

**Schedule of Records and
Periods of Retention:**

Local Exchange Telephone Companies



**Form PSC/ECR 017-T
Issued: 5/93**

SCHEDULE OF RECORDS AND PERIODS OF RETENTION

DESCRIPTION	RETENTION PERIOD
CORPORATE AND GENERAL	
1. Reports to stockholders: a) Annual reports or statements to stockholders.	15 years.
2. Franchises and titles: a) Franchises, certificates, or other legal papers authorizing operations as communications common carrier. b) Deeds and other title papers...	Permanently. 6 years after property is disposed of unless surrendered to transferee.
3. Organizational documents: a) Minute books of stockholders', directors, and directors' committee meetings.	50 years or termination of the corporation's existence, whichever occurs first.
4. Contracts and agreements (except contracts provided for elsewhere): a) Service contracts, such as for management, accounting and financial services. b) Contracts with other telephone carriers for the purchase, sale or interexchange of business, Division of Revenue, and interexchange of employees' benefit obligations. c) Memoranda essential to clarifying or explaining provisions of contracts listed above. d) Card or book records of contracts, leases, and agreements made, showing dates of expirations and of renewals, memoranda or receipts and payments under such contracts, etc..	6 years after expiration or cancellation. 6 years after supersedure, expiration or cancellation. For the same periods as contracts to which they relate. Ditto.
5. 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 regulatory commission accountants). b) Internal audit reports and work papers..	25 years. 7 years after date of report.
GENERAL ACCOUNTING RECORDS*	
6. General and subsidiary ledgers: a) 1) General ledgers.. 2) Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere. b) Trial balance sheets of general and subsidiary ledgers.	50 years. Ditto. 2 years.
7. Journals: General and subsidiary...	50 years.
8. Journal vouchers and journal entries including supporting detail: a) Journal vouchers and journal entries... b) Analysis, summarizations, distributions, and other computations which support journal vouchers and journal entries: 1) Charging plant accounts... 2) Charging all other accounts...	50 years. 20 years. 6 years.
9. Cash books: a) General and subsidiary or auxiliary books...	10 years after close of fiscal year.

DESCRIPTION	RETENTION PERIOD
10. Voucher registers: a) Voucher registers or similar records when used as a source document.	10 years.
11. Vouchers: a) Paid and canceled vouchers (1 copy -analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers). b) Original bills and invoices for materials, services, etc., paid by vouchers. c) Paid checks and receipts for payments by voucher or otherwise... d) Authorization for the payment of specific vouchers...	10 years. Ditto. Ditto. 6 years.
12. Revenue accounting controlling records and summaries of telephone carriers: a) Controlling records and summaries used in preparing journal entries to revenue, accounts receivable, and other accounts, including revenue, cash, transfer and other controls, proof of billing, and other summaries of data for journal entries. b) Statistical summaries or reports of revenues by accounts or classes of service, geographical subdivisions, etc..used for: 1) Reports to Federal and State regulatory commissions and other governmental authorities. * General ledger and supporting journal entries (Accounting detail for operating expense, maintenance, plant additions/retirements) maintained electronically shall be retained for four years or until completion of a subsequent rate case, whichever period is longer. Storage medium is optional (tape, cartridge, diskpack, or mainframe) but must be IBM compatible and retrievable for computerized review/audit.	6 years. 20 years.
TAX	
13. Tax records: a) Copies of returns and schedules filed with taxing authorities, supporting work papers, records of appeals, tax bills and receipts for payment. 1) Income tax returns... 2) Property tax returns... 3) Sales and use taxes... 4) Other taxes... 5) Agreements between associate companies as to allocation of consolidated income taxes. 6) Schedule of allocation of consolidated Federal income taxes among associate companies. b) Filings with taxing authorities to qualified employee benefit plans... c) Information returns and reports to taxing authorities..	15 years after settlement. 2 years after settlement. 3 years. 2 years after settlement. 15 years after settlement. 15 years after settlement. 7 years after settlement of Federal return or discontinuance of plan, whichever is later. 3 years, or for the period of any extensions granted for audit.

