

ORIGINAL

DOCKET NO. 030970-EI

CERTIFICATION OF
PUBLIC SERVICE COMMISSION ADMINISTRATIVE RULES
FILED WITH THE
DEPARTMENT OF STATE

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DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA
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I do hereby certify:

(1) That all statutory rulemaking requirements of Chapter 120, F.S., have been complied with; and

(2) There is no administrative determination under subsection 120.56(2), F.S., pending on any rule covered by this certification; and

(3) All rules covered by this certification are filed within the prescribed time limitations of paragraph 120.54(3)(e), F.S. They are filed not less than 28 days after the notice required by paragraph 120.54(3)(a), F.S., and;

(a) Are filed not more than 90 days after the notice; or

(b) Are filed not more than 90 days after the notice not including days an administrative determination was pending; or

(c) Are filed more than 90 days after the notice, but not less than 21 days nor

CMP more than 45 days from the date of publication of the notice of change; or

COM (d) Are filed more than 90 days after the notice, but not less than 14 nor more than 45 days after the adjournment of the final public hearing on the rule; or

CTR ECR GCL (e) Are filed more than 90 days after the notice, but within 21 days after the date of receipt of all material authorized to be submitted at the hearing; or

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// (f) Are filed more than 90 days after the notice, but within 21 days after the date the transcript was received by this agency; or

// (g) Are filed not more than 90 days after the notice, not including days the adoption of the rule was postponed following notification from the Joint Administrative Procedures Committee that an objection to the rule was being considered; or

// (h) Are filed more than 90 days after the notice, but within 21 days after a good faith written proposal for a lower cost regulatory alternative to a proposed rule is submitted which substantially accomplishes the objectives of the law being implemented; or

// (i) Are filed more than 90 days after the notice, but within 21 days after a regulatory alternative is offered by the small business ombudsman.

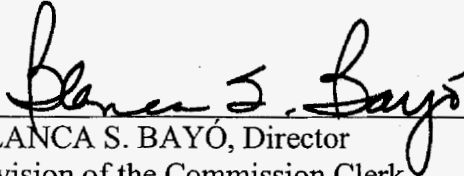
Attached are the original and two copies of each rule covered by this certification. The rules are hereby adopted by the undersigned agency by and upon their filing with the Department of State.

Rule No.

25-6.015

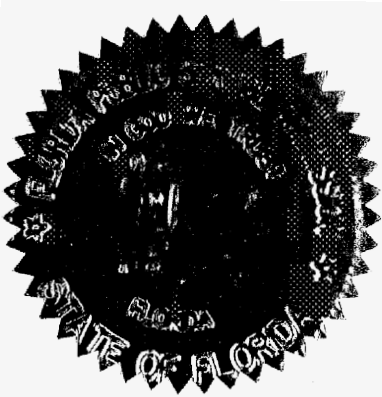
Under the provision of subparagraph 120.54(3)(e)6., F.S., the rules take effect 20 days from the date filed with the Department of State or a later date as set out below:

Effective: _____
(month) (day) (year)



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

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1 **25-6.015 Location and Preservation of Records.**

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

5 (2) Any utility that keeps its records outside of the state shall reimburse the
6 Commission for the reasonable travel expense incurred by each Commission representative
7 during any review of the out-of-state records of the utility or its affiliates. Reasonable travel
8 expenses are those travel expenses that are equivalent to travel expenses paid by the
9 Commission in the ordinary course of its business.

10 (a) The utility shall remit reimbursement for out-of-state travel expenses within 30
11 days from the date the Commission mails the invoice.

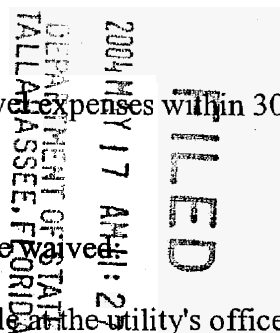
12 (b) The reimbursement requirement in subsection (2) shall be waived.

