

# Department Series Report

65: Public Utilities Commission

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
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**407#:Public Utilities Commission**

**Schedule #:** 1729 #28:E911 Town Addressing Files

In 1993 the Maine Legislature enacted a statute, MRS title 25, Chapter 352: Emergency Services Communication that required the Emergency Services Communication Bureau to standardize municipal physical addressing. These files show how Maine implemented a state wide addressing program for each town beginning in 1994. The Database Manager uses these files to track the addressing progress.

Paper	6/18/2009	0	0	Archives	Current
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Each File contains:

- ? Addressing Officer authorization forms that identify who the Addressing Officer for each town;
- ? Master Street Addressing Guide forms that describe street numbering ranges, creation of new street names, changing street names, street range extensions, and deletion of closed roads
- ? Correspondence between the town and the Bureau about individual address changes;
- ? Coordination correspondence between the United Postal Service, the town and the Bureau about addressing issues, and
- ? Emergency Service Zone reports that depict which emergency service will respond to an emergency in each town

**Schedule #:** 1731 #29: E911 WIRELESS Telephone Company Files

The E911 WIRELESS Telephone Company files contain confidential technical information about the wireless telephone operating systems of the company. The Bureau maintains these records for operational purposes. The Bureau uses and refers to these records for review and to answer questions about implementation, operation and maintenance of wireless service providers. Files are used regularly to maintain cell tower information by the E911 Database Manager. As telecommunications system technology advances, old technical information becomes inactive but remains in the file.

Paper	6/18/2009	Years	3	0	Destroy	Current
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A typical file includes:

- ? Schematic drawings, technical cellular call flows and trunk routing information,
- ? extensive cell tower location and sector radius information,
- ? Emergency service range keys or pseudo automatic location identification (P-ANI) ranges
- ? Correspondence between wireless service providers and the Bureau about system upgrades and operating decisions.

**Schedule #:** 1730 #30: E911 Public Safety Answering Points (PSAP)

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<p>Pursuant to 25 M.R.S.A § 2926, The E911 Emergency Services Communications Bureau is authorized to develop, establish and manage the statewide Enhanced 9-1-1 system in Maine. Public Service Answering Points (PSAPs) is the facility where a 911 call is answered. The E911 Public Safety Answering Point records contain the technical information about how a PSAP is designed and operated. The Bureau uses these files to answer questions about space, desk equipment, dispatch positions; electronics, computer and telecommunications equipment and software. These files are also used to keep track of computer, phone and radio upgrades and back up equipment at a PSAP.</p> <p>A typical PSAP record includes:                      ? Computer Equipment schematic drawings, and system configurations,                      ? Technical requirement surveys and need assessments,                      ? Correspondence between PSAP personnel and the Bureau about operating decisions</p>	Paper	6/18/2009	Years 3	0	Destroy	Current	

**Schedule #:** 1732 #31: E911 Telephone Company Land Line Files

<p>The Emergency Services Communication Bureau regulates how a phone company will ensure that a 911 telephone call gets to the correct Public Safety Answering Point. The purpose of the E911Telephone file is to organize and track critical telephone system operations information. The Bureau database management staff uses these files daily to investigate and resolve E911 database problems. These files are updated annually. The E911 Bureau Telephone company files include:                      ? Phone company contact information,                      ? Phone System Network information, schematics and outage reports,                      ? No record Found (NRF) reports and resolution process,                      ? Incorrect Automatic Location Identification (ALI) reports.</p>	Paper	6/18/2009	Years 3	0	Destroy	Current	
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**Schedule #:** 1733 #32: E911 County Files - Unorganized Territories

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In 1993 the Maine Legislature enacted a statute, MRS title 25 Chapter 352: Emergency Services Communication that required the Emergency Services Communication bureau to standardize municipal physical addressing. The E911 County Files show the original E911 addressing implementation process unorganized territories in the State of Maine beginning in 1994. These files were used by the E911 Database Manager to track the addressing progress of each Unorganized Territory by County. Each file contains: ? Addressing Officer authorization forms that identify the Addressing Officer for each unorganized territory; ? Master Street Addressing Guide forms that define street numbering ranges, creation of new street names, street range extensions, and deletion of closed streets. ? Correspondence between the County and the Bureau; ? Coordination correspondence between the Unites States postal Service, the County and the Bureau; ? Emergency Service Zones reports that show which emergency service will respond to an emergency in each area of each county.	Paper	6/18/2009	0	0	Archives	Current	

