

RCA Certificate No. 9001	ER3  Page 1 of 4	<b>Commission's Date of Receipt Stamp</b> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>INFORMATIONAL FILING ONLY</b>   <b>RECEIVED 12/12/22</b> </div>
<b>Railbelt Reliability Council</b>		

**DOCUMENTS RETENTION AND ACCESS RULE**

**Table of Contents**

1.0	PURPOSE & SCOPE .....	1
2.0	DEFINITIONS .....	1
3.0	RESPONSIBILITIES OF KEY PERSONNEL.....	1
4.0	TYPES OF RRC DOCUMENTS .....	1
5.0	RECORDS RETENTION SCHEDULE .....	2
6.0	WEBSITE REQUIREMENTS .....	2
7.0	ACCESS TO DOCUMENTS.....	2

**1.0 PURPOSE & SCOPE**

This RRC Documents Retention and Access Rule provides a retention schedule for, and public access to, nonconfidential documents.

**2.0 DEFINITIONS**

Term	Definition
CEO	RRC chief executive officer
RRC	Railbelt Reliability Council

**3.0 RESPONSIBILITIES OF KEY PERSONNEL**

Title	Responsibilities
CEO	Oversees compliance with this rule
RRC employees	Preserve and provide access to RRC documents

**4.0 TYPES OF RRC DOCUMENTS**

Documents created or received by the RRC are presumed public unless classified confidential in whole or in part pursuant to the RRC Confidential Documents and Access Rule (ER4) and applicable law.

As used in this rule and in the Confidential Documents and Access Rule (ER4), “documents” includes any written, printed, or electronic materials developed or received in connection with the transaction of

<b>Rule Letter ER2-9001</b>	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b> January 26, 2023
-----------------------------	---	--

RCA Certificate No. 9001	ER3  Page 2 of 4	<u>Commission's Date of Receipt Stamp</u> <b>INFORMATIONAL FILING ONLY</b> <b>RECEIVED 12/12/22</b>
<b>Railbelt Reliability Council</b>		

official business and preserved or appropriate for preservation by the RRC as evidence of the organization's function, policies, decisions, procedures, operations, or other activities. This includes but is not limited to:

- All records of communications, including but not limited to public comments, made by or submitted to the RRC;
- Proposed and approved plans, rules, tariffs, standards, and budgets and related comments received from the public that do not include information classified as confidential or language that could subject the RRC to civil liability if republished;
- Documents related to the development or interpretation of proposed and approved plans, rules, tariffs, and standards, including draft materials and relevant data;
- Documents related to the RRC's governance, budget, network reliability statistics, and Registered Entity registration; and
- Documents related to reliability standard enforcement actions.

## 5.0 RECORDS RETENTION SCHEDULE

The RRC shall maintain, at a minimum:

1. Paper and electronic copies of all current governing documents, including the Articles of Incorporation, Bylaws, rules, and other policies and procedures;
2. Permanent electronic records of all former governing documents no longer in effect;
3. Records of meetings as required in the Public Meetings Rule (ER6), including meeting recordings as applicable – for at least thirty (30) years;
4. Meeting minutes, complete agenda packets, and transcriptions (if any) – permanently; and
5. An original set of books, accounts, papers, and records – permanently.

## 6.0 WEBSITE REQUIREMENTS

The RRC shall maintain a website accessible to the public in accordance with the following:

1. Public documents must be posted to, and be accessible by, the public on the RRC website.;
2. Public comments received in writing will be posted and publicly accessible providing they do not include information classified as confidential pursuant to the Confidential Documents and

Rule Letter ER2-9001	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b> January 26, 2023
----------------------	---	--

RCA Certificate No. 9001	ER3  Page 3 of 4	<b>Commission's Date of Receipt Stamp</b> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>INFORMATIONAL FILING ONLY</b>   <b>RECEIVED 12/12/22</b> </div>
<b>Railbelt Reliability Council</b>		

Access Rule (ER4), language that could subject the RRC to civil liability if republished, or language that violates the Public Comment and Meetings Attendance Policy (P-03) (available at [www.akrrc.org](http://www.akrrc.org));

3. The RRC website must allow documents to be posted in a format that 1) prevents unauthorized revision to the documents, 2) is text-searchable, and 3) can be read by any person with internet access using publicly available, free software;
4. The RRC website must provide public access to documents without requiring special expertise or knowledge of the posting protocols of the RRC; and
5. The RRC website must be capable of receiving comments from the public related to, at minimum, proposed plans, rules, tariffs, and standards, before the RRC files such documents for regulatory approval.

## **7.0 ACCESS TO DOCUMENTS**

### **7.1 Website Access for Nonconfidential Documents**

The RRC website, [www.akrrc.org](http://www.akrrc.org), serves as the primary location of RRC documents. Use will be in accordance with the RRC Website Terms & Use Policy.

### **7.2 Public Inspection and Copies of Public Documents**

Anyone may request physical inspection of nonconfidential RRC documents that are not available on the RRC's website at the RRC's office during regular business hours.

Anyone may request electronic inspection of nonconfidential RRC documents that are not available on the RRC's website by electronically mailing the RRC at an electronic mail address provided at [www.akrrc.org](http://www.akrrc.org).

A request for inspection of nonconfidential RRC documents must include:

- a. The requestor's name and contact information; and
- b. A description of the documents to be viewed so that RRC employees can prepare the information for the requester.

The requestor is not required to provide any reason for making a request. Requesters may include an explanation of any need to expedite processing by the RRC in their request. Specificity in describing the documents requested is helpful.

<b>Rule Letter ER2-9001</b>	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b> January 26, 2023
-----------------------------	---	--

RCA Certificate No. 9001	ER3  Page 4 of 4	<u>Commission's Date of Receipt Stamp</u> <b>INFORMATIONAL FILING ONLY</b> <b>RECEIVED 12/12/22</b>
<b>Railbelt Reliability Council</b>		

The RRC will provide reasonable support to the public in obtaining copies of nonconfidential RRC documents. Requests will be completed or responded to within ten (10) business days. Requests for exceptionally large records may take longer to complete; in such a case, RRC employees will report to their supervisor the request and the reason a longer response time is required and will notify the requestor that an extended response time is required and provide an expected time frame for document availability.

### 7.3 Confidential Documents Access

A person seeking access to documents classified as confidential by the RRC may submit a request for access to such documents pursuant to the Confidential Documents and Access Rule (ER4).

### 7.4 Historical Documents Access

The RRC will provide access on request to nonconfidential historical documents no longer available online that remain in the RRC's possession. A reasonable fee for reimbursable costs may be charged for this service, including but not limited to: a per-page copying cost plus postage costs no greater than the costs incurred by the RRC for delivery of any hard copies requested; personnel costs if the time required to search for and/or copy records exceeds five (5) employee hours in a month; and any other reimbursable cost. If the RRC intends to charge a fee, it will provide an estimate to the person requesting the documents in advance of processing the request. Such fee may be reduced or waived if doing so is in the public interest or if the fee is less than the cost to the RRC to arrange for payment.

Rule Letter ER2-9001	<b>Issued By:</b> Railbelt Reliability Council	<b>Effective Date:</b> January 26, 2023
----------------------	---	--