

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
261	Accounts Payable	Accounts Payable (Non-Plant)	<p>Records related to the payment of financial obligations related to the purchase of all non-plant and related materials, as well as non-utility plant items. These records verify the purchase of goods and services and the accuracy of the invoice and authorization of payments. CNG stations, Propane Pipeline / Cavern, Oil Wells, Spire Marketing Software / Contracts, etc. Note: "Plant" equates to Capital or Fixed Asset purchases. "Utility" relates to state or federal regulated entities. Non-Utility refers to non-regulated entities such as Spire CNG, Spire Marketing, Spire Midstream, etc.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>ACH Final Payment Report for Review ACH Preview Register Accounts Payable Reconciliations Accounts Payables Customer Invoices and Statements EDI Payments Employee Expense Reports Form 120 General Office Invoice (for taxes and other non-P.O. issues) Invoices Payment Requisition Letters Vendor Invoices post 10/1/13) Vouchers (pre 10/1/13)</p>	7 Years	Supply Chain
80	Accounts Payable	Accounts Payable (Utility Plant)	<p>Records related to the payment of financial obligations related to the purchase of utility plant related materials. These records verify the purchase of goods and services and the accuracy of the invoice and authorization of payments for utility plant. These relate to Capital and Fixed Asset purchases for state or federal regulated entities: Mains, services, meters, regulators, tools, vehicles, equipment, buildings, IT related items (hardware, software, etc.).</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>ACH Payments Cancelled ACH Preview Register Accounts Payable Reconciliations Accounts Payables Customer Invoices and Statements EDI Payments Employee Expense Reports Form 120 General Office Invoice (for taxes and other non-P.O. issues) Invoices Payment Requisition Letters Vendor Invoices post 10/1/13) Vouchers (pre 10/1/13) Workflow approvals</p>	Disposition of Asset + 25 Years	Supply Chain
78	All Departments	Contractor Compliance Records	<p>Records documenting compliance with various governmental compliance requirements for contractors.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Contractor Safety Contractor Time Sheets Contractor drug testing compliance affidavits Diversity Information - Suppliers Insurance Information - Suppliers</p>	Termination of Contract + 6 Years	Human Resources Operations Training Safety, Environmental & Crisis Management Supply Chain

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1	All Departments	Departmental Management and Administration	Information documenting departmental administration, planning, and management activities. Confidential: No Contains PII: Historical: False Vital: False	Departmental Budget Material Departmental Meeting Records and Reports Departmental Work Schedules and Time Records (dept copies - official Time Records are kept under RRS #212) Employee Work Assignments and Work files Internal Memoranda and Correspondence Internal Presentations Route Sheets Weather Sheets	No Longer Than 3 Years	All Departments
2	All Departments	External Affairs Compliance and Reporting- Rate Case, PSC Reporting	Records related to the financial compliance and reporting of rate cases and PSC reporting. Includes filings and workpapers. Confidential: No Contains PII: Historical: False Vital: True	ACA Filing Workpapers Other PSC Workpapers PSC Report Workpapers Rate Case Workpapers	15 Years	Various Departments
266	All Departments	Historical Artifacts	Records of historical significance that document the founding, growth, development, organization, management and achievements of the Company. Confidential: No Contains PII: Historical: True Vital: False	Antique tools, pipe, or meters Retired signage Company publications Items with former company logos	Permanent	Records and Information Management Corporate Communications

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0	All Departments	Non-Records with Business Value	<p>Chronological Files Daily Calendars Departmental and Administrative Correspondence Project Status updates Monthly and Weekly Departmental reports Travel Itineraries and Ticket Copies Working Copies / department copies</p>	No Longer Than 3 Years	All Departments
<p>Non-records may still have business value. These should be saved until they are no longer needed. These might include copies of Records retained by other departments. Non-Records do not require Authorized Destruction, but should be securely disposed of.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>					
17	All Departments	Policy and Procedures	<p>Corporate Policies and Procedures Departmental Policies and Procedures Governance Guidelines</p>	Current + 7 Years	All Departments
<p>Records related to the development, maintenance and implementation of policies and procedures of the organization.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>					
150	Business Development	Billing and Bill Tracking Information	<p>Billing Issue Tracking Daily Read Files for Large Volume Transportation and Sales Service Customers Monthly Billing Statement Files for Large Volume Transportation and Sales Service Customers</p>	6 Years	Sales and Customer Accounts
<p>Documents and records related to billing and reports to track billing for Large Volume Customers.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>					

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151	Business Development	Customer Contracts	<p>Contracts entered into by Business Development for Large Volume, Commercial and Special Program billing and installation.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Contract for Large Volume Transportation and Sales Service Four Year Agreement Letters Installation (on appliances sold -last in 2009 Interruptible Gas Contract Large Volume Gas Contract Main Tap Gas Light Contract Rebate documentation Residential "B" Plan Agreements Sales Contract (on appliances sold -last in 2009</p>	Current + 6 Years	Business Development
222	Business Development	NGV Business Documents	<p>Documents related to business planning and budget.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Lambert Airport's RFP & Company's response to said RFP NGV Initiative Budget NGV Initiative Business Plan</p>	Active + 3 Years	NGV Business Development
223	Business Development	Natural Gas Fueling Station	<p>Documents related to the continuing business relationship with Siemens and the natural gas vehicle/fueling station business.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>*Anticipated* Gross Mechanical NGV Partnership Agreement *Anticipated* Letter of Intent (from potential customers that are stating that they intend to secure our services for the installation of a CNG fueling station) Design Build Contracts with Siemens or other Partner(s) Lambert Airport Lease Agreement (for property where fueling station is located) Maintenance Contractor Contract (contract with maintenance contractor to maintain NGV fueling stations) Non-Disclosure Agreement (to not disclose business details while pursuing fueling station) Siemens NGV Partnership Agreement Various Billing from Siemens for project construction</p>	Life of Venture + 10 Years	NGV Business Development

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RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
244	Claims	Documents related to damage claims	<p>Records created and/or managed concerning claims related to property, personal injury, automobile and all other types of claims. This category includes subrogation, settlement and collection of claims owed to the Company. See RRS ID #287 for claims involving minors.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Accident Estimates Accident Reports Collection files Internal subrogation files Company Auto, Truck and Equipment accident report Open and Closed Contractor Damage claims Open and Closed automobile damage claims Open and Closed property/personal injury claims Report of damage to company property Settlement and expense checks</p>	Current + 6 Years	Claims
288	Claims	Personal Injury Claims Involving Minors	<p>Records created and/or managed concerning personal injury claims involving minors. A personal injury claim arising from an auto accident, property damage or at a company construction site. Closed auto and property claims three years after settlement for claims of adults and three years after reaching age of majority for claims of minors. Note - States have varying ages of majority: MO: 18 AL: 19 MS: 21</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Open and Closed automobile damage claims involving minors Open and Closed property/personal injury claims involving minors</p>	Later of Final Disposition or Age of Majority +6 Years	Claims
5	Communications	Charitable Giving	<p>Records and information related to corporate sponsorships, corporate foundation grants, and charitable contributions made by the Company and/or its employees.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Approved Grant Letters Approved Requests & Applications Check Records (Charitable Giving) Grant Applications Grant Tracking Records</p>	5 Years	Corporate Communications

