

220 CMR 75.00: THE PRESERVATION OF RECORDS OF ELECTRIC, GAS, AND WATER UTILITIES

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75.01: Applicability and Scope

- (1) 220 CMR 75.00 is prescribed and promulgated as the regulations governing the preservation of records by gas, electric, and water utility companies, and municipal gas and electric companies, subject to the jurisdiction of the Massachusetts Department of Public Utilities (hereinafter "Department"), to the extent and in the manner set forth therein.
- (2) 220 CMR 75.00 shall, as to all public utilities now subject to the jurisdiction of the Department, become effective as herein revised upon publication in the *Massachusetts Register*. As to any public utility that may hereafter become subject to the jurisdiction of the Department, this part shall become effective as of the date when such public utility becomes subject to the jurisdiction of the Department.
- (3) 220 CMR 75.00 applies to all books of account and other records prepared by or on behalf of the public utility. See 220 CMR 75.05(64) for those records that come into possession of the public utility in connection with the acquisition of property, such as purchase, consolidation, merger, or other business combination.
- (4) 220 CMR 75.00 shall not be construed as excusing compliance with any other lawful requirement for the preservation of records for periods longer than those prescribed herein.
- (5) The adoption of 220 CMR 75.00 governing the preservation of records, being general in nature, shall not be construed to cancel, alter, modify, or amend Department orders, regulations, federal or state statutes or laws, customs, or precedents that have been established outside of the scope of the subject covered herein, unless otherwise changed by legislation, court decision, or order of the Department.

75.02: Definitions

When used in 220 CMR 75.00:

Affiliated companies (or affiliates) means companies or persons that directly, or indirectly through one or more intermediaries, control, or are controlled by, or are under common control with, the utility.

Continuing Plant Inventory Records shall be defined as it is in the Federal Energy Regulatory Commission regulations (18 CFR, Chapter 1, Part 101).

Department means the Massachusetts Department of Public utilities, its Commissioners, and employees.

Destroy at option means to destroy at the discretion of the utility.

Image count indexing or "blipping" refers to a retrieval technique in which rectangular marks called blips or image count marks, that are encoded on microfilm, are counted by a reader to automatically advance the film to a specified frame.

Item means the categories or subcategories of 220 CMR 75.05.

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Public Utility means any electric, gas, or water company subject to the jurisdiction of the Department, and any municipal gas or electric company subject to the jurisdiction of the Department.

Regulatory Agency or agencies means federal or state entities with jurisdiction over the public utility.

Schedule means the Schedule of Records and Periods of Retention, set forth in 220 CMR 75.05.

75.03: General Instructions

(1) Duplicate Copies and Non-Scheduled Records

(a) Unless otherwise specified in 220 CMR 75.05, duplicate copies of records may be destroyed at any time, *provided, however*, that such duplicate copies contain no significant information not shown on the originals.

(b) Records other than those listed in the schedule may be destroyed at the option of the public utility, *provided, however*, that records that are used in lieu of those listed shall be preserved for the periods prescribed for the records used for substantially similar purposes. And, *provided further*, that retention of records pertaining to added services, functions, plant, etc., the establishment of which cannot be presently foreseen, shall conform to the principles embodied herein.

(2) Designation of supervisory official. Each public utility subject to 220 CMR 75.00 shall designate one or more persons with official responsibility to supervise the utility's program for preservation and the authorized destruction of its records.

(3) Protection and storage of records. The public utility shall provide reasonable protection for records subject to 220 CMR 75.00 from damage by fire, floods, and other hazards and, in the selection of storage spaces, safeguard the records from unnecessary exposure to deterioration from excessive humidity, dryness, or lack of proper ventilation.

(4) Definition of record media

(a) For the purpose of 220 CMR 75.00, the data constituting the records listed in the Schedule of Records and Periods of Retention (220 CMR 75.05) may be retained in any of the media forms in Table 1 of 220 CMR 75.03. However, records supporting plant cost shall be retained in their original form. (See 220 CMR 75.03(10), for periods of retention.)

(b) If the media form of the record retained is other than a readable paper copy, then reader and/or printer equipment and related printout programs, if required, shall be provided by the public utility for data reference.

(c) The media form initially selected for the record becomes the "original" for that particular record. If subsequent conditions (*e.g.*, improved media life expectancy, increased utility resources, environmental factors) require and the remaining retention period permits a change in the media forms, the public utility may convert to another medium and dispose of its old equipment, provided the certification processes described in 220 CMR 75.03(5), or other applicable certification processes, are observed and data referencing capability is maintained.

Table 1-Record Media

<u>Record media/form</u>	<u>Media expected life</u>	<u>Comments and standards</u>
1. Paper and card stock (hardcopy).	Archival permanency.	For each document, paper stock should be selected with a life expectancy equal to or greater than the retention period specified for that document.
2. Magnetic Storage:		

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Table 1-Record Media (continued)

<u>Record media/form</u>	<u>Media expected life</u>	<u>Comments and standards</u>
a. Computer Disk (<i>i.e.</i> , hard disk and floppy disk).	five years.	Assumes storage in a controlled environment with a temperature and humidity range of 60° - 80°F and 40 - 60%, respectively. Assumes regular system of copying and re-generation is utilized.
b. Tape (<i>e.g.</i> , computer tape and video tape).	five years.	Same as above.
c. Punched tape or card.	Archival permanency.	For each record, tape media (paper, mylar, metallic base) should be selected with a life expectancy equal to or greater than the retention period specified for that record.
3. Microforms:	Archival permanency.	Assumes processing to standards and storage in a controlled environment with a temperature and humidity range of 60° - 80°F and 40 - 50% respectively. (Ref. American National Standards Institute (ANSI) standards PH 5.4 - 1970, PH 1.41 - 1970, PH 1.41 - 1976, PH 1.26 - 1979, PH 1.43 - 1961, or most current standards as accepted by the National Archives for use by Federal agencies. See 41 CFR 101-11.5)
a. Microfilm, including Computer Output Microfilm (COM), microfiche, jackets, and aperture cards.		
b. Updatable type.	Dependent on use of media.	For temporary records not requiring archival permanency so long as the microform or film selected has a life expectancy equal to, or greater than, the retention period for that record. Same storage condition as for microfilm.
c. Metallic recording data strips.	Archival permanency.	Same storage conditions as for microfilm.
4. Optical Disk (including CD-ROM, WORM, and erasable types).	ten-20 years.	Assumes regular system of copying and regeneration is available and utilized. Reference the following quality controls: ing quality controls: (1) disk technology does not allow deletion or modification of record images, (2) image of each record is written onto two optical disks, (3) the legibility of each record image is verified to ensure that image is legible on both disks; if image is illegible, the hard copy record is maintained as record copy, (4) one disk is stored in document imaging system for on-line retrieval, (5) second (backup) disk is stored in records storage facility meeting requirements of ANSI N45.2.9-1974 for single copy storage in separate remote location, (6) records stored on disk are acceptably copied (including verification) onto new disk before manufacturer's certified useful life of original disk is exceeded, (7) random inspections of images stored on disks are performed to verify non-degradation of image quality, and (8) if replacing imaging system with incompatible system, records stored on old system's disks must be acceptably converted (including

verification) into new system before old system is taken out of service.