13 1. For any utility that makes its out-of-state records available at the utility's office
14 located in Florida or at another mutually agreed upon location in Florida within 10 working
15 days from the Commission's initial request. If 10 working days is not reasonable because of
16 the complexity and nature of the issues involved or the volume and type of material requested,
17 the Commission may establish a different time frame for the utility to bring records into the
18 state. For individual data requests made during an audit, the response time frame in Rule 25-
19 6.0151, Florida Administrative Code, shall control; or

20 2. For a utility whose records are located within 50 miles of the Florida state line.

21 (3) All records shall be preserved in accordance with the Federal Energy
22 Regulatory Commission's regulations, Title 18, Subchapter C, Part 125, Code of Federal
23 Regulations, entitled "Preservation of Records of Public Utilities and Licensees" as revised,
24 April 1, 2002 1994, which is hereby incorporated by reference into this rule, with the
25 exception of the records listed in section (3)(a) of this rule. ~~Item 64 (Records of predecessors~~

CODING: Words underlined are additions; words in ~~struck through~~ type are deletions
from existing law.



1 and former associates) of the Schedule of records and periods of retention contained in Title
2 18, Subchapter C, Section 125.3, Code of Federal Regulations. Instead, utilities shall retain
3 records listed in section (3)(a) of this rule for the periods indicated. ~~of acquired companies~~
4 ~~until permission for disposal is petitioned for and approved by the Florida Public Service~~
5 ~~Commission~~

6 (a) The Code of Federal Regulations items listed below are exceptions to the
7 Schedule of Records and Periods of Retention contained in Title 18, Subchapter C, Section
8 125.3, Code of Federal Regulations:

9 1. Item 2(a), minute books of stockholders', directors', and directors' committee
10 meetings, earlier of 20 years or termination of the corporation's existence;

11 2. Item 6(a)(1), general ledgers, 20 years;

12 3. Item 6(a)(2), ledgers: subsidiary or auxiliary, 20 years;

13 4. Item 7, journals: general and subsidiary, 20 years;

14 5. Item 8(a), journal vouchers and journal entries, 20 years; and

15 6. Item 20(a), appraisals and valuations made by the company of its properties or
16 investments or of the properties or investments of any associated companies (includes all
17 records essential thereto), 10 years after appraisal.

18 (b)(a) However, all source documents retained as required by Title 18, Subchapter C,
19 Part 125, Code of Federal Regulations shall be maintained in their original form for a
20 minimum of three years, or for any lesser period of time specified for that type of record in
21 Title 18, Subchapter C, Part 125, Code of Federal Regulations, after the date the document
22 was created or received by the utility. This paragraph does not require the utility to create
23 paper copies of documents where the utility would not otherwise do so in the ordinary course
24 of its business. The Commission will ~~may~~ waive the requirement that documents be retained
25 in their original form upon a showing by a utility that it employs a storage and retrieval system

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from existing law.

1 that consistently produces clear, readable copies that are substantially equivalent to the
2 originals, and clearly reproduces handwritten notations on documents.

3 (c)(b) The utility shall maintain written procedures governing the conversion of
4 source documents to a storage and retrieval system, which procedures ensure the authenticity
5 of documents and the completeness of records. Records maintained in the storage and
6 retrieval system must be easy to search and easy to read.

7 Specific Authority: 366.05(1), 350.127(2), F.S.

8 Law Implemented: 366.05(1), (9), & (11), 366.08, 366.093(1), F.S.

9 History: Amended 7/29/69, 7/19/72, 1/11/76, 9/28/81, 11/18/82, Formerly 25-6.15, Amended
10 10/1/86, 11/02/87, 6/23/93, 11/13/95, XX/XX/XX.

