

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-93-0852-FOF-TP  
and Preservation of Records. ) ISSUED: June 7, 1993

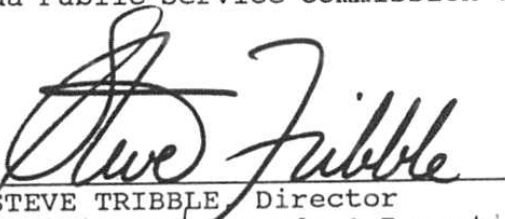
NOTICE OF ADOPTION OF RULE AMENDMENT

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

The rule amendment was filed with the Department of State on June 3, 1993, and will be effective on June 23, 1993. A copy of the relevant portions of the certification filed with the Secretary of State is attached to this Notice.

This docket is closed upon issuance of this notice.

By ORDER of the Florida Public Service Commission this 7th day of June, 1993.

  
STEVE TRIBBLE Director  
Division of Records & Reporting

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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., ~~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 (5/93), 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 source documents retained as required by 25-4.020(3) shall be maintained in their original form for a minimum of three years, or for any lesser period of time specified for that

type of record in Form PSC/AFA/17, after the date the document was created or received by the utility. This paragraph does not require the utility to create paper copies of documents where the utility would not otherwise do so in the ordinary course of its business. The Commission may waive the requirement that documents be retained in their original form upon a showing by a utility that it employs a storage and retrieval system that consistently produces clear, readable copies that are substantially equivalent to the originals, and clearly reproduces handwritten notations on documents.

(b) The utility shall maintain written procedures governing the conversion of source documents to a storage and retrieval system, which procedures ensure the authenticity of documents and the completeness of records. Records maintained in the storage and retrieval system 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, formerly 25-4.20, Amended 3/31/76, 4/23/93.