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(5) Microform, tape, and computer output certification

(a) As the initial recording media --

1. Except as provided in 220 CMR 75.03(5)(a)2. each microform record series:
 - a. shall contain, at the beginning, a microform introduction stating the title of the record series, the date prepared, the name of the official responsible for validating or confirming the data contained therein; and
 - b. shall be closed with a clear and standard microform notation indicating the completion of the series and the date.
2. If an official, permanent record series is a computer output product (*i.e.*, output paper or microfilm, jacketed microfiche, or aperture cards), any certification that may otherwise be required under 220 CMR 75.03(5)(a)1. is not required if:
 - a. The series is prepared in accordance with written standard procedures developed, or accepted general business practices followed, by the public utility that ensure the integrity of record series that are the product of computer output; and
 - b. Such procedures or practices include the name or title of the official responsible for validating or confirming the data contained in the record series and confirming that a particular computer output record series was produced in accordance with the standard procedures or practices.
3. If, after validation, supplemental data and/or corrections (*i.e.*, resulting from computer programming) are required, said microform may be produced separately or as a part of the series rerun, but shall be affixed to the original microform certificate as described in 220 CMR 75.03(5)(a)1.
4. Each tape record series shall be labeled externally and shall include, as a basic part of the program, at the beginning of that series an introduction stating the record series title, date prepared, the name of the official responsible for validating or confirming the data contained therein, and an index where appropriate. Each record series shall be closed with a clear and standard notation indicating the completion of that series and the date.

(b) Conversion from other media --

1. Each microform record series shall include, as an integral part, a certificate(s) stating that the microforms are direct and facsimile reproductions of the original records and that they have been made in accordance with prescribed instructions. Such certificate(s) shall be executed by a person(s) having personal knowledge of the facts covered thereby.
2. Each microform record series shall commence and end with a statement as to the nature and arrangement of the records reproduced, and the date. Rolls of film shall not be cut except to produce jacketed microfiche. Supplemental or retaken film, whether of misplaced or omitted documents or of portions of microform found to be defective, shall be attached to the beginning of the microform record series. However, if a retrieval system using such methods as, for example, image count indexing or "blipping" is used, the supplemental or retaken film may be attached at the end of the series, if provisions at the beginning of the series advise the viewer of the location of the problem frames and the location of the supplemental or retaken frames. If supplemental or retaken film of misplaced or omitted documents, or of portions of microform found to be defective, are attached to the microform record series, the certificate described in 220 CMR 75.03(5)(a)1. shall cover the supplemental or retaken film and shall state the reasons for the attachment.
3. If, in accordance with the provisions of 220 CMR 75.03(6), the public utility elects to convert records to a tape medium, the same certification provisions specified in 220 CMR 75.03(5)(a)3. must be provided in the conversion program.

(6) Change of media for existing records. Those records prepared and maintained under previous regulations in a paper medium may be converted to a medium listed in Table 1 at the public utility's option, provided applicable certification processes are observed and an audit referencing capability is maintained.

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(7) Media

(a) All records created or maintained in a medium and a format other than readable entries on paper shall:

1. Be prepared, arranged, classified, identified, and indexed so as to permit the subsequent location, examination, and reproduction of the record to a readable medium;
2. Be stored in such a manner as to provide reasonable protection from hazards such as fire, flood, and theft; and be maintained in a controlled environment; and
3. Be regenerated, including proper certification, when damaged. (Also see 220 CMR 75.03(4)(a).)

(b) The public utility shall be prepared to furnish, at its own expense, standard facilities for reading media and additionally shall provide, if the Department so directs, copies of records in a readable form.

(c) All film stock shall be of approved operationally-permanent-record microcopying type, which meets the current specifications of the American National Standards Institute.

(8) Destruction of records. The destruction of the records permitted to be destroyed under the provisions of 220 CMR 75.00 may be performed in any manner elected by the public utility concerned. Precautions should be taken, however, to macerate or otherwise destroy the legibility of records, the content of which is forbidden by law to be divulged to unauthorized persons.

(9) Premature destruction or loss of records. When records are destroyed or lost before the expiration of the prescribed period of retention, a certified statement listing, as far as may be determined, the records destroyed and describing the circumstances of accidental or other premature destruction or loss shall be filed with the Department within 90 days from the date of discovery of such destruction.

(10) Schedule of records and periods of retention. The Schedule of Records and Period of Retention (220 CMR 75.05) shows the period of time that designated records shall be preserved. However, records related to plant shall be retained for a minimum of 25 years unless accounting adjustments resulting from reclassification and original cost studies have been approved by the Department and approved continuing plant inventory records are maintained. (Also see 220 CMR 75.03(31).)

(11) Retention periods designated "Destroy at option". Use of the retention period, "Destroy at option," in 220 CMR 75.00 constitutes authorization for such destruction under the conditions specified for the particular types of records, only if such optional destruction is appropriate to limited managerial interest in such records and if such optional destruction is not in conflict with other legal retention requirements or usefulness of such records in satisfying pending regulatory actions or directives.

(12) Records of services performed by affiliated companies. The public utility to which 220 CMR 75.00 apply shall assure the availability of records of services performed by affiliated companies for the periods indicated herein, as are necessary, to support the cost of services rendered to it by an affiliated company.

(13) Index of records. At each office of the public utility where records are kept or stored, such records as are herein required to be preserved shall be so arranged, filed, and currently indexed that they may be identified readily and made available to representatives of the Department.

75.04: Application for Exceptions from Provision of 220 CMR 75.00

Notwithstanding the provisions of the Schedule (220 CMR 75.05), the Department may, upon the written request of a public utility, authorize a shorter period of retention for any record listed therein upon a showing by the public utility that preservation of such record for a longer period is not necessary or appropriate for the public interest or for the protection of investors or consumers.

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In addition, notwithstanding the provisions of 220 CMR 75.03, the Department may, upon the written request of a public utility, authorize use of a record medium not included in the definition of record media in 220 CMR 75.03, Table 1-Record Media, upon a showing by the public utility that the record medium ensures the preservation of records in a manner appropriate for the public interest as well as the protection of investors and consumers. Such a showing will include a demonstration that the medium meets acceptable industry standards for reliability and accuracy, and that appropriate safeguards are in place to prevent loss or destruction of records. The Department may seek comments from interested parties regarding such requests for exceptions. Petitioners are expected to provide the Department with a complete filing, including all necessary and relevant supporting documentation. Failure to make a complete filing may result in dismissal of the petition for exception.

75.05: Schedule of Records and Periods of Retention

Corporate and General

- (1) Capital stock records.
- (2) Proxies and voting lists.
- (3) Reports to stockholders.
- (4) Debt security records.
- (5) Filings with and authorization by regulatory agencies.
- (6) Organizational documents.
- (7) Contracts and agreements.
- (8) Accountants' and auditors' reports.

Automatic Data Processing

- (9) Automatic data processing records.

General Accounting Records

- (10) General and subsidiary ledgers.
- (11) Journals.
- (12) Journal vouchers and entries.
- (13) Cash books.
- (14) Voucher register.
- (15) Vouchers.
- (16) Accounts receivable.
- (17) Records of securities owned.
- (18) Payroll records.
- (19) Assignments, attachments, and garnishments.

Insurance

- (20) Insurance records.
- (21) Injuries and damages.

Operations and Maintenance

- (22.1) Production - Electric (non-nuclear)
- (22.2) Production - Electric (nuclear)
- (22.3) Production - Gas
- (22.4) Production - Water
- (23.1) Transmission and distribution - Electric
- (23.2) Transmission and distribution - Gas
- (23.3) Transmission and distribution - Water
- (24) Customers' service
- (25) Records of auxiliary and other operations.

(26) Maintenance work orders and job orders.

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Personnel

- (27) Personnel records.
- (28) Employees benefit and pension records.
- (29) Instruction to employees and others.