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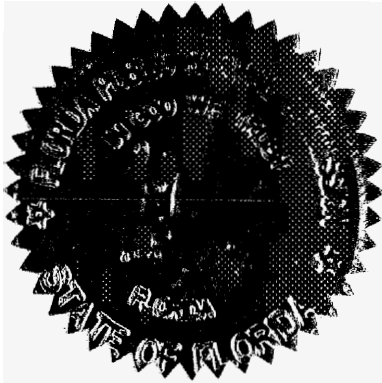
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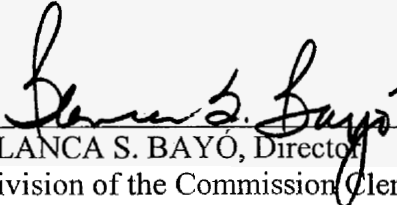
CERTIFICATION OF
MATERIALS INCORPORATED BY REFERENCE
IN RULES FILED WITH THE DEPARTMENT OF STATE

Pursuant to Rule 1S-1.005, Florida Administrative Code, I do hereby certify that the attached are true and correct copies of the following materials incorporated by reference in Rule 25-6.015. Under the provisions of subparagraph 120.54(3)(e)(6), F.S., the attached materials take effect 20 days from the date filed with the Department of State, or a later date as specified in the rule.

Title 18, Subchapter C, Part 125, Code of Federal Regulations, Preservation of Records of Public Utilities and Licensees.



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

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other general equipment accounts (not including transportation equipment). (See operating expense instruction 2.)

B. Maintenance expenses on office furniture and equipment used elsewhere than in general, commercial and sales offices shall be charged to the following accounts:

- Steam Power Generation, Account 514.
- Nuclear Power Generation, Account 532 (Major only).
- Hydraulic Power Generation, Account 545.
- Other Power Generation, Account 554.
- Transmission, Account 573.
- Distribution, Account 598.
- Merchandise and Jobbing, Account 416.
- Garages, Shops, etc., Appropriate clearing account, if used.

NOTE: Maintenance of plant included in other general equipment accounts shall be included herein unless charged to clearing accounts or to the particular functional maintenance expense account indicated by the use of the equipment.

PART 104 [RESERVED]

NOTE: For the Uniform System of Accounts for all Public Utilities, see part 101 of this subchapter.

PART 125—PRESERVATION OF RECORDS OF PUBLIC UTILITIES AND LICENSEES

- Sec.
- 125.1 Promulgation.
 - 125.2 General instructions.
 - 125.3 Schedule of records and periods of retention.

AUTHORITY: 16 U.S.C. 825, 825c, and 825h; 44 U.S.C. 3501 *et seq.*

§ 125.1 Promulgation.

This Part is prescribed and promulgated as the regulations governing the preservation of records by public utilities subject to the jurisdiction of the Commission and by licensees holding licenses issued by the Commission, to the extent and in the manner set forth therein.

[Order 617, 65 FR 48155, Aug. 7, 2000]

§ 125.2 General instructions.

(a) *Scope of this part.* (1) The regulations in this part apply to all books of account and other records prepared by or on behalf of the public utility or li-

ensee. See item 40 of the schedule (§125.3) for those records that come into possession of the public utility or licensee in connection with the acquisition of property, such as purchase, consolidation, merger, etc.

(2) The regulations in this part should not be construed as excusing compliance with other lawful requirements of any other governmental body, Federal or State, prescribing other record keeping requirements or for preservation of records longer than those prescribed in this part.

(3) To the extent that any Commission regulations may provide for a different retention period, the records should be retained for the longer of the retention periods.

(4) Records other than those listed in the schedule may be destroyed at the option of the public utility or licensee: *Provided, however,* That records which are used in lieu of those listed shall be preserved for the periods prescribed for the records used for substantially similar purposes. And, *provided further,* That retention of records pertaining to added services, functions, plant, etc., the establishment of which cannot be presently foreseen, shall conform to the principles embodied herein.

