

# Retention and Classification Report

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

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**Records Officer:** Gary Widerburg

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 16953 Transportation docket  
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 22594 \*Utah Relay Service bank statements  
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 22592 \*Utah Relay Service payroll records  
 22596 \*Utah Relay Service statistical reports  
 00360 \*Utility companies annual reports

00834 \*Utility companies' ledgers  
07278 Warrant requests  
05483 \*Water utility companies annual reports  
00637 \*Western Classification Committee correspondence

**AGENCY:** Public Service Commission

**SERIES:** 727

3

**TITLE:** Accident report case files

**DATES:** 1941-1943.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 758

3

**TITLE:** Administrative records

**DATES:** 1936-1979.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains reports, case files, correspondence, memos, rate schedules, etc.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Records in this series document agency history, function, and decision making.

**AGENCY:** Public Service Commission

**SERIES:** 758

**TITLE:** Administrative records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Fiscal

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.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.



**AGENCY:** Public Service Commission

**SERIES:** 640

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

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

**PRIMARY CLASSIFICATION:**

Public

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

This record has administrative value only.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Public Service Commission

**SERIES:** 625

3

**TITLE:** Audit reports

**DATES:** 1923-1943.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Report prepared by internal or external auditors as a result of a financial audit.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 7.

Reports prepared to document expenditures and budget for the department. Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Public Service Commission

**SERIES:** 625

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 648

3

**TITLE:** Bamberger railroad timetable

**DATES:** 1940-1955.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records include the schedule for the Bamberger Railroad that operated in Utah between 1908 and 1953. It ran from Salt Lake City to Ogden and into Idaho.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical  
Historically important transportation system in Utah

**PRIMARY CLASSIFICATION:**

Public

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

**AGENCY:** Public Service Commission

**SERIES:** 708

3

**TITLE:** Business applications case files

**DATES:** 1970-1983.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

these files contain applications from companies applying to provide public services in the state.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

**AGENCY:** Public Service Commission

**SERIES:** 708

**TITLE:** Business applications case files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 647

3

**TITLE:** Business regulation commission minutes

**DATES:** 1941-1949.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by a committee or conference, including advisory committees, 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. May include audio and video recordings if minutes are not taken.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives 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.

**AGENCY:** Public Service Commission

**SERIES:** 647

**TITLE:** Business regulation commission minutes

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

These records have evidentiary value and serve as a history of the commission's deliberations and 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.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 667

3

**TITLE:** Case abstracts

**DATES:** 1928-

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

**ANNUAL ACCUMULATION:**

**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:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

**AGENCY:** Public Service Commission

**SERIES:** 667

**TITLE:** Case abstracts

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 642

3

**TITLE:** Case files

**DATES:** 1917-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:**

**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:**

Retain 12 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**AGENCY:** Public Service Commission

**SERIES:** 642

**TITLE:** Case files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 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:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

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 CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 642

**TITLE:** Case files

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305

**AGENCY:** Public Service Commission

**SERIES:** 629

3

**TITLE:** Contractor's section correspondence

**DATES:** 1960-1961.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.



**AGENCY:** Public Service Commission

**SERIES:** 629

**TITLE:** Contractor's section correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 13735

3

**TITLE:** Contracts and agreements

**DATES:** undated

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** Public Service Commission

**SERIES:** 297

3

**TITLE:** Correspondence

**DATES:** 1930-1975.

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Correspondence documents the administration or management of the Public Service Commission, office organization, its policies, procedures and achievements.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Public Service Commission

**SERIES:** 297

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 7275

3

**TITLE:** Deposits with State Treasurer

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**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 In office for 2 years and then destroy.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 17.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 697

3

**TITLE:** Dividend reports

**DATES:** 1944-1970.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**AGENCY:** Public Service Commission

**SERIES:** 24312

3

**TITLE:** Dockets

**DATES:** 2002-

**ARRANGEMENT:** Chronological by docket number.

**ANNUAL ACCUMULATION:**

**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:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**AGENCY:** Public Service Commission

**SERIES:** 24312

**TITLE:** Dockets

(continued)