Plant and Depreciation

- (30) Plant ledgers.
- (31) Construction work in progress.
- (32) Retirement work in progress.
- (33) Summary sheets.
- (34) Appraisals and valuations.
- (35) Maps.
- (36) Engineering records.
- (37) Contracts and other agreements relating to utility plant.
- (38) Reclassification of utility plant account records.
- (39) Accumulated depreciation and depletion of utility plant account records.

Purchases and Stores

- (40) Procurements.
- (41) Material ledgers.
- (42) Materials and supplies received and issued.
- (43) Records of sale of scrap and materials and supplies.
- (44) Inventories of materials and supplies.

Revenue Accounting and Collecting

- (45) Customers' service applications and contracts.
- (46) Rate schedules.
- (47) Customer guarantee deposits.
- (48) Water reading sheets and records.
- (49) Maximum demand pressure temperature.
- (50) Miscellaneous billing data.
- (51) Revenue summaries.
- (52) Customers' ledgers.
- (53) Merchandise sales.
- (54) Collection reports and records.
- (55) Customers' account adjustments.
- (56) Uncollectible accounts.

Tax

- (57) Tax records.

Treasury

- (58) Statement of funds and deposits.
- (59) Records of deposits with banks and others.
- (60) Records of receipts and disbursements.

Miscellaneous Records

- (61) Statistics.
- (62) Budgets and other forecasts.
- (63) Correspondence.

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- (64) Records of predecessor and former associates.
- (65) Reports to federal and state regulatory agencies.
- (66) Copies of advertisements.

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 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
<u>CORPORATE AND GENERAL</u>	
(1) Capital stock records:	
(a) Capital stock ledgers or other records showing the same information	six years after the stock-holders' account is closed. ¹
(b) Capital stock subscription accounts, warrants, requests for allotments, and other essential papers related thereto.	two years after settlement.
(c) Stubs or similar records of capital stock certificate issuance where not used as capital stock ledger record.	six years after cancellation of certificate If this record serves the purpose of a capital stock ledger, Item(1)(a) is applicable.
(d) Stock transfer registers or sheets or similar records.	six years after last entry on page or sheet sheet of record.
(e) Papers pertaining to or supporting transfers of capital stock:	
Papers that are recorded officially in a court or in the office of some other public recording authority; and other papers presented by any bank or trust company requesting transfers in its capacity as a fiduciary and miscellaneous papers.	Destroy at option or return to stockholder.
(f) Canceled capital stock certificates where not used as capital stock ledger records.	six years after cancellation of certificate. If this record serves the purpose of a capital stock ledger, Item 1(a) is applicable.
(g) Change of address notices of stockholders.	Destroy at option after changes are recorded.
(h) Bonds of indemnity and affidavits covering issuances of stock certificates to replace lost certificates.	six years after expiration of bonds.
(i) Letters, notices, reports, statements, and other communications distributed to all stockholders of a particular class:	
1. Formal communications addressed to all stockholders of a particular class, including annual reports to stockholders, notices of annual and special meetings of stockholders, and other notices, reports, letters, or statements relating to corporate or stockholder actions.	Life of public utility.
2. Interim reports of operations, speeches of corporate officers, notices of change of corporate address, of telephone numbers, etc.	six years after the date thereof.

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 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(j) Dividend registers, lists or similar records.	six years.
(k) Paid dividend checks.	six years.
(l) Third-party dividend orders.	six years after rescission order.
(2) Proxies and voting lists:	
(a) Proxies of holders of voting securities.	three years.
(b) Lists of holders of voting securities represented at meetings.	one year.
(3) Reports to stockholders:	
(a) Annual reports or statements to stockholders.	Life of public utility.
(b) Written acknowledgments of receipts of reports to stockholders and written requests for copies of such reports.	Destroy at option.
(4) Debt security records: ²	
(a) Registered bond and debenture ledgers.	three years after retirement.
(b) Bond and debenture subscription accounts, warrants, subscription notices, requests for allotment, and essential papers related thereto.	three years after settlement.
(c) Stubs or similar records of bond and debenture certificates issued.	three years after redemption.
(d) Papers pertaining to or supporting transfers of registered bonds and debentures:	
Papers that are recorded officially in a court or in the office of some other public recording authority; and other papers presented by any bank or trust company requesting transfers in its capacity as a fiduciary, plus other miscellaneous papers.	Destroy at option or return to holders of the bonds or debentures.
(e) Records of bond and debenture interest coupons paid and unpaid.	Destroy at option. ³
(f) Canceled bonds and debentures and paid interest coupons pertaining thereto.	Destroy at option ³ .
(g) Trust indentures, loan agreements, or other contracts or agreements securing debt securities issued. (If such papers or documents are included among the records covered by Item 5, this instruction will not apply.)	six years after redemption.

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 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(h) Copies of reports, statements, letters or memoranda filed with Trustee(s) pursuant to provisions of trust indenture or other security instrument or agreement securing debt securities issued.	<p>six years after redemption. (Destroy at option provided that the Trustee(s) under such indenture or security instrument is a National Bank, a member of the Federal Reserve System, or a subsidiary of any such National Bank or Federal Reserve System member bank; and provided further that the Trustee(s) has certified to the company that copies of all such documents will be available in the offices of the Trustee(s) for inspection at any time prior to redemption by holders of debt securities to which such documents relate and for inspection by any federal or state regulatory agency prior to redemption and for an additional period of six years after redemption).</p>
(i) Paid or canceled debt securities evidencing temporary borrowings.	three years after payment or cancellation, provided other records of issuance and payment or cancellation are maintained.
(j) Paid interest checks.	six years.
(5) Filings with and authorizations by regulatory agencies:	
(a) Authorization from regulatory bodies for issuance of securities:	
1. Copies of applications to regulatory bodies for authority to issue stocks, bonds, and other securities, including copies of exhibits in support of such applications.	25 years or until all securities covered are retired, whichever is shorter. ⁴
2. Official copies of opinions and orders of regulatory bodies granting authority to issue securities.	Until securities covered are retired.
3. Reports filed with regulatory bodies in compliance with authorizations to issue securities. (Reports of sales of securities, of application of proceeds, etc.) File copies of such reports and supporting papers.	Until securities covered are retired.
(b) Copies of registration statements and other data filed with the Securities and Exchange Commission:	
1. In connection with offerings of securities for sale to the public or the listing of securities on exchanges, including supporting papers.	25 years or until all securities covered are retired, whichever is shorter. ⁴

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 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(2) Copies of periodic reports and supporting paper filed in compliance with either the Securities Act of 1933 or the Securities Exchange Act of 1934.	25 years.
(6) Organizational documents:	
(a) Minute books of stockholders', directors', and directors committee meetings, and of Board of Light Commissioners or other municipal governing body.	Life of public utility. (Permanently for municipalities.)
(b) Titles, franchises, and licenses:	
1. Deeds and other title papers (including abstracts of title and supporting data).	six years after property is disposed of unless surrendered to transferee.
2. Corporate charters or certificates of incorporation.	Life of public utility.
3. Franchises and certificates authorizing operations as a public utility.	Life of public utility.
4. Licenses (including amendments thereof) granted by federal or state authorities for construction and operation of utility plant.	25 years after plant is retired or expiration of license, whichever is shorter.
5. Copies of formal orders of regulatory agencies served on the public utility.	Life of public utility.
(c) Permits:	
1. Permits and granted applications for the use of facilities others	six years after expiration or cancellation.
2. Copies of permits and applications granted others for the use of the utility's facilities.	six years after expiration or cancellation.
3. Applications for the use of facilities not granted and copies of such applications.	Destroy at option.
4. Permits of a temporary nature for municipalities or others to perform specific work, such as permits to open streets.	Destroy at option.
(d) Organization diagrams and charts.	Destroy at option after expiration or supersession.
(7) Contracts and agreements (except contracts provided for elsewhere):	
(a) Service contracts, such as for management, accounting, financial, and engineering services.	six years after expiration or cancellation.
(b) Contracts with other utilities, or affiliates, for the purchase, sale	six years after expiration or cancellation.

or interchange of product.