(5) Notwithstanding the provisions of the Records Retention Schedule, the Commission may, upon the request of the Company, authorize a shorter period of retention for any record listed therein upon a showing by the Company that preservation of such record for a longer period is not necessary or appropriate in the public interest or for the protection of investors or consumers.

(b) *Designation of supervisory official.* Each public utility or licensee subject to the regulations in this part shall designate one or more persons with official responsibility to supervise the utility's or licensee's program for preservation and the authorized destruction of its records.

(c) *Protection and storage of records.* The public utility or licensee shall provide reasonable protection for records subject to the regulations in this part from damage by fire, floods, and other hazards and, in the selection of storage spaces, safeguards the records from unnecessary exposure to deterioration

from excessive humidity, dryness, or lack of proper ventilation.

(d) *Record storage media.* Each public utility and licensee has the flexibility to select its own storage media subject to the following conditions.

(1) The storage media must have a life expectancy at least equal to the applicable record retention period provided in §125.3 unless there is a quality transfer from one media to another with no loss of data.

(2) Each public utility and licensee is required to implement internal control procedures that assure the reliability of, and ready access to, data stored on machine readable media. Internal control procedures must be documented by a responsible supervisory official.

(3) Each transfer of data from one media to another must be verified for accuracy and documented. Software and hardware required to produce readable records must be retained for the same period the media format is used.

(e) *Destruction of records.* At the expiration of the retention period, public utilities and licensees may use any appropriate method to destroy records.

(f) *Premature destruction or loss of records.* When records are destroyed or lost before the expiration of the prescribed period of retention, a certified statement listing, as far as may be determined, the records destroyed and describing the circumstances of accidental or other premature destruction or loss must be filed with the Commission within ninety (90) days from the date of discovery of the destruction.

(g) *Schedule of records and periods of retention.* (1) Records related to plant in service must be retained until the facilities are permanently removed from utility service, all removal and restoration activities are completed, and all costs are retired from the accounting records unless accounting adjustments resulting from reclassification and original costs studies have been approved by the regulatory commission having jurisdiction. If the plant is sold, the associated records or copies thereof, must be transferred to the new owners.

(2) Records related to hydroelectric facilities and additions, retirements, and betterments thereto must be retained until:

(i) The Commission has determined the actual legitimate original cost of the facilities, or the licenses are surrendered. If the plant is sold, the associated records or copies thereof, must be transferred to the new owners.

(ii) Records related to the determination of amortization reserves pursuant to section 10(d) of the Federal Power Act must be retained until a final determination and adjudication of the amortization reserves are made.

(h) *Retention periods designated "Destroy at option".* "Destroy at option" constitutes authorization for destruction of records at managements' discretion if it does not conflict with other legal retention requirements or usefulness of such records in satisfying pending regulatory actions or directives.

(i) *Records of services performed by associated companies.* Public utilities and licensees must assure the availability of records of services performed by and for associated or affiliated companies with supporting cost information for the periods indicated in §125.3 as necessary to be able to readily furnish detailed information as to the nature of the transaction, the amounts involved and the accounts used to record the transactions.

(j) *Index of records.* Public utilities and licensees must arrange, file, and index records so records may be readily identified and made available to Commission representatives.

(k) *Rate case.* Notwithstanding the minimum retention periods provided these regulations, if a public utility licensee wants to reflect costs in a current, future, or pending rate case, or a public utility or licensee has abandoned or retired a plant subsequent to the test period of the utility's rate case, the utility must retain the appropriate records to support the costs adjustments proposed in the current next rate case.

(l) *Pending complaint litigation or governmental proceedings.* Notwithstanding the minimum requirements, if a public utility or licensee is involved in pending litigation, complaint procedure proceedings remanded by the court, governmental proceedings, it must retain all relevant records.

(m) *Life or mortality study data.* Life or mortality study data for depreciation purposes must be retained for 25 years or for 10 years after plant is retired, whichever is longer.