**Schedule #:** 1750 #33: Jurisdictional Propane Facility Inspection Reports

Responsibility for pipeline safety in the United States is delegated to the Pipeline and Hazardous Materials Safety Administration (PHMSA). Chapter 601 of Title 49 of the U.S. Code of Federal Regulations (C.F.R.) allows Federal Authority for promoting pipeline safety to be delegated to the States via an annual certification or agreement. The state of Maine has delegated this responsibility to the Public Utilities Commission (PUC). The Gas Safety Program at the PUC ensures compliance with the federal and state regulations through operator inspections, enforcement actions, and accident investigations. Facilities that fall under our jurisdiction are to be inspected at least every three years. We may refer to historical inspection documents to determine patterns of non-compliance and/or determine appropriate fines. The Gas Safety Program Manager, Program inspector and other PUC staff access these records.	Paper	6/18/2009	Years	5	Years	10	Destroy	Current
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A typical file may contain: Operator Inspection Forms, Operator Qualification Inspection Forms, Facility Inspection Forms, Inspector's notes, photographs from inspections, Facility Operator response to Inspection results.

**Schedule #:** 284 1#:

Financial reports of water, electric and telephone utilities for use of PUC and the general public.	Paper	4/19/1989	Years	5	Years	10	Archives	Current
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**Schedule #:** 284 10#:Passamaquoddy Tidal Project Investigation

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A report to the International Joint Commission by the Passamaquoddy Engineering Board.	Paper	12/21/1979	Years 0	No Retention 0	Archives	Current	
<b>Schedule #:</b> 284 11#:Earnings and Investments Reports							
Financial reports of the utility companies pertaining to investments and earnings statistics.	Paper	12/21/1979	Years 5	No Retention 0	Archives	Current	
<b>Schedule #:</b> 284 12#:Out of State Earnings and Investments							
Financial reports of the utility companies pertaining to investments and earnings statistics.	Paper	12/21/1979	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 284 13#:Construction Budgets							
Financial reports of construction expenditures of land, buildings and equipment.	Paper	12/21/1979	Years 5	No Retention 0	Archives	Current	
<b>Schedule #:</b> 284 14#:Depreciation Studies							
Depreciation studies of proposed rate changes by the utility companies.	Paper	12/21/1979	Years 1	No Retention 0	Archives	Current	
<b>Schedule #:</b> 284 15#:Statistics of Electric Utilities in the U.S.							
Booklets - publicly owned utility company statistics on financial and operating data.	Paper	12/21/1979	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 284 16#:Testimonies and Exhibits							
Duplicates of testimonies and exhibits used in formal case hearings (original copies are kept in case files).	Paper	12/21/1979	Years 0	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 284 17#:Telecommunications Reports							
Weekly telecommunication newsletter.	Paper	12/21/1979	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 284 18#:Reports to the PUC of Purchases and Equipment							

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Power companies reports to the PUC of purchases and equipment.	Paper	12/21/1979	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 284      19#:Utility Companies Monthly Reports							
A detailed report of financial statistics.	Paper	12/21/1979	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 284      2#:Official PUC Case Files (Non-Current)							
Legal and non-legal documents such as decrees, transcripts, evidence, utility data, exhibits and testimonies.	Paper	9/24/1988	Years 3	Years 47	Archives	Current	
<b>Schedule #:</b> 618      20#:Topographical Maps and Copies of Utility Plans							
Maps show different areas of State, and are used in conjunction with Utility Plans (which are engineering plans for reconstruction/upgrading of utility plans).	Paper	6/19/1987	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 938      21#:PUC Index							
Beginning with 1990 cases, these tapes replace index cards used to cross reference PUC case files by docket number and file number. Keep in agency until updated.	Magnetic Tape	8/20/1991	Destroy When Updated	0	No Retention 0	Destroy	Current
Cross reference cards for PUC case files by docket number and file number. These cards are used to locate closed cases when docket numbers are not known. This is the only way available to find an unknown docket number and thus be able to locate the file.	Paper	8/20/1991	Years 20	No Retention 0	Archives	Current	
<b>Schedule #:</b> 1261      23#:Minutes of the Public Utilities Commission							
Minutes of the Public Utilities Commission	C	4/2/1998	Years 10	Years 0	Archives	Current	
<b>Schedule #:</b> 1276      24#:Commissioner's Correspondence							
Correspondence and agendas of the Commissioner of Public Utilities.	Paper	6/24/1998	Years 0	Years 0	Archives	Current	
<b>Schedule #:</b> 1324      25:Water Utilities Plans and Specifications							