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 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(c) Leases pertaining to rentals of property to or from others.	six years after expiration or cancellation
(d) Contracts and agreements with individual employees, labor unions, company unions, and other employee organizations relative to wage rates, hours, and similar matters.	six years after expiration or cancellation.
(e) Contracts, agreements, and/or other essential records necessary to the carrying out of the functions of an employees' stock purchase plan or other type of employees' saving plan.	six years after expiration or cancellation.
(f) Contracts or agreements for the acquisition or disposal of investments (excluding temporary cash investments).	25 years after disposal.
(g) Memoranda essential to clarifying or explaining provisions of contracts listed above.	For the same period as contracts to which they relate.
(h) Card or book records of contracts, leases, and agreements made, showing dates of expirations and or renewals, and payments under such contracts, etc.	For the same period as contracts to which they relate.
(8) Accountants' and auditors' reports:	
(a) Reports of examinations and audits by accountants and auditors not in the regular employ of the public utility (such as reports of public accounting firms and regulatory agency accountants).	Seven years after date of report.
(b) Internal audit reports and work papers.	Seven years after date of report.

AUTOMATIC DATA PROCESSING

(9) Automatic data processing records (Retain original source data used as input for data processing and data processing report printouts for the applicable periods prescribed elsewhere in the Schedule.):

(a) Punched cards, tapes, similar media used as intermediate records or steps in data processing for assembling data to be posted to the records of the company or used in a report or a study.	Destroy at option.
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75.05: continued

SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(b) Program documentation and revisions thereto.	Retain for periods prescribed for related output data. Statements and illustrations as to the scope of operations should be sufficiently detailed to indicate (a) the application being performed, (b) the procedures employed in each application (that, for example, might be supported by flow charts, block diagrams, or other descriptions of operating procedures), and (c) the controls used to insure accurate and reliable processing. Major program changes, together with their effective dates, should be noted in order to preserve an accurate chronological record.
 <u>GENERAL ACCOUNTING RECORDS</u> 	
(10) General and subsidiary ledgers:	
(a) 1. General ledgers.	50 years.
2. Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere.	50 years.
(b) 1. Indexes to general ledgers.	50 years.
2. Indexes to subsidiary ledgers except ledgers provided for elsewhere.	50 years.
(c) Trial balance sheets of general and subsidiary ledgers.	Two years.
(11) Journals:	
(a) General and subsidiary.	50 years.
(12) Journal vouchers and journal entries including supporting detail:	
(a) Journal vouchers and journal entries.	50 years.
(b) Analyses, summarizations, distributions, and other computation that support journal vouchers and journal entries:	
1. Charging plant accounts.	Six years.
2. Charging all other accounts.	Six years.
(c) Schedules for recurring journal entries.	Destroy when superseded.
(d) Lists of standard journal entry numbers.	Destroy when superseded.
(13) Cash books:	
(a) General and subsidiary or auxiliary books.	Ten years after close of fiscal year.

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 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(14) Voucher registers:	
(a) Voucher registers or similar records.	Six years.
(15) Vouchers:	
(a) Paid and canceled vouchers (<i>i.e.</i> , one copy analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers).	Six years.
(b) Original bills and invoices for materials, services, etc., paid by vouchers.	Six years.
(c) Paid checks and receipts for payments by voucher or otherwise.	Six years.
(d) Authorization for the payment of specific vouchers.	Six years.
(e) Lists of unaudited bills (accounts payable), lists of vouchers transmitted and memoranda regarding charges in unaudited bills.	Destroy at option.
(f) Voucher indexes.	Destroy at option.
(16) Accounts receivable (see Items 53 and 54 for accounts with customers for utility service and for merchandise sales, respectively):	
(a) Records of accounts receivable pertaining to sales of utility plant.	Three years after settlement.
(b) Record or register of accounts receivable and indexes thereto and summaries of distribution.	Three years after settlement.
(c) Accounting department copies of invoices issued and supporting papers that do not accompany the original invoices and authorizations for charges including supporting papers.	Three years after settlement.
(d) Periodic statements of unsettled accounts, except trial balances.	Destroy at option.
(e) Schedule of invoices to be issued.	Destroy at option.
(17) Records of securities owned:	
(a) Records of securities owned, in treasury, or with custodians (excluding temporary investment of cash).	Six years after disposal of the investment.
(18) Payroll records:	
(a) Payroll sheets or registers of payments of salaries and wages.	Six years.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(b) Records showing the distribution of salaries and wages paid and summaries or recapitulation statements of such distribution.	Six years.
(c) Time tickets, time sheets, time books, time cards, worker's reports and other records showing hours worked, description of work and accounts to be charged:	
1. When used as a basis for payment of salaries and wages supporting records described in Item 18(a).	Six years.
2. When used solely as basis for supporting records described in Item 18(a).	Destroy at option.
(d) Paid checks, receipts for wages paid in cash, and other evidences of payments for services rendered by employees.	Three years.
(e) Applications and authorizations for changes in wage and salary rates, summaries and reports of changes in payrolls, and similar records.	Three years.
(f) Applications for payroll changes not authorized.	Destroy at option.
(g) Payroll authorizations and records of authorized positions.	Three years.
(h) Records of deductions from payrolls.	Destroy at option.
(i) Comparative or analytical statements of payrolls.	Destroy at option.
(j) Employees' individual earnings record.	Six years after termination of employment.

(19) Assignments, attachments, and garnishments:

- | | |
|--|--------------------|
| (a) Record of assignments, attachments, and garnishments of employees' salaries, including files of notices, etc., pertaining thereto. | Destroy at option. |
| (b) Minors' salary releases. | Destroy at option. |

