

Retention and Classification Report

Agency: Department of Commerce. Office of Consumer Services (2503)

160 East 300 South
Salt Lake City, UT 84111

Records Officer: _____

29666	Case file reference records
12220	Committee and conference files
12219	Electric utility case files
12222	Natural gas utility case files
12221	Telephone utility case files

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 29666

3

TITLE: Case file reference records

DATES: 2018-

ARRANGEMENT: Alphabetically by topic.

DESCRIPTION:

These are records prepared by or on behalf of the Office of Consumer Services in anticipation of litigation, or in review of office strategy in pending or previous litigation. Records include notes, white papers, strategic plans, and related records.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year after project end and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 29666

TITLE: Case file reference records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(18) and (23)(2018)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12220

3

TITLE: Committee and conference files

DATES: 1979-

ARRANGEMENT: Chronological by month, thereunder by year

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Permanent. Retain for 3 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 Archives with authority to weed.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Archives permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
This series has historical value as it provides evidence of the decisions made by the Committee of Consumer Services.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12220

TITLE: Committee and conference files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12219

3

TITLE: Electric utility case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document cases and hearings for electric power businesses. They are used for the purpose of research in setting future rates for power companies. Information includes documents pertaining to electric utility proceedings, merger hearings, demand documents, and other related materials.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1994

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.

APPRAISAL:

These records have administrative value(s).
The original case files have historical value and are kept permanently by the Public Service Commission.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12219

TITLE: Electric utility case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12222

3

TITLE: Natural gas utility case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

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

Microfilm master: Retain in Archives for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12222

TITLE: Natural gas utility case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12221

3

TITLE: Telephone utility case files

DATES: 1978-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document cases and hearings for telephone utility companies and are used for the purpose of research in setting future rates for telephone services. The original case files have historical value and are kept permanently by the Public Service Commission. Information includes documents pertaining to telephone utility proceedings, merger hearings, demand documents, and other related materials.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1998

FORMAT MANAGEMENT:

Paper copy: 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: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

The original case files have historical value and are kept permanently by the Public Service Commission.

AGENCY: Department of Commerce. Office of Consumer Services

SERIES: 12221

TITLE: Telephone utility case files

(continued)

PRIMARY DESIGNATION:

Public