

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

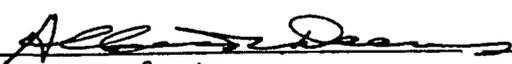
1. Requesting Agency PUBLIC SERVICE COMMISSION	2. Division or Bureau of Requesting Agency ACCOUNTING DIVISION
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3. Authorization Requested (Check only one of the squares below).

<input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input checked="" type="checkbox"/> B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.	<input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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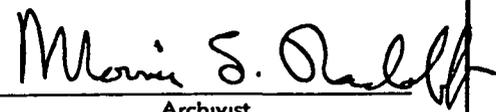
4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>ORIGINAL COST STUDIES FILE</u></p> <p>Size: 8½" x 11" Dates: 1937-1948 Quantity: 1 drawer (2 cubic feet) File Arrangement: Alphabetical by company</p> <p>This file contains reports on cost studies of company properties, the purpose of which was to facilitate the installation of standard systems of accounts. The reports were filed by various companies and by the Federal Power Commission and include inventories of plant items which had been classified under certain accounts.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2.	<p><u>RATE CASE AUDIT FILE</u></p> <p>Size: 8½" x 11" Dates: 1911 - - Quantity: office, 6 cubic feet (1949 - -) basement, 39 cubic feet (1911-1949) (total, 45 cubic feet) File Arrangement: Alphabetical by company Disposable Amount: 38 cubic feet (estimated)</p> <p>This file is concerned with special audits of companies that are involved in formal rate case hearings. It contains workpapers and copies of exhibits which are used in formal hearings and in a few instances, court proceedings. This material for the period since</p>	

7. Agency, Division or Bureau Representative

	Executive Secretary	October 30, 1957
Signature	Title	Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/1/57 Date	 Archivist	1957 Date	 Secretary
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1949 has been retained in the office; material which accumulated in the period 1911-1949 has been packaged and placed in basement storage. The records in basement storage after 1949 (as indicated below) are extra copies and are considered to be non-record material within the meaning of the statute governing non-record material (Article 41, Section 155, Annotated Code of Maryland, 1951 edition). Among the cases to which the file for the period 1911-1949 relates are the following:

- United Railway and Electric Company, 1917-1918, 1924-1925
- Annapolis and Chesapeake Bay Power Co., c. 1932
- Consolidated Gas Electric Light and Power Co. of Baltimore, 1911-1915
- Telephone Case, 1916
- Georgetown Gas and Light Co. and the Washington Gas Light Co. of Montgomery County, c. 1935
- C. and P. Telephone Co., 1933, 1952 (extra copies)
- Natural Gas Rate Cases, FPC proceedings 1949
- Capital Transit Co.
- Chesapeake Bay Bridge Co.
- Baltimore Transit, 1952-1954 (extra copies)

The record copies of the exhibits which are supported by the working papers in this file are filed in either the Secretary's Court File (Schedule 312, Item 11) or the Formal Case File (Schedule 312, Item 5).

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

3. AUDIT FILE (RATES AND SECURITIES)

Size: 8½" x 11"
 Dates: 1910 - -
 Quantity: office, 5 drawers, 9 cubic feet (1927 --)
 basement, 8 drawers and several letterboxes
 18 cubic feet (1910-1926)
 (total 27 cubic feet)
 File Arrangement: Alphabetical by company
 Annual Accumulation: less than ½ cubic foot
 Disposable Amount: 12 cubic feet (estimated)

The Audit File contains records of informal audits which are used in determining utility and common carrier rate levels and to determine issues of securities. These audits are not occasioned by the Commission's activities in formal rate cases, but are usually informal (e.g. checking a company's annual report and conducting spot audits). Specifically, the file contains incoming and outgoing correspondence and memoranda pertaining to the completeness of annual reports, the report-filing procedure, and the conduct of informal audits. Such correspondence for the period 1910-1929,

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BOARD OF PUBLIC WORKS

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SECRETARY

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which has been filed in basement storage, is arranged in letter boxes and packages. Occasional workpapers appear in the file, particularly for those companies involved in rate level adjustments. Prior to 1927, the file contains workpapers which resulted from both formal and informal company audits which were utilized in fixing rate bases (e.g. milk transport rates) and other matters. The papers are arranged numerically in binders (showing the case number to which they relate, the Commission's order number, and the file number) and are filed separately in basement storage. Each binder contains a number of individual studies of companies which were engaged in a particular type of transport or service. Each individual company study may contain: comparisons of exhibits, statements of operating income, memos concerning summaries of the value of exhibits, statistical information on the company, statements of depreciation expense, property statements, and audit work papers.