INSURANCE

20. Insurance records:

- | | |
|--|---|
| (a) Records of insurance policies in force, showing coverage, premiums paid, and expiration dates. | Destroy at option after expiration of such policies plus one year, except records of liability insurance coverage, which are to be retained six years after expiration of such policies, and records of environmental liability coverage, which are to be retained for the life of utility. |
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75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(b) Insurance policies.	Destroy at option after expiration of such policies plus one year, except policies for liability insurance, which are to be retained six years after expiration of such policies, and policies for environmental liability insurance, which are to be retained for the life of utility.
(c) Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers.	six years, except records of liability insurance coverage, which are to be retained an additional six years, and records of environmental liability insurance, which are to be retained for the life of utility.
(d) Inspectors' reports and records of condition of property.	Destroy when superseded, except records of liability insurance, which are to be retained an additional six years, and records of environmental liability insurance, which are to be retained for the life of utility.
(e) Insurance maps of property and structures erected thereon.	Destroy when superseded, except records of liability insurance, which are to be retained an additional six years, and records of environmental liability insurance, which are to be retained for the life of utility.
(f) Records and statements relating to insurance requirements.	Destroy at option, except records of liability insurance, which are to be retained six years, and records of environmental liability insurance, which are to be retained for the life of utility.
(21) Injuries and damages:	
(a) Claim registers, card or book indexes, and similar records in connection with claims presented against the public utility in connection with accidents resulting in damage to the property of others or personal injuries.	Two years after settlement, or at the expiration of any appeal periods, whichever is longer.
(b) Papers, reports, statements of witnesses, etc., necessary to the support or rejection of individual claims against the company.	Two years after settlement, or at the expiration of any appeal periods, whichever is longer.
(c) Other papers, reports, or statements, pertaining to accidents resulting in property damages or personal injuries, not necessary to the support or rejection of claims.	Destroy at option.
(d) Detailed schedules or spread sheets of payments to others for personal injuries or for property damages.	Two years after settlement, or at the expiration of any appeal periods, whichever is longer.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
<u>OPERATIONS AND MAINTENANCE</u>	
(22.1) Production - Electric (non-nuclear):	
(a) Boiler room and turbine room reports of equipment in service and performance.	Three years.
(b) Boiler-tube failure and repair/replacement reports.	25 years.
(c) Generation and output logs with supporting data.	Six years.
(d) Station and system generation reports.	25 years.
(e) Load curves, temperature logs, coal, gas, oil, and water logs.	Three years.
(f) Gauge-reading reports.	Two years, except river-flow data collected in connection with hydro- operation shall be retained for life of the plant.
(g) Recording instrument charts.	One year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
(h) Load dispatcher's and station permits	One year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
(i) Records on any design changes.	Life of unit.
(j) Plant incident reports (abnormal occurrences).	Life of a unit.
(k) Records on changes of any operating procedures.	Life of unit.
(l) Records on changes of any preventive maintenance procedures.	Life of unit.
(22.2) Production - Electric (nuclear):	
(a) Records of normal plant operation, including power levels and periods of operations at each power level.	Six years/operating charts for thr first three years' operation will be stored for the life of unit.
(b) Records of principal maintenance activities, including inspection, repair, substitution, or replacement of principal items of equipment, including those pertaining to nuclear safety.	Six years/operating charts for the first three year's operation will be stored for life of unit.
(c) Records of abnormal occurrences.	Six years/operating charts for the first three years' operation will be stored for life of unit.
(d) Records of periodic checks, inspections, and calibrations performed to verify that surveillance requirements are being met.	Six years/operating charts for the first three years' operation will be stored for life of unit

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(e) Steam generator tube failure and repair/replacement reports.	Life of unit.
(f) Records and prints of changes made to the plant as described in the Final Safety Safety Analysis Report, or similar report as required.	Life of unit.
(g) Records of changes made in operating procedures.	Life of unit.
(h) Plant design change records (PDCRs).	Life of unit.
(i) Plant Incident Reports (PIRs).	Life of unit.
(j) Records on changes in preventive maintenance procedures.	Life of unit.
(k) All documents prepared by the public utility, or on its behalf, for the Nuclear Regulatory Commission (NRC) (e.g., Licensee Event reports, Systematic Assessment of Licensee Performance reports, Institute of Nuclear Power evaluation reports).	Life of unit.
(l) All documents prepared by the NRC, or on its behalf, for the public utility.	Life of unit.
(22.3) Production - Gas:	
(a) Boiler and gas machine logs, including supporting data.	Three years.
(b) Gas generation and output logs with supporting data.	Three years.
(c) Temperature and atmospheric pressure logs.	20 years, unless other weather series are kept for forecasting purposes, in which case three years.
(d) Coal, coke, and oil reports.	Three years.
(e) Residual reports.	Three years.
(f) Recording instrument charts such as pressure (static and/or differential), temperature, specific gravity, heating value, etc.	One year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
(g) Test of heating value at stations and outlying points.	Six years.
(h) Records of gas produced, gas purchased, gas sent out, and holder stock.	20 years, unless other records of sendout are kept for forecasting purposes, in which case six years.
(i) Analysis of gas produced and purchased including British Thermal Unit (BTU) and sulphur content.	20 years, unless other records of analysis are kept for forecasting purposes, in which case six years.
(j) Records of general inspection and operating tests.	Three years.
(k) Well records, including clearing, bailing, shooting, records; rock pressure; open flow; production, gas analysts' reports, etc.	One year after field or relevant production area abandoned.
(l) Gasoline production.	Six years.
(m) Gas production by counties.	Destroy at option.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(n) Gas measuring records.	One year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.
(o) Tool record.	For life of equipment.
(p) Royalty record.	Six years.
(q) Records of meter tests.	Until superseding test, but not less than two years.
(r) Meter history records.	For life of meter.
(22.4) Production - Water:	
(a) Record of water supplied to distribution system, by sources.	15 years or three years after the source is abandoned, whichever is shorter.
(b) Boiler room, condenser room, turbine room, and pump room logs, including supporting data.	Three years.
(c) Boiler room and turbine room reports of equipment in service and performance.	Three years.
(d) Equipment failure report.	Three years.
(e) Pumping output logs with supporting data.	Six years.
(f) Station output reports.	25 years.
(g) Oil and waste reports.	Five years.
(h) Coal and water logs.	Three years.
(i) Gauge-reading reports.	Three years.
(j) Recording instrument charts.	Three years.
(k) Water quality reports.	Five years.
(23.1) Transmission and distribution - Electric:	
(a) Substation and transmission line logs.	Life of the line.
(b) System operator's daily logs and reports of operation.	Life of the line.
(c) Storage battery and other equipment logs and records.	Three years.
(d) Interruption logs and reports.	Six years.
(e) Records of substation general inspection and operation tests.	Three years.
(f) Apparatus failure reports.	Six years.
(g) Line-trouble reports and records.	Three years.
(h) Lightning and storm data.	Six years.
(i) Insulator test records.	Three years.
(j) Reports on inspections and repairs of all street openings.	Six years.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(k) Records of meter tests.	Most recent test record shall be retained for at least six years, and any prior test record shall be retained for at least two years, or as may be necessary to comply with service rules regarding refunds on fast meters.
(l) Meter shop reports (monthly reports summarizing tests, repairs, etc.).	Three years.
(m) Meter history records.	For life of meter.
(n) Transformer history records.	For life of transformer.
(o) Records of transformer inspections, oil tests, etc.	Destroy at option.
(p) Pole, tower, structure, equipment, and other history records.	For life of equipment.
(q) Board of Fire Underwriters certificates.	Three years.
(r) Orders from municipalities in connection with street lighting and traffic signal systems.	Three years.
(s) Valve record size, location, and operating data.	Life of public utility, unless information is summarized in other records.
(23.2) Transmission and distribution - Gas:	
(a) Transmission line logs.	Five years.
(b) Transmission and distribution department load dispatching operation logs.	Five years.
(c) Service interruption logs and reports.	Six years.
(d) Records of general inspection and operating tests.	Three years.
(e) Reports on inspections and repairs of all street openings.	Six years.
(f) Apparatus failure reports.	Six years.
(g) Records of meter tests.	Most recent test record shall be retained for at least seven years, and any prior test record shall be retained for at least two years, or as may be necessary to comply with service rules regarding refunds on fast meters.
(h) Meter history records.	For life of meter.
(i) Meter shop reports (monthly reports summarizing tests, repairs, etc.).	Three years.
(j) Gas measuring records.	Three years.
(k) Transmission line operating reports.	Three years.
(l) Compressor operation and reports.	Three years.
(m) Gas pressure department reports.	Three years.
(n) Recording instrument charts such as pressure (static and/or differential), temperature, specific gravity, heating value, etc.	One year, except where the basic chart information is transferred to another record, the charts need only be retained six months provided the record containing the basic data is retained one year.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(23.3) Transmission and Distribution - Water:	
(a) Operator's daily logs and reports of operation.	Six years.
(b) Equipment logs and records.	Three years.
(c) Apparatus failure reports.	Six years.
(d) Reports on inspections and repairs of all street openings.	Six years.
(e) Records of meter tests.	Most recent test record shall be retained for at least six years, and any prior test record shall be retained for at least two years, or as may be necessary to comply with service rules regarding refunds on fast meters.
(f) Meter history records.	For life of meter, plus three years.
(g) Pipelines, structures, equipment, and other history records.	For life of equipment.
(h) Meter shop reports (monthly reports summarizing tests, repairs, etc.).	Six years.
(24) Customers' service:	
(a) Reports of inspections of customers' premises.	Two years.
(b) Records and reports of customers' service complaints.	Two years.
(c) Survey of customers' premises to determine type of service and equipment to be installed.	Destroy at option.
(d) Records of installed customers' appliances.	Destroy at option.
(25) Records of auxiliary and other operations:	
(a) Records of operations other than utility operations.	Retain for same periods as prescribed in 220 CMR 75.00 for similar records pertaining to utility operations.
(26) Maintenance work orders and job orders:	
(a) Authorizations for expenditures for maintenance work to be covered by work orders, including memoranda showing the estimates of costs to be incurred.	Six years.
(b) Work order sheets to which are posted in detail the entries for labor, material, and other charges in connection with maintenance and other work pertaining to utility operations.	Six years.
(c) Summaries of expenditures on maintenance and job orders and clearances to operating and other accounts (exclusive of plant accounts).	Six years.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

