

State of Nevada Public Utilities Commission of Nevada

Version Date: 8/9/2017

1998017 Audit Work papers - Financial Analysis

Description: These records document the audit of application for a rate increase by utilities to verify that an increase in rates is justified. The files may contain, but are not limited to: Copy of application with supportive documentation; Written analysis with associated documentation; Related correspondence.

Minimum

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year in which an increase in rates is granted or denied as a result of the audit, and no further action is pending.

Disposition: Destroy Securely

1998024 Gas Incident Investigation Reports

Description: These records document investigations concerning gas incidents and the conclusions reached. The files may contain, but are not limited to: Utility reports of incidents; Staff field notes of investigation; Staff data requests to operators and utility company responses to data requests; Meeting notes; Formal investigation reports; Related correspondence.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the calendar year in which the investigation was concluded and resolved.

Disposition: Permanent: Transfer to State Archives

2004256 Gas Pipeline Safety Inspection Files

Description: This record series documents inspections performed and non-compliances discovered in gas pipelines in accordance with 49 U.S.C. § § 60101 et seq. (See especially 49 U.S.C. § 60105), 49 CFR Subchapter D (especially Parts 191, 192, 193 and 199), NRS Chapters 703 & 704, and NAC Chapters 703 & 704. The records series may contain, but is not limited to: Inspection checklists & reports; Evidentiary copies of gas operator records; Letters to gas operators and written responses from the operators; Accident & incident reports and related documentation; Related correspondence.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the calendar year in which the pipeline is no longer in service.

Disposition: Destroy Securely

1998020 Legal Files

Description: These files document legal research and action taken by the Commission. The files may contain, but are not limited to: Pleadings and related documents; Evidence evaluations; Research material; Copies of transcripts; Related correspondence.

Minimum

Retention: Retain these records for a period of five (5) calendar years from the completion of all appellate processes or the exhaustion of the right to appeal.

Disposition: Destroy Securely

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1998031 Master Files - Utilities

Description: These records document Utility Filings as required by NRS Chapters 703 and 704 (See also NAC Chapters 703 and 704) and annual reports required by NRS Chapter 703.191. The record may contain, but is not limited to: Applications for certificates with supportive documentation; Tariff revision filings and rate increases with related documentation; Petitions to change name and other related documentation; Documentation of a hearing conducted by the Commission; financial statements, operating statements, balance sheet, etc; summary of expenditures and collections (NAC 704.987); detailed statement of charges (NAC 704.987); facility status report (NAC 704.9705); detailed report for the sale of gas; cost adjustments reports; forecasts of purchases and costs; related correspondence.

Minimum

Retention: Retain for five (5) calendar years from the closing of all dockets pertaining to that calendar year, then transfer the official records to the State Archives.

Disposition: Permanent: Transfer to State Archives

1998027 National Railroad Safety Program Files

Description: These records document the state's participation in the National Railroad Safety Program (See 49 U.S.C. §§ 20105 et seq., 49 CFR Part 212, NRS 703.1545 and 704.307). The record may contain but is not limited to: State annual certification documentation (49 U.S.C. § 20105 (b)(1)(A)); State agreement (and amendments) with the Secretary of Transportation (49 U.S.C. § 20105 (d)); Reports to the federal Department of Transportation (See 49 U.S.C. § 20105 (b)(1)(B)); Inspection documentation (49 U.S.C. § 20107); Enforcement documentation (including citations, civil actions and actions for injunctive relief (See 49 U.S.C. § 20113, 49 CFR 212.115 and NAC 705.015)); Payment documentation (49 U.S.C. § 20105 (e)); Related correspondence and similar documentation. Note: The PUCN should use the General Schedule for the retention of the formal agreement with the federal Dept. of Transportation.

Minimum

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which they pertain. Retain the agreement in accordance with the General Records Retention and Disposition Schedules.

Disposition: Destroy Securely

1998021 One Call Incident Reports

Description: These records document one call incidents reported to this commission by utility companies. The files may contain, but are not limited to: Incident Reports sent by utilities; Warning letters; Reply letters; Petition to the Commission with supportive documentation; Related correspondence.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the calendar year in which the incident was reported.

Disposition: Destroy Securely

2013002 Portfolio Energy Credit Records

Description: These records document the monitoring of energy credits to generators of energy to businesses and residential customers approved by the Commission. The records may include, but are not limited to: Applications with associated documentation (See NAC 704.8921); Contact and system information; Regular and other energy reports; Certificate information (approved, traded, retired); Similar records.

Minimum

Retention: Retain these records for a period of four (4) calendar years from the date the certificate is no longer renewed.

Disposition: Destroy Securely

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1998018 Tariff Files

Description: These are the tariff pages for utilities, containing the rules, regulations and rates for certificated utilities (See NAC 704.375). A 'tariff' is a schedule of rates, charges and regulations used by a utility.

Minimum

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year in which the tariff pages are cancelled for active utilities, and for companies no longer holding certification.

Disposition: Permanent: Transfer to State Archives

1998026 US DOT Pipeline Safety Annual Reports

Description: The files document the annual reports filed by natural gas and liquid-propane gas operators with the U.S. Dept of Transportation (Pipeline Safety). Reports cover pipeline mileage, number of service lines, and leakage causes. The original reports are filed pursuant to federal regulation adopted under NAC 704.460 by the Commission.

Minimum

Retention: Retain these records for a period of ten (10) calendar years from the date of the report.

Disposition: Permanent: Transfer to State Archives

1998022 Utility and Railroad Accident/Incident Reports

Description: These records Document accidents reported by utilities to the Commission for the following types of utilities: natural gas, propane gas, electricity, and railroad. The files may contain, but are not limited to: Accident reports with supportive documentation; Statistical reports; Annual outcome measures report; Related correspondence.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the calendar year in which the report was submitted.

Disposition: Permanent: Transfer to State Archives

1998030 Utility Outage Investigation File

Description: These records document investigations into utility outages/accidents reported to the Commission. These are submitted for gas, electric, telephone and water utility companies, and may include correspondence, memos, and other related documentation.

Minimum

Retention: Retain these records for a period of three (3) calendar years from the date of the utility outage or accident report.

Disposition: Destroy Securely