**APPRAISAL:**

Administrative Historical Legal

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

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 295

3

**TITLE:** Exhibits

**DATES:** 1913-1981.

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains exhibits from Public Service Commission case files. The case files include transcriptions of testimonies before the commission, correspondence from interested parties, responses to interrogatories, systems costs and bid estimates, dockets, technical specs and requests for rate increases.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

Fiscal Legal

**AGENCY:** Public Service Commission

**SERIES:** 693

3

**TITLE:** Formal case indexes

**DATES:** 1917-1976.

**ARRANGEMENT:** Alphabetical by name of individual or company

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These cards give the individual or company's name, case number, and a brief synopsis of the type of case (e.g., "Petition to have depot established at Sigurd, by Denver & Rio Grande Railroad Co."; "Application for a license to operate as a common carrier of bulk petroleum products between Wyoming refineries and points and places in Utah.").

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 11.

The index cards provide a reference for companies and services operating under the regulations of the agency.

**AGENCY:** Public Service Commission

**SERIES:** 693

**TITLE:** Formal case indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 656

3

**TITLE:** Freight line company's annual reports

**DATES:** 1960-1967.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

**AGENCY:** Public Service Commission

**SERIES:** 656

**TITLE:** Freight line company's annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 11249

3

**TITLE:** Freight rate correspondence

**DATES:** 1940-1952.

**ARRANGEMENT:** None

**TOTAL VOLUME:**

**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 Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Records in this series document agency history, functions, and decision making.

**AGENCY:** Public Service Commission

**SERIES:** 11249

**TITLE:** Freight rate correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 632

3

**TITLE:** General orders and amendments

**DATES:** 1917-1963

**ARRANGEMENT:** Alphabetical

**TOTAL VOLUME:**

**DESCRIPTION:**

These records consist of general orders from the Public Service Commission. The orders document the activities and decisions of the Public Service Commission.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

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



**AGENCY:** Public Service Commission

**SERIES:** 632

**TITLE:** General orders and amendments

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

Disposition based on value of records in documenting commission achievements, policies and decisions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 723

3

**TITLE:** Grade crossing permits case files

**DATES:** 1919-1933.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

This series contains case files with information pertaining to grade crossing permit applications, blueprints, correspondence, and permits.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2004.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 24.

Records in this series document agency history history, functions, and decision making.

**AGENCY:** Public Service Commission

**SERIES:** 723

**TITLE:** Grade crossing permits case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 16952

3

**TITLE:** Hearing transcripts

**DATES:** 1928-

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

**TOTAL VOLUME:**

**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:**

Retain 5 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**AGENCY:** Public Service Commission

**SERIES:** 16952

**TITLE:** Hearing transcripts

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

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 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 CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 662

3

**TITLE:** ICC Case briefs

**DATES:** 1944-1959.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 747

3

**TITLE:** ICC Wycoff case file

**DATES:** 1952-

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 696

3

**TITLE:** Informal docket files

**DATES:** 1931-1967.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

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.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical

Cases not requiring a formal hearing were referred to as informal cases and comprise the cases represented in these records.



**AGENCY:** Public Service Commission

**SERIES:** 696

**TITLE:** Informal docket files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 27575

3

**TITLE:** Informal docket index

**DATES:** 1917-1976.

**ARRANGEMENT:** Alphabetical by name of individual or company.

**TOTAL VOLUME:**

**DESCRIPTION:**

These cards give the individual or company's name, case number, and a brief synopsis of the type of case heard before the Public Service Commission in the form of an Informal Docket (abbreviated sometimes to "I.D.").

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 11.

These index cards provide access to records of permanent historical value. Without them, informal dockets that are arranged by number would be difficult for researchers to use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 636

3

**TITLE:** Insurance bond inquiries correspondence

**DATES:** 1939-1955.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

These records contain files with a numbering system unique to the Public Service Commission for organizing utilities and the commission's correspondence with them. The correspondence is not part of the record. The file numbering system is maintained by the preservation of the organizing system represented by the labels on the empty files.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

These records have research value to document the organization and filing system of correspondence between the Public Service Commission and utilities and companies regulated by the commission. No correspondence is included.