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Plans for water utility facilities are filed with the PUC pursuant to 35-A.M.R.S.A. Section 6102 "...to obtain the advice of the Commission as to cost, method of financing and adherence to proper engineering standards...". Samples include the attached plans and specifications for the Berwick Water Department Treatment Plant. Keep in agency 6 months after construction.	Paper	11/5/1999	Years 1	Years 0	Destroy	Current	
<b>Schedule #:</b> 1337      26#:Utility Accident Reports							
Utilities are required to file a report to the PUC when an accident occurs involving a utility. These reports are reviewed by the Technical Division to determine if an investigation is needed. Telephone companies file a report on an annual basis. These files are typically much like the sample provided, however some are much more voluminous. Some also contain photos of the area or pole involved. If a determination is made that a full investigation by the Commission is called for, the accident then becomes a docket case and therefore a permanent record.	Paper	4/13/2000	Years 7	Years 0	Destroy	Current	
<b>Schedule #:</b> 1340      27:Auditor's Reports - Water Utilities							
This series is required to compare with the annual reports filed by the water utilities. They are used by the financial analysts and are required by PUC rules.	Paper	7/13/2000	Years 5	Years 0	Destroy	Current	
<b>Schedule #:</b> 284      3#:Consumer Complaints							
Memos of consumer complaints against utility companies. (Unofficial.)	Paper	2/12/2002	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 1752      34#:Solar Thermal Certification Exams							

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<p>The MPUC Energy Division keeps these records because we are mandated to train and certify solar thermal installers in the State of Maine. After the students take the 3-day "Introduction to Solar Thermal" workshop, then they must take the take-home exam within one month of taking the workshop. Upon passing the exam and paying the \$35 certification fee, they are certified solar thermal installers. To remain certified they must install one solar thermal system within two years, and if that does not occur they must re-take the "Introduction to Solar Thermal" workshop and pass the exam.</p> <p>The records are utilized by Public Utilities Commission staff and the AmeriCorp Educator to double check the dates individuals have taken the workshop and that they have passed the exam, paid the \$35 fee, and what their certification number is.</p> <p>The typical file holds 40-50 solar thermal exams, including the student contact information, certification number, copy of the check/money order for \$35 and the envelope with the postmark (important since they have 30-day deadline).</p>	Paper	10/6/2009	Contingent Upon Event - See Description	0	Years 3	Destroy	Current
<hr/> <p><b>Schedule #:</b> 284 4#:Operating Reports</p>							
Financial operating statistics of utilities.	Paper	12/21/1979	Years	2	No Retention	0	Destroy Current
<hr/> <p><b>Schedule #:</b> 284 5#:NE Power Pool Interchange Statements</p>							
Detailed sample billing giving example of how bill is computed plus backup detail.	Paper	12/21/1979	Years	5	No Retention	0	Destroy Current
<hr/> <p><b>Schedule #:</b> 284 6#:Utility Companies Stockholders Reports</p>							
Financial and statistical information.	Paper	12/21/1979	Years	5	No Retention	0	Destroy Current
<hr/> <p><b>Schedule #:</b> 284 7#:Cost Studies</p>							
Historical build-up of original costs of water and power properties.	Paper	12/21/1979	Years	5	No Retention	0	Archives Current
<hr/> <p><b>Schedule #:</b> 284 8#:Cost and Inventory Data</p>							
Data pertaining to telephone companies rate increases and security issues.	Paper	12/21/1979	Years	5	No Retention	0	Archives Current

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<b>Schedule #:</b> 284 9#:Cancelled Tariffs							
Reports pertaining to utility rate increases and rate design. Historical - how a rate evolved.	Paper	1/12/1990	Years 3	Years 5	Archives	Current	

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