

## Retention and Classification Report

**Agency:** Public Service Commission (810)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Public Service Commission

**SERIES:** 7281

3

**TITLE:** American Express monthly statement

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are summary reports generated by American Express showing expenditures made by state employees involving American Express. It consists of a monthly accounts control report, giving the cardholder, the account number, and the amount of charges.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

Although this record has not yet been audited, the potential for an audit does exist. For this reason the record should be retained for three years.

**AGENCY:** Public Service Commission

**SERIES:** 640

3

**TITLE:** Annual reports

**DATES:** 1917-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of Public Service Commission activities for each year. Information includes agency activities, agency staff, history, utilities, electricity, natural gas, telecommunications, water, legislation, and fiscal and financial operations. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Annual reports document agency history and functions. These records have ongoing value to researchers.

**AGENCY:** Public Service Commission

**SERIES:** 640

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Public Service Commission

**SERIES:** 7286

3

**TITLE:** Annual work program

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report based on real costs to the agency for employees, documenting the employee cost to date plus projected and budget totals.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record has administrative value only.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Public Service Commission

**SERIES:** 7282

3

**TITLE:** Budget background records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are working papers, cost statements, drafts of appropriation language sheets, and other rough data used in the preparation of annual budget estimates.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Public Service Commission

**SERIES:** 667

3

**TITLE:** Case abstracts

**DATES:** 1928-

**ARRANGEMENT:** Chronological, thereunder numerical by case number.

**DESCRIPTION:**

These records are summary abstracts produced by the Public Service Commission. The documents detail and summarize the dispositions and orders issued by the Commission as a result of formal Commission hearings. Information contained in these documents is summary of papers filed, appearances, orders issued, and dispositions of hearings. These documents are arranged alphanumerically by individual case.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is due to the value of this material to researchers.

**AGENCY:** Public Service Commission

**SERIES:** 667

**TITLE:** Case abstracts

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.



**AGENCY:** Public Service Commission

**SERIES:** 642

3

**TITLE:** Case files

**DATES:** 1917-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

This series documents the formal proceedings of the Utah Public Service Commission as it carried out its legislative mandate to supervise and regulate all public utilities within the state. The case files represent pleadings before the commission in the form of complaints, applications, or petitions which required a formal hearing. Cases not requiring a formal hearing were referred to as informal cases and comprise a separate series. Complaints could be brought by the commission's own motion or by any person or organization claiming a utility to be in violation of any law, rule, or order. Applications may include requests for certificates of convenience and necessity, contract carrier permits, interstate licenses, rate increases, rate reductions, relief from discriminatory charges, establishment of railroad crossings, switch connections and spurs, school bus crossings, and various other actions. The commission's jurisdiction extended over every gas, electric, telephone, telegraph, water, heat, transportation, and warehouse corporation which served the public for compensation. Notable cases include the dismantling of the Emigration Canyon Railroad in 1917. These records are also commonly referred to as formal hearings, proceedings, or dockets.

**RETENTION:**

Permanent. Retain for 12 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with

**AGENCY:** Public Service Commission

**SERIES:** 642

**TITLE:** Case files

(continued)

authority to weed.

Microfilm master: For records beginning in 1917 through 1993.  
Retain in State Archives permanently.

Computer data files: Retain in Office until administrative need ends.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value to documents the formal proceedings of the Utah Public Service Commission as it carried out its legislative mandate to supervise and regulate all public utilities within the state. Notable cases include the dismantling of the Emigration Canyon Railroad in 1917.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Public Service Commission

**SERIES:** 13735

3

**TITLE:** Contracts and agreements

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 7 years and then destroy.

