

BEFORE THE FLORIDA PUBLIC SERVICE COMMISSION

In Re: Proposed Amendment of) DOCKET NO. 920343-TP
Rule 25-4.020, F.A.C., Location) ORDER NO. PSC-93-0386-NOR-TP
and Preservation of Records.) ISSUED: 03/11/93
_____)

NOTICE OF RULEMAKING

NOTICE is hereby given that the Commission, pursuant to section 120.54, Florida Statutes, has initiated rulemaking to amend Rule 25-4.020, F.A.C., relating to location and preservation of records.

The attached Notice of Rulemaking will appear in the March 19, 1993, edition of the Florida Administrative Weekly. If requested, a hearing will be held at the following time and place:

1:30 p.m., Wednesday, April 14, 1993
Room 122, Fletcher Building
101 East Gaines Street

Written requests for hearing and written comments or suggestions on the rule must be received by the Director, Division of Records and Reporting, Florida Public Service Commission, 101 East Gaines Street, Tallahassee, FL 32399, no later than April 9, 1993.

By ORDER of the Florida Public Service Commission this 11th day of March, 1993.

STEVE TRIBBLE, Director
Division of Records & Reporting

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by: Kay Flynn
Chief, Bureau of Records

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3-11-93

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FLORIDA PUBLIC SERVICE COMMISSION

DOCKET NO. 920343-TP

RULE TITLE: RULE NO.:

Location and Preservation of Records 25-4.020

PURPOSE AND EFFECT: To impose new requirements for telephone companies regarding the location and length of time they keep required documents.

SUMMARY: A telephone company that no longer operates in Florida is deleted from the rule. A new schedule is incorporated in the rule to replace the 1976 F.C.C. rules previously incorporated. Companies are required to maintain original source documents for a minimum of three years, but may obtain a waiver if they employ an acceptable imaging system. New requirements are imposed for conversion of source documents to other media.

RULEMAKING AUTHORITY: 364.17, 364.20

LAW IMPLEMENTED: 364.17, 364.20

WRITTEN COMMENTS OR SUGGESTIONS ON THE PROPOSED RULE MAY BE SUBMITTED TO THE FPSC, DIVISION OF RECORDS AND REPORTING, WITHIN 21 DAYS OF THE DATE OF THIS NOTICE FOR INCLUSION IN THE RECORD OF THE PROCEEDING.

IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE AND PLACE SHOWN BELOW:

TIME AND DATE: 1:30 p.m. Wednesday, April 14, 1993

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PLACE: Room 122, 101 East Gaines Street, Tallahassee, Florida.
THE PERSON TO BE CONTACTED REGARDING THIS RULE AND THE ECONOMIC
IMPACT STATEMENT IS: Director of Appeals, Florida Public Service
Commission, 101 East Gaines Street, Tallahassee, Florida 32399.
THE FULL TEXT OF THE RULE IS:

25-4.020 Location and Preservation of Records.

(1) All records that a utility is required to keep, by reason of these or other rules prescribed by the Commission, shall be kept at the office or offices of the company within the State unless otherwise authorized by the Commission.

(2) Any company who obtains permission to keep its required records outside the State shall reimburse the Commission for the reasonable travel expense of the Commission's representative during any out of State audit, except those companies who keep their records outside the State but within a reasonable short distance from the Florida State line, i.e., ~~Floral~~ Florida Telephone Company, ~~South Georgia Telephone Company~~ and Southland Telephone Company.

(3) All records shall be preserved for the period of time specified in ~~the current edition of Part 42 of the Rules and Regulations of the Federal Communications Commission entitled "Preservation of Records of Communication Common Carriers."~~ Form PSC/AFA/17 (/), Entitled "Schedule of Records and Periods of

Retention" which is incorporated by reference into this rule, and may be obtained from the Director, Division of Auditing and Financial Analysis, Florida Public Service Commission.

(a) However, all original source documents retained as required by 25-4.020(3) shall be maintained in their original form for a minimum of three years after the date the document was created or received by the utility. The Commission may waive the requirement that documents be retained in their original form upon a showing by a utility that it employs an optical disk imaging system with write-once-read-many capability, or other system that produces comparable results, if the system consistently produces clear, readable copies that are substantially equivalent to the originals, and handwritten notations on documents are clearly reproduced.

(b) The utility shall maintain written procedures governing the conversion of source documents to another medium such as microfilm or microfiche, which procedures ensure the authenticity of documents and the completeness of records. Use of the new medium must not inhibit the audit process. Records maintained in the new medium must be easy to search and easy to read.

Specific Authority: 364.17, 364.20, F.S.

Law Implemented: 364.17, 364.20, F.S.

History: Revised 12/1/68, Amended 3/31/76, formerly 25-4.20.