

Public Service Commission

Division	Schedule #	Title	Description	Disposition
Commissioner's Office	3015	Commissioner Consumer Complaint Files	Documents relating to Commissioner response to consumer complaints concerning utilities. Includes complaint forms identifying complaining consumer and nature of complaint and showing action taken and report of investigator. File is arranged alphabetically.	Hold in the current files area until processing of complaint is complete; transfer to local holding area for one (1) year; then destroy.
Commissioner's Office	3017	Commissioner's Administrative Files	General administrative and reference files of the Commissioners. Includes employee applications, job descriptions, budget files, ethics rulings, etc.	Hold in the current files area; weed as necessary.
Data Processing	2996	Computer Databases	Databases maintained for the Public Service Commission and Public Utilities Staff to support various computer applications. Applications include office automation, in-house accounting, case management system, motor carrier permit application, computer equipment and software, motor carrier database, motor carrier data exported, public utilities database, mailing labels, etc.	Hold in the current files area within all databases continually within the Commission; regularly backup all databases, with a copy stored off-site. Contact State Archives prior to destruction of data or action affecting retrieval of data.
Executive Secretary	2957	Utility Docket Books	Bound docket books containing separate docketing of each case concerning public utilities before the Commission, providing case style, number, Date listing of pleadings filed, Date listing of orders entered with notation of minute book and page entry for each order. Beginning with calendar year 1991, this information is stored on computer instead of docket book.	Hold in the current files area ten (10) years; microfilm; transfer hard copy to State Archives.

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Executive Secretary	2958	Motor Carrier Docket Books	Bound docket books containing separate docketing of each application for motor carrier certificate, including application number, Present of filing, and action taken by the Commission with a listing of book and page of the Commission minutes.	Hold in the current files area ten (10) years; microfilm; transfer hard copy to State Archives.
Executive Secretary	2959	Utilities Files	Filings by utilities with the Commission, including applications, pleadings, orders, maps, diagrams, testimony of witnesses, correspondence, and other related documents.	Hold in the current files area until case is complete; transfer to local holding area for five (5) years; transfer to State Records and hold ten (10) years; then transfer to State Archives.
Executive Secretary	3479	Motor Carrier Safety Assistance Program (MCSAP) Inspection Reports	Included are driver-equipment compliance check sheets, out of service records, inspection reports, commercial drivers license information, and other files. Arranged alphabetically by trucking company name. The Federal Highway Administration Title 49, CFR Section 396.21, requires that these records be retained fourteen months from the Present of the inspection report. It is cut off at the end of the Fiscal year.	Hold in the current files area two (2) years; then destroy.
Gas Pipeline Safety	3000	Gas Systems Annual Reports	Documents relating to annual reports of operators of gas distribution and gas transmission systems. Includes report submitted on form prepared by U.S. Department of Transportation.	Hold in the current files area five (5) years; then destroy.
Gas Pipeline Safety	3001	General Administrative Files - Pipeline Safety	General division administrative files. Includes gas industry newsletters, lists of consultants, seminar information, drug testing policies, copies of laws, equipment catalogs, correspondence, proposed federal rules, etc.	Hold in the current files area; weed as necessary.

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Gas Pipeline Safety	3003	Gas Inspection Logs	This series consists of documents relating to logs of inspections of pipelines and other gas supplier facilities. Included are logs listings inspections by Present, place, company, deficiency noted, and corrective action taken.	Hold in the current files area five (5) years; then destroy.
Gas Pipeline Safety	3004	Operation and Maintenance Plans (OMP)	Detailed plans submitted by system operators in notebooks setting out plans for operation and maintenance of gas systems.	Hold in the current files area as long as the system in question is in operation, destroying outdated information when amended. After the system ceases operation; destroy.
Gas Pipeline Safety	3005	Gas Systems Files	Documents relating to inspection of gas systems, broken into four groups: Municipal Operators, master Meter Operators, Transmission System Operators, and Private Distribution Systems Operators. Includes correspondence, inspector reports, corrected non-compliance letters, and unaccounted-for gas forms.	Hold in the current files area until system ceases operation; transfer to local holding area for three (3) years; then transfer to State Archives.
Gas Pipeline Safety	3006	Photographs - Gasoline Incidents	Photographs related to documentation by inspectors of reported incidents or safety violations involving gas systems.	Hold in the current files area as long as system in question is in operation; transfer to local holding area for three (3) years; then transfer to State Archives.
Gas Pipeline Safety	3008	Noncompliance Letters	This series consists of first and second notices sent to gas operators for violations of laws and regulations governing operation of their systems. Included are first and second notices.	Hold in the current files area until violation is corrected; transfer to general system operator file and apply Schedule 3005.
Gas Pipeline Safety	3009	Incident Files	This series consists of documents relating to fires, explosions, or other serious incidents involving gas systems within the State of Mississippi. Included are accident investigation check lists, incident reports, and write-ups of the investigators.	Hold in the current files area ten (10) years; then transfer to State Archives.