Secs. 3, 4, 15, 16, 308; 41 Stat. 1063-1066, 1068, 072, 1075; 49 Stat. 838-841; 82 Stat. 617 (16 J.S.C. 796, 797, 803, 808, 809, 816, 825b, 825g, 281); secs. 8, 10, 16; 52 Stat. 825, 826, 830 (16 J.S.C. 717g, 717i, 717o))

Order 450, 37 FR 6293, Mar. 28, 1972, as amended by Order 567, 42 FR 30615, June 18, 1977; Order 258, 47 FR 42724, Sept. 29, 1982; Order 335, 48 FR 44483, Sept. 29, 1983; Order 17, 65 FR 48155, Aug. 7, 2000]

125.3 Schedule of records and periods of retention.

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SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Item No. and description	Retention period
(a) Service contracts, such as for management, accounting, and financial services .	All contracts, related memoranda, and revisions should be retained for 4 years after expiration or until the conclusion of any contract disputes pertaining to such contracts; whichever is later.
(b) Contracts with others for transmission or the purchase, sale or interchange of product .	All contracts, related memoranda, and revisions should be retained for 4 years after expiration or until the conclusion of any contract disputes or governmental proceedings pertaining to such contracts, whichever is later. For the same periods as contracts to which they relate.
(c) Memoranda essential to clarifying or explaining provisions of contracts listed above, including requests for discounts .	For the same periods as contracts to which they relate.
(d) Card or book records of contracts, leases, and agreements made, showing dates of expirations and of renewals, memoranda of receipts, and payments under such contracts .	For the same periods as contracts to which they relate.
4. Accountants' and auditors' reports:	
(a) Reports of examinations and audits by accountants and auditors not in the regular employ of the utility (such as reports of public accounting firms and commission accountants) .	5 years after the date of the report.
(b) Internal audit reports and working papers .	5 years after the date of the report.
Information Technology Management	
5. Automatic data processing records (retain original source data used as input for data processing and data processing report printouts for the applicable periods prescribed elsewhere in the schedule); Software program documentation and revisions thereto .	Retain as long as it represents an active viable program or for periods prescribed for related output data, whichever is shorter.
General Accounting Records	
6. General and subsidiary ledgers:	
(a) Ledgers:	
(1) General ledgers .	10 years.
(2) Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere .	10 years.
(b) Indexes:	
(1) Indexes to general ledgers .	10 years.
(2) Indexes to subsidiary ledgers except ledgers provided for elsewhere .	10 years.
(c) Trial balance sheets of general and subsidiary ledgers .	2 years.
7. Journals: General and subsidiary .	10 years.
8. Journal vouchers and journal entries including supporting detail:	
(a) Journal vouchers and journal entries .	10 years.
(b) Analyses, summarization, distributions, and other computations which support journal vouchers and journal entries:	
(1) Charging plant accounts .	25 years. See § 125.2(g).
(2) Charging all other accounts .	6 years.
9. Cash books: General and subsidiary or auxiliary books .	5 years after close of fiscal year.
10. Voucher registers: Voucher registers or similar records when used as a source document .	5 years. See § 125.2(g).
11. Vouchers:	
(a) Paid and canceled vouchers (one copy-analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers) .	5 years. See § 125.2(g).
(b) Original bills and invoices for materials, services, etc., paid by vouchers .	5 years. See § 125.2(g).
(c) Paid checks and receipts for payments of specific vouchers .	5 years.
(d) Authorization for the payment of specific vouchers .	5 years. See § 125.2(g).
(e) Lists of unaudited bills (accounts payable), list of vouchers transmitted, and memoranda regarding changes in audited bills .	Destroy at option.
(f) Voucher indexes .	Destroy at option.
Insurance	
12. Insurance records:	
(a) Records of insurance policies in force, showing coverage, premiums paid, and expiration dates .	Destroy at option after expiration of such policies.