DESCRIPTION	RETENTION PERIOD
PLANT AND DEPRECIATION	
<p>14. Plant ledgers:</p> <p>a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes.</p> <p>b) Continuing plant inventory ledger, book or card records showing description, location, quantities, cost, etc., of physical units (or items) of utility plant owned.</p>	<p>50 years.</p> <p>6 years after plant is retired, provided mortality data are retained.</p>
<p>15. Construction work in progress ledgers, work orders, and supplemental records:</p> <p>a) Construction work in progress ledgers...</p> <p>b) Work order sheets to which are posted in summary form or in detail the entries for labor, materials, and other charges to utility plant in service at completion.</p> <p>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)</p> <p>d) Requisitions and registers of authorizations for utility plant expenditures.</p> <p>e) completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions.</p> <p>f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours, etc., in connection with completed construction project.</p> <p>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.</p>	<p>10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise 6 years after plant is retired.</p> <p>Ditto.</p> <p>10 years.</p> <p>Ditto.</p> <p>Ditto.</p> <p>10 years after clearance to the plant account, provided continuing property plant inventory records are maintained; otherwise 6 years after plant is retired.</p> <p>Destroy at option.</p>
<p>16. Retirement work in progress ledgers, work orders, and supplemental records:</p> <p>a) Work order sheets to which are posted the entries for removal costs, materials recovered, and credits to utility plant, including memoranda showing the basis for determination of cost of plant to be retired and estimates of salvage and removal costs.</p> <p>b) Authorizations for retirement of utility plant, including memoranda showing the basis for determination of cost of plant to be retired and estimates of salvage and removal costs.</p> <p>c) Registers of retirement work orders...</p>	<p>10 years after plant is retired.</p> <p>10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise 6 years after plant is retired.</p> <p>10 years.</p>
<p>17. Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant accounts not covered by construction of retirement work orders and their supporting records.</p>	<p>10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise 6 years after plant is retired.</p>
<p>18. Appraisals and valuations:</p> <p>a) Appraisals and valuations made by or for the company of its properties or investments or of the properties or investments of any associated companies. (Includes all records essential thereto).</p>	<p>10 years after disposition, termination of lease, or write-off of property or investment.</p>

DESCRIPTION	RETENTION PERIOD
<p>19. The original or reproductions of engineering records, drawings and other supporting data for proposed as-constructed utility facilities:</p> <p>a) Maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies and similar records showing the location of proposed or as-constructed facilities:</p> <p>1) If construction of facility results wholly, or in part...</p>	<p>Until property is retired.</p>
<p>20. Contracts and other agreements relating to utility records:</p> <p>a) Contracts relating to acquisition or sale of plant...</p> <p>b) Contracts and other agreements relating to services 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).</p>	<p>6 years after plant is retired. 6 years.</p>
<p>21. Records pertaining to reclassifications of utility plant accounts to conform to prescribed systems of accounts, including supporting papers showing the bases for such reclassifications.</p>	<p>6 years.</p>
<p>22. Records of accumulated provisions for depreciation and depletion of utility plant and supporting computation of expense:</p> <p>a) Detailed records or analysis sheets segregating the accumulated depreciation according to functional classification of plant.</p> <p>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.</p>	<p>25 years. Ditto.</p>
MATERIALS AND SUPPLIES	
<p>23. Procurements:</p> <p>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 4 such as, but not limited to: Letters of intent, exchange of correspondence, master agreements, term contracts, rental agreements and the various types of purchase orders:</p> <p>1) For goods or services relating to plant construction...</p> <p>2) For other goods or services...</p> <p>b) Supporting documents including accepted and unaccepted bids or proposals (summaries of unaccepted bids or proposals may be kept in lieu of originals) evidencing all relevant elements of the procurement.</p>	<p>6 years. Ditto. Ditto.</p>
<p>24. Material ledgers:</p> <p>a) Ledger sheets of materials and supplies received, issued, and on hand.</p>	<p>6 years.</p>
<p>25. Materials and supplies received and issued:</p> <p>a) Records showing the detailed distribution of materials and supplies issued during accounting periods.</p>	<p>6 years.</p>
<p>26. Records of sales of scrap and materials and supplies...</p> <p>a) Authorization for sale of scrap and material and supplies...</p> <p>b) Contracts for sale of scrap and materials and supplies...</p>	<p>3 years. Ditto.</p>

