

Missouri Public Service Commission Public Documents List

Documents Not Requiring Review Before Release

Administration/Regulatory Policy Division

Commission Publications/Annual Reports
Internal Procedures
Public Service Commission Reports
Employee Handbook Policies/Procedures
News Clippings
Budget Files Including Allotment Records
Daily Cash Receipts
Monthly Cash Receipts
Monthly Cash Receipts Audit Reports
Monthly Vehicle Maintenance/Repair Records
Vehicle Mileage Reports
Legislative Tracking Files
Minutes-Agency Staff/Committee Minutes
Minutes-Official State Committees, Commissions, Boards & Councils
Minutes - Verbatim Recordings
News Releases
Photographs
Policy/Planning Records
Budget Files
Budget Formulation Papers
Check Registers
Current Earnings Report (Adm/HR)
Grant Files - Grantor Agency
Grant Files – Recipient
Payment Support documentation
Payroll (Adm/HR)
Payroll Requisition
Revenue Transmittals - Agency Copies
State Auditor Audit Reports unless draft
State Payment Requisition
Warrant Request or Requisition
Job Announcements
Personnel Action Request (PAR)

Secretary/Data Center

Electronic Filing and Information System (EFIS) Records unless confidential or privileged
Case filings not in EFIS unless confidential or privileged
Utility Annual Reports unless confidential or privileged
Cancelled Electric Utilities Tariffs
Current Electric Utility Tariffs
Staff Recommendations unless confidential or privileged
Cancelled Gas Utilities Tariffs
Current Gas Utility Tariffs

Cancelled Telecommunications Utilities Tariffs
Current Telecommunications Utility Tariffs
Interconnection Agreements

Cancelled Water/Sewer Utility Tariffs
Current Water/Sewer Utility Tariffs
Cancelled Steam/Heat Utility Tariffs
Current Steam/Heat Utility Tariffs

Utility Operations and Services Divisions

NARUC Publications
Technical Reference Material (Books, Catalogs, Brochures, etc.)
Records of Accounting Department Personnel Assignments in Field
Utilities Annual/Quarterly Reports to Stockholders
Technical Reference Materials or Training Materials
Annual Inspection Reports – Water and Sewer Utilities unless confidential or privileged

DED/Public Service Commission

Agency Organizational Charts (Administration Div/Human Resources Dept.)
Annual Reports (PI Dept.)
Audiovisual Productions (PI Dept.)
Procedure Guidelines/Manuals
Publications
Records Management Documentation
Agency Retention/Disposition Schedule
Records Management Documentation, Destruction Certificates
Records Management Documentation, Records Center Transmittals
Allocated Funds Records
Fiscal Notes-Agency Copy (Exc Division)
Fiscal Notes-Working Papers (Exc Division and Participating Division)
Employee email not confidential or privileged
Employee calendars
General correspondence unless confidential or privileged