



### Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Operational Analysis

**TITLE:** Gas Incident Files

**CUTOFF:**EOCY

**DESCRIPTION:** Filing reports and orders in gas incident cases, as defined by 4 CSR 240-40.020, include, but are not limited to pictures, maps, reports and data request responses related to investigating a gas safety incident.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:** Some original documents are maintained in the Commission's electronic filing systems, others are maintained in paper form (i.e. photographs).

**DISPOSITION ACTION:** Destroy

**SERIES:** 80

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Gas Incident Investigation Files and Work Papers

**CUTOFF:**EOCY

**DESCRIPTION:** Investigation files, including correspondence from staff, companies and municipalities relating to inspections, including recommended corrective actions. Information is required to ensure compliance with gas safety rules and Public Service Commission orders and to meet federal safety grant requirements.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 81

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Gas Safety Operator Inspection Correspondence

**CUTOFF:**EOCY

**DESCRIPTION:** Staff, companies and municipalities correspondence on inspections including recommended corrective actions. Information is required to ensure compliance with gas safety rules and Public Service Commission orders and to meet federal safety grant requirements.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 82

**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: Operational Analysis

**TITLE:** Technical Correspondence

**CUTOFF:** EOCY

**DESCRIPTION:** Responses to consumer or general inquiries, data requests, and gas safety violations issued by the division.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 77

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Technical Reference Materials or Training Materials

**CUTOFF:** EOCY

**DESCRIPTION:** Technical reference materials, professional training materials for Continuing Professional Education (CPE), Professional Development Hours (PDH), and Management Training Rule (MTR) training provided to or generated by staff. Includes books, utility reports to outside entities (e.g. shareholders), brochures, agendas, publications distributed during training sessions. Records of training include, but are not limited to participation, training dates, training locations, instructor name, credentials, CPE credits earned, and program evaluations.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Training records maintained in compliance with Standard No. 18 CPE Programs.

**DISPOSITION ACTION:** Destroy

**SERIES:** 72

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010