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6	Communications	Charitable Giving - Denials & Unapproved	<p>Grant Denials Unapproved Grant Letters Unapproved Request & unapproved applications</p>	1 Year	Corporate Secretary Corporate Communications
	<p>Records and information related to denied or unapproved charitable contributions.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
14	Communications	Communications - External	<p>Advertisements (TV, print, radio, web) Annual Report Files and Print Copies External Communications Tools (websites, bill inserts, press releases/media alerts) Mandatory Advertisements (PSC safety ads) Media Reports/News Clip Social Media External User Guides</p>	7 Years	Corporate Communications
	<p>Communications directed at the public and shareholders.</p> <p>Confidential: No Contains PII: Historical: True Vital: False</p>				
15	Communications	Communications Research	<p>JD Power Results/Summaries RDA Survey Results/Summaries</p>	3 Years	Corporate Communications
	<p>Communications materials produced on behalf of internal customers, including surveys managed and received on behalf of internal customers.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
13	Communications	Creative Artwork, and Publications	<p>Creative Services Files Photo Archives (print and digital) Video Archives Templates</p>	7 Years	Corporate Communications
	<p>Files containing artwork (letterhead, logos, etc.), communications, and publications created on behalf of the Company and Company Officers.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

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12	Communications	Employee Communications	<p>Records related to general communications with employees. Includes website communications, newsletters, and leadership communications.</p> <p>Confidential: No Contains PII: Historical: True Vital: False</p>	<p>Company-wide Employee Meetings Historical Publication Internal Communications Tools (Company TV, Intranet, inSpire, Internal Company News) Leadership Memoranda Various Signage (flyers, signs, clings)</p>	3 Years	Corporate Communications
290	Communications	Marketing & Advertising	<p>Requirements for records of advertising, including copies of advertisements by or for the company or on behalf of associate companies, cost documentation, and related records.</p> <p>Confidential: No Contains PII: Historical: True Vital: False</p>	<p>Mandatory materials & ads Image-based ads Campaign-related promotions and ads.</p>	Active + 7 Years	Corporate Communications
9	Corporate Secretary	Annual Reports & Annual Financial Statements	<p>Requirements for SEC filings and annual financial, operating, and statistical reports to regulatory commissions and states.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>10-K Annual Reports</p>	Permanent	Corporate Secretary
265	Corporate Secretary	Board and Shareholder Meeting Working Materials	<p>Material provided or presented to the Board of Directors which is not relied upon for a specific Business decision.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Briefing binders Working materials Presentations Administrative material</p>	7 Years	Corporate Secretary

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26	Corporate Secretary	Board and Shareholder Meetings	<p>Annual Meeting Documentation Board Committee Meeting Minutes Board Committee Meeting Notices Board Committee Voting Records Board Meeting Minutes Board Meeting Schedules Meeting Materials / Meeting Mailing Files Shareholder Meeting Minutes Shareholder Meeting Notices Shareholder Proxies Shareholder Voting Records Subsidiary Board Meetings</p>	Life of Corporation + 25 Years	Corporate Secretary
7	Corporate Secretary	Business Organization and Incorporation	<p>Articles of Incorporation Corporate Seal Corporate and Board Committee Charters Corporate and Subsidiary By-Laws</p>	Permanent	Corporate Secretary
10	Corporate Secretary	Insider Filings	<p>Form 3s Form 4s Form 5s</p>	Termination/Retirement + 6 years	Corporate Secretary
8	Corporate Secretary	Quarterly and Other Company SEC Filings	<p>10-Q8K Proxy Statements</p>	15 Years	Corporate Secretary

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3	Corporate Secretary	Registered Shareholders and Corporate Stock	Cancelled Stock Certificates (maintained by TPA) Prospectus for Stock Plans Registration Statements Shareholder Lists Shareholder Records(maintained by TPA) Stock Ledgers (maintained by TPA) Stock Redemptions(maintained by TPA) Stock Transfers(maintained by TPA)	Completion + 7 Years	Corporate Secretary
		Records related to registered shareholders and the recorded transactions of corporate stock. Records are used to identify active shareholders and dividends paid to them.			
		Confidential: No Contains PII: Historical: False Vital: False			
4	Corporate Secretary	Shareholder Communications	Shareholder Correspondence Shareholder Publications	7 Years	Corporate Secretary
		Records related to general communication with shareholders. Excludes shareholder meeting notices, voting records or proxies.			
		Confidential: Yes Contains PII: No Historical: False Vital: False			
316	Customer Experience	ACH Authorizations		While active + 2 years	Customer Relations
		Records of consumer notices and consents for authorized electronic funds transfers			
		Confidential: No Contains PII: Historical: False Vital: False			
106	Customer Experience	Bad Debts and Collections	Bankruptcy Documentation Charge-Off Records Uncollectible Accounts Uncollectible Write-Off Documentation	10 Years	Credit & Collection
		Records related to the monitoring, collecting, and writing off of bad debts.			
		Confidential: No Contains PII: Historical: False Vital: False			

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94	Customer Experience	Call Center Operations	<p>Records related to the management and administration of a call center.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	3 Years	Customer Relations
			<p>Call Center Daily Report Call Center Emergency Logs Call Center Performance Evaluations Call Center Performance Reports Call Logs Call and Agent Data Customer Interaction Logs Customer Surveys Employee Call Monitoring Evaluations Operational Data Phone Logs Phone System Data Productivity Reports</p>		
111	Customer Experience	Community Service Agency Historical Records	<p>Historical records related to the administration of Dollar Help prior to United Way administration of the program.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	Completion + 6 Years	Community & Agency Services
107	Customer Experience	Customer Account - Contracts	<p>Confidential: No Contains PII: Yes Historical: True Vital: False</p>	Completion + 6 Years	Community and Agency Services
			<p>Copies of Energywise and Insulation Contracts Elderly/Handicapped (credit application and approval/denial) Energywise - (credit application and approval/denial) Insulation - (credit application and approval/denial) Medical Emergency (credit application and approval/denial)</p>		

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46	Customer Experience	Customer Account Information	<p>Records related to information on customer accounts.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	6 Years	Business Support Services
			<p>Customer Bill Images Customer Calls and Recordings</p>		
105	Customer Experience	Customer Accounts - Billing / Collections Issues	<p>Records related to a variety of billing and collection issues and anomalies including ID theft, Locked Meter Showing Usage, Data Raker analysis and Bankruptcies.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	6 Years	Credit & Collection
			<p>Data Raker Field Audits/Visits Field Orders Identity Theft Affidavits Inactive Non-AMR Field Orders Locked Meter Showing Consumption (LMSC) Route Sheets</p>		
99	Customer Experience	Customer Accounts - Logs, Reports and Billing	<p>Records related to customer accounting and billing function.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	6 Years	Meter to Cash - Billing
			<p>1099 Form - Deposit Interest over \$600 Allowance Request Files Blue Rebills Check Register - Billing Deposit Slips - Billing Dummy Meter Change Adjustments Escheat Letters and Spreadsheets Over \$500 Invoices - Binder P.O. Returns (refund checks) Balance Log Re-Instated Account Rebill Request Refund Order - Form 453 Stop Pay Confirmation Unmetered Gas Calculations, Allowances and Reversals</p>		

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102	Customer Experience	Customer Accounts - Multi Index Accounts	<p>Records related to large volume meters with more than one dial and/or reading device, both commercial and residential.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	6 Years	Meter to Cash - Billing
			<p>Demand Cards Mana Log Read Cards Senior Account Files Specials" Database Specials" Spreadsheet</p>		
98	Customer Experience	Customer Accounts Reports	<p>Reports and records created in support of the Customer Accounting function.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	1 Year	Meter to Cash - Billing
			<p>Budget CNG Bill Calculation & "calc sheets" Company Consumption Company Consumption Cards Daily Bill Verification Interruptible Period Documentation Jobbing Daily Balancing Jobbing Monthly Balancing Meter Reading Exception Cases Tap Gas Reports</p>		
109	Customer Experience	Customer Complaints	<p>Customer complaints received and responses by the Company to complaints concerning matters related to Company's service to its customers.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	6 Years	Community & Agency Services
			<p>Attorney General Inquiries/Complaints BBB Inquiries/Complaints CSD executive Inquiries/Complaints MPSC Inquiries/Complaints President Calls/President Letters Survey Cards (with negative comment addressed)</p>		
93	Customer Experience	Customer Correspondence	<p>Records related to correspondence with customers and customer contact through recorded telephone calls.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	6 Years	Customer Relations
			<p>Customer Contact Customer Correspondence (letters and email) Monthly Activity Reports Recorded Customer Calls Turn On/Turn Off Postcards (Legacy)</p>		