SCHEDULE OF RECORDS AND PERIODS OF RETENTION

Item No. and description	Retention period
Corporate and General	
Reports to stockholders: Annual reports or statements to stockholders .	5 years.
Organizational documents:	
(a) Minute books of stockholders', directors', and directors' committee meetings .	5 years or termination of the corporation's existence, whichever occurs first.
(b) Titles, franchises, and licenses: Copies of formal orders of regulatory commissions served upon the utility .	6 years after final non-appealable order.
Contracts, including amendments and agreements (except contracts provided for elsewhere):	

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Item No. and description	Retention period
(b) Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses, and supporting papers.	6 years. See § 125.2(g).
Operations and Maintenance	
Production—Public utilities and licensees (less Nuclear):	
(a) Boiler-tube failure report	3 years.
(b) Generation and output logs with supporting data:	3 years.
(c) Station and system generation reports and clearance logs:	
(1) Hydro-electric	25 years. See § 125.2(g).
(2) Steam and others	6 years. See § 125.2(g).
(d) Generating high-tension and low-tension load records	3 years.
(e) Load curves, temperature logs, coal, and water logs	3 years.
(f) Gauge-reading reports	2 years, except river flow data collected in connection with hydro operation must be retained for life of corporation.
(g) Recording instrumentation charts	1 year, except where the basic chart information is transferred to another record, the charts need only be retained 6 months provided the record containing the basic data is retained 1 year.
2 Production—Nuclear:	
For informational purposes, refer to the document retention requirements of the Nuclear Regulatory Commission.	
Transmission and distribution—Public utilities and licensees:	
(a) Substation and transmission line logs	3 years.
(b) System operator's daily logs and reports of operation	3 years.
(c) Transformer history records	For life of transformer.
(d) Records of transformer inspections, oil tests, etc.	Destroy at option.
Maintenance work orders and job orders:	
(a) Authorizations for expenditures for maintenance work to be covered by work orders, including memoranda showing the estimates of costs to be incurred.	5 years.
(b) Work order sheets to which are posted in detail the entries for labor, material, and other charges in connection with maintenance, and other work pertaining to utility operations.	5 years.
(c) Summaries of expenditures on maintenance and job orders and clearances to operating other accounts (exclusive of plant accounts).	5 years.
Plant and Depreciation	
3. Plant ledgers:	
(a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes.	25 years. See § 125.2(g).
(b) Continuing plant inventory ledger, book or card records showing description, location, quantities, cost, etc., of physical units (or items) of utility plant owned.	25 years. See § 125.2(g).
7. Construction work in progress ledgers, work orders, and supplemental records:	
(a) Construction work in progress ledgers	5 years after clearance to plant account, provided continuing plant inventory records are maintained; otherwise 5 years after plant is retired.
(b) Work orders sheets to which are posted in summary form or in detail the entries for labor, materials, and other charges for utility plant additions and the entries closing the work orders to utility plant in service at completion.	5 years after clearance to plant account, provided continuing plant inventory records are maintained; otherwise 5 years after plant is retired.
(c) Authorizations for expenditures for additions to utility plant, including memoranda showing the detailed estimates of cost, and the bases therefor (including original and revised or subsequent authorizations).	5 years after clearance to plant account except where there are ongoing Commission proceedings.
(d) Requisitions and registers of authorizations for utility plant expenditures.	5 years after clearance to plant account except where there are ongoing Commission proceedings.
(e) Completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions.	5 years after clearance to plant account except where there are ongoing Commission proceedings.
(f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours etc., in connection with completed construction project.	5 years after clearance to plant account except where there are ongoing Commission proceedings.