DescriptionRetention PeriodPERSONNEL

(27) Personnel records:

- (a) Employees' service records, length of service, and other pertinent data.
- (b) Applications for employment, requests for medical examination, medical examiner's report, photographs, and other identification records, and other miscellaneous records pertaining to the hiring of employees.

Three years after termination of employment.
 Destroy at option.

(28) Employees' benefit and pension records:

- (a) Detailed records showing computations of accruals for pension liabilities.
- (b) Pension or annuity payrolls.
- (c) Pension paychecks.
- (d) Records pertaining to employees' benefit programs.

Six years after supersession of the study or report or termination of plan.
 Six years.
 Three years.
 Destroy at option.

(29) Instructions to employees and others:

- (a) Bulletins or memoranda of general instructions issued by the public utility to employees pertaining to changes in accounting, engineering, operating, maintenance, and construction policies.
- (b) Bulletins or memoranda of general instructions issued by the public utility to employees pertaining to accounting, engineering, operating, maintenance, and construction methods and procedures.
- (c) Notices to employees on matters of discipline, department, and other similar subjects.

Ten years after expiration or supersession.
 Ten years after expiration or supersession.
 Destroy at option.

PLANT AND DEPRECIATION

(30) Plant ledgers:

- (a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes.
- (b) Continuing plant inventory ledger, book, or card records showing description, location, quantities, cost, etc., of physical units (or items) of utility plant owned.

50 years.
 Six years after plant is retired, provided mortality data are retained.⁵

(31) Construction work in progress ledgers, work orders, and supplemental records:

- (a) Construction work in progress ledgers.

Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years

after plant is retired.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(b) Work order sheets to which are posted in summary form or in detail the entries for labor, materials, and other charges for utility plant additions and the entries closing the work orders to utility plant in service at completion.	Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six year after plant is retired.
(c) Authorization for expenditures for additions to utility plant, including memoranda showing the detailed estimates of cost and the bases therefor (including original and revised or subsequent authorizations).	Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
(d) Requisitions and registers of authorizations for utility plant expenditures.	Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
(e) Completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions.	Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
(f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours, etc., in connection with completed construction project.	Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
(g) Records and reports pertaining to progress of construction work, the order in which jobs are to be completed, and similar records that do not form a basis of entries to the accounts.	Destroy at option.
(h) Well-drilling logs and well-construction records.	One year after field or relevant production area abandoned.
(32) Retirement work in progress ledgers, work orders, and supplemental records:	
(a) Work order sheets to which are posted the entries for removal costs, materials recovered, and credits to utility plant accounts for cost of plant retired.	Ten years after plant is retired, provided mortality data are retained. ⁵
(b) Authorizations for retirement of utility plant, including memoranda showing the basis for determination of cost of plant to be retired and estimates of salvage and removal costs.	Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired.
(c) Registers of retirement work orders.	Ten years.
(33) Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant accounts not covered by construction or retirement work orders and their	Ten years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise six years after plant is retired

supporting records.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(34) Appraisals and valuations: Appraisals and valuations made by the public utility of its properties or investments or of the properties or investments of any affiliated companies (includes all records essential thereto)	Three years after disposition, termination of lease, or write-off of property or investment.
(35) Maps and map reproductions: (a) Geological maps and aerial photographs of field showing the location and physical characteristics of production, transmission, and distribution systems of the public utility.	Until map is superseded or six years after plant is retired, provided mortality data are retained. ⁵
(36) The original or reproductions of engineering records, drawings, and other supporting data for proposed as constructed utility facilities: (a) Maps, diagrams, profiles, plans, photographs, records of engineering studies, and similar records in connection with proposed construction projects: <ol style="list-style-type: none"> 1. If construction of project results wholly or in part. 2. If construction of project does not result. 	Until record is superseded or six years after plant is retired. ⁵ Destroy at option after completely accounting for expenses incurred.
(37) Contracts and other agreements relating to utility records: <ol style="list-style-type: none"> (a) Contracts relating to acquisition or sale of plant. (b) Contracts and other agreements relating to services performed in connection with construction of utility plant (including contracts for the construction of plant by others for the public utility for supervision and engineering relating to construction work). (c) The primary records of gas acreage owned, leased, or optioned excluding deeds and leases but including such records as lease sheets, leasehold cards, and option agreements. 	Six years after plant is retired. Six years after plant is retired. Six years after rights to the gas acreage have expired or otherwise resolved.
(38) Records pertaining to reclassifications of utility plant accounts to conform to prescribed systems of accounts, including supporting papers showing the bases for such reclassifications.	Six years.
(39) Records of accumulated provisions for depreciation and depletion of utility plant and supporting computation of expense:	

75.05: continued

SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(a) Detailed records or analysis sheets segregating the accumulated depreciation according to functional classification of plant.	Life of plant, plus two years.
(b) Records supporting computation of depreciation and depletion expense of utility plant, including such data as life and salvage studies.	Life of plant, plus two years.
 <u>PURCHASE AND STORES</u>	
(40) Procurements:	
(a) Agreements entered into for the acquisition of goods or the performance of services. Includes all forms of agreements not specifically set forth in Item 7 such as, but not limited to, letters of intent, exchange of correspondence, master agreements, term contracts, rental agreements, and the various types of purchase orders:	
1. For goods or services relating to plant construction.	Six years.
2. For other goods or services.	Six years.
(b) Supporting documents including accepted and unaccepted bids or proposals (summaries of unaccepted bids or proposals may be in lieu of originals) evidencing all relevant elements of the procurement.	Six years.
(c) All other procurement records such as requisitions, advices from suppliers, registers, or similar records of invoices.	Destroy at option after completion of annual audit by independent accountants.
(41) Material ledgers:	
(a) Ledger sheets of materials and supplies received, issued, and on hand.	Six years.
(b) Statements of materials and supplies on hand, per ledgers.	Destroy at option after completion of annual audit by independent accountants.
(42) Materials and supplies received and issued:	
(a) Records and reports pertaining to receipt of materials and supplies.	Destroy at option after completion of annual audit by independent accountants.
(b) Records of inspecting and testing materials and supplies.	Destroy at option.
(c) Records showing the detailed distribution of materials and supplies issued during accounting periods.	Six years.
(d) Records of material issued, transferred, or returned to stock:	
1. Showing quantities, unit prices, and accounts to be charged.	Six years.