DESCRIPTION	RETENTION PERIOD
CUSTOMER & SERVICE	
<p>32. Service orders (including contract, line or other orders used to establish, change or discontinue service to customers) and plant assignment, repair service, trouble, inspection and testing records, including data which are stored in electronic data storage devices associated with computers:</p> <p>a) Copies of service orders, lists, tickets, or other memoranda based on service orders and supporting forms such as wiring plan work sheets and assignment memoranda, used as instructions for performance of plant work involved in completing service orders.</p> <p>b) Copies of service orders to check accuracy of work and reports.</p> <p>c) Copies of service orders used as a basis for entries to:</p> <p>1) Plant and expense accounts, that is, when used in lieu of, or when similar to basic work or material reports.</p> <p>2) Revenue and receivable accounts and related accounting records...</p> <p>d) Cards or other forms used as records of uncompleted or held telephone service applications or orders.</p> <p>e) Card or other individual record of telephones or other telephone equipment "left in" on premises of former customers.</p> <p>f) Lists, cards, or other records of subscriber plant facilities, trunks, circuits, or other plant available for assignment or assigned, including records of working interoffice trunks, miscellaneous circuits, toll circuit layouts, and equipment associated with particular line or circuits.</p> <p>g) Tickets, logsheets, subscriber line cards, toll circuit trouble records or other forms or electronic storage devices used to record individual trouble reports and conditions found.</p> <p>1) Historical records, such as subscriber line cards and toll circuit trouble history records.</p>	<p>3 years.</p> <p>3 years.</p> <p>As provided for item 31b.</p> <p>3 years.</p> <p>Until service is furnished or 1 year after application order is canceled. Optional after reconnection or retirement of left-in equipment.</p> <p>Until record is superseded or is retired from active file.</p> <p>3 years.</p>
<p>33. Contracts, applications, correspondence, and memoranda relative to establish, changing, or discontinuing service customers:</p> <p>a) Telephone Carriers:</p> <p>1) Contracts or agreements (with any related maps or diagrams) with customers covering specially engineered or assembled facilities and equipment or other special service arrangements for which the special charges involved are not specifically stated tariffs, rate schedules, or other rate authorities.</p> <p>2) Contracts or agreements covering arrangements with service line companies, public telephone and toll station agents, hotel private branch exchanges, and similar contracts related to service customers.</p> <p>3) Contracts or agreements with customers covering standard or regular service arrangements for which charges or rates are specifically stated in tariffs or other rate authorities.</p> <p>4) Correspondence with customers and memoranda covering customers' requests, used as basis for service orders or other service authorizations.</p>	<p>1 year after completion, expiration or cancellation of contract or agreement.</p> <p>Ditto.</p> <p>1 year after completion of resulting service order or other service authorization.</p> <p>3 years.</p>
<p>34. Records of customers and memoranda of contracts.</p> <p>a) Service records of customers, including application cards, or other records showing name, address, telephone number, and details of service, maintained for general reference in handling contracts with customers.</p>	<p>3 years.</p>

DESCRIPTION	RETENTION PERIOD
<p>35. Service orders and other billing authorizations:</p> <p>a) Completed service orders and similar records or copies thereof, notices of completion of service orders, restoral of telephone service notices, and other authorizations used as basis for billing to customers and miscellaneous debtors for or entries to records used in such billing.</p>	<p>3 years.</p>
<p>36. Tariffs, rate sections, and other rate authorities:</p> <p>a) Official (or general) file copy of all tariffs, rate sheets or schedules, or other rate authorities covering services or facilities furnished together with maps, tables, charts, etc., referred to therein or made a part thereof.</p> <p>b) Rate studies, cost memoranda, rate proposals and quotations relating to specially engineered or assembled facilities or services for which the special charges involved are not specifically stated in tariffs or other rate authorities.</p>	<p>6 years after expiration or cancellation.</p> <p>3 years after charge becomes effective, if superseded or withdrawn, optional.</p>
<p>37. Customer's billing and other accounts receivable records:</p> <p>a) Record of service and equipment or other continuing record or services or facilities furnished:</p> <p>1) Used as a basis for billing only...</p> <p>2) Used as a record of location and physical characteristics of plant.</p> <p>b) Continuing records of telephone local message or measured service usage by individual customers' accounts.</p> <p>c) Continuing settlement records of individual public and semi-public telephone accounts.</p> <p>d) Individual account billing instructions, including local and toll message guide cards and toll billing instruction cards and other office memoranda used in preparing and mailing telephone bills.</p> <p>e) Records of individual accounts with customers and collectors, including ledgers and records used in lieu thereof such as accounting stubs or copies of bills or statements issued.</p> <p>f) Telephone carrier records of accounts with miscellaneous debtors other than customers and collectors, including bill ledgers or copies of bills.</p> <p>g) Detailed records of adjustments of customers' accounts, including authorizations, adjustment vouchers or other authorizations to correct changes due to errors, service failures, etc.:</p> <p>1) Telephone carriers</p> <p>h) Uncollectible vouchers or other authorizations for writing off customers accounts and other records and reports pertaining hereto.</p> <p>i) Work papers used by telephone carriers in developing estimates of unbilled revenues and accounts receivable.</p>	<p>For active accounts, 3 years after record is superseded; for discontinued accounts, 1 year.</p> <p>For active accounts, 3 years after record is superseded; for discontinued services, 6 years after service is disconnected.</p> <p>1 year after record is superseded or retired from active file.</p> <p>Ditto.</p> <p>Optional.</p> <p>1 year after payment or other disposition of account or accounts covered by each stub or other individual record.</p> <p>3 years after payment or other disposition of account or accounts covered by each stub or other individual record.</p> <p>3 years.</p> <p>6 years.</p> <p>6 years after estimate is superseded.</p>