Item No. and description	Retention period
(g) Records and reports pertaining to progress of construction work, the order in which jobs are to be completed, and similar records which do not form a basis of entries to the accounts.	Destroy at option.
18. Retirement work in progress ledgers, work orders, and supplemental records:	
(a) Work order sheets to which are posted the entries for removal costs, materials recovered, and credits to utility plant accounts for cost of plant retirement.	years after plant is retired.
(b) Authorizations for retirement of utility plant, including memoranda showing the basis for determination to be retired and estimates of salvage and removal costs.	years after plant is retired.
(c) Registers of retirement work	years.
19. Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant accounts not covered by construction or retirement work orders and their supporting records.	
20. Appraisals and valuations:	
(a) Appraisals and valuations made by the company of its properties or investments or of the properties or investments of any associated companies. (Includes all records essential thereto.)	1 years after appraisal.
(b) Determinations of amounts by which properties or investments of the company or any of its associated companies will be either written up or written down as a result of:	
(1) Mergers or acquisitions	10 years after completion of transaction or as ordered by the Commission.
(2) Asset impairments	10 years after recognition of asset impairment.
(3) Other bases	10 years after the asset was written up or down. Retain until retired.
21. The original or reproduction of engineering records, drawings, and other supporting data for proposed or as-constructed utility facilities: Maps, diagrams, profiles, photo graphs, field survey notes, plot plan, detail drawings, record of engineering studies, and similar records showing the location of proposed or as-constructed facilities.	
22. Contracts relating to utility plant:	
(a) Contracts relating to acquisition or sale of plant	6 years after plant is retired or sold.
(b) Contracts and other agreements relating to service performed in connection with construction of utility plant (including contracts for the construction of plant by others for the utility and for supervision and engineering relating to construction work).	6 years after plant is retired or sold.
23. Records pertaining to reclassification of utility plant accounts to conform to prescribed systems of accounts including supporting papers showing the bases for such reclassifications.	
24. Records of accumulated provisions for depreciation and depletion of utility plant and supporting computation of expense:	
(a) Detailed records or analysis sheets segregating the accumulated depreciation according to functional classification of plant.	25 years.
(b) Records reflecting the service life of property and the percentage of salvage and cost of removal for property retired from each account for depreciable utility plant.	25 years.
Purchase and Stores	
25. Procurement:	
(a) Agreements entered into for the acquisition of goods or the performance of services. Includes all forms of agreements not specifically set forth in Subsection 7 such as but not limited to: Letters of Intent, exchange of correspondence, master agreements, term contracts, rent agreements, and the various types of purchase orders:	
(1) For goods or services relating to plant construction	6 years. See § 125.2(g).
(2) For other goods or services	6 years.
(b) Accepted documents including accepted or unaccepted bids or proposals (summaries of unaccepted bids or proposals may be kept in lieu of originals) evidencing all relevant elements of the procurement.	6 years. See § 125.2(g).