Material in this file relates to companies currently operating and companies which have ceased operations. The recommendation below applies only to those companies which have ceased operations and have no successor (i.e. plant, equipment, or operations are not assumed by another company).

RECOMMENDATION: RETAIN UNTIL THE COMPANY HAS CEASED OPERATIONS AND FOR FIVE YEARS THEREAFTER, AND THEN DESTROY.

4. ANNUAL REPORTS

Size: 8 1/2" x 11"
 Dates: 1910 - -
 Quantity: basement, 99 drawers (180 cubic feet)
 office, 8 drawers (15 cubic feet)
 Budget and Procurement Warehouse, 17 drawers
 (31 cubic feet)
 (total 226 cubic feet)
 File Arrangement: 1910-1947, by type of company and alphabetical therein; since 1948, by year and type of company therein
 Annual Accumulation: 4 drawers (7 cubic feet)

Public Service companies are required by statute to file annual reports with the Commission (Article 78, section 60, Annotated Code of Maryland, 1956 Cumulative Supplement) on forms supplied by the Commission. Section 60 specifies the contents of the reports: "(1) amount and kind of authorized capital stock, and of capital stock issued and outstanding, (2) amount and kinds of authorized bonded indebtedness, and of bonds and other forms of evidence of indebtedness issued and outstanding, (3) receipts and expenditures for the year reported, (4) the amount paid as dividends and interest upon bonds or other similar indebtedness, (5) the amount of salary paid to each officer, by name, and the amount paid as wages to employees, and (6) the location of its plants with a full description

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of its plant and franchises, stating in detail how each franchise stated to be owned was acquired." In addition to the required information, reports contain information on general matters, accidents, rates, and important changes in company structure.

The Commission receives one copy of each report, either on forms supplied by it or on those required by the Interstate Commerce Commission or the Federal Power Commission. The submitting company usually retains a copy for its own records. Many of the earlier reports filed are those of now-defunct companies.

RECOMMENDATION: RETAIN PERMANENTLY.

5. SECURITY RECORD CARD FILE

Size: 5" x 8"
Dates: 1910 - -
Quantity: 2 drawers (1/2 cubic foot)
File Arrangement: Alphabetical
Annual Accumulation: Very small

This file is a running record of securities issued by various utilities. The heading of each card shows the name of the utility, the date of initial issue, the case number, Commissioner's order number, description (of issue), the amount authorized, price, and special instructions. Below the heading appears the running record of the security transaction, showing the date of receipt of the report, the amount sold, the proceeds, proceeds disbursed, and remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

6. ANNUAL REPORT CARD FILE (UTILITY REPORTS)

Size: 5" x 8"
Dates: 1910 - -
Quantity: 4 drawers (1 cubic foot)
File Arrangement: Alphabetical
Annual Accumulation: Very small

This is a running record which shows the yearly status of each company's annual report. The card has space for a six-year listing of the following dates in the report-filing procedure: report blanks mailed, receipt acknowledged, extension granted, further extension granted, first and further duns mailed, report first received, returned for correction, revised report received, and report received, and report approved. When the cards are filled, they are filed in a closed file.

RECOMMENDATION: RETAIN PERMANENTLY.

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7. GENERAL FILE

Size: 8 1/2" x 11"
 Dates: 1949 - -
 Quantity: 3 1/2 drawers (6 cubic feet)
 File Arrangement: Alphabetical
 Annual Accumulation: 1 cubic foot (estimated)

The General File is the operating and information file of the Accounting Division. It contains material concerned with the internal administration of the Division or received by the Division from outside sources and filed for information purposes. Specifically, the file includes the following types of material: copies of exhibits and case testimony (for distribution purposes); copies of weekly time records; monthly reports by public service companies (summarized in annual reports); informational publications received from State and Federal agencies and public service commissions in other states; general personnel records; field trip reports; and memoranda. Division correspondence is filed in the Audit File for rates and securities (Item 3).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED

[Signature]

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