**AGENCY:** Public Service Commission

**SERIES:** 636

**TITLE:** Insurance bond inquiries correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

**AGENCY:** Public Service Commission

**SERIES:** 623

3

**TITLE:** Interstate Commerce Commission (ICC) hearing transcripts

**DATES:** 1933-1948.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:** 5.00 cubic feet.

**DESCRIPTION:**

These records document hearings conducted by the Interstate Commerce Commission (ICC). Information includes transcripts, attendees, notes, correspondence, and subject files.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

This disposition is based on the secondary historical value to researchers interested in economic activity in Utah.

**AGENCY:** Public Service Commission

**SERIES:** 623

**TITLE:** Interstate Commerce Commission (ICC) hearing transcripts

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Public Service Commission

**SERIES:** 610

3

**TITLE:** Interstate Commerce Commission applications case files

**DATES:** 1941-1963.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

These records contain the history of applications for interstate commerce permission between 1946 and 1955.



**AGENCY:** Public Service Commission

**SERIES:** 610

**TITLE:** Interstate Commerce Commission applications case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 741 3

**TITLE:** Interstate Commerce Commission hearing: Southern Pacific Railroad case documents

**DATES:** 1951-1978.

**ARRANGEMENT:** Numerical by case number, thereunder alphabetical by document title.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These records are Public Service Commission hearing documents containing records of land sales, equipment sales, fee schedule and tax rate changes, and orders issued by the Commission.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series is appraised as historical due to the inclusion of land sales records, Commission orders issued, and value to researchers.

**AGENCY:** Public Service Commission

**SERIES:** 741

**TITLE:** Interstate Commerce Commission hearing: Southern Pacific Railroad case documents

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 698

3

**TITLE:** Investigation and suspension docket files

**DATES:** 1918-

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**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:**

Retain Archives custody

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

Administrative Historical

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 CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 618

3

**TITLE:** Minutes

**DATES:** 1945-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

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

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

These records have evidentiary value and serve as a history 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 CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Public Service Commission

**SERIES:** 356 3

**TITLE:** Motor carriers annual reports

**DATES:** 1926-1976.

**ARRANGEMENT:** Alphabetical by name of company, thereunder chronological by year and month.

**TOTAL VOLUME:**

**DESCRIPTION:**

This series contains annual reports of motor carrier companies operating in Utah as filed with the Public Service Commission (formerly Public Utilities Commission). Reports may include information on: legal history of the company, directors, corporations under the control of the respondent, publicly traded stock and shareholders, financial assets and liabilities, plants and equipment, employee relief and pensions, investments, and operating revenues and expenses. For certain companies, company annual publications and reports to the Interstate Commerce Commission may also be included.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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



**AGENCY:** Public Service Commission

**SERIES:** 356

**TITLE:** Motor carriers annual reports

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Annual Reports document the programs and initiatives of the public service commission.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 716

3

**TITLE:** Mountain Fuel Supply Company cost study/case data

**DATES:** ca. 1946.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

These documents are case related. The documents consist of soft bound volumes of reports containing applications, land use agreements, land sale contracts and agreements, and company financial reports.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Fiscal Historical Legal

The documents consist of soft bound volumes of Mountain Fuel Company reports containing applications, land use agreements, land sale contracts and agreements, and company financial reports.

**AGENCY:** Public Service Commission

**SERIES:** 716

**TITLE:** Mountain Fuel Supply Company cost study/case data

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 2320

3

**TITLE:** Mountain States Telephone and Telegraph cases exhibits

**DATES:** 1937-1944.

**ARRANGEMENT:** Numerical by case number.

**TOTAL VOLUME:** 1.30 cubic feet.

**DESCRIPTION:**

These records consist of working papers, accounting ledgers, balance sheets, dividend reports, and asset reports used in formal Public Service Commission hearings.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical  
Appraised historical due to research value.

**AGENCY:** Public Service Commission

**SERIES:** 2320

**TITLE:** Mountain States Telephone and Telegraph cases exhibits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 646

3

**TITLE:** Newspaper clippings

**DATES:** 1941-1965.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

Records include articles of historical interest about agency activities.

