



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Operational Analysis 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: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Operational Analysis 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 Reference Materials or Training Materials

CUTOFF:EOCY

DESCRIPTION: Technical reference materials, professional training materials for Continuing Professional Education (CPE), Professional Development Hours (PDH), and Management Training Rule (MTR) training provided to or generated by staff. Includes books, utility reports to outside entities (e.g. shareholders), brochures, agendas, publications distributed during training sessions. Records of training include, but are not limited to participation, training dates, training locations, instructor name, credentials, CPE credits earned, and program evaluations.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Training records maintained in compliance with Standard No. 18 CPE Programs.

DISPOSITION ACTION: Destroy

SERIES: 72

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010