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291	Customer Experience	Customer Deposits		Completion + 6 Years	Meter to Cash
	Requirements for records of customer deposits and refunds. Deposit Report, Non-Cash Deposits.		Past Due Receivables & Detail Report Deposits with Non-Pay DISC Summary & Detail Guarantors Agreements, Letters of Credit and Surety Bonds		
	Confidential: Yes Contains PII: No Historical: False Vital: True				
97	Customer Experience	Customer Diversion Records and Billing Reports		Current + 6 Years	Meter to Cash
	Records created in the course of an investigation and billing of customer diversion of gas. (Legacy only)		Billings Diversion "Paid In Full" File Diversion Calculation File Diversion Payment Coupons Information of Original Discovery of Diversion Record of Payments		
	Confidential: No Contains PII: Historical: False Vital: False				
110	Customer Experience	Customer Grant Reconciliation		Completion + 7 Years	Community & Agency Services
			CC&B Suspense Account Reconciliation		
	Confidential: No Contains PII: Historical: False Vital: False				
95	Customer Experience	Customer Issues		6 Years	Customer Relations
	Records related to customer interaction and or service need, including reports and memos on customer Issues.		Billing Exception CSS To Do CSS Case Disputed Jobbing Charge (case or To Do)		
	Confidential: No Contains PII: Yes Historical: False Vital: False				

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268	Customer Experience	Customer Payment Work Papers	<p>Materials related to customer account adjustments and cash balancing.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Payment Transfer Requests Adjustment detail (adjusts to customer accounts) Remittance Stubs (customer payment) detail Internal Department Daily Balancing Worksheets/petty cash balancing (eliminated 10/1/12)</p>	1 Year	Meter to Cash
104	Customer Experience	Customer Payment, Non-Payment and Disconnection Orders	<p>Orders and records related to collection of payment, non-payment, exceptions from payment, charge-offs and disconnection of service for various reasons.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>40 day data base Cash Vouchers Charge-Off Database Collection Department Faxes Collection Dept. (CD) Investigations Collection Dept. (CD) Investigations Disconnects/Completed Field Order Memo/Customer Relations Monthly Collection Agency Statements Payment Envelopes Payments/Completed Field Order Probate File Receipt Books Transfer of Balances; benefit of services Visited/Completed Field Orders</p>	6 Years	Meter to Cash - Field Collection
96	Customer Experience	Customer Relations and Correspondence	<p>Records related to customer communications used for reference, billing purposes, and other inquiries. Includes meeting minutes, general customer correspondence, supporting documentation, and customer reference information. Also includes service applicati</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Automatic Payment Plan Applications Billing Investigations Canceled Landlord Leave On Files Completed Services Credit f Refund Requests Customer Account Changes Disconnect Letters Easy Pay Files / Auto Pay Insurance Errors</p>	Termination of Customer Account + 6 Years	Customer Relations

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90	Customer Experience	Customer Reminders and Tallies	<p>Reminder postcards to employees and the tally sheets kept daily by customer service representatives.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	1 Month	Customer Relations
			<p>Atmospheric Corrosion Inspection Postcards Meter Change Postcards / Communications Service Representatives Tally Sheets</p>		
108	Customer Experience	Grant Administration	<p>Records and reports related to administration of LIHEAP grants for low income assistance, administered by the Division of Social Services for the State of Missouri.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	Grant Award + 7 Years	Community & Agency Services
			<p>Dollar Help Reconciliation Energy Assistance (LIHEAP) Files Heat Grant - reconciliation</p>		
112	Customer Experience	Meters - Meter Reading Reports	<p>Reports generated from the electronic meter reading system that provides data to the billing system and records of meter readings.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	6 Years	Billing Meter Reading and Billing Department
			<p>AMR Installation with Meter Number Change Cellnet Index Change (Type X) Meter Changes Customer Self Reads Meter Read Metrics Data Raker Meter Reading Export Reports Meter Reading Import Reports Meter Readings Monthly Billing Meter Reads File to CC&B Number of Meters Reports Zero Use Reports Data Raker</p>		

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92	Customer Experience	Meters, Disconnects and other Transactions	Automated TFTO Service Order Errors To Do Disconnects to be Finalized To Do Meters Pending Transaction Report for Large Meters (include DR Investigates) (CA2062) Overdue Orders (CA0060) (in development) Transactions To Do	6 Years	Customer Relations
	Records related to meter changes, automated meter reading, customer disconnects and other customer transactions. Includes reconnects.				
	Confidential: No Contains PII: Historical: False Vital: False				
258	Customer Experience	Office Estimate Approvals	Office Estimate Approvals	7 Years	Meter to Cash - Billing
	Supervisor approvals for modified (estimated) reads by ARC				
	Confidential: No Contains PII: Historical: False Vital: False				
100	Customer Experience	Purchased Gas Adjustment	PGA Rate Change Documentation PGA Schedule Preparation Package Published PGA Schedules	Life of Rate + 6 Years	Business Analysis
	Records related to customer accounting and purchased gas adjustment.				
	Confidential: No Contains PII: Historical: False Vital: False				
267	Customer Experience	Reconciliation of Payments	Cashier's Daily Reports (cash reconciliation) MoNat Daily Reports (MoNat cash reconciliation) Payment Image CDs (images of checks and remittance bill stubs) Spreadsheet and cash coupons used to account for receipts outside of CC&B Vendor Invoices (only those not handled by Supply Chain) Redeemed Gift Certificates and associated payment batch detail and tracking log Heating Assistance Check copies	7 Years	Meter to Cash
	Materials utilized to account for and balance transactions handled through the Cashier's window.				
	Confidential: No Contains PII: Historical: False Vital: False				

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289	Customer Experience	Sales Tax Exemption Determinations - Customers	Exemption Determinations Tax Exemption Certificates (F149, F4438 and Non-Profit Exemption Certificates)	Current + 7 Years	Meter to Cash
	<p>Records related to the qualification of any commercial electric service and gas customers eligible for sales tax exemptions.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
91	Customer Experience	Short term attendance and overtime records	Declined Overtime Tracking Sheet OT Tracker	1 Year	Customer Relations
	<p>Confidential: No Contains PII: Historical: False Vital: False</p>				
101	Customer Experience	Tax Increment Financing and Community Improvement District	Community Improvement District Tax Increment Financing	Life of Tax District + 10 Years	Meter Reading and Billing Department
	<p>Records related to administration of Tax Increment Financing and Community Improvement Districts with respect to customer billing.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
283	Customer Experience	Third Party Vendor(s) Invoice(s)	Third Party Vendor(s) Invoice(s)	12 Months	Meter to Cash - Billing
	<p>Credit and Collection Dept Third Party Vendor Invoices include Collection Agency(s) and Information Technology service providers. Monthly invoices for services rendered are provided which include detailed usage including Company customer identifying data. Examples include but are not limited to: name, service address, & social security number.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