**AGENCY:** Public Service Commission

**SERIES:** 7275

3

**TITLE:** Deposits with State Treasurer

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office. These records include documentation of payments from the utility companies to the agency.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 24312

3

**TITLE:** Dockets

**DATES:** 2002-

**ARRANGEMENT:** Chronological by docket number.

**DESCRIPTION:**

This series contains documents submitted to the Public Service Commission along with orders and notices sent out by the Public Service Commission. These documents have been organized into dockets pertaining to the year, the case opened, the company involved, and the numeric order of cases opened by the specific company. The cases contained in these dockets have been closed and have been saved in the Public Service Commission library. These dockets may also contain reporter's transcripts from hearings held before the Public Service Commissioner or the Public Service Commission's Administrative Law Judge. May also include correspondence, exhibits, notices, orders, transcripts and supporting documentation.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2017 and continuing to the present. Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**AGENCY:** Public Service Commission

**SERIES:** 24312

**TITLE:** Dockets

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

This appraisal is based on the value of these documents to researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 16952

3

**TITLE:** Hearing transcripts

**DATES:** 1928-

**ARRANGEMENT:** alphanumerical by utility name, hearing number.

**DESCRIPTION:**

These are transcripts of hearings before the Public Service Commission. They are transcribed on request from shorthand notes of the commission's reporter. This record includes the date and place of the hearing, the topic of the hearing, the individuals involved, the name of the reporter, and any order or decision of the Commission.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). A five year retention has been set for this record at the request of the commission. A sampling of the transcripts is suggested as there is research value in the records both as to the economic information on public utilities and as to the function of the commission. However, retention of all transcripts is not recommended for two reasons: 1) the transcripts are not

**AGENCY:** Public Service Commission

**SERIES:** 16952

**TITLE:** Hearing transcripts

(continued)

complete--transcripts are not made for all hearings; 2) the volume of the record is too great to make preservation of all of them practical.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 29209

3

**TITLE:** Historic tariff files

**DATES:** 1969-1971

**ARRANGEMENT:**

**DESCRIPTION:**

These are documents that are related to tariffs imposed by the Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of the impact of tariffs on the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 747

3

**TITLE:** ICC Wycoff case file

**DATES:** 1952-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Public Service Commission

**SERIES:** 7279

3

**TITLE:** Interdepartmental transfers

**DATES:** 1983-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a request to transfer funds to another agency's account.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**AGENCY:** Public Service Commission

**SERIES:** 698

3

**TITLE:** Investigation and suspension docket files

**DATES:** 1918-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Records relating to investigations of various utilities operating in Utah. Individual files may contain such documents as: complaints, findings, orders, printed reports of proceedings, exhibit documents, objections, notes, and correspondence between the commission and utilities.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document investigations and penalties imposed on various utilities operating in Utah.

**AGENCY:** Public Service Commission

**SERIES:** 698

**TITLE:** Investigation and suspension docket files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Public Service Commission

**SERIES:** 618

3

**TITLE:** Minutes

**DATES:** 1945-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents the activities and orders of the Public Service Commission in regard to motor carriers, utilities (electric, natural gas, etc.), etc.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have evidentiary value and serve as a history of Public Service Commission actions. They contain minutes of open meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Public Service Commission

**SERIES:** 618

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Public Service Commission

**SERIES:** 28993

3

**TITLE:** Notices of Hearings and Reports and Orders

**DATES:** 1917-

**ARRANGEMENT:** Chronological by notice or order date.

**DESCRIPTION:**

This series contains mix of notices of Commission hearings and reports and orders. It also includes some other related documents.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of hearing held by the Public Service Commission as an integral part of carrying out its primary functions.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 7284

3

**TITLE:** Payroll posting to position control

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports from the Division of Finance indicating the status of agency payroll transactions.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Public Service Commission

**SERIES:** 7285

3

**TITLE:** Payroll register

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Public Service Commission

**SERIES:** 7276

3

**TITLE:** Preliminary payroll

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Public Service Commission

**SERIES:** 7277

3

**TITLE:** Printing work orders

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Public Service Commission

**SERIES:** 24984

3

**TITLE:** Proprietary case file documents

**DATES:** 1987-

**ARRANGEMENT:** Chronological by year and therein by case number.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These documents are parts of case files generated by the Public Service Commission during the formal hearing process. These documents are under protective order by the Commission, are not available for public inspection (U.C.A. 63-2-304), and are stored separately from the original case file. Information in these documents may include, but is not limited to, detailed information about pricing factors, location, confidential company financial information, trade secrets, contract agreements, contracts, complaints, testimony, exhibits, rate services, and cost figures. These documents are referenced on the hearing docket index.

**RETENTION:**

Permanent. Retain for 15 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These documents have been appraised as historical, administrative, and legal because they are official documents generated by a regulatory board, and are subject to litigation, audit, and historical research. These documents are to be

**AGENCY:** Public Service Commission

**SERIES:** 24984

**TITLE:** Proprietary case file documents

(continued)

considered public upon transfer to State Archives.

**PRIMARY DESIGNATION:**

Protected U.C.A. 63G-2-305

**AGENCY:** Public Service Commission

**SERIES:** 16946

3

**TITLE:** Shorthand notes of public hearings

**DATES:** 1975-

**ARRANGEMENT:** Alphanumerical by utility name and hearing number.

**DESCRIPTION:**

These are the complete records of all hearings before the Public Service Commission as recorded by the recorder under the requirements of UCA 54-7-11. This record includes the date and place of the hearing, the topic of the hearing, the individuals involved, the name of the reporter, and any order or decision of the Commission.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

According to UCA 54-7-15, a request for a rehearing of an order or decision of the Commission must be filed within twenty days of the issuance of the order or decision. If the rehearing is denied, an appeal may be made to the Supreme Court within thirty days. According to the staff, when an appeal reaches the court, the transcript is forwarded to the court and remains there until the case is resolved. Therefore, a one year office retention is sufficient to allow for appeal purposes. Should a public utility fail to obey a commission order, a complaint must be filed within two years at the latest (UCA 54-7-20). Any legal purpose for the record should expire after three years. Discussion with the staff

**AGENCY:** Public Service Commission

**SERIES:** 16946

**TITLE:** Shorthand notes of public hearings

(continued)

shows that the Commission has no use for the record after three years. As these notes are unintelligible to the general public, they have no long-term research value.



**AGENCY:** Public Service Commission

**SERIES:** 738

3

**TITLE:** Southern Utah Power Company cost study records

**DATES:** 1939-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

**AGENCY:** Public Service Commission

**SERIES:** 738

**TITLE:** Southern Utah Power Company cost study records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Public Service Commission

**SERIES:** 13736

3

**TITLE:** Tariffs

**DATES:** 1982-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are documents that are related to tariffs imposed by the Commission.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 16953

3

**TITLE:** Transportation docket

**DATES:** 1982-

**ARRANGEMENT:** alphabetical by carrier name.

**DESCRIPTION:**

This is the record of applications by carriers such as trucks and buses to carry on interstate commerce and the decision by the commission whether to issue the necessary certificate. This authority is granted under UCA 54-6-17. This record includes application to operate, insurance certificate, balance sheet, copy of contracts, copy of permit, copy of articles of incorporation, notice of filing, affidavit of publication, notice of pre-hearing conference, verified certification of shipper or witness support to Public Service Commission, dismissal, summary order of withdrawal, and report and order granting certificate. Information includes the name and address of the company, the name and address of the attorneys, the date of hearings, the date of the orders, the reason why the certificate is requested, and financial information on the corporation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Although UCA title 54 addresses the requirements for intrastate carriers to receive certification from the Public Service Commission, it does not specify how long the record should be

**AGENCY:** Public Service Commission

**SERIES:** 16953

**TITLE:** Transportation docket

(continued)

retained. Discussion with the staff indicates that there is no need to refer to the records more than ten years old. A six month retention in th office is recommended because one the final decision on the applications has been given, reference to the file is infrequent.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 735

3

**TITLE:** Uintah Power Company cost study records

**DATES:** 1955-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

**AGENCY:** Public Service Commission

**SERIES:** 735

**TITLE:** Uintah Power Company cost study records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Public Service Commission

**SERIES:** 7278

1

**TITLE:** Warrant requests

**DATES:** 1983-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are requests from the agency to the Division of Finance to pay vendors for supplies and/or services.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.