**AGENCY:** Public Service Commission

**SERIES:** 646

**TITLE:** Newspaper clippings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 7284

3

**TITLE:** Payroll posting to position control

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

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

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Public Service Commission

**SERIES:** 7285

3

**TITLE:** Payroll register

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Public Service Commission

**SERIES:** 799

3

**TITLE:** Permit applications

**DATES:** 1938-1949.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 5801

3

**TITLE:** Photographs: Salt Lake telegram building

**DATES:** 1890.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 800

3

**TITLE:** Policy and procedures manuals

**DATES:** 1960-1969.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

Policies and procedures that govern the operation and administration of various programs within the organization.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 23.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 7276

3

**TITLE:** Preliminary payroll

**DATES:** 1983

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Public Service Commission

**SERIES:** 7277

3

**TITLE:** Printing work orders

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

Retain 15 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**AGENCY:** Public Service Commission

**SERIES:** 24984

**TITLE:** Proprietary case file documents

(continued)

**APPRAISAL:**

Administrative Historical Legal

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 considered public upon transfer to State Archives.

**PRIMARY CLASSIFICATION:**

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



**AGENCY:** Public Service Commission

**SERIES:** 4998

3

**TITLE:** Public utility rates cost studies

**DATES:** 1958-1960.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2013.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 628

3

**TITLE:** Publications

**DATES:** 1919-1985.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, utilities, rules, regulations, and all other activities of the Public Service Commission. This series consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**AGENCY:** Public Service Commission

**SERIES:** 628

**TITLE:** Publications

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records include evidentiary information on administration, legal matters, fiscal and financial operations, utilities, rules, regulations, and all other activities of the Public Service Commission.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 733

3

**TITLE:** Railroad accident reports

**DATES:** 1950-1957.

**ARRANGEMENT:** Chronological by year.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These documents are railroad accident reports submitted by companies to the Public Service Commission. The information included in these documents is names, event descriptions, involved parties, number of incidents, location information, descriptions of injuries, and estimates of monetary damage to property.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This series is appraised as historical, administrative, and legal because of it's value to researchers.

**AGENCY:** Public Service Commission

**SERIES:** 733

**TITLE:** Railroad accident reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 5354

3

**TITLE:** Railroad and public utilities companies maps

**DATES:** 1875-1920.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

Railroad and public utilities company files including maps.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

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

**APPRAISAL:**

Historical

End dated in 1920, these records provide historical information for railroads and public utilities in Utah.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 361

3

**TITLE:** Railroad company annual reports

**DATES:** 1917-1977.

**ARRANGEMENT:** Alphabetical by name of company, thereunder chronological by year and month

**TOTAL VOLUME:**

**DESCRIPTION:**

This series contains the annual reports of railroad companies operating in Utah as filed with the Utah Public Service Commission (formerly Public Utilities Commission). Reports include identity of company; stockholders; assets and liabilities; funded debts; proprietary companies; investments; securities and advances; depreciation base and rates for roads and equipment; annual income account; operating revenues and expenses; miscellaneous income; mileage operated; employees, services, and compensation; compensation of officers and directors; fuel consumption; operating statistics; revenue freight carried; and equipment and property inventories. For certain companies, company annual publications and reports to the Federal Communications Commission may also be included.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 361

**TITLE:** Railroad company annual reports

(continued)

**APPRAISAL:**

Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

The annual reports document the activities of railroads operating in Utah, including detailed information on each company's financial holdings and operations. The records demonstrate the increasing industrial development of Utah throughout the 20th Century and are valuable for that reason. The records also hold value to legal researchers and are frequently requested for that purpose.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 638

3

**TITLE:** Railroad company correspondence

**DATES:** 1949-1952.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

These records have historical value for information about the regulation of railroads in the state.

**AGENCY:** Public Service Commission

**SERIES:** 638

**TITLE:** Railroad company correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 774

3

**TITLE:** Railroad crossing case files

**DATES:** 1959-1970.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 2548

3

**TITLE:** Railroad rate case proceedings

**DATES:** 1947-1951.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 619

3

**TITLE:** Railroad safety installation blueprints

**DATES:** 1940-1950.

**ARRANGEMENT:** No arrangement

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Documents consist of blueprints used in construction of Utah's railroad system. These blueprints map out the installation of safety devices and equipment along various lengths of track within the State.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 day and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series is appraised as historical because it is comprised of blueprints that map out safety installations across Utah's railroad system. These are the original documents. This series has value to researchers.

