

BEFORE THE FLORIDA PUBLIC SERVICE COMMISSION

In re: Petition for permission
to dispose of certain records,
pursuant to Rule 25-7.015(3),
F.A.C., by Florida Division of
Chesapeake Utilities
Corporation.

DOCKET NO. 030337-GU
ORDER NO. PSC-03-0867-PAA-GU
ISSUED: July 25, 2003

The following Commissioners participated in the disposition of
this matter:

LILA A. JABER, Chairman
J. TERRY DEASON
BRAULIO L. BAEZ
RUDOLPH "RUDY" BRADLEY
CHARLES M. DAVIDSON

NOTICE OF PROPOSED AGENCY ACTION
ORDER GRANTING PERMISSION TO DISPOSE OF CERTAIN RECORDS OF
ACQUIRED COMPANIES

BY THE COMMISSION:

NOTICE is hereby given by the Florida Public Service Commission that the action discussed herein is preliminary in nature and will become final unless a person whose interests are substantially affected files a petition for a formal proceeding, pursuant to Rule 25-22.029, Florida Administrative Code.

On April 10, 2003, the Florida Division of Chesapeake Utilities Corporation (Chesapeake or the Company) filed a petition for permission to dispose of certain records of acquired companies, pursuant to Rule 25-7.015(3), Florida Administrative Code. On May 6, 2003, Chesapeake amended its original petition and on June 5, 2003, revised Exhibit A of its amended petition. The Company's revised Exhibit A is Attachment 1 to this Order. We have jurisdiction to consider this matter pursuant to Sections 350.127(2), 366.05, 366.08, and 366.093, Florida Statutes.

DOCUMENT NUMBER-DATE

06725 JUL 25 8

FRANCIS S. SUGEN CLERK

ORDER NO. PSC-03-0867-PAA-GU

DOCKET NO. 030337-GU

PAGE 2

Rule 25-7.015(3), Florida Administrative Code, states that:

All records shall be preserved in accordance with the Federal Energy Regulatory Commission's regulations, Title 18, Subchapter F, Part 225, Code of Federal Regulations, entitled "Preservation of Records of Natural Gas Companies" as revised, April 1, 1994, which is incorporated by reference into this rule, with the exception of Item 64 (Records of predecessors and former associates) of the Schedule of records and periods of retention contained in Title 18, Subchapter F, Section 225.3, Code of Federal Regulations. Instead, utilities shall retain records of acquired companies until permission for disposal is petitioned for and approved by the Florida Public Service Commission.

Pursuant to this rule, we grant the Company permission to dispose of certain records of its acquired companies, specifically Central Florida Gas Company and Plant City Natural Gas Company, as listed on Attachment 1 to this Order. Such records are no longer needed for any further regulatory or operational purpose and their continued retention only serves to waste the Company's records storage capacity. We have reviewed the records listed on Attachment 1 with respect to future regulatory requirements and believe the retention of these records is no longer necessary. Accordingly, the Company's petition is granted and it shall be allowed to dispose of the acquired company records listed on Attachment 1.

Based on the foregoing, it is

ORDERED by the Florida Public Service Commission that Florida Division of Chesapeake Utilities Corporation's petition to dispose of certain records of acquired companies, as listed on Attachment 1, is granted. It is further

ORDERED that the provisions of this Order, issued as proposed agency action, shall become final and effective upon the issuance of a Consummating Order unless an appropriate petition, in the form provided by Rule 28-106.201, Florida Administrative Code, is received by the Director, Division of the Commission Clerk and Administrative Services, 2540 Shumard Oak Boulevard, Tallahassee,

ORDER NO. PSC-03-0867-PAA-GU
DOCKET NO. 030337-GU
PAGE 3

Florida 32399-0850, by the close of business on the date set forth in the "Notice of Further Proceedings" attached hereto. It is further

ORDERED that in the event this Order becomes final, this docket shall be closed.

By ORDER of the Florida Public Service Commission this 25th Day of July, 2003.

BLANCA S. BAYÓ, Director
Division of the Commission Clerk
and Administrative Services

By: Kay Flynn
Kay Flynn, Chief
Bureau of Records and Hearing
Services

(S E A L)

JAR

NOTICE OF FURTHER PROCEEDINGS OR JUDICIAL REVIEW

The Florida Public Service Commission is required by Section 120.569(1), Florida Statutes, to notify parties of any administrative hearing that is available under Section 120.57, Florida Statutes, as well as the procedures and time limits that apply. This notice should not be construed to mean all requests for an administrative hearing will be granted or result in the relief sought.

Mediation may be available on a case-by-case basis. If mediation is conducted, it does not affect a substantially interested person's right to a hearing.

The action proposed herein is preliminary in nature. Any person whose substantial interests are affected by the action proposed by this order may file a petition for a formal proceeding,

ORDER NO. PSC-03-0867-PAA-GU

DOCKET NO. 030337-GU

PAGE 4

in the form provided by Rule 28-106.201, Florida Administrative Code. This petition must be received by the Director, Division of the Commission Clerk and Administrative Services, 2540 Shumard Oak Boulevard, Tallahassee, Florida 32399-0850, by the close of business on August 15, 2003.

In the absence of such a petition, this order shall become final and effective upon the issuance of a Consummating Order.

Any objection or protest filed in this/these docket(s) before the issuance date of this order is considered abandoned unless it satisfies the foregoing conditions and is renewed within the specified protest period.

FLORIDA DIVISION
RECORD RETENTION

BOX #	CONTENTS
2	1976 PSC ADJUSTMENTS
2	1979 PSC REFUND CALCULATIONS
2	1976-80 OVERHEAD RATES
2	1979-80 INFO ON MOBIL SERVICE
2	1977-79 WORK IN PROGRESS
2	1979-80 WILSON HAYES SOFTWARE FILE
2	1979 INVENTORY RECAP
2	1978-79 LEASE REPORTS
2	1978-79 MERCHANDISE AGING
2	1977 METER REPORT
2	1976 MERGER INFO (CFG & COASTAL GAS)
2	1974 PSC DEPRECIATION ADJUSTMENTS
2	1976-81 BILLING PROCEDURES
2	1979 AUDIT INFORMATION
2	1979-82 CASH DRAWER RECAP.
2	1978-82 CORRESPONDENCE
2	1977-78 AUDIT INFORMATION
2	1968-80 ANNUAL REPORTS
2	1966-85 GROSS RECEIPTS TAX
2	1977-80 AGA FILE
2	1959-74 NATURAL GAS SALES & PURCHASES
2	1979-84 EDP QUARTERLY REPORTS TO PSC
2	1979-81 INCOME TAX REPORT-PSC
2	1977-81 INSURANCE FILE
2	1978 FOUND MAINS AND SERVICES
2	1983-84 ESCROW UTILITY TAX
2	1981-82 EXCHANGE NATIONAL BANK
2	1966 UNACCOUNTED FOR GAS
2	1960-62 ROBERTS BROTHERS STEAM PRODUCTION CONTRACTS
2	1961 WORKSHEETS FOR PSC COMMISSION REPORT
2	1963-64 ASSET AND RESERVE FOR DEPRECIATION
2	1959-64 RAILROAD AND UTILITY COMMISSION
2	1965 A/R NATURAL GAS
2	1962-64 PREPAID ACCRUALS
2	1964 MISC INFO
2	1962-63 PSC REPORTS
2	1965 MONTHLY CONSOLIDATION PAPERS
2	1981-82 AD VALOREM TAXES
2	1963-65 OPTIONAL ANNUAL CONTRACTS- ESTIMATED REVENUE
2	1981 AUDIT INFORMATION
2	1984-85 SPECIAL COMMITTEE INFO
2	1980 FINANCIAL RECORDS SYSTEM OVERVIEW
2	1976 PSC REPORT ON CONTINUING PROPERTY RECORDS
2	1965-66 GAS THERM SALES
2	1963-65 GAS SALES BY CITY
2	1961-63 CHECK REGISTER
2	1966-67 GENERAL CORRESPONDENCE
3	1983-84 BANK STATEMENTS AND CANCELED CHECKS
4	1984-85 BANK STATEMENTS AND CANCELED CHECKS
5	1980-85 A/R ADJUSTMENTS

FLORIDA DIVISION
RECORD RETENTION

BOX #	CONTENTS
7	1973-74 DEPRECIATION WORKPAPERS
7	1967-75 SALES REGISTER
7	1965-68 CASH RECEIPTS JOURNAL
7	1981-83 PURCHASE JOURNAL
7	1967-76 DISBURSEMENTS JOURNAL
8	1984 A-F VOUCHERS
9	1984 G-S VOUCHERS
10	1984 T-Z VOUCHERS
11	1985 A-F VOUCHERS
12	1985 G-S VOUCHERS
13	1985 T-Z VOUCHERS
14	1967-75 JOURNAL ENTRIES
15	1976-80 JOURNAL ENTRIES
16	1978 AP
17	1963-73 FINANCIAL STATEMENTS
18	1974-79 FINANCIAL STATEMENTS
19	ACCOUNTING MANAGER RECORDS
20	1953-79 FERC REPORTS
21	1971-84 FERC REPORTS
23	1981-85 EMPLOYEE A/R
24	1984-85 CWIP
24	1980-83 SALES JOURNAL LEDGER
24	1980-85 LABOR OVERHEAD JOURNAL
29	1962-73 PAYROLL RECORDS(PSC)
30	MISC ACCOUNTING MANAGER FILES
32	1977 AP
32	1962 PERSONNEL POLICIES
33	1973-85 JUNKED METER CARDS
35	1983-85 FLORIDA GAS TRANSMISSION BILLS
43	1979 AP
45	PC FORM 2 PRE-CUC/1985 TIME SHEETS(PC)/1975-78 PAYROLL
45	1976-83 SUMMARY BILLING REGISTERS
75	1959-77 CFG SALES JOURNALS AND CASH RECORDS
76	1976-81 CFG COST JOURNALS
77	1973 PAYROLL
77	1977-78 PURCHASE JOURNALS
77	1961-64 DISBURSEMENT JOURNALS
77	1980 PAYROLL LEDGER
77	1967-72 PAYROLL LEDGER
77	1960-61 DISBURSEMENT JOURNALS
77	1965-66 DISBURSEMENT JOURNALS
78	1972-83 CFG FINANCIAL STATEMENTS
82	1960-66 JOURNAL ENTRIES
83	JOURNAL ENTRIES AUG. - DEC. 1996
91	1982-83 COST JOURNAL
95	1982 CFG A-M VOUCHERS
96	1983 CFG L-Z VOUCHERS
97	1983 CFG A-M VOUCHERS
98	1982 CFG N-Z VOUCHERS
102	1975-79 PAYROLL SHEETS

FLORIDA DIVISION
RECORD RETENTION

BOX #	CONTENTS
103	TICS - DOWNLOADS
103	1983-85 CHECK COPIES
103	1/79 TO 4/79 FGT VOL 1-5 DOCKET RP79-116
103	1982 BANK STATEMENTS
108	1964-85 INDUSTRIAL BILLING
109	MISC. INFO
111	1973-78 DOCKETS AND MISC CFG INFO
112	1973-84 PCNG AND STG TAX RETURNS
113	1974-75 DOCKETS
114	1973-75 ANNUAL REPORTS AND PLANT INVENTORY
115	FGT MISC AND CFG PURCHASE AGREEMENTS
117	1966-79 MISC ACCOUNTING FILES
120	1981 BANK STATEMENTS
121	1960-64 JOURNAL ENTRIES
122	1962-64 SALES REGISTER
123	1983-85 INDUSTRIAL BILLING AND MISC PAYROLL RECORDS
124	1973-79 GAS RATES
125	1981 A-Q VOUCHERS
126	MISC. DOCKETS
131	1971-76 LEAK RECORDS
132	1971-79 LEAK SURVEY
133	METER BOOKS
134	1972-79 LEAK REPORTS
135	1980 LEAKS
136	1980-81 SERVICE ORDERS
198	1981 - 1982 STG G/L & WORKPAPERS
200	1977 - 1978 PCNG A/P (A-O)
204	1979 - 1980 PCNG A/P (A-M)
205	1982 RATE CASE
206	1980 - 1981 STG A/P (A-K)
207	1983 - 1984 PCNG A/P (N-Z)
209	PCNG MISC LOAN & BANK INFO.
210	1984 STG A/R BATCHES
222	1968 MISC PSC CORRESPONDENCE
224	1970 MISC PSC CORRESPONDENCE
225	1982-85 PGA FILINGS
226	1984-85 PAYROLL SHEETS
227	1982 JOB MAINT. FILES
228	1962-67 COST JOURNALS
229	1973-75 INVENTORY
230	MISC METER PARTS INFO
231	1961-65 JOURNAL ENTRIES
233	DEPOSIT RECORDS
235	DEPOSIT CARDS
236	METER DEPOSIT INFO
254	PCNG & HILLS F/S (M. HAYES), 1987-85 F/S, FORMS 2'S
255	CFG 1984-85 F/S/ FORM 2'S/ CAP EXP RATES
266	1979-1985 GAS RATE BOOKS
319	1984-1985 CONSERVATION PAYMENTS.
320	1984-1985 CONSERVATION COST RECOVERY MATERIALS.

FLORIDA DIVISION
RECORD RETENTION

BOX #	CONTENTS
357	1983-1985 PCNG PLANT JOURNALS
373	FPSC CORRESPONDENCE.
374	FPSC CORRESPONDENCE. SECRETARY OFFICE.
379	1979-85 DIV MGR FGT FILES.
379	1974-85 DIV MGR FILES.
381	1983 AND PREVIOUS MISC DIV MGR PSC FILES.
383	1972-85 MISC SEC. FILES.
384	1971-84 MISC SEC FILES
385	1959-79 FGT FILES.
390	1980-82 MISC FGT INVOICES.
423	HISTORIC CONSERVATION MATERIALS-1983-NOV1985/WILLIAM-PLANT CITY