



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Alteration Application Records

CUTOFF:EOCY

DESCRIPTION: Records regarding manufactured home alterations. Before an alteration can be made to a manufactured home, the manufacturer must submit an 'Application for Permission to Alter a Manufactured Home' to the Public Service Commission for approval. The application records include dealer information, manufacturer information, model, serial number, HUD (Housing and Urban Development) number, date of manufacture, drawings, and other documentation regarding the alteration being made.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 169

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Annual Inspection Reports of Water and Sewer Utilities

CUTOFF:EOSFY

DESCRIPTION: Reports of inspections of the facilities and operations of regulated companies by Public Service Commission Water and Sewer Inspectors and Engineers. Reports include customer numbers, basic plant capacity and production information, electric use, operational matters such as valve and hydrant exercising, meter testing, flushing programs, plans/maps, and records on these operational matters. Reports also include any unusual items or deficiencies found or discussed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 843

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Cash Receipt Logs

CUTOFF:EOCY

DESCRIPTION: Logs kept of checks and receipts payable to the Manufactured Housing Unit.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 170

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Communications Utility Tariff Filings (Staff Records)

CUTOFF:EOCY

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

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 96

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Consumer Complaint Files

CUTOFF:EOCY

DESCRIPTION: The complaint file includes the complaint form filed by the homeowner, inspection reports, correspondence from the manufacturer, dealer, home owner, inspector and any other source regarding the complaint. The complaints are forwarded to manufactured housing inspectors who conduct safety inspections of the homes in question. The inspector issues a report, in which the inspection findings and deficiencies are noted. Dealers and Manufacturers are required to make any necessary repairs noted in the report.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 164

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Cost Studies

CUTOFF:EOCY in which case is complete

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

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 102

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Dealer Lot Inspections

CUTOFF:EOCY

DESCRIPTION: A unit inspection report, submitted by Public Service Commission staff inspectors, of dealers modular home sales lots. A "unit" is the manufactured home that is being inspected.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 167

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Dealer Monthly Sales Reports

CUTOFF:EOCY

DESCRIPTION: A monthly report of the sale and cost of manufactured homes sold by each dealership within the month. The reports contain information regarding the sale and the homes including, but not limited to the size of the home, serial number, manufacturer, dealer, installer, and date of sale. The reports are used for statistical purposes and can be used to show home sales trends. The reports can also be used as supporting documentation in complaints.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 165

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Department Work Papers

CUTOFF:EOCY

DESCRIPTION: Commission staff workpapers received from parties to a case. Work papers include, but are not limited to models, spreadsheets, work orders, and supporting documentation for positions. Work papers support testimony of various parties and are referenced as staff and other parties develop positions on an issues for presentation to the Commission.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Original in the Secretary Division.

DISPOSITION ACTION: Destroy

SERIES: 98

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Gas Incident Files

CUTOFF:EOCY

DESCRIPTION: Filing reports and orders in gas incident cases, as defined by 4 CSR 240-40.020, include, but are not limited to pictures, maps, reports and data request responses related to investigating a gas safety incident.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Some original documents are maintained in the Commission's electronic filing systems, others are maintained in paper form (i.e. photographs).

DISPOSITION ACTION: Destroy

SERIES: 80

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Gas Incident Investigation Files and Work Papers

CUTOFF:EOCY

DESCRIPTION: Investigation files, including correspondence from staff, companies and municipalities relating to inspections, including recommended corrective actions. Information is required to ensure compliance with gas safety rules and Public Service Commission orders and to meet federal safety grant requirements.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 81

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Gas Safety Operator Inspection Correspondence

CUTOFF:EOCY

DESCRIPTION: Staff, companies and municipalities correspondence on inspections including recommended corrective actions. Information is required to ensure compliance with gas safety rules and Public Service Commission orders and to meet federal safety grant requirements.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 82

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Informal Complaints Correspondence

CUTOFF: EOCY

DESCRIPTION: Staff responses to informal complaints from consumers or other utilities, regarding regulated or unregulated issues related to safety, service, or other utility related issues. Documentation is maintained for future reference and documentation of responses.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 110

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Installer's Decal Reports

CUTOFF: EOCY

DESCRIPTION: Installer's decal reports are submitted by each installer on a monthly basis per 4 CSR 240-125.070. The reports contain the following information: decal number, date of installation, home manufacturer, serial number, year built, size, dealer name and address, and the purchasing consumer's information. This information is used for tracking and for inspection purposes to ensure that homes are properly installed.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23274

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Monthly Monitoring Reports

CUTOFF: EOCY

DESCRIPTION: Reports conducted by engineers, planners and consultants that monitor manufactured home builders sent to the Public Service Commission by the Institute for Building Technology and Safety (IBTS). The summary report provides monthly statistics on the shipment and production of manufactured homes by state.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Federal Form 302.

DISPOSITION ACTION: Destroy

SERIES: 168

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Plan Approvals

CUTOFF:EOCY

DESCRIPTION: Plan approvals include receipt acknowledgements, applications, and modular unit plans created by the manufacturer or a third party, submitted to the Public Service Commission for approval.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 161

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Registration Applications and Certificates

CUTOFF:EOCY

DESCRIPTION: Annual certificates of registration for manufactured homebuilders.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 163

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Relay Missouri Billing Information

CUTOFF:EOCY

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

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 101

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Relay Missouri Contracts

CUTOFF: When contract is renegotiated or vendor is replaced

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

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 100

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Seal Requests and Receipts

CUTOFF: EOY

DESCRIPTION: Requests and receipts for the purchase of either recreational vehicle, park trailer, or modular seals for manufactured home builders to show proof of compliance with regulation codes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 162

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Seals of Compliance Forms

CUTOFF: EOY

DESCRIPTION: An annual certification for manufacturers to show compliance with modular energy codes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 166

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Service Quality Report

CUTOFF:EOCY

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

RETENTION: Years: 1 Months: 0 Days: 0

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

DISPOSITION ACTION: Destroy

SERIES: 94

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Special Projects and Statistical File

CUTOFF:EOCY

DESCRIPTION: Rulemakings, storm reports, investigations and special projects as assigned by the Public Service Commission used for annual report preparation, budget purposes, and various other reports as needed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 75

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Staff Recommendations

CUTOFF:WSO

DESCRIPTION: Recommendations by staff concerning tariff filings made by regulated utilities. These are presented to the Public Service Commission to approve, allow to go into effect by operation of law, suspend or reject.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Records are retained unless replaced by another recommendation on the same issue when tariff sheets are replaced or revised.

DISPOSITION ACTION: Destroy

SERIES: 109

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Operations Department

TITLE: Technical Correspondence

CUTOFF:EOCY

DESCRIPTION: Responses to consumer or general inquiries, data requests, and gas safety violations issued by the division.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 77

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Technical Documents

CUTOFF:WSO

DESCRIPTION: Contracts, reports, and other documents provided to staff by various entities as required by order of the Commission. The documents can also be part of a stipulation and agreement, which resolves issues related to a case. The records are used to ensure compliance with a requirement or prudence audits.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Records would be superseded by another Commission order, change in law, or upon expiration of requirement.

DISPOSITION ACTION: Destroy

SERIES: 111

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010