**AGENCY:** Public Service Commission

**SERIES:** 619

**TITLE:** Railroad safety installation blueprints

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 2644

3

**TITLE:** Retired and canceled motor vehicle case files

**DATES:** 1962-1963.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 16946

3

**TITLE:** Shorthand notes of public hearings

**DATES:** 1975-

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

**TOTAL VOLUME:**

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until transcript is certified as correct and then destroy.

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:**

Administrative Legal

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

**TOTAL VOLUME:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Public Service Commission

**SERIES:** 738

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

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 713

3

**TITLE:** Special permission case files

**DATES:** 1927-1975.

**ARRANGEMENT:** Alphabetical by company name, thereunder numerical by case number.

**TOTAL VOLUME:** 6.00 cubic feet.

**DESCRIPTION:**

These records consist of files documenting special requests to change railroad tariff rates along specific sections of track within the State of Utah. These documents include correspondence, orders issued by the Commission, and company paperwork.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

This series is appraised as historical because of the value of the documents to researchers.

**AGENCY:** Public Service Commission

**SERIES:** 713

**TITLE:** Special permission case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 2531

3

**TITLE:** Special permission cases correspondence

**DATES:** 1952-1953.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**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 until reviewed.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Public Service Commission

**SERIES:** 2531

**TITLE:** Special permission cases correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 624

3

**TITLE:** Special permission orders

**DATES:** 1946-1948.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

These records contain exhibits related to cases before the public service commission during the years 1943 to 1951 and inclusive of case numbers 4370 through 5601.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 669

3

**TITLE:** Subject files

**DATES:** 1940-1959.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

These records document the deliberations and decisions made regarding all agency interests.

**AGENCY:** Public Service Commission

**SERIES:** 669

**TITLE:** Subject files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 649

3

**TITLE:** Supreme court petitions

**DATES:** 1939-1950.

**ARRANGEMENT:** Numerical by case number

**TOTAL VOLUME:** 0.40 cubic feet.

**DESCRIPTION:**

These documents consist of soft bound small books and pamphlet publications documenting and summarizing petitions made by the Public Service Commission to the U.S. Supreme Court. These petitions were generally filed jointly with other states and private companies.

**RETENTION:**

Retain archival custody

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical

The historical appraisal is based on the value of these documents to researchers and the use of these documents as reference material for current court cases.

**AGENCY:** Public Service Commission

**SERIES:** 649

**TITLE:** Supreme court petitions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**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 10 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 20.

**AGENCY:** Public Service Commission

**SERIES:** 13736

**TITLE:** Tariffs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 763

1

**TITLE:** Temporary permits

**DATES:** 1933-1992.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Applications for temporary, seasonal, or emergency permit, or license, under the provisions of section 11, chapter 65, Laws of Utah 1935 [which defines the issuing of certificates of convenience and necessity to motor carriers; section 11 specifically allows temporary permits for under 60 days]. The application forms give date, name, address, type of permit, period of permit, commodity or passengers to be transported, for whom, between, via highways, description of equipment to be used, insurance requirements met, rate charged, existing transportation facilities, necessity for issuance of permit or license, what extent have operated before, signatures, and denied or accepted with permit number.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 763

**TITLE:** Temporary permits

(continued)

**APPRAISAL:**

Historical

This disposition is based on the value of this material to historians and researchers.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 783

3

**TITLE:** Transaction log

**DATES:** 1970-1972.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Records in this series document agency history, functions, and decision making.

**AGENCY:** Public Service Commission

**SERIES:** 783

**TITLE:** Transaction log

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 358

3

**TITLE:** Transfer companies annual reports

**DATES:** i 1959-1967.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records are evidence of the history of regulation of transfer companies.