75.05: continued

SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
2. Showing only quantities and accounts to be charged.	Destroy at option if the basic information contained thereon is transferred to other records.
(e) Minor records and reports pertaining to materials and supplies not involving costs or final disposition, such as reports of unfilled requisitions, authorizations for additions to stock, and similar records; also storeroom copies of purchase orders and price records, other copies being retained in files of purchasing department.	Destroy at option.
(43) Records of sales of scrap and materials and supplies:	
(a) Authorization for sale of scrap and materials and supplies.	Three years.
(b) Contracts for sale of scrap and materials and supplies.	Three years.
(c) Memoranda pertaining to sale of scrap and materials and supplies.	Destroy at option.
(44) Inventories of materials and supplies:	
(a) General inventories of materials and supplies on hand with records of adjustments of accounts required to bring stores records into agreement with physical inventories.	Destroy at option after completion of annual audit by independent accountants.
(b) Stock cards, inventory cards, and other detailed records pertaining to the taking of inventories if abstracted into records covered by 220 CMR 75.05(44)(a).	Destroy at option.
(c) Minor inventories of materials and supplies on hand if not reflected in adjustments of accounts.	Destroy at option.

REVENUE ACCOUNTING AND COLLECTING

(45) Customers' service applications and contracts:	
(a) Applications for utility service for which contracts have been executed.	Destroy at option.
(b) Applications for utility service used in lieu of contracts.	One year.
(c) Contracts and card files or other records thereof with customers for utility service (see also 220 CMR 75.05(7)(b)).	One year after expiration or cancellation.
(d) Applications for utility service that were withdrawn by applicant or not granted by the public utility.	One year.
(e) Contracts or sales agreements with customers and others for sale of merchandise and appliances.	One year after sales agreement is discharged.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(f) Contracts for lease of equipment to customers, including receipts for same.	One year after expiration of contract or return of equipment.
(g) Applications and contracts for extensions covered by refundable deposits or guarantees of revenue; also records pertaining to such contracts.	One year after entire amount is refunded.
(h) Contracts for extensions of service for which contributions are made by customers or others.	50 years.
(46) Rate schedules:	
(a) General files of published rate sheets and schedules of utility service (including schedules suspended or superseded).	50 years.
(b) Divisional or local office copies of rate sheets and schedules of utility service.	One year after expiration or cancellation.
(47) Customers' guarantee deposits:	
(a) Customers' deposit ledgers or card records.	Six years after refund.
(b) Customers' deposit certificate books.	Six years after refund.
(c) Receipts for customers' deposits refunded.	Six years after refund.
(d) Receipts for interest on customers' deposits.	Six years after refund.
(48) Meter reading sheets and records:	
(a) Superseded meter reading sheets.	Two years or as may be necessary to comply with service rules regarding refunds on fast meters.
(b) Meter reread sheets (<i>i.e.</i> , special readings to check high or low consumption).	One year.
(c) Customers' reading cards.	One year.
(d) Connection and disconnection orders.	One year.
(e) Superseded indexes to meter books.	Destroy at option.
(f) Mark sensed meter reading cards.	Destroy at option after transferring data to other record.
(49) Maximum demand, pressure, temperature, and specific gravity charts, and demand meter record cards.	One year, except where the basic chart information is transferred to another record the charts need only be retained six months, provided the record containing the basic data is retained one year.
(50) Miscellaneous billing data:	
(a) Billing department's copies of contracts with customers (in addition to contracts in general files).	Destroy at option.
(b) Service and inspection orders from which customers are charged and sundry charge advices.	One year.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(c) Authorizations for charges under utility service contracts.	One year after expiration of contract.
(d) Standard billing sheets or schedules (showing computed bills of varying consumption according to rates).	Destroy at option.
(51) Revenue summaries:	
(a) Summaries of monthly operating revenues according to classes of service for entire public utility.	Six years.
(b) Summaries of monthly operating revenues according to classes of service by towns, districts, or divisions (including summaries of forfeited discounts and penalties.)	Six years.
(52) Customers' ledgers and other records used in lieu thereof:	
(a) Customers' ledgers.	Two years or as may be necessary to comply with service rules regarding refunds on fast meters.
(b) Records used in lieu of customers' ledgers, such as bill summaries, registers, bill stubs, etc.	Two years or as may be necessary to comply with service rules regarding refunds on fast meters.
(c) Copies of large bills:	
1. If details are transcribed to ledgers covered by 220 CMR 75.05(52)(a).	Destroy at option.
2. If details are not transcribed to ledgers.	Two years.
(d) Trial balances of ledgers referred to above.	One year.
(e) Indexes to customers' accounts.	Two years.
(f) Change of address notices.	Destroy at option.
(g) Cards and other records relating to forfeited discounts.	Two years.
(53) Merchandise sales - accounting and collecting:	
(a) Merchandise sales tickets (duplicates) and charge slips for work done.	Destroy at option after annual audit and six months after account is settled.
(b) Merchandise registers and summaries of sales.	Three years.
(c) Merchandise ledgers and installment records.	One year after completion of payments.
(d) Merchandise sales returns and adjustment records.	Destroy at option after annual audit and six months after account is settled.
(e) Cashiers' stubs for merchandise collections.	Six months.
(f) Cashiers' periodic reports and statements of collection on merchandise accounts.	One year.
(g) Records of monthly statements to	Destroy at option.

customers.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(h) Reports relating to status of merchandise accounts receivable.	One year.
(i) Job orders and supporting details of charges to customers for work done.	Three years.
(j) Indexes and trial balances of merchandised ledgers.	One year.
(54) Collection reports and records:	
(a) Periodic reports, lists, and summaries of collections of operating revenues by collectors, agents, and local or divisional or district offices (see 220 CMR 75.05(60)(d)).	Destroy at option.
(b) Bill stubs, copies of bills, collection slips, and other records pertaining to collections, summarized or detailed in daily or periodic cash reports.	Six months.
(c) Memorandum records of remittances from local or branch offices (see 220 CMR 75.05(59), which applies to all bank accounts whether at general, local, or divisional offices).	Six months.
(55) Customers' account adjustments:	
(a) Detailed records pertaining to adjustments of customers' accounts for overcharges, undercharges, and other errors, results of which have been transcribed to other records.	Two years.
(b) Detailed records of high-bill complaints whether or not resulting in adjustments to customers' accounts.	Two years.
(56) Uncollectible accounts and customers' credit records:	
(a) Records of ratings, credit classifications, and investigations of customers.	Destroy at option.
(b) Ledger accounts and supporting details of customers' accounts considered to be uncollectible.	For period legally collectible.
(c) Reports and statements showing age and status of customers' accounts.	One year.
(d) Data on unpaid final bills.	One year.
(e) Authorizations for writing off customers' accounts.	Three years.

TAX

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(57) Tax records:	
(a) Copies of returns and schedules filed with taxing authorities, supporting work papers, records of appeals, tax bills, and receipts for payment (see 220 CMR 75.05(15)(b)) for vouchers evidencing disbursements):	
1. Federal income tax returns.	Seven years after settlement.
2. State income and property tax returns.	Seven years after settlement.
3. Sales and use taxes.	Three years.
4. Other taxes.	Two years after settlement.
5. Agreements between affiliate companies as to allocation of consolidated income taxes.	Two years after settlement.
6. Schedule of allocation of consolidated federal income taxes among affiliate companies.	Seven years after settlement.
(b) Summaries of taxes paid.	Destroy at option.
(c) Filings with taxing authorities to qualify employee benefit plans.	Seven years after settlement of federal return or discontinuance of plan, whichever is later.
(d) Information returns and reports to taxing authorities.	Three years, or for the period of any extensions granted for audit.