DESCRIPTION	RETENTION PERIOD
<p>38. Telephone directories:</p> <ul style="list-style-type: none"> a) One file copy of each directory issued by the company for use by customers. b) Special directories or lists used by traffic operating forces or other employees, not issued to customers. c) Copies of service order, memoranda, and other papers used as the basis for compilation of directories. d) Authorizations for directory listings or special treatment thereof... e) Agreements with customers or others for leasing of directories, and sale or disposal of obsolete directories. f) Contracts or agreements covering printing of directories, and sale or disposal of obsolete directories. g) Contracts or agreements with customers or other advertisers for sale of advertising in directories. 	<p>3 years after supersedure or discontinuance. Optional.</p> <p>Ditto.</p> <p>Until superseded or canceled.</p> <p>3 months after termination.</p> <p>3 years after expiration or cancellation.</p> <p>1 year after expiration or cancellation.</p>
<p>39. Free or partially free service by telephone carriers.</p> <ul style="list-style-type: none"> a) Records of individual authorizations, such as franks, issued for free or partially free service. b) Franks or other individual authorizations used, collected, or honored for furnishing of free service. <ul style="list-style-type: none"> 1) Authorizations of a continuing nature, e.g., related to monthly service rates. 2) Authorizations covering only specified messages or other specific charges. c) Requests for franks and void, unused, or unissued franks, and records thereof. d) Tickets covering messages handled free or at reduced rates: <ul style="list-style-type: none"> 1) When significant data thereon are shown on other records. 2) Otherwise... e) Adjustment vouchers or other authorizations to adjust accounts with individuals in accordance with authorizations covered by items 39a and 39b f) Summaries or reports of free or partially free service: <ul style="list-style-type: none"> 1) Used for entries to accounts... 	<p>Until the end of the calendar year following that in which issued.</p> <p>3 years after expiration or cancellation.</p> <p>Until the end of the calendar year following that in which used, collected, or honored.</p> <p>Optional.</p> <p>3 years.</p> <p>Until the end of the calendar year following that in which prepared.</p> <p>3 years.</p> <p>6 years.</p>
<p>40. Sales and servicing administration of telephone carriers:</p> <ul style="list-style-type: none"> a) Market cards and other basic records of customers or prospects involved in sales and commercial servicing activity. b) Memoranda used in interviews, sales, investigations of customers' service needs and other negotiations with customers, including diagrams, review forms, busy reports, recommendations, etc. c) Prospect lists or slips and other material used in determining prospects for sales or servicing effort. d) Reports, surveys, maps and other records pertaining to studies of markets, sales possibilities, new services, sales and servicing techniques, and similar matters. 	<p>1 year.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p>

DESCRIPTION	RETENTION PERIOD
MISCELLANEOUS	
<p>41. Statistics:</p> <p>a) Annual financial, operating and statistical reports prepared in the course of business for internal administrative or operating purposes (and not used as the basis for entries to accounts of the companies concerned) to show the results of operations and financial condition of the utility.</p> <p>b) Quarterly, monthly or other periodic financial, operating and other statistical reports as above.</p>	<p>25 years after date of report.</p> <p>6 years after date of report.</p>
<p>42. Budgets and other forecasts...</p> <p>(Prepared for internal administrative or operating purposes) of estimated future income, receipts, expenditures in connection with financing, construction and operations and acquisitions or disposal of properties or investments by the company and its associated companies, including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates.</p>	<p>3 years.</p>
<p>43. Records of acquired companies...</p>	<p>Retain until permission for disposal is petitioned for and approved by the Commission.</p>
<p>44. Reports to Federal and State regulatory commissions:</p> <p>a) Annual financial, operating and statistical reports:</p> <p>1) Federal agencies...</p> <p>2) State Commissions...</p> <p>b) Special or periodic reports on the following subjects:</p> <p>1) Transactions with associated companies...</p> <p>2) Budgets of expenditures...</p> <p>3) Employees and wages...</p> <p>4) Loans to officers and employees...</p> <p>5) Issues of securities...</p> <p>6) Purchases and sales, utility properties...</p> <p>7) Plant changes - units added and retired...</p>	<p>20 years.</p> <p>20 years.</p> <p>6 years.</p> <p>3 years.</p> <p>5 years.</p> <p>3 years after fully paid</p> <p>Data filed with the SEC retain 25 years or until all securities covered are retired, whichever is shorter; other reports retain until securities covered are retired.</p> <p>10 years after the plant is retired</p> <p>Ditto.</p>
<p>45. Telephone traffic peg counts:</p> <p>a) Summaries showing total by offices, areas, etc...</p>	<p>3 years.</p>