

BEFORE THE FLORIDA PUBLIC SERVICE COMMISSION

In Re: Request for waiver of) DOCKET NO. 930741-TL
Rule 25-4.020(3)(a), F.A.C.,) ORDER NO. PSC-93-1667-FOF-TL
regarding retention of source) ISSUED: November 15, 1993
documents in their original form)
for a minimum of three years, by)
ALLTEL FLORIDA, INC.)
_____)

The following Commissioners participated in the disposition of this matter:

SUSAN F. CLARK
JULIA L. JOHNSON
LUIS J. LAUREDO

NOTICE OF PROPOSED AGENCY ACTION
ORDER DENYING IN PART AND GRANTING IN PART
REQUEST FOR WAIVER OF RULE 25-4.020(3)(a), F.A.C.

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 adversely affected files a petition for a formal proceeding, pursuant to Rule 25-22.029, Florida Administrative Code.

On July 26, 1993, Alltel Florida, Inc. (Alltel or Company) filed a request for waiver of Rule 25-4.020(3)(a), Florida Administrative Code, regarding the retention of source documents in their original form for a minimum of three years. Alltel states that it currently uses Data Reduction, Inc, located in Charlotte, North Carolina, to film such documents as accounts payable vouchers, timesheets, and accounting workpapers. Alltel further states that microfilming is necessary because of limited archival space along with the ease the filming creates for retrieving documents. Alltel states that the reproductions of documents are very clear and readable.

The Company's records have been reviewed. This review included reading information contained on the Company's microfilm, microfiche, and paper (hard) copies. Alltel has two categories of film production - microfilm and microfiche. Microfiche is made directly from computer tapes and is considered by the Company to be "hard" copy in the same sense that paper printouts from the

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computer are considered to be originals. Even though microfiche is not a copy of a paper document, the following documents were reviewed to insure that the documents were readable, clear, and in effect were the same as the paper documents. None of these documents had handwritten notes.

Company Records

1. Customer Billings
2. Billing Journal
3. Distribution Report
4. Labor & Materials
5. Cash Listing Payments
6. Cash Receipts
7. Accounts Receivable
8. General Ledger Summary
9. General Ledger Detail

In earlier years, Alltel copied paper records onto microfilm, but now contracts this work outside to Data Reduction, Inc. Our staff visited the premises of Data Reduction, Inc. as well as the archives of Alltel where the originals and paper copies were compared to the microfilm records. The microfilm records prepared by Data Reduction, Inc. were clearer than those that were copied by the Company in the earlier years. Accounts Payable Invoices (other than Alltel Supply), Distribution Timesheets, Journal Entries, and Labor & Payroll Information were reviewed and the information contained was clear and legible, as were the handwritten notes. However, the microfilm that was available did not contain information concerning Alltel Supply.

The mechanized Purchase Orders from Alltel Supply and the Separation and Settlement Reports were also reviewed. Copies of these records were not clear and legible. These concerns were discussed with Alltel staff and the Company submitted interoffice memos stating that the revenue settlement documents and mechanized purchase orders from Alltel Supply will be maintained in their original state for at least three years from the date of the documents. In addition, the Company filed a letter on September 14, 1993, stating that Alltel has and will continue to maintain these documents in their original form for three years. The Company states that it will continue to evaluate changes to improve the quality of the original source documents so that the microfilming process will produce clear, readable copies. Alltel requests that the waiver be granted with these exceptions.

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We find it appropriate to approve the request except as applied to revenue settlement documents and mechanized purchase orders from Alltel Supply. However because this waiver is based upon a review of the current method to copy documents, we shall require the Company to notify the Division Auditing and Financial Analysis should it change the method or vendor used to copy its source documents.

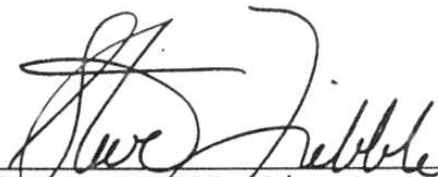
Based on the foregoing, it is

ORDERED by the Florida Public Service Commission that the request by Alltel Florida, Inc. for waiver of Rule 25-4.020(3)(a), is hereby granted as set forth in the body of this Order except that the Company shall continue to be required to maintain all revenue settlement documents and mechanized purchase orders from Alltel Supply. It is further

ORDERED that any protest of this Order shall be filed pursuant to the requirements set forth below. It is further

ORDERED that if no protest is filed this docket shall be closed.

By ORDER of the Florida Public Service Commission, this 15th day of November, 1993.



STEVE TRIBBLE Director
Division of Records and Reporting

(S E A L)

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NOTICE OF FURTHER PROCEEDINGS OR JUDICIAL REVIEW

The Florida Public Service Commission is required by Section 120.59(4), Florida Statutes, to notify parties of any administrative hearing or judicial review of Commission orders that is available under Sections 120.57 or 120.68, 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 or judicial review will be granted or result in the relief sought.

The action proposed herein is preliminary in nature and will not become effective or final, except as provided by Rule 25-22.029, Florida Administrative Code. Any person whose substantial interests are affected by the action proposed by this order may file a petition for a formal proceeding, as provided by Rule 25-22.029(4), Florida Administrative Code, in the form provided by Rule 25-22.036(7)(a) and (f), Florida Administrative Code. This petition must be received by the Director, Division of Records and Reporting at his office at 101 East Gaines Street, Tallahassee, Florida 32399-0870, by the close of business on December 6, 1993.

In the absence of such a petition, this order shall become effective on the day subsequent to the above date as provided by Rule 25-22.029(6), Florida Administrative Code.

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

If this order becomes final and effective on the date described above, any party adversely affected may request judicial review by the Florida Supreme Court in the case of an electric, gas or telephone utility or by the First District Court of Appeal in the case of a water or wastewater utility by filing a notice of appeal with the Director, Division of Records and Reporting and filing a copy of the notice of appeal and the filing fee with the appropriate court. This filing must be completed within thirty (30) days of the effective date of this order, pursuant to Rule 9.110, Florida Rules of Appellate Procedure. The notice of appeal must be in the form specified in Rule 9.900(a), Florida Rules of Appellate Procedure.