TREASURY

(58) Statements of funds and deposits:	
(a) Summaries and periodic statements of cash balances on hand and with depositories.	Destroy at option.
(b) Statements of managers' and agents' cash balances on hand and with depositories.	Destroy at option.
(c) Authorizations for and statements of transfer of funds from one depository to another.	Destroy at option.
(d) Requisitions and receipts for funds furnished managers, agents, and others.	Destroy at option after funds have been returned or accounted for.
(e) Records of fidelity bonds of employees and others responsible for funds of the public utility.	Destroy at option after liability of bonding company has expired.
(f) Reports and estimates of funds required for general and special purposes.	Destroy at option.
(59) Records of deposits with banks and others:	
(a) Copies of bank deposit slips.	Destroy at option after completion of annual audit by independent accountants.
(b) Advice of deposits made when information thereon is shown on other records that are retained.	Destroy at option after completion of annual audit by independent accountants.
(c) Statements from depositories showing the details of funds received, disbursed, transferred, and balances on deposit.	Destroy at option after completion of annual audit by independent accountants.

(d) Bank reconciliation papers.

Destroy at option after completion of annual audit by independent accountants.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(e) Statements from banks of interest credits.	Destroy at option after completion of annual audit by independent accountants.
(f) Check stubs, registers, or other records of checks issued.	Six years.
(g) Correspondence and memoranda relating to the stopping of payment of bank checks and to the issuance of duplicate checks.	Six years or destroy at option after check is recovered.
(60) Records of receipts and disbursements:	
(a) Daily or other periodic statements of receipts or disbursements of funds.	Destroy at option after completion of annual audit by independent accountants.
(b) Records of periodic statements of outstanding vouchers, checks, drafts etc., issued and not presented.	Destroy at option after completion of annual audit by independent accountants.
(c) Reports of affiliates showing working fund transactions and summaries thereof.	Destroy at option after completion of annual audit by independent accountants.
(d) Reports of revenue collections by field cashiers, pay stations, etc.	Destroy at option after completion of annual audit by independent accountants.
 <u>MISCELLANEOUS</u>	
(61) Statistics and miscellaneous:	
(a) Annual financial, operating, and statistical reports regularly prepared in the course of business for internal administrative or operating purposes (and not used as the basis for entries to accounts of the public utilities concerned) to show the results of operations and the financial condition of the public utility.	Ten years after date of report.
(b) Quarterly, monthly, or other periodic financial, operating, and other statistical reports as above.	Two years after date of report.
(c) All other statistical reports (not covered elsewhere in these regulations) prepared for internal administrative or operating purposes only and not used as the basis for entries to the accounts of the public utility.	Destroy at option.
(62) Budgets and other forecasts (prepared for internal administrative or operating purposes) of estimated future income, receipts, and expenditures in connection with financing, construction, and operations and acquisitions or disposals of properties or investments by the public utility and its affiliate companies, including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates.	Three years.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(63) Correspondence:	
(a) Correspondence and indexes thereto relating to offices covered by other items of 220 CMR 75.00.	Retain for the period prescribed for the item to which it relates where necessary to a proper explanation of same.
(b) Stenographers' notebooks and dictaphone or other mechanical device records.	Destroy at option.
(c) Mailing lists of prospects for appliance sales, securities, etc.	Destroy at option.
(64) Records of predecessors and former affiliates.	Retain until the records of utility plant acquired have been integrated with the public utility's plant records and the original cost of the acquired plant is adequately supported by cost details and until it is ascertained that such records are not necessary to fulfillment of any unsatisfied regulatory requirement, such as: (a) approval and recording of accounting adjustments resulting from reclassification and original cost studies and acceptance of property acquisition journal entries, (b) cost, depreciation, and amortization reserve determinations for plant, and (c) establishment of continuing plant inventory records or accounting evidence of the cost of long-lived property in the absence of such continuing plant inventory records.
(65) Reports to federal and state regulatory agencies:	
(a) Annual financial, operating, and statistical reports.	Life of public utility.
(b) Monthly and quarterly reports of operating revenues, expenses, and statistics.	Two years after date of report.
(c) Special or periodic reports on the following subjects:	
1. Transactions with affiliated companies.	Six years.
2. Budgets of expenditures.	Three years.
3. Accidents.	Six years.
4. Employees and wages.	Five years.
5. Loans to officers and employees.	Three years after fully paid.
6. Issues of securities.	Data filed with the Securities and Exchange Commission retain 25 years or until all securities covered are retired, whichever is shorter; other reports retain until securities covered are retired.
7. Purchases and sales, utility properties.	Life of public utility.
8. Plant changes -- units added and retired.	Life of public utility.
9. Service interruptions.	Six years.
(d) Cost of service reports filed under section 133 of the Public Utility Regulatory Policies Act (PURPA). (See 18 CFR Part 290.)	Five years.

75.05: continued

 SCHEDULE OF RECORDS AND PERIODS OF RETENTION

<u>Description</u>	<u>Retention Period</u>
(66) Other miscellaneous records:	
(a) Copies of advertisements by the public utility on behalf of itself or any affiliate company in newspapers, magazines, and other publications including records thereof (excluding advertising of product, appliances, employment opportunities, services, territory, route notices, and invitations for bids for securities, all of which may be destroyed at option).	Six years.
(b) Indexes of forms used by public utility.	Destroy when superseded.

NOTES

1. For the purpose of 220 CMR 75.00, a stockholder's account may be treated as a closed account at the time that such stockholder ceases to be a holder of record of the particular class and series of stock of the company, and the six-year retention period prescribed herein shall run from that date. If such person subsequently acquires shares of capital stock of the company and thus again becomes a stockholder of the company, the record of such acquisition shall be treated as a new stockholder account.
2. The terms "bonds" and "debentures," as used in 220 CMR 75.00, shall include all debt securities, such as bonds, debentures, or notes other than debt securities that evidence temporary borrowings and that are expected to be repaid out of the proceeds of the sale of longer term securities. Typical of such temporary debt securities would be notes issued to banks evidencing temporary working capital and construction loans.
3. Canceled bonds and debentures and paid interest coupons pertaining thereto may be destroyed, provided that a certificate of destruction giving full descriptive reference to the documents destroyed shall be made by the person or persons authorized to perform such destruction and shall be retained by the company for the period herein prescribed. The certificate of destruction evidencing the destruction of paid interest coupons pertaining to bonds or debentures need not contain a listing of the bond or debenture serial numbers pertaining to such paid interest coupons. When documents represent debt secured by mortgage, the certificate of destruction also shall be authorized by a representative of the trustee(s) acting in conjunction with the person or persons destroying the documents or shall have the trustee(s) acceptance thereon. The certificate of destruction above described may be destroyed six years after the payment and discharge of the bonds or debentures or interest coupons described in such certificate.
4. If a retention period is prescribed elsewhere in 220 CMR 75.05 with respect to any document that is included as an exhibit to any filing retained pursuant to the requirements of this item, the company need retain only one copy of such document in its files provided appropriate cross references are established.
5. Life or mortality study data for depreciation purposes shall be retained for the life of the unit, plus two years.

REGULATORY AUTHORITY

220 CMR 75.00: M.G.L. c. 164, §§ 76C, 80, 81, 85.

NON-TEXT PAGE