



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: General Counsel Division

Division: Missouri Public Service Commission

Sub-Section: Adjudication

**TITLE:** Agenda Meeting Minutes

**CUTOFF:**EOCY

**DESCRIPTION:** Minutes of the Commission's agenda meetings. Minutes contain an outline summary of the items discussed and decided at the agenda as well as a voting record for each item. Records maintained per 386.090 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 857

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Annual Reports of Utility Companies

**CUTOFF:**EOCY

**DESCRIPTION:** Annual reports prepared by regulated entities containing statistical, financial, and operational data and submitted to the Public Service Commission, per 393.140 RSMo. Records maintained per 386.090 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 849

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: General Counsel Division

Division: Missouri Public Service Commission

Sub-Section: Adjudication

**TITLE:** Authority Order Files

**CUTOFF:** EOCY

**DESCRIPTION:** Authority Orders are non-case related Orders issued by the Commission to regulated entities granting a variance or waiver from enforcement of a specific rule or statute as requested. Types of Authority Orders may include Water Authority Orders, Sewer Authority Orders, Gas Authority Orders, Electric Authority Orders, Telecommunications or Telephone Authority Orders, Under Ground Authority Orders, and Accounting Authority Orders. Accounting Authority Orders specifically pertain to accounting practices and allow regulated entities to deviate from the standard/required system of accounts. Records maintained per 386.090 RSMo.

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

**NOTES:** Records may be microfilmed and the paper destroyed.

**DISPOSITION ACTION:** Permanent

**SERIES:** 853

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Case Files

**CUTOFF:** EOCY

**DESCRIPTION:** Official repository of all Utility and Manufactured Housing case documents received into the record or filed with the Commission in a particular docket, including docket sheets and case exhibits. Exhibits may include, but are not limited to testimony, reports, maps and photographs presented to the Commission by case parties and or witnesses. Records maintained per 386.090 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 846

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: General Counsel Division

Division: Missouri Public Service Commission

Sub-Section: Adjudication

**TITLE:** Commission Rules and General Orders

**CUTOFF:**EOCY

**DESCRIPTION:** General Orders are Orders issued by the Commission establishing the original rules of the Commission prior to the existence of the Code of State Regulations. General Orders were incorporated into the Commission rules upon implementation of the Missouri Register and the Code of State Regulations. Records maintained per 386.090 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 845

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Index and Reference Card File

**CUTOFF:**EOCY

**DESCRIPTION:** Index of all utility cases filed with the Commission between 1913 and 2002. Grouped by company name and used for case research purposes by Commission staff and the general public. Records maintained per 386.090 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 844

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Interconnection Agreements

**CUTOFF:**Cancellation of Policy by the company

**DESCRIPTION:** An interconnection agreement between two service providers to share local networks.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 99

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: General Counsel Division

Division: Missouri Public Service Commission

Sub-Section: Adjudication

**TITLE:** Record of Confidential Material Filed with Commission

**CUTOFF:**EOCY

**DESCRIPTION:** Logs tracking the dissemination of highly confidential material maintained by the Commission and the destruction of duplicate copies of highly confidential material. Logs include, but are not limited to, case number, description of the material, date filed, number of copies, internal distribution, date returned, date extra copies were destroyed and by whom. Records maintained per 386.090 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Logs are no longer created because information is now accessible electronically. Logs have been retained because of retention requirements.

**DISPOSITION ACTION:** Destroy

**SERIES:** 855

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Routing Slips

**CUTOFF:**Closed when final order is issued

**DESCRIPTION:** Slips that accompany draft orders where Commissioners initial to indicate they have reviewed the proposed order.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23272

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Utility Tariffs

**CUTOFF:**EOCY

**DESCRIPTION:** Regulated Utility Companies' schedules of rates, terms and conditions for providing utility service, submitted to the Public Service Commission per 4 CSR 240-3 and 386 RSMo.

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

**NOTES:** Tariffs are cancelled when changes occur and the utilities file updated tariff sheets or tariffs.

**DISPOSITION ACTION:** Permanent

**SERIES:** 23271

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010