



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 84404

Agency ID #: 274

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT REGULATORY COMMISSION OF ALASKA (RCA) TARIFF SECTION</p> <p style="text-align: right;">DIVISION OF FINANCE APR 17 2007</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year CFY - Current Fiscal Year TO - Term of Office CY - Current Year M - After Microfilming P - Permanent C - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

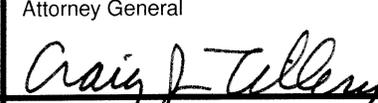
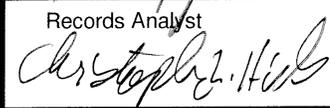
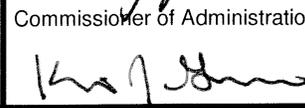
Unless otherwise noted all records series are nonconfidential under 3 AAC 48.040. All confidential documents are marked "Confidential" according to RCA policies and procedures. This records schedule supercedes #84403.

Statutory/Regulatory Authority: AS 42.05 (Public Utilities); AS 42.06 (Pipelines); AS 42.45 (Power Cost Equalization); 3 AAC 47 (Regulatory Cost Charge); 3 AAC 48 - 53 (RCA).

The Tariff Section examines, analyzes and investigates tariff filings and presents recommendations to the Commission at biweekly tariff action meetings. Administrative functions include organizing tariff meetings as well as complying with all public notice requirements on tariff filings and maintaining current master tariffs for all utilities and pipeline carriers.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Divison Director Kate Giard, Commissioner	State Archivist 	Date 5-3-07	Attorney General 	Date 4/9/07	
Signature of Division Director 	Date	Records Analyst 	Date 2-8-07	Commissioner of Administration 	Date 5/11/07

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Tariff Advice (TA) Case Files:</p> <p>This series documents the Commission's receipt, review and action on regulated utility tariffs, rule changes and special contracts. Contains the tariff advice letter, proposal, new or revised tariff sheets with documentation as described in 3 AAC 48.275, public notices and responses, staff recommendations, and the final decision letter.</p> <p>Arranged by TA number within each utility.</p>	3	47	P	-	X	<p>Justification for 50-year retention: Administrative/Legal Need.</p> <p>Some information from this series is input into the Tariffs database.</p> <p>Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately 20 cubic feet.</p>
2	<p>Current Tariff Files:</p> <p>This series consists of the current tariff sheets and includes: title page, index page, boundary maps, utility regulations, rate schedules and copies of applicable federal tariffs. It is a multi-page document which is frequently updated.</p> <p>Arranged alphabetically by company.</p>	C	-	-	-	X	<p>C=Until sheet is completely revised, or until the utility ceases to operate; then transfer to Item 4.</p> <p>Current Tariffs can be found on RCA's homepage under Data Page Search.</p>
3	<p>Master Tariff File:</p> <p>This series consists of the current and noncurrent tariff sheets.</p> <p>Arranged alphabetically by company.</p>	C	-	-	-	X	<p>C=Until all sheets are completely revised, or until the utility ceases to operate; then transfer to Item 4.</p>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Superceded Tariff File:</p> <p>This series consists of the combined current and master tariff files when a tariff is completely revised (all sheets) or when the regulated utility ceases to operate.</p> <p>Arranged alphabetically by company.</p>	7	43	-	50	X	<p>Justification for 50-year retention: Administrative/Legal Need.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p>
5	<p>Tariff Correspondence:</p> <p>This series consists of correspondence which relates to the tariff function but is not associated with a specific tariff action number.</p> <p>Arranged alphabetically by company.</p>	3	-	-	3		Refer also to the General Administrative Schedule #100.2, Item 62 (Correspondence Files).
6	<p>Special Contract File:</p> <p>Under 3 AAC 48.390 this series documents contracts between the regulated utility and customers for unique services, special rates, terms under conflict with a tariff, or commodities. The contracts are treated as tariffs by regulation but are maintained in a separate file.</p> <p>Arranged alphabetically by utility.</p>	C+7	43	-	C+50	X	<p>C=Until contract expires.</p> <p>Justification for 50-year retention: Administrative/Legal Need.</p> <p>Annual accrual rate is approximately 1 cubic foot.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Tariff Action Commission Meeting File:</p> <p>This series documents the Commission meetings and consists of the following: meeting agenda, staff recommendations and the Commission action. No formal minutes are kept.</p> <p>Arranged chronologically.</p>	2	48	P	-	X	<p>Justification for 50-year retention: Administrative/Legal Need.</p> <p>Annual accrual rate is approximately 1.75 cubic feet.</p> <p>Tariff Action Commission Meeting Files can be found on RCA's homepage under Data Page Search.</p>
8	<p>Tariff Section Reports:</p> <p>This series consists of routinely issued reports, such as electric rate studies.</p> <p>Arranged chronologically.</p>	7	43	-	50		<p>Justification for 50-year retention: Administrative/Legal Need.</p> <p>Annual accrual rate is approximately 5 cubic feet.</p>
9	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Tariff Section staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>