**AGENCY:** Public Service Commission

**SERIES:** 358

**TITLE:** Transfer companies annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 650

3

**TITLE:** Transportation companies' financial records

**DATES:** 1926-1937.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**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 Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Fiscal Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

These records document finances of transportation companies regulated by the Public Service Commission.

**AGENCY:** Public Service Commission

**SERIES:** 650

**TITLE:** Transportation companies' financial records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 16953

3

**TITLE:** Transportation docket

**DATES:** 1982-

**ARRANGEMENT:** alphabetical by carrier name.

**ANNUAL ACCUMULATION:**

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

Administrative

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 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

**AGENCY:** Public Service Commission

**SERIES:** 16953

**TITLE:** Transportation docket

(continued)

decision on the applications has been given, reference to the file is infrequent.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 5421

3

**TITLE:** Transportation dockets case files

**DATES:** 1940-1976.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Public Service Commission

**SERIES:** 7280

3

**TITLE:** Travel requests and vouchers

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 717

3

**TITLE:** Uintah County cost and reclassification study records

**DATES:** 1948-1949.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

**AGENCY:** Public Service Commission

**SERIES:** 717

**TITLE:** Uintah County cost and reclassification study records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 735

3

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

**DATES:** 1955-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Public Service Commission

**SERIES:** 735

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

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 761

3

**TITLE:** Utah Power and Light Company case file #2814, Utah Light and Traction Company case file #2652

**DATES:** 1942-1943.

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Exhibits, copies of PSC proceedings report, etc. in two cases (2814 and 2652) pertaining to Utah Power and Light Company's acquisition of Utah Light and Traction Company.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2004.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 24.

Document in this series document Utah Power and Light Company's acquisition of Utah Light and Traction Company.

**AGENCY:** Public Service Commission

**SERIES:** 761

**TITLE:** Utah Power and Light Company case file #2814, Utah Light and Traction  
Company case file #2652

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 22595

3

**TITLE:** Utah Relay Service accounts payable records

**DATES:** 1988-1999.

**ARRANGEMENT:** Alphabetical by vendor name

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

This series documents expenditures by the Utah Relay Service. Information includes billing statements from utility companies and other vendors.

**RETENTION:**

Retain 7 years after the Deaf Relay Center closes in January 2000.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 53.

**AGENCY:** Public Service Commission

**SERIES:** 22595

**TITLE:** Utah Relay Service accounts payable records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 22594

3

**TITLE:** Utah Relay Service bank statements

**DATES:** 1987-1999.

**ARRANGEMENT:** Chronological by year

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

Cancelled checks, debit/credit memoranda, deposit slips, and monthly reconciliations.

**RETENTION:**

Retain 3 years after the Deaf Relay Center closes in January 2000.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 9.

**AGENCY:** Public Service Commission

**SERIES:** 22594

**TITLE:** Utah Relay Service bank statements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 22593

3

**TITLE:** Utah Relay Service employee records

**DATES:** 1988-1999.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

This series contains employee records from the deaf relay center in Bountiful. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain 65 years after the Deaf Relay Center closes in January 2000.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1992.

**AGENCY:** Public Service Commission

**SERIES:** 22593

**TITLE:** Utah Relay Service employee records

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Public Service Commission

**SERIES:** 22591

3

**TITLE:** Utah Relay Service information technology accounts payable records

**DATES:** 1988-1999.

**ARRANGEMENT:** Chronological by year

**TOTAL VOLUME:** 4.60 cubic feet.

**DESCRIPTION:**

These records document time billed to the Utah Relay Service by Information Technology Services (ITS). The records contain information about the technology services used by the Utah Relay Service and the charges for those services.

**RETENTION:**

Retain 7 years after the Deaf Relay Center closes in January 2000.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 53.

**AGENCY:** Public Service Commission

**SERIES:** 22591

**TITLE:** Utah Relay Service information technology accounts payable records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 22597

3

**TITLE:** Utah Relay Service National Exchange Carrier Association records

**DATES:** 1988-1999

**ARRANGEMENT:** none

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the Utah Relay Service's work in conjunction with the National Exchange Carrier Association (NECA) which establishes long distance rates and other standards for interstate telephone calls via telecommunication devices for the deaf (TDDs), teletypewriters, or text telephones, all of which are commonly referred to as TTYs. The records series includes correspondence, interstate minutes reports, and records of long distance and (800) phone calls handled by the Deaf Relay Center.