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241	External Affairs	Governmental Compliance And Reporting	<p>Records created, managed and/or submitted to governmental and standards agencies to comply with local, state and federal requirements not covered elsewhere. Includes federal and state governmental compliance records and non-rate case PSC filings. Does not include asset management, employee accident/injury, hazardous exposure or medical records.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Rate Case Workpapers Rate Schedule Change Reports Rating Agency Studies and Correspondence Responses to Data Requests</p>	Indefinite	External Affairs
242	External Affairs	Records Related to Hearing Transcripts and Admin. Orders related to an	<p>Copies of administrative hearing transcripts, deposition and/or filed testimony related to State PSC actions and State PSC orders</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>APSC Public Forum (Hearings) Deposition Transcripts Filed Testimony before the State PSC Hearing Transcripts State PSC Orders Tariff Rate Change Documentation & Support</p>	30 Years	External Affairs
238	External Affairs	School Aggregation records	<p>The State of Missouri allows a consortium of public schools to access bulk natural gas supplies through aggregate purchasing. These are the records produced and created with respect to the school purchases.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>School Aggregation Batch Electronic Bill School Aggregation Capacity Release School Aggregation Delivery Schedule School Aggregation Imbalance Calculation School Aggregation Monthly Billing Data</p>	6 Years	Tariff and Rate Administration
239	External Affairs	Tariff and Rate Setting	<p>Records and documents created and kept for purposes of tariff and rate setting and review at both the federal and state levels.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>LVTSS PGA notice PGA tariff sheet- non-LVTSS Tariff sheets other than PGA Spire Pipeline Form 6 Page 700 Pipeline Tariff</p>	Active + 6 Years	Tariff and Rate Administration

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263	Facilities, Real Estate & Fleet	Defects-Transportation		3 Years	Fleet
	<p>Documentation demonstrating that identified defects have been repaired, and the date of repair. Retained for DOT purposes.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
23	Facilities, Real Estate & Fleet	Facilities Construction - Utility Plant		Life of Plant + 6 Years	Facilities
	<p>Engineering drawings, designs, and project notes for the construction of utility plant buildings and general facilities.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>		<p>As-Built Drawings Blueprints Construction Documentation (General) Facility Site Plans</p>		
21	Facilities, Real Estate & Fleet	Facilities Maintenance and Equipment History		Life of Facility + 6 Years	Facilities
	<p>Records related to the general maintenance, repair and inspection of utility plan facilities, including leased facilities.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>		<p>Building Inspections and Reports Commissioning Documentation Facility Metrics Furniture Purchase, installation and maintenance records. Leased Property Records (General) Maintenance Certificates Maintenance Logs Maintenance Records (General) Maintenance Schedules Maintenance WO Operation and Maintenance Manuals Property Appraisals</p>		
304	Facilities, Real Estate & Fleet	Vehicle Accident Logs		Completion +3 Years	Fleet
	<p>Records of motor carrier accident registers and supporting documentation, and of hazardous materials incident reports.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

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305	Facilities, Real Estate & Fleet	Vehicle Documentation	<p>Documentation pertaining to the ownership of a vehicle, including title and the renewal of license plate tags. Includes Federal Annual Department of Transportation (DOT) periodic inspections (previously under their own record series).</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>DOT Periodic Inspections License plate tag renewal Vehicle title</p>	<p>Superseded or Disposition of Vehicle</p> <p>Fleet</p>
251	Facilities, Real Estate & Fleet	Vehicle Inspection Report	<p>Daily Vehicle Inspection Reports (VIRs) for vehicles owned or leased by the Company.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Vehicle Inspection Report</p>	<p>3 Months</p> <p>Fleet</p>
84	Facilities, Real Estate & Fleet	Vehicle and Equipment Records	<p>Leasing and Unit Files containing information on vehicle mileage/equipment usage, maintenance and repair.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Fleet Focus Leasing Records and Payments Sales Unit Files Work Orders</p>	<p>Life of Asset + 6 Years</p> <p>Fleet</p>
86	Field Operations	Construction and Damage Records	<p>Records related to the continued work needed on previously worked locations. Includes documentation of its completion, records of the paving work completed and damage to Company facilities for possible future action.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Construction and Maintenance Department Work Report (Form 686) Damage to Company Facilities (by others) Monthly Drip Record Paving Records</p>	<p>6 Years</p> <p>Construction and Maintenance</p>

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
155	Field Operations	Damages, accidents and safety	<p>Reports and documents kept with respect to damage to Company property, damage to other's property by Company, vehicle accident reports and safety audits on SAID van contents. These records are duplicates kept only for reference in the department. Report is completed & sent to Claims. Copy of the report is retained in the employee files.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Damage reports (other's property by Company - Form F650) Report to Legal (damage to Company property - Form F632) Safety Audit of SAID vans Vehicle Accident Form (F418)</p>	1 Year	Service and Installation Department
158	Field Operations	Diversion Investigation	<p>Records related to investigation of suspected diversion of gas by customers and related billing issues.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Diversion cover sheets Diversion files</p>	Current + 6 Years	Service and Installation Department
157	Field Operations	Service Department - Field Ops	<p>Reports and documents kept with respect to customer service performed. In Alabama, Dispatch enters Work Orders into SAP.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>After-hour service requests (call-outs) Charge receipts Expedient Purchase Order and Parts Determination Order Hazard Tickets Hazardous Appliance Report (F627) Home Sale Inspection report Inside Leaks Outside Leaks Report of Code violation found Report of Hazard found Service Tickets / Work Orders / Jobbing</p>	6 Years	Service and Installation Department Dispatch

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
87	Field Operations	System Maintenance Records	<p>System records maintained for life of facility.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	Life of Facility	Construction and Maintenance
			<p>Miscellaneous Corrosion Repair Order Pipe Line Marker Card</p>		
321	Finance	Abandoned Property or Escheatment	<p>Records of unclaimed property, including report filings and supporting information.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	10 Years	
62	Finance	Accounting Analysis and Reports	<p>Accounting reports and analysis.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	6 Years	Operational Accounting
			<p>Balance Sheet Reviews Budget Billing Factors Budget to Actual Analysis Daily Snapshot Delivery & Receipts Analysis Director's Weather Report EIA Annual Report PGA Estimate Paragraph C Price Volume Analysis Statistical Information Unbilled Calc Unbilled Estimates Use Per Customer Per Degree Day Variance Analysis Weather & Consumption Analysis</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
60	Finance	Accounting Management Analysis and Reports (Non-Utility)	<p>Reports related to the non-utility accounting function. Includes aging and distribution reports. Excludes invoices, sales orders, cash receipts, certain financial reporting/asset management/financial services analysis and reports. [Consider index reference</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>2365 Added and Deleted Budget Customers 5914 Rate 9 8100 A-F 8110 Non-Utility Revenue Balancing Report Accounts Payable Aging/Analysis/Distribution Reports Accounts Receivable Aging/Analysis/Distribution Reports Billing Histories CA 5918, 5918, 5919, 8065 A1, 1155B Cash Disbursement Schedule Reports Confirmation Reports (Regulated Companies) Contract Rate Changes Daily Revenue Disbursement Summaries Non-Plant Analysis Pension Fund Studies and Supporting Documentation Revenue Balancing Report Schedule 8-9 Depreciation Reserve Trended Reports</p>	No Longer Than 3 Years	Financial Reporting Operational Accounting
63	Finance	Asset Management Compliance Reporting	<p>Records created, managed and/or submitted to governmental and standards agencies (including FERC) to comply with local, state and federal requirements regarding asset management.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Charge Job Workpapers ISRS Workpapers Plant Records Work Order Reports</p>	7 Years	Operational Accounting
64	Finance	Asset Management Reports (Utility)	<p>Reports related to the asset management function of utilities. See (INDEX #) for Accounting Management Reports.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Capital Expenditure Report Inventory Reports (Utility Plant) Personal Property Tax Annual Workpapers Trended Reports USR Workpapers</p>	6 Years	Operational Accounting

