



Public Service Commission

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COMMISSION
CLERK

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DATE: June 26, 2003

TO: DIRECTOR, DIVISION OF THE COMMISSION CLERK &
ADMINISTRATIVE SERVICES (BAYÓ)

FROM: DIVISION OF ECONOMIC REGULATION (C. ROMIG) *CR JS DM*
DIVISION OF AUDITING & SAFETY (VANDIVER) *AV AMT JOT*
OFFICE OF THE GENERAL COUNSEL (RODAN) *JAR Walt*

RE: DOCKET NO. 030337-GU - 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

AGENDA: 07/15/03 - REGULAR AGENDA - PROPOSED AGENCY ACTION -
INTERESTED PERSONS MAY PARTICIPATE

CRITICAL DATES: NONE

SPECIAL INSTRUCTIONS: NONE

FILE NAME AND LOCATION: S:\PSC\ECR\WP\030337.RCM
ATTACHMENT NOT AVAILABLE

CASE BACKGROUND

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 recommendation. The Commission has jurisdiction to consider this matter pursuant to Sections 350.127(2), 366.05, 366.08, and 366.093, Florida Statutes.

DOCUMENT NUMBER DATE

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FPSC-COMMISSION CLERK

DISCUSSION OF ISSUES

ISSUE 1: Should Chesapeake's petition for permission to dispose of certain records, pursuant to Rule 25-7.015(3), Florida Administrative Code, be approved?

RECOMMENDATION: Yes. Staff recommends that the Company be allowed to dispose of the acquired company records listed on Attachment 1 to this recommendation. (C. ROMIG, VANDIVER)

STAFF ANALYSIS: 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, the Company requests 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 recommendation. The Company states that 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.

Staff has reviewed the records listed on Attachment 1 with respect to future regulatory requirements and believes the retention of these records is no longer necessary. Therefore, staff recommends that the Company be allowed to dispose of the acquired company records listed on Attachment 1.

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ISSUE 2: Should this docket be closed?

RECOMMENDATION: Yes. If no person whose substantial interests are affected by the proposed agency action files a protest within 21 days of the issuance of the order, this docket should be closed upon the issuance of a consummating order. (RODAN)

STAFF ANALYSIS: At the conclusion of the protest period, if no protest is filed, this docket should be closed upon the issuance of a consummating order.

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
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2	1965 MONTHLY CONSOLIDATION PAPERS
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2	1963-65 OPTIONAL ANNUAL CONTRACTS- ESTIMATED REVENUE
2	1981 AUDIT INFORMATION
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2	1980 FINANCIAL RECORDS SYSTEM OVERVIEW
2	1976 PSC REPORT ON CONTINUING PROPERTY RECORDS
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2	1963-65 GAS SALES BY CITY
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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

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7	1967-76 DISBURSEMENTS JOURNAL
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20	1953-79 FERC REPORTS
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FLORIDA DIVISION
RECORD RETENTION

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374	FPSC CORRESPONDENCE. SECRETARY OFFICE.
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379	1974-85 DIV MGR FILES.
381	1983 AND PREVIOUS MISC DIV MGR PSC FILES.
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384	1971-84 MISC SEC FILES
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