockets.

RETENTION: Retain electronically 10 years, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

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PUC-44. DOCKET MANAGEMENT SYSTEM:

11-009

This is a computerized series that will replace the leather bound docket books. Information may include: docket number, utility name, actions taken, and date of actions. This record series is used for reference to locate information found in each docket and to summarize each docket itself.

RETENTION: Download inactive cases to eye readable form annually and retain permanently.

(Note: Subject to screening by the State Archivist prior to disposal.)

PUC-45. DOCKETS, RATE APPLICATIONS:

11-009

This series is filed by docket number and contains all requests for rate increases received from Fixed Utilities to include electric, gas and telephone companies. Information may include: testimonies and case studies performed by both the utility company and the P.U.C., working papers, correspondence, data requests, and exhibits. All of the information is used in determining current rate increase requests and maintained for possible use in future rate increase requests.

RETENTION: Retain all files electronically. Destroy 10 years after inactive.

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PUC-46. DOCKET WORKING PAPERS:

11-009

This series contains working papers used to support docket recommendations to the Commissioners and support documents for decisions that have already been made by the Commission and that are being challenged or appealed in court. Information includes: actions taken on dockets, procedures and orders of each docket and some personal notes. The file is maintained primarily for legal references. Information is also filed in respective dockets.

RETENTION: Retain in office 2 years after final action has been taken, then destroy provided information is duplicated in docket.

PUC-47. ELECTRIC UTILITY TEN-YEAR PLAN:

11-009

This series contains the ten-year outlook of each electrical utility company serving South Dakota residents. Information may include: list of current facilities, list of proposed facilities, load management information, projected demand in ten years, and maps of service areas. This record series is used as background material when considering proposed rate increases.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Subject to screening by the State Archivist prior to disposal.)

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PUC-48. FORMAL DOCKETS:

11-009

This series contains all official formal dockets; all documents relating to rate cases, siting cases, territory changes, and civil court cases; and the orders and documents referred to in the order for all other dockets. Information may include: application, background information, testimony transcripts, petitions, orders, correspondence, complaints and all information related to the docket. This series contains the official record of actions requested and taken.

RETENTION: Retain electronically for 10 years after closure of docket, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

PUC-49. ORDERS, PUBLIC UTILITIES COMMISSION:

11-009

This series contains the original official record of all orders issued and rate increase decisions made and signed by the Public Utilities Commission. Information may include: docket number, Commission decision, authorized signatures, and circuit court or Supreme Court decisions if appealed. This record series serves as the official record of Commission actions.

RETENTION: Retain electronically for 10 years. Destroy 10 years after inactive.

(Note: Subject to screening by the State Archivist prior to disposal.)

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PUC-50. PURCHASED GAS ADJUSTMENTS:

11-009

This series contains the papers which specify a rate increase in the cost of gas charged to consumers as the price of purchasing the gas first hand increases. These reports are filed by the utility companies to verify the rate of return remains the same since an increase in the amount charged to the consumer is offset by an identical increase in wholesale prices.

RETENTION: Retain electronically. Destroy 4 years after superseded.

(Note: File all pertinent documents in respective "Dockets.")

PUC-51. REPORTS, ANNUAL, QUARTERLY AND MONTHLY:

11-009

This series contains all the reports received from fixed utility companies concerning their operations. Reports deal with, but are not limited to financial data.

RETENTION: Retain electronically 10 years, then destroy.

(Note: Subject to screening by the State Archivist prior to disposal.)

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PUC-52. SITING CASES:

11-009

This series contains the documentation and the proceedings for each utility company's request for building facilities within the State. Materials include: the request for construction, the study of the proposed facility, testimonies and environmental impact statements. This material is used by the Commission to either approve or disallow construction of the requested facility. This information can also be found in each respective docket.

RETENTION: Retain electronically. Destroy 10 years after the docket is inactive.

PUC-53. TARIFF BOOKS:

11-009

This series contains a tariff book for each company. Information may include: rates each may charge in a given area, a map of the area and the hook up charge. This record series is used for quick reference when inquiries occur concerning rate structures.

RETENTION: Retain electronically 2 years, then destroy.

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PUC-54. TARIFF LISTING, US WEST TELEPHONE COMPANY:

11-009

This series contains listing of all former rates charged by US West Telephone Company. The listing is broken down by specific areas in South Dakota. Information may include: the location, rates charged in that location, changes in the rate structure and effective dates of the rates. This record series is used for occasional reference.

RETENTION: Retain permanently in office on microfilm.

PUC-55. TERRITORIAL POWER MAPS:

11-009

This series contains the maps which show the various electrical distribution systems used by the various electrical utilities. The maps are used for reference concerning the distribution of power service in South Dakota.

RETENTION: Retain electronically 20 years, then destroy.