



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section:

TITLE: Case Working Papers

CUTOFF: Close of Case

DESCRIPTION: Research records collected by staff used for generating written testimony. Records contain regulated company account information, financial rating documentation, loan documents, memoranda, books and papers, and technical correspondence exchanged between the company and staff.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 141

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Department Work Papers

CUTOFF:EOCY

DESCRIPTION: Commission staff workpapers received from parties to a case. Work papers include, but are not limited to models, spreadsheets, work orders, and supporting documentation for positions. Work papers support testimony of various parties and are referenced as staff and other parties develop positions on an issues for presentation to the Commission.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Original in the Secretary Division.

DISPOSITION ACTION: Destroy

SERIES: 98

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Informal Complaints Correspondence

CUTOFF:EOCY

DESCRIPTION: Staff responses to informal complaints from consumers or other utilities, regarding regulated or unregulated issues related to safety, service, or other utility related issues. Documentation is maintained for future reference and documentation of responses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 110

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section:

TITLE: Special Projects and Statistical File

CUTOFF:EOCY

DESCRIPTION: Rulemakings, storm reports, investigations and special projects as assigned by the Public Service Commission used for annual report preparation, budget purposes, and various other reports as needed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 75

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Special Projects and Statistical Files

CUTOFF:EOCY

DESCRIPTION: Information relating to studies or workgroups officiated or participated in by staff to address specific concerns; evaluate the feasibility of programs; propose guidelines; evaluate implications of legislation; and evaluate effects on revenue and costs or issues facing the citizens of Missouri.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 117

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Staff Recommendations

CUTOFF:WSO

DESCRIPTION: Recommendations by staff concerning tariff filings made by regulated utilities. These are presented to the Public Service Commission to approve, allow to go into effect by operation of law, suspend or reject.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Records are retained unless replaced by another recommendation on the same issue when tariff sheets are replaced or revised.

DISPOSITION ACTION: Destroy

SERIES: 109

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section:

TITLE: Technical Documents

CUTOFF: WSO

DESCRIPTION: Contracts, reports, and other documents provided to staff by various entities as required by order of the Commission. The documents can also be part of a stipulation and agreement, which resolves issues related to a case. The records are used to ensure compliance with a requirement or prudence audits.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Records would be superseded by another Commission order, change in law, or upon expiration of requirement.

DISPOSITION ACTION: Destroy

SERIES: 111

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010