

Public Utilities Staff  
 April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Public Utilities Staff	6244	Annual Reports of Utilities	This series consists of annual reports filed by utilities under the jurisdiction of the Public Service Commission.	Image and verify, or accept born digital files. Once verified, dispose of paper files. Hold digital files three (3) years after receipt, then dispose.
Public Utilities Staff	6245	Central Files - Utilities Cases	This series consists of central case files maintained on each utility case filed with the Public Service Commission. Includes copies of applications, petitions, pleadings, supporting data, maps and plats, transcripts of testimony, and related files.	Hold until all mapping information is entered into GIS and files have been imaged and verified, then dispose of paper files. Hold imaged files ten (10) years, then dispose.
Public Utilities Staff	6247	Confidential Contracts	This series consists of files related to producer and distributor contracts, such as contracts for spot market gas purchases, filed with the Public Service Commission and which the utility wishes to be treated as exempt from public access. Including are copies of contracts, correspondence and related files.	Image and verify. Once verified, hold one (1) years after close of contract, then dispose.
Public Utilities Staff	3032	Mississippi Automated Resources Information System (MARIS) Files	Documents related to legal descriptions of areas of service, easements, etc. of utilities. Includes copies of orders and other documents containing legal descriptions. It is cut off at the end of the serial year.	Hold in the current files area until information is converted to computer storage; then destroy.

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Public Utilities Staff	3023	National Association of Utility Regulatory Commissions Reports	Reports on public utilities in the state prepared annually by the Public Utilities Staff and submitted to the National Association of Utility Regulatory Commissions. Includes copies of the report, working copies and drafts. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years; then destroy.
Public Utilities Staff	3037	Notice Filings	This series consists of documents relating to notice filings filed by utilities with the Public Service Commission. Included are copies of notice filing pleadings. It is cut off at the end of the serial year.	Hold in the current files area until order entered or matter set for full hearing; transfer to Central Files - Utility Cases and apply Schedule No. 3030.
Public Utilities Staff	6246	Purchase Gas and Fuel Adjustment Audits	This series consists of documents relating to audits of purchase gas and fuel adjustment activities of utilities. Includes copies of annual reports, quarterly audit data, and related files.	Image and verify files, then dispose of paper copies. Hold imaged files five (5) years, then dispose.
Public Utilities Staff	3035	Rule 7b(2) Files	Documents relating to requests of utilities to operate outside of their regular service area under the provisions of Public Services Commission Rule 7B (2). Includes copies of requests and orders approving requests. It is cut off at the end of the serial year.	Hold in the current files area until all information in this series is entered into the computer case tracking system; then destroy.
Public Utilities Staff	3027	Utilities Rates and Tariffs	Documents relating to rate schedules or tariffs approved by the Public Service Commission for each utility. Includes copies of current approved rate schedule or tariff, copies of most recently superseded rate schedule or tariff. It is cut off at the end of the serial year.	Hold in the current files area until most recently superseded rate schedule or tariff. Retain current and immediately previous rate schedule or tariff; destroy others.

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Public Utilities Staff	3029	Utility Working Files	Work files of the Staff on utility cases pending before the Public Service Commission. Includes division working files, working papers, correspondence, utility filings and data requests, copies of testimony, printouts of purchase gas audits, etc. It is cut off at the end of the serial year.	Hold in the current files area during pendency of the case. Upon completion of the case transfer to central file after weeding duplications and working papers without continued reference value. Refer to Schedule Number 3030.
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