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
56	Finance	Budget and Forecast	<p>Records related to budgetary planning, financial management, financial planning, and forecasting. Records of budgets and forecasts should therefore be retained for a prudent period after superseded or no longer active, such as three years.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Budget Analysis and Data Budget and Related Workpapers/Reports/Comparisons Budget to Actual Results Capital Budgets Financial Forecasts Financial Planning Records Forecast and Revisions Monthly Sales Results Operating Budgets Operating and Capital Forecasts Plant Budgets</p>	Active + 3 Years	Financial Planning & Analysis Operations Controller
53	Finance	Financial Analysis - Utility	<p>Financial Analysis of utility activities and other capital expenditures.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Annual Work Order Detail for Open/Closed WO's at FYE Fixed Capital Report Gas Plant Held for Future Use Mains & Services Reports Maps Meters Installed Service Order Report Input Batch Balance Register Services Installed & Retired Utility Plant Asset Additions, Retirements & Transfers Utility Plant Assets, Amortization, Depreciation</p>	Life of Asset + 25 Years	Operational Accounting Financial Reporting
52	Finance	Financial Analysis - non-Utility	<p>Reports and documents providing useful utility financial information to management. Does NOT pertain to Fixed Assets.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Account Analysis Utility Plant Allocation Check, PP35, PP65 Balancing Reports Monthly Statistical Report Workpapers</p>	6 Years	Financial Reporting

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
50	Finance	Financial Compliance and Reporting	<p>Records related to financial compliance and reporting to SEC Filings and Benefit Plans. Includes the filings and supporting workpapers.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Analyst Package Annual Report Workpapers Benefit Plan Filings and Work Papers CA 6050 Revenue Usage Effective Tax Rate Analysis Estimated Income Tax Payment Workpapers Financial Page Maintenance, Support & Verification Securities and Exchange Commission (SEC) Filings and Reports Supporting Documentation for SEC Filings and Reports Tax Accounting Records/Bills/Receipts/Statements</p>	7 Years (Workpapers are 7 years after Completion of Audit)	External Financial Reporting Financial Reporting Tax
51	Finance	Financial Compliance and Reporting - Rate Case, PSC Reporting	<p>Records related to the financial compliance and reporting of rate cases and PSC reporting. Includes filings and workpapers.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>ACA Filings and Workpapers Rate Case and Workpapers LNG Inventory</p>	Indefinite	External Financial Reporting Financial Reporting
61	Finance	Financial Management Reporting	<p>Reports and documents providing useful financial information to management. These records are not part of accounting transaction processing or financial statement functions. Includes cost audit reports, key indicators, and status reports.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>EPS Monthly Data Monthly Reports Performance Summary Reports Quarterly Statistics Reports Status Reports</p>	6 Years	Financial Planning Operations Controller

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
279	Finance	Financial Reporting - External	<p>Financial statements, reports, and background information submitted to government agencies, shareholders, and others. Includes annual reports and financial statements from subsidiaries and divisions. Excludes government or regulatory filings such as Securities and Exchange Commission (SEC) filings.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Cash Flow Statement Closing Reports Consolidated Balance Sheet and Income Statement EIA Survey Financial Statements Subsidiary Financial Statements Supplemental Schedules</p>	Completion + 7 Years	<p>External Financial Reporting Financial Reporting Operational Accounting</p>
308	Finance	General Ledger Account Reconciliation	<p>Supporting documentation to verify the integrity of account balances on the company's general ledger of accounts. Includes the research and investigation, along with the corrective action, retained for audit purposes. If changes are made due to reconciliations, reference RRS #55 Ledgers and Trial Balances.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Balance sheet account reconciliations Reconciliations between subsystems or to general ledger Revenue reconciliations</p>	7 Years	Financial Reporting
48	Finance	Governmental Compliance and Reporting	<p>Records created, managed and/or submitted to governmental and standards agencies (including FERC) to comply with local, state and federal requirements not covered elsewhere. Includes federal and state governmental compliance records and non-rate case PSC</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Acquisition Disclosures Annual Customer Service Reports Annual Department of Transportation Reports Benefit Plan Government Reporting, Form 5500 Capital Structure Filings Credit Reviews/Letters Director and Officer Questionnaires Dividend Policy Review EIA & EPR Survey FAS 106 Reports Rating Agency Studies and Correspondence Responses to Data Requests Surveys & Supporting Documentation</p>	7 Years	External Financial Reporting

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
260	Finance	Journal Entries - Non-Utility Plant	<p>Journal entries and records related to the transfer of charges between accounts and summaries of account information for non-regulated (non-utility) business entities that do not involve Capital/Fixed Asset items..</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Accounts Payable/Receivable Journal Entries Accruals/Adjustments Cash Receipts/Disbursements Journal Vouchers, Registers, Batches LER Accounting Records, Packets and Options Margin Account Journal Entries Marketing Packets and Options Subsidiary Accounting Records</p>	7 Years	Financial Reporting Operational Accounting
54	Finance	Journal Entries - Utility	<p>Journal entries and records related to the transfer of charges between accounts and summaries of account information for Capital/Fixed Assets for both Regulated and Non-regulated entities. These relate to fixed assets: mains, services, meters, regulators, tools, vehicles, equipment, buildings, IT related items (hardware, software, etc.), etc.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Entries relate to mains, services, meters, regulators, tools, vehicles, equipment, buildings, IT related equipment etc. such as: Accounts Payable/Receivable Journal Entries Accruals/Adjustments Cash Receipts/Disbursements Cost Allocation Manual (CAM) Joint Trench Billings Journal Vouchers, Registers, Payroll, Batches Subsidiary Capital Records</p>	Life of Plant + 25 Years	Financial Reporting Operational Accounting
55	Finance	Ledgers and Trial Balances	<p>Records related to the general and subsidiary ledgers, the year-end ledger, and trial balances. Includes the actual general ledger that summarizes all corporate accounts and trial balances. Includes changes made to entries due to reconciliations. For GL reconciliation workpapers, see RRS #308 General Ledger Account Reconciliations.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Proofs Trial Balance Report</p>	Indefinite	Financial Reporting

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
49	Finance	Preliminary Financial Statements	Preliminary reports or workpapers to support final documentation of Financial Statements. Confidential: Yes Contains PII: No Historical: False Vital: False	Miscellaneous Report Equipment Rentals/purchases Prelim ACK Reports Prelim Balance Sheets Prelim Budget Prelim Detail Pages Prelim FERC Balance Report Prelim Income Statements	Dispose preliminary documents upon Finalization Financial Reporting
57	Finance	Scorecards & Metrics	Confidential: Yes Contains PII: No Historical: False Vital: True	Scorecard and Metrics Tracking Scorecards	Active + 3 Years Financial Planning & Analysis Operations Contoller
81	Gas Marketing	Business Records and Tracking Reports	Records to track pending and closed transactions and other standard business records. Confidential: No Contains PII: Historical: False Vital: False	Backtesting Reports Cash receipt statement from Bank D&T FasTracker Audit Reports D&T MLB Settlement Report D&T Monaco Open Book Instant Message History Park and Loan Confirms and Capacity Release Awards Quarterly Credit Rating Spreadsheets Retail Customer Usage Reports Retail Transaction Assessments Trade Summary Report	2 Years Spire Marketing