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Legal	3010	Court Reporter Hearing Records	Court reporter's records of proceedings before the Public Service Commission. Includes court reporter's notes and shorthand transcription, audio tapes, exhibits introduced at the hearing, and a copy of the typed transcript, where prepared. It is cut off at the end of the Calendar year.	Hold in the current files area until case including appeals is completed; transfer to local holding area for five (5) years; transfer to State Records Center for ten (10) years; then transfer to State Archives.
Legal	3011	Court Reporter Docket Day Files	Court reporter's records of Public Service Commission docket days. Includes court reporter's notes, audio tapes and copies of docket.	Hold in the current files area two (2) years; then destroy.
Public Service Commission	215	Correspondence File	Documents relating to gas, railroad, electric, sewer, telephone, water and motor carrier regulation. Included are incoming and outgoing correspondence, memos to investigators, and final investigation report.	Hold in the current files area five (5) years; transfer to State Archives.
Public Service Commission	3928	Commissioner's Case Files	This series consists of documents relating to utility and motor carrier cases presented to the Public Service Commissioners, exhibits, correspondence, and transcripts of testimony. This series is arranged numerically and filed continuously. It is cut off at the end of the year.	Hold in the current files area until case is closed; then dispose.
Transportation	2960	Interstate Carrier Files	Files for each active motor carrier engaged in interstate operations. Includes I.C.C. permits and orders, certificates of insurance, requests for name changes or changes in approved routes, and certificates issued by the Public Service Commission.	Hold in the current files area until certificate or permit is cancelled; then destroy.

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Transportation	2961	Interstate Motor Carrier Files - Buses	Files of interstate passenger carriers operating in the State of Mississippi. Includes copies of applications, copies of orders and permits issued by I.C.C., supporting correspondence, certificates of insurance, certificates issued by Public Service Commission, applications for alternate routes or other changes.	Hold in the current files area until certificate or permit is cancelled; transfer to local holding area for one (1) year; then destroy.
Transportation	2962	Interstate Motor Carrier Files - Cancelled	Documents related to interstate motor carriers whose certificate or permit has been cancelled. Includes copies of certificates, permits and orders, certificates of insurance, and notices of cancellation of insurance.	Hold in the current files area one (1) year following cancellation; then destroy.
Transportation	2963	Interstate Permit Books	Carbon copies of all permits and certificates issued by the Public Service Commission to interstate motor carriers.	Hold in the current files area until all certificates in a volume have been cancelled and all data from the volume has been entered in the computer database; then destroy hard copies.
Transportation	2964	Interstate Motor Carrier Insurance Files	Documents relating to insurance coverage for interstate motor carriers. Includes certificates of insurance, notices of suspension, and related correspondence.	Hold in the current files area. Transfer documents in files of active carriers to active carrier files and apply schedule 2960. Transfer documents in files of cancelled carriers to cancelled carrier files and apply Schedule 2962.
Transportation	2965	Intrastate Motor Carrier Files	File for each motor carrier engaged in intrastate operations. Includes copies of applications for permits and certificates, copies of all permits or certificates, certificates of insurance, requests for name changes or changes in approved routes, and related correspondence.	Hold in the current files area until certificate or permit is cancelled; transfer to local holding area for one (1) year; then destroy.

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Transportation	2966	Intrastate Carrier Insurance Files	Documents relating to insurance coverage of intrastate motor carriers. Includes certificates of insurance, notices of suspension, and related correspondence.	Hold in the current files area. Transfer documents in files of active carriers to active carrier files. Transfer documents in files of cancelled carriers to cancelled carrier files. Apply schedule 2965.
Transportation	2967	Individual Motor Carrier Tariffs	Documents relating to motor carrier tariffs. Includes copies of tariff and rules governing each carrier.	Hold in the current files area until the certificate or permit of the carrier is cancelled or until the tariffs superseded; then destroy.
Transportation	2968	Contract Carrier Contracts	Documents relating to contracts of motor carriers which operate under contracts approved by the Public Service Commission. Includes original copies of contracts. This series is arranged alphabetically.	Hold in the current files area until contract is cancelled; then destroy.
Transportation	2969	Annual Reports of Motor Carriers	This series consists of documents relating to annual reports of motor carriers. Included are annual reports. Files are arranged chronologically.	Hold in the current files area five (5) years; transfer to State Archives.
Transportation	2970	Quarterly Reports of Motor Carriers	Copies of quarterly reports of some motor carriers and railroads. Original is filed with Interstate Commerce Commission. This series is arranged alphabetically.	Hold in the current files area one (1) year; then destroy.
Transportation	2971	Certificate and Permit Books Intrastate	This series consists of documents relating to permits or certificates of intrastate carriers. This series is arranged numerically.	Hold in the current files area until all permits and certificates in a volume are cancelled and all data is entered into the computer database; then destroy hard copies.

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Transportation	2972	Motor Carrier Rate Application Files	Documents relating to applications of motor carriers for rate or tariff changes. Includes copy of the application and copies of any order entered by the Commission. File is arranged numerically. It is cut off at the end of the Calendar year.	Hold in the current files area three (3) years from completion of action; then destroy.
Transportation	2974	Daily Field Reports - Railroad Inspectors	This series consists of documents relating to daily activities of railroad inspectors. Included are daily field report forms. File is arranged alphabetically.	Hold in the current files area three (3) years; then destroy.
Transportation	2975	Railroad Inspection Reports	This series consists of documents relating to results of inspection of railroads by railroad inspectors. Included are reports of inspectors. File is arranged alphabetically. It is cut off at the end of the Calendar year.	Hold in the current files area three (3) years; then destroy.
Transportation	2976	Railroad Accident Reports	Documents relating to railroad accidents. Includes report of railroad on forms prepared by Commission.	Hold in the current files area three (3) years; transfer to State Archives.
Transportation	2977	Railroad Accident Report Acknowledgments	This series consists of documents relating to acknowledgment of receipt of accident reports from railroads for year 1969 to 1980. Included are copies of correspondence acknowledging receipt railroad accident reports.	Hold in the current files area until ready to destroy.
Transportation	2978	Motor Carrier Activity Reports	Motor Carrier Inspector Activity Reports relating to investigation of complaints of the public concerning motor carriers and reports of unregistered carriers.	Hold in the current files area five (5) years; then destroy.
Transportation	2979	Daily Reports of Motor Carrier Inspectors	This series consists of documents relating to detailed reports of daily activities of motor carrier inspectors. Included are daily reports of motor carrier inspectors.	Hold in the current files area three (3) years after release of audit; then destroy.

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Transportation	2981	Monthly Schedules For Inspectors	This series consists of documents relating to daily assignments of railroad and motor carrier inspectors set out on a monthly basis. Included are monthly assignment sheets. It is cut off at the end of the Fiscal year.	Hold in the current files area three (3) years after release of audit; then destroy.
Transportation	2984	Motor Carrier Safety Assistance Program (MCSAP)	This series consists of documents relating to establishment and implementation of the MCSAP program in Mississippi. It is cut off at the end of the Calendar year.	Transfer to State Archives.
Transportation	2987	Index to Permits and Certificates	This series consists of documents relating a quick reference system to motor carrier permits and contracts. Included are card file of index cards listing carrier contract and permit numbers. It is cut off at the end of the Calendar year.	Hold in the current files area until ready to destroy.