



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Telecommunications

TITLE: Communications Utility Tariff Filings (Staff Records)

CUTOFF:EOCY

DESCRIPTION: Records contain staff notes, workpapers, draft recommendations, and miscellaneous correspondence with the company pertaining to tariff filings.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 96

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Cost Studies

CUTOFF:EOCY in which case is complete

DESCRIPTION: Cost studies maintained on telecommunications companies are a study of the cost of service or cost of "leasing" network facilities from another carrier. Cost studies can be completed by the company, Public Service Commission staff, or outside consultants.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 102

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Relay Missouri Billing Information

CUTOFF:EOCY

DESCRIPTION: Billing information submitted by the Relay Missouri provider, paid from the State Relay Fund.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 101

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: Telecommunications

TITLE: Relay Missouri Contracts

CUTOFF: When contract is renegotiated or vendor is replaced

DESCRIPTION: A contract agreement for the transfer of equipment administration from one provider to another.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 100

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Service Quality Report

CUTOFF: EOY

DESCRIPTION: Telecommunications companies submit quality of service reports pursuant to 4 CSR 240-32 rules unless waivers have been received. They are used to monitor a company's service quality and trends in service quality.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Reports submitted quarterly to the Public Service Commission's electronic filing system. However, if a company has obtained a waiver then the company does not need to submit these reports.

DISPOSITION ACTION: Destroy

SERIES: 94

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010