DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO. 14-07

DEPARTMENT	DIVISION	SECTION	
DORA	PUC		PERMANENT ☐ NON-PERMANENT ☐

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	All documents in docketed proceedings, including transcripts	Permanent	All documents in docketed proceedings, whether filed electronically or in hard copy, must be maintained permanently in the PUC's electronic filing system (E-Filings.) Hard copy filings are scanned and uploaded to E-Filings upon submission. Hard copies are destroyed upon confirmation of the successful upload. *See* Rule 1-2, Records Management Manual.
2	All documents associated with over-the-counter applications, insurance and permits.	Current + 2 years	All documents are considered current until the permit is revoked, cancelled or expired. Conforms with timing for judicial review per § 40-6-115, C.R.S.
3	Commission Calendars	Current +1 year	*See* Rule 1-9, Records Management Manual.
4	Commission Agendas and Minutes	Permanent	*See* Rule 1-21, Records Management Manual.
5	Executive Session Records	90 days	*See* § 24-6-402(2)(d.5)(I)(E), C.R.S.
6	Cancelled Tariffs	Permanent	
7	Informal Complaint Documents	Current + 2 years	Conforms with timing for judicial review per § 40-6-115, C.R.S.
8	Court Reporter Notes	Final disposition + 90 days	Untranscribed notes are retained until at least ninety days after the final disposition of the case. Conforms with timing for judicial review per § 40-6-115, C.R.S.
9	Executive Correspondence	Permanent	At the end of the 5 year retention period, transfer from PUC to State Archives per Rule 1-10, Records Management Manual.
10	General Correspondence	Current + 2 years	*See* Rule 1-14, Records Management Manual.
11	PUC News Releases and News Letters	Permanent	At the end of the 5 year retention period, transfer from PUC to State Archives per Rule 15-5, Records Management Manual.
12	Personnel Records (PUC copies)	Current + 2 years	All personnel files are considered current until the employee termination date. Note: the PUC does not maintain personnel files for temporary employees. Personnel files are maintained by the Department of Regulatory Agencies; the PUC maintains only copies.
13	Certificates and Permits	Permanent	
14	Commission Reports to the Legislature	Permanent	
15	Commission Filings with Outside Entities	Permanent	At the end of the 5 year retention period, transfer from PUC to State Archives per Rule 1-10, Records Management Manual.

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature	Date	Records Liaison Officer's Signature	Date
	10/24/2013	Cheri Callaghan	9/11/13
Attorney General's Signature	**Date**	**State Auditor's Signature**	**Date**
by for John W. Suthers	2/12/14	Kerri Hunter	12-16-13