**RETENTION:**

Retain 3 years after the Deaf Relay Center closes in January 2000.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/2000.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative

Records in this series have only temporary administrative value and may be destroyed according to the approved retention schedule.

**AGENCY:** Public Service Commission

**SERIES:** 22597

**TITLE:** Utah Relay Service National Exchange Carrier Association records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 22592

3

**TITLE:** Utah Relay Service payroll records

**DATES:** 1988-1999.

**ARRANGEMENT:** Chronological by month

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These records document payments made for individuals employed by the Utah Relay Service through United Staffing Alliance.

Information includes employees' names, pay rates, hours worked, deductions, and net pay; weekly employment schedules including employees' names and hours worked during the week; invoices; and copies of payment checks.

**RETENTION:**

Retain 4 years after the Deaf Relay Center closes in January 2000.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 15.

**AGENCY:** Public Service Commission

**SERIES:** 22592

**TITLE:** Utah Relay Service payroll records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 22596

3

**TITLE:** Utah Relay Service statistical reports

**DATES:** 1988-1999.

**ARRANGEMENT:** Chronological by year

**TOTAL VOLUME:** 4.00 cubic feet.

**DESCRIPTION:**

These records document the yearly volume of telephone calls through the Deaf Relay Center via telecommunications devices for the deaf (TDDs), teletypewriter, or text telephone, all commonly referred to as TTYs. Records include the Work Stations Daily Report which lists the operators' names, shifts, and telephones to which they were assigned; and the Split/SkillSummary which shows averages for telephone calls including talk time.

**RETENTION:**

Retain 3 years after the Deaf Relay Center closes in January 2000.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/2000.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the Deaf Relay Center closes in January 2000, and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative

**AGENCY:** Public Service Commission

**SERIES:** 22596

**TITLE:** Utah Relay Service statistical reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 360

3

**TITLE:** Utility companies annual reports

**DATES:** 1917-1977.

**ARRANGEMENT:** Alphabetical by name of company, thereunder chronological by year and month

**TOTAL VOLUME:**

**DESCRIPTION:**

This series contains annual reports of utility companies operating in Utah as filed with the Public Service Commission (formerly Public Utilities Commission); included are companies from the water, irrigation, communication, gas, and electric industries. Reports may include information on: legal history of the company, directors, corporations under the control of the respondent, publicly traded stock and shareholders, financial assets and liabilities, plants and equipment, employee relief and pensions, investments, and operating revenues and expenses. For certain companies, company annual publications and reports to the Federal Communications Commission may also be included.

**RETENTION:**

Retain in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

Microfiche duplicate: Retain in State Archives permanently with

**AGENCY:** Public Service Commission

**SERIES:** 360

**TITLE:** Utility companies annual reports

(continued)

authority to weed.

**APPRAISAL:**

Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

The annual reports document the activities of utility companies (water, irrigation, communication, gas and electric) operating in Utah, including detailed information on each company's financial holdings and operations. The records demonstrate the increasing industrial development of Utah throughout the 20th Century and are valuable for that reason. The records also hold value to legal researchers and are frequently requested for that purpose.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Public Service Commission

**SERIES:** 834

3

**TITLE:** Utility companies' ledgers

**DATES:** 1922-1942.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**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 Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Records document agency history, function, and decision making.

**AGENCY:** Public Service Commission

**SERIES:** 834

**TITLE:** Utility companies' ledgers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 7278

3

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 49.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 5483

3

**TITLE:** Water utility companies annual reports

**DATES:** 1955-1967.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Records in this series document agency history, functions, and decision making. Publications have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public Service Commission

**SERIES:** 637

3

**TITLE:** Western Classification Committee correspondence

**DATES:** 1948-1952.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**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 in Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Correspondence in this series documents agency history, functions, and decision-making. These records have ongoing research value.

**AGENCY:** Public Service Commission

**SERIES:** 637

**TITLE:** Western Classification Committee correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public