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

Item No. and description	Retention period
Material ledgers: Ledger sheets of materials and supplies received, issued, and on hand Materials and supplies received and issued: Records showing the detailed distribution of materials and supplies issued using accounting periods Records of sales of scrap and materials and supplies: (a) Authorization for sale of scrap and materials and supplies	8 years after the date the records/ledgers were created. years. See § 125.2(g). years.
(b) Contracts for sale of scrap materials and supplies	years.
Revenue Accounting and Collecting	
Customers' service applications and contracts: Contracts, including amendments for extensions of service, for which contributions are made by customers and others Rate schedules: General files of published rate sheets and schedules of utility service. Including schedules suspended or superseded Maximum demand, and demand meter record cards	years after expiration. years after published rate sheets and schedules are superseded or no longer used to charge for utility service. year, except where the basic chart information is transferred to another record the charts need only be retained 6 months, provided the basic data is retained 1 year. destroy at option.
Miscellaneous billing data: Billing department's copies of contracts with customers (other than contracts in general files) Revenue summaries: Summaries of monthly operating revenues according to classes of service. Including summaries of forfeited discounts and penalties	years.
Tax	
Tax records:	
(a) Copies of tax returns and supporting schedules filed with taxing authorities, supporting working papers, records of appeals of tax bills, and receipts for payment. See Subsection 11(b) for vouchers evidencing disbursements:	
(1) Income tax returns	1 years after final tax liability is determined.
(2) Property tax returns	1 years after final tax liability is determined.
(3) Sales and other use taxes	1 years.
(4) Other taxes	1 years after final tax liability is determined.
(5) Agreements between associate companies as to allocation of consolidated income taxes	1 years after final tax liability is determined.
(6) Schedule of allocation of consolidated Federal income taxes among associate companies	1 years after final tax liability is determined.
(b) Filings with taxing authorities to qualify employer benefit plans	5 years after discontinuance of plan.
(c) Information returns and reports to taxing authorities	3 years after final tax liability is determined.
Treasury	
5. Statements of funds and deposits	For nuclear decommissioning funds, retain records for all items listed for 3 years after final decommissioning is completed. If amortization reserve funds related to licensed projects are maintained, retain until the Commission makes a final determination of the disposition of amortization reserves. Retain records for the most recent 3 years.
(a) Statements of periodic deposits with fund administrators or trustees	Retain records for the most recent 3 years.
(b) Statements of periodic withdrawals from fund	Retain records until the fund is dissolved or terminated.
(c) Statements prepared by fund administrator or trustee of fund activity including:	
(1) Beginning of the year balance of fund;	
(2) Deposits with the fund;	
(3) Acquisition of investments held by the fund;	
(4) Disposition of investments held by the fund;	
(5) Disbursements from the fund, including party to whom disbursement was made;	
(6) End of year balance of fund.	
16. Records of deposits with banks and others:	
(a) Statements from depositories showing the details of funds received, disbursed, transferred, and balances on deposit	Destroy at option after completion of audit by independent accountants.
(b) Check stubs, registers, or other records of check issued	3 years.

37. [Reserved]

Item No. and description	Retention period
38. Statistics: Financial, operating and statistical reports used for internal administrative or operating purposes	5 years.
39. Budgets and other forecasts (prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposal of properties or investments	3 years.
40. Records of predecessor companies	Retain consistent with the requirements for the same types of records of the utility.
41. Reports to Federal and State regulatory commissions including annual financial, operating and statistical reports	5 years.
42. Advertising: Copies of advertisements by or for the company on behalf of itself or any associate company in newspapers, magazines, and other publications, including costs and other records relevant thereto (excluding advertising of appliances, employment opportunities, routine notices, and invitations for bids all of which may be destroyed at option)	2 years.

[Order 617, 65 FR 48156, Aug. 7, 2000; 65 FR 50638, Aug. 21, 2000]

SUMMARY OF RULE

Rule 25-6.015 is amended to refer to the 2002 version of the Code of Federal Regulations, Title 18, Subchapter C, Part 125, Preservation of Records of Public Utilities and Licensees. The amended rule also sets forth six exceptions to the retention periods set forth in Part 125 to account for the time between rate proceedings, audits, and other matters before the Commission which require a longer retention period than that set forth in Part 125.

SUMMARY OF HEARINGS ON THE RULE

The Commission held a hearing on April 6, 2004, to consider changes to proposed Rule 25-6.015 submitted by the Joint Administrative Procedures Committee. The Joint Administrative Procedures Committee commented that the use of the word "may" in the third sentence of Rule 25-6.015(3)(b) gives the Commission too much discretion. At the hearing, the Commission voted to change the word "may" to "will".

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

Rule 25-6.015 outlines the Commission's record preservation requirements for electric utilities. This rule currently references the 1994 version of the Code of Federal Regulations, Title 18, Subchapter C, Part 125, Preservation of Records of Public Utilities and Licensees. Part 125 was changed, effective April 1, 2002. Thus, Rule 25-6.015 is being amended to refer to the 2002 version of the federal requirements.

Also, as stated above, the rule was amended to set forth six exceptions to the retention periods set forth in Part 125 to account for the time between rate proceedings, audits, and other matters before the Commission which require a longer retention period than that set forth in Part 125.

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA
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