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
28	Gas Marketing	Customer Agreements - Spire Marketing	<p>Agency Agreements Confidentiality Agreements Leases Letters of Credit Miscellaneous Service Agreements Parental Guarantees RFP's and Bids (for successful bids) Rent Invoices</p>	Expiration of Contract + 6 Years	Spire Marketing
	<p>Agreements related to customer credit, services and various aspects of the customer relationship.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>				
31	Gas Marketing	Gas Agreements - Master Contracts	<p>3rd Party Gathering Invoices 3rd Party Severance Tax Statements 3rd Party Transportation Invoices 3rd Party Utility Invoices FERC Form 552 Spreadsheet GISB Master Contracts MoPSC Cost Allocation Spreadsheet NAESB Master Contracts PQ Deal Spreadsheet Purchase and Sale Invoices Purchase, Sale, Transportation and Park and Loan Transactions Storage Contracts Storage Invoices Trading/Non-Trading Signoff Transportation Invoices Transportation and Park and Loan Contracts</p>	Expiration of Contract + 6 Years	Spire Marketing
	<p>Contracts for transportation, sale, purchase, storage and or management of gas. Records related to the transaction of Gas Agreements, such as invoices, logs and tracking of transactions.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>				
30	Gas Marketing	Software License and Maintenance Agreements		Life of Software + 6 Years	Spire Marketing
	<p>Agreements and supporting documents for software licenses and maintenance. Includes correspondence, statements of work, and amendments.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
27	Gas Marketing	Tracking and Business Metrics Reporting	<p>ACH Wire / Transfer Requests Budget Analysis Contractual Obligation Spreadsheets GOI Requests Hedge Documentation ICE Transaction Summaries Journal Entry Templates WEBADI Excel Net Out Summary Physical MTM Analysis included in FAS MGR Report Purchase and Sale Confirms Retail Trigger Summary Storage/Cycling Analysis</p>	6 Years	Spire Marketing
	<p>Reports, summaries and spreadsheets to track transportation, pricing, sales and hedging.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
29	Gas Marketing	Trade Transactions and Daily Reports	<p>Backtesting Spreadsheet Broker Confirms and Daily Broker Statement Counterparty Trade Confirmations D&T End of Quarter Audit Reports Daily Forward Price Curves (Last Day of Month kept) Daily Transaction Summary Daily and Monthly Price Reporting Spreadsheets (Regulatory report) Liberty AMA Acct Monthly Packet</p>	7 Years	Spire Marketing
	<p>Records of trade transactions - confirmations and/or daily reports of transactions, and records/reports of price and risk analysis.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
292	Gas Supply	CRM Records	<p>System Control Room Management Plan and associated records Shift Handover records Point verification records</p>	Later of 1 Year of last 2 validations	Gas Control
	<p>Control room management records for pipeline controllers monitoring and controlling with a System Control & Data Acquisition (SCADA) system.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
270	Gas Supply	Climatological Data		Permanent	Gas Supply
	Climatological Data (dating from 1960 forward) Confidential: No Contains PII: Historical: False Vital: False				
178	Gas Supply	Contracts and Agreements - Gas Supply		Current + 6 Years	Gas Supply
	Contracts and agreements for the transportation, sale, purchase and storage. Confidential: No Contains PII: Historical: False Vital: True				
			Gas Transportation and Storage Contracts Term Deal Gas Supply Letter Agreements		
269	Gas Supply	Curtailement / Critical Use		25 Years	Gas Supply
	Curtailement index, Service to Others Confidential: No Contains PII: Historical: False Vital: False				
176	Gas Supply	Daily/periodic records of sales		Current + 6 Years	Gas Supply
	Confidential: No Contains PII: Historical: False Vital: False				
			Gas Transportation Customer Nominations Off-System Sales Confirmations Spot Purchase Confirmations		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
162	Engineering & Gas Operations	ER Monitoring System records		Life of Facility	Instrumentation and Control
	Monitoring system in place for low pressure system to record pressure and alarm if pressure is not appropriate.				
	Confidential: No Contains PII: Historical: False Vital: False				
172	Engineering & Gas Operations	Energy Information Administration Reports (EIA)		7 Years	Underground Storage
	Federal reports related to gas storage levels.		Monthly EIA Reports Weekly EIA Reports		
	Confidential: No Contains PII: Historical: False Vital: False				
160	Engineering & Gas Operations	Gas Control Reports		6 Years	Gas Control
	Records of gas control reports.		Btu Reports Daily Reports Monthly Reports Measurement Data maintained outside the SCADA system		
	Confidential: No Contains PII: Historical: False Vital: False				
171	Engineering & Gas Operations	Inspection and Testing Reports		Permanent	Underground Storage
	Records related to gas storage levels.		Fire Extinguisher Inspection Report Missouri Mechanical Integrity Test Semi-Annual Propane Relief Valve Inspection Report Semi-Annual Safety Inspection UGS Annual Mobile Leak Survey UGS Annual Relief Valve Inspection Report UGS Annual Valve Inspection Report UGS Semi-Annual Propane Valve Inspection Report Weekly Oil Reports Weekly Water Injection Reports		
	Confidential: No Contains PII: Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
163	Engineering & Gas Operations	Natural Gas Pipeline Transmission Records		6 Years	Gas Control, LNG
	Records and logs summarizing the quantities of natural gas transmitted in pipeline.		Daily Reports (Natural Gas Transmission) Delivery Allocations (Natural Gas Transmission) Gas Measurement Statements Purchase Gas Allocations Volume Allocation Reports LNG Daily / Weekly Reports		
	Confidential: No Contains PII: Historical: False Vital: False				
165	Engineering & Gas Operations	Propane Records		Permanent	Gas Control
	Records related to propane storage.		Propane Status Reports Propane Worksheets		
	Confidential: No Contains PII: Historical: False Vital: False				
177	Gas Supply	Records of billing and gas supply charges		7 Years	Gas Supply
	Gas supply charge schedules and bills for transportation and supply.		Daily Position Report GSC Schedules Gas Supplier bills Pipeline bills		
	Confidential: No Contains PII: Historical: False Vital: False				
159	Engineering & Gas Operations	Required Inspections		6 Years	Instrumentation and Control, LNG
	Records related to required inspections.		206 Special station Inspection Electronic Recorder audit trail Facility Inspections Gas Monitor Inspections Gas tool/equipment Calibration/ repair Isolated Regulator Inspections Monitor Station Inspection Odorator Report Odorizer Inspections Odorizer readings Odorometer checks Overhaul Inspections Pressure/ Temperature gauge calibrations Station Safety Inspection - Periodic Pressure Charts Tattletale gauge check		
	Confidential: No Contains PII: Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
161	Engineering & Gas Operations	Routes and Schedules		5 Years	Instrumentation and Control
	Records related to the routing and scheduling of work in Instrumentation and Control. Confidential: No Contains PII: Historical: False Vital: False		Daily routing Daily work sheet Station Change of status Weekly schedule		
287	Engineering & Gas Operations	SCADA Historical Data		Current +5 Years	Gas Control
	SCADA historical data, alarm archives and event logs Confidential: No Contains PII: Historical: False Vital: True		Historical SCADA data Alarm history Controller actions and other SCADA events		
170	Engineering & Gas Operations	State and Local Permits and Reports		Permanent	Underground Storage
	Records of State and Local permits and reports, and supporting documentation used to provide these reports. Includes well log files that contain the supporting documentation. Confidential: No Contains PII: Historical: False Vital: True		MODNR Application For Permit to Drill, Deepen or Plug Back MODNR Injection Well Monitoring Report MODNR Monthly Report of Disposal of Produced Water MODNR Monthly Well Status and Production Report MODNR Well Completion or Recompletion Report and Well Log St. Louis County Application For Authorization To Drill, Deepen, Or Convert A Well St. Louis County Notice of Intention to Drill A Shallow Structure Test		
169	Engineering & Gas Operations	Storage Reports		Permanent	Compressor Log Sheets Underground Storage
	Records related to gas storage levels. Confidential: No Contains PII: Historical: False Vital: False		Underground Storage Daily Report (Hourly) Underground Storage Daily Report (Summary) Underground Storage Monthly Report		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
168	Engineering & Gas Operations	UGS Weekly Schedule		6 Years	Underground Storage
	Employee weekly schedule records.				
	Confidential: No Contains PII: Historical: False Vital: False				
313	Legal	Compliance Training		Superseded +7	Legal - Compliance
	Records of employee training on internal control procedures, company policies, and compliance related procedures, including training materials and attendance records, but not including environmental, health, and safety training.		Compliance training materials Security & awareness training Protective health information Preventing breaches of PII		
	Confidential: No Contains PII: Historical: False Vital: False				
233	Legal	Contracts and Agreements - General		Expiration of Contract + 10 Years	Legal
	Records related to obligations under contracts, leases, and other agreements with outside parties and the company's employees not covered elsewhere. Additionally includes agreements related to the purchase, transportation and storage of natural gas and oil, and contractual obligations between the Company and third parties for joint trench placement. Includes contract and agreement amendments, breach of contract notifications, employee confidentiality, consent to guidelines, intellectual property, non-compete agreements, and contract management and administration. Also includes corporate matters and disputes that do not progress to litigation.		Advance and Contribution Contracts Annuity Contracts At-Will Employment Agreements Board of Director Hired Third Party Vendor Contracts Business Development Agreements Client Contracts Complete Fresh Start 2 Agreements Confidentiality Agreements (non-employee) Contract Status Reports Contract and Agreement Amendments Contract and Agreement Negotiations Corporate Matters Credit Guarantees (Fuel Contracts) Customer Contracts for New Construction Employee Confidentiality Agreements Employee Consent to Guidelines Employee Intellectual Property Agreements Employee Non-Compete Agreements Employment Agreements Energy Management Consultancy Agreements Exhibits (Fuel Contracts)		
	Confidential: Yes Contains PII: No Historical: True Vital: True				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
			Exhibits (General) Financial Trading Contracts Franchise Agreements Gas Contract Amendments Gas Service Contracts Gas Storage Contracts Gas Supplier Contracts Gas Trading Contracts Gas Transportation Contracts Hardware Lease and Support Agreements Intellectual Property Agreements Intercompany Agreements Large Volume Sales Contracts Legal Agreements Licensing Agreements Maintenance and Operations Contracts Natural Gas Temporary Interruptible Service Agreements Non-Disclosure Agreements Notifications of Contract Breach or Dispute (Employee) Notifications of Contract Breach or Dispute (General) Officer and Director Employment Agreements Official Correspondence and Notes (Contracts - General) Retail Agreements Retail Agreements Safety Appendices Separation Agreements Software licenses and Escrow Agreements Statements of Work (General Contracts) Third Party Insurance Certificates Transfer Agent Contracts Vendor Contracts Vendor Insurance Certificates Wholesale Agreements		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
234	Legal	Contracts and Agreements - Real Estate Construction and Improvement	<p>Records related to contracts and agreements for improvements to real property. Includes construction and property improvement bids, service contracts, and property improvement contracts. Also includes disputes that do not progress to Litigation and Claims</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Advice and Counsel Records (Contracts - Real Estate Construction) Architect Agreements Construction Bid Records Construction Contracts Construction Disputes Design-Build Agreements General Contractor Agreements Notifications of Contract Breach or Dispute (Real Estate Construction) Official Correspondence and Notes (Contracts - Real Estate Construction) Project Management Agreements Property Improvement Contracts Real Estate Service Contracts Real Estate Joint Plant / Operating Agreements Statements of Work (Real Estate Construction)</p>	Life of Plant + 6 Years	Legal Facilities

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
235	Legal	Contracts and Agreements - Real Estate Purchase, Sale, and Access	<p>Records related to the purchase and sale of real estate and the proof of ownership and access to real estate. Includes real estate purchase agreements, deeds, titles, easements, leases, sale agreements, and environmental reports. Also Includes disputes that do not progress to Litigation and Claims - General.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Building Property Descriptions Closing Records Customer Obligations Records Deeds Encroachments Environmental Impact Statements Field Surveys and Land Ownership Easements Leases; Contracts and Agreements Related to Leased Properties Liability Waivers Non-Legal Contract Disputes Notifications of Contract Breach or Dispute (Real Estate Purchase) Phase I and Phase II Environmental Reports Real Estate Due Diligence Real Estate Purchase Agreements Real Estate Purchase and Sale Easements Real Estate Sale Agreements Real Estate Titles Transmission Line Easements</p>	Permanent	Legal Facilities Right of Way
232	Legal	Copyrights, Trademarks, and Patents	<p>Records related to the registration and management of copyrights, trademarks, and foreign or domestic patents. Includes trademark records, patent applications, copyright records, and related correspondence. Also includes abandoned applications and records related to copyright infringements.</p> <p>Confidential: Yes Contains PII: No Historical: True Vital: True</p>	<p>Abandoned Applications Copyright Trademark / Patent Applications Copyright Records Correspondence (Copyrights, Trademarks, and Patents) Infringements Patent Records Patent Registrations Trademark Records Trademark Registrations Trademark Search Reports</p>	Current + 6 Years	Legal

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
312	Legal	Corporate Compliance	Records of Corporate compliance. Confidential: Yes Contains PII: No Historical: False Vital: False	Hotline complaints Associated investigations	7 Years	Legal - Compliance
245	Legal	Governmental Compliance And Reporting	Records created, managed and/or submitted to governmental and standards agencies (including FERC) to comply with local, state and federal requirements not covered elsewhere. Includes federal and state governmental compliance records and non-rate case PSC Confidential: Yes Contains PII: No Historical: False Vital: True	FERC Compliance Related Documents Federal Trade Commission Pre-Merger Notifications Final ACK Reports Legal Local Government Compliance Records NYSE Affirmations	7 Years	Corporate Secretary Regulatory
224	Legal	Insurance Analysis and Reporting	Records related to the analysis and summary of insurance programs. Includes insurance policy coverage reports and insurance risk analyses. Confidential: No Contains PII: Historical: False Vital: True	Insurance Inspections Insurance Policy Coverage Reports Insurance Risk Analyses Loss Control Inspections	No Longer Than 3 Years	Legal
227	Legal	Insurance Certificates	Records related to legal proof of insurance coverage. Includes company-issued insurance certificates. Confidential: Yes Contains PII: No Historical: False Vital: True	Company Insurance Certificates Vehicle Certificates of Insurance	Life of Policy + 6 Years	Legal

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
230	Legal	Insurance Policies	<p>Liability Records related to insurance coverage for senior executives, product liability, exposure to hazardous substances, certification for workers' compensation insurance (if applicable), whether purchased from an insurance carrier or from the state, and policies affecting liability not covered elsewhere or other problems manifesting themselves long after the policy terminates. Includes future liability insurance program payment records and program manuals.</p> <p>Confidential: Yes Contains PII: No Historical: True Vital: True</p>	<p>Life of Policy + 6 Years</p>	Legal
			<p>Crime Shield Cyber Security Policies Directors and Officers Insurance Policy Amendments and Riders Directors and Officers Policies Executive Insurance Policies Executive Insurance Policy Amendments and Riders Liability Insurance Policies Liability Insurance Policy Correspondence Liability Insurance Program Manuals Liability Insurance Program Payment Records Liability Proofs of Payment Records Property Policies Workers' Compensation Policies Workers' Compensation Policy Amendments and Riders Workers' Compensation Policy Correspondence Workers' Compensation Policy Underwriting Data</p>		
228	Legal	Insurance Policies - General	<p>Records describing and administering corporate insurance programs that provide coverage for company property, crime insurance policies or policies indemnifying the company against loss arising from the acts of employees holding positions of trust. Includes underwriting data, insurance policies, amendments and riders, and proofs of payment. Does not include Liability Insurance Policies.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Life of Policy + 6 Years</p>	Legal
			<p>Crime Insurance Policies Cyber Security Policies Fidelity Bonds Insurance Policies Insurance Policies Amendments and Riders Insurance Policies and Related Correspondence Insurance Program Manuals Notary Bond Submittals Proofs of Premium Payment Property Insurance Correspondence Property Insurance Policies Property Insurance Policy Amendments and Riders Property Insurance Program Manuals Surety Bonds</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
226	Legal	Licenses, Permits, and Certifications	<p>Records related to licenses, permits, and certifications that are obtained from government agencies in order to perform certain tasks. Includes building permits, zoning permits, construction permits, business licenses, and environmental permits.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Air Quality Permits Building Permits Business Licenses (Tax) Business Permits Certificate of Need Certificates of Occupancy Certifications Construction Permit Applications Construction Permits</p>	<p>Expiration of License, Permit or Certification + 5 Years</p>	<p>Legal, Facilities, Tax, Environmental</p>
231	Legal	Litigation	<p>Records related to anticipated, threatened or asserted litigation for a range of issues including employment, environmental, intellectual property, and product liability. Additionally includes records related to disputes involving third parties, including vendors or employees, in which the company is not directly involved but has been requested to provide information regarding the third party dispute. Examples include court orders, protective orders, subpoenas, pleadings, discovery records, attorney work products, legal opinions, transcripts, exhibits, and final judgments.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Affidavits Attorney Work Product Case Files Certificate of Need Claims Court Orders Depositions Discovery Documents Discovery Records Evidence Records Exhibits - General Exhibits - Plant Litigation Final Judgments / Releases Incident Files Legal Opinions Litigation Motions Pleadings - General Protective Orders Responses to Discovery Requests Service of Process documents Small Claims Transcripts Trial Documents</p>	<p>Close of Case + 6 Years</p>	<p>Legal Claims</p>

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
237	Legal	Mergers, Acquisitions And Divestitures	Documentation Agreements NDAs	Permanent	Legal
	Records related to the acquisition of, merger with, or divestiture of business units.				
	Confidential: Yes Contains PII: No Historical: True Vital: True				
217	Legal	OSHA 300 & 300A reporting forms		6 Years	Workers' Compensation
	Confidential: Yes Contains PII: No Historical: False Vital: True				
243	Legal	Records related to administration of the department	Allowed out files Analysis of Dig-up claims Claim Department score cards Liaison meeting notes Monthly reports on claims activity	2 Years	Claims
	Records created and used to manage the Claims department.				
	Confidential: No Contains PII: Historical: False Vital: False				
225	Legal	Reports related to administration of the department	Department scorecard (no longer generated) Finance Report Monthly report	5 Years	Legal
	Retention of documents and reports generated solely for administration of the department.				
	Confidential: No Contains PII: Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
254	Legal	Subpoena and Third Party Correspondence	Subpoenas Third Party Correspondence	Response + 6	Legal
	Subpoena and Third Party Correspondence Confidential: Yes Contains PII: No Historical: False Vital: False				
218	Legal	Workers' Compensation Medical Records	Medical records related to Workers' Compensation claims	Termination of Employment + 40 years	Workers' Compensation
	Confidential: Yes Contains PII: Yes Historical: False Vital: True				
219	Legal	Workers' Compensation Wire Transfer Request	Wire Transfer Request and supporting documentation	1 Year	Workers' Compensation
	Confidential: Yes Contains PII: Yes Historical: True Vital: False				
216	Legal	Workers' Compensation claims including legal documents	Bill Review Documentation Claims Management Records First Report of Injury Workers' Compensation Claim Settlement documents Workers' Compensation Claim Supporting documentation Workers Compensation Division claims documentation Workers Compensation Annual Report to State	Current + 7 Years	Workers' Compensation
	All documents related to claims administration of workers' compensation claims by employees. Confidential: Yes Contains PII: Yes Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
192	Human Resources	5500s and Supporting Documentation	5500s Supporting documentation for 5500s	7 Years	Compensation and Benefits
	Confidential: Yes Contains PII: Yes Historical: False Vital: False				
215	Human Resources	Account Reconciliation	Medical Draft Bank Statement Reconciliations US Bank Account Reconciliation for Payroll Drafts US Bank Account Reconciliations for Management and Retiree Payroll Withholding Account Reconciliations	7 Years	Payroll
	Records related to reconciliation of various accounts. Confidential: Yes Contains PII: Yes Historical: False Vital: False				
293	Human Resources	Applications for Permanent Employment Certifications	ETA Form 9089 Recruitment report Prevailing wage determination from the NPWC (National Prevailing Wage Center)	Date of Filing Application + 5 years	Talent Acquisition
	Employer copies of applications for permanent employment certification and supporting documentation. Confidential: Yes Contains PII: Yes Historical: False Vital: False				
197	Human Resources	Benefit Billing	401(k) Record Keeper Billing Statements Excess Insurance, Salary Continuance, Voluntary Life Billing Statements	7 Years	Compensation and Benefits
	Billing records for employee benefits provided. Confidential: Yes Contains PII: Yes Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
189	Human Resources	Benefit Enrollment, Participation and Plan Development - 401K	<p>Records related to defining, designing, and developing 401(k) plan(s), and the enrollment and participation of employees in 401(k) and records related to money borrowed by an employee against his or her 401(k). (Records may be held by TPA) Records must be retained as long as the last payment is made to a participant or beneficiary or alternate payee.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>401(k) Plan Billing Statements Beneficiary Designation Change Forms Benefit Enrollment Benefit Plan Actuarial Reports Benefit Plan Amendments Benefit Plan Analyses and Reports Benefit Plan Conversion-MoNat Benefit Plan Documents Distribution Records Loan Documents and Records Rollover Records Summary Plan Documents</p>	Life of Benefit Plan + 6 Years	Compensation and Benefits
196	Human Resources	Benefit Enrollment, Participation and Plan Development - Disability (S)	<p>Records related to defining, designing, and developing benefit plans, and participation of employees in benefits programs. (Records may be held by TPA). Records must be retained as long as the last payment is made to a participant or beneficiary or alternate payee.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Beneficiary Designation Change Forms- Pension Benefit Plan Actuarial Reports- pension Benefit Plan Amendments Benefit Plan Analyses and Reports- pension investment committee; 401(k) investment committee quarterly Benefit Plan Conversion-MoNat Benefit Plan Documents Change of Address notification for term vested and alternate payee for QDRO Summary Plan Documents</p>	Life of Benefit Plan + 6 Years	Compensation and Benefits
193	Human Resources	Benefit Enrollment, Participation and Plan Development, - Pension	<p>Records related to defining, designing, and developing the pension, and participation of employees in the pension. Records must be retained as long as the last payment is made to a participant or beneficiary or alternate payee.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Beneficiary Designation Change Forms Benefit Plan Actuarial Reports Benefit Plan Amendments Benefit Plan Analyses and Reports- Benefit Plan Calculations Benefit Plan Conversion-MoNat Benefit Plan Documents Change of Address notification for term vested and alternate payee for QDRO Summary Plan Documents</p>	Life of Benefit Plan + 6 Years	Compensation and Benefits

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
191	Human Resources	Benefit Enrollment, Participation, and Plan Development (Health, Visio	<p>Records related to documenting, defining, designing, and developing benefit plans and the enrollment and participation of employees in benefits programs for health insurance, dental, and vision plans. Also includes records related to benefit plan documents. Records must be retained as long as the last payment is made to a participant or beneficiary or alternate payee.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Beneficial Plan Actuarial Reports Benefit Enrollment and Application Forms COBRA (continuation coverage letters, COBRA qualifying event forms, HIPAA Cert of Coverage forms) Correspondence (enrollment related) Dental Insurance Payments Dental and Vision (eligibility details) Disease Management Payments Medical Plan Payments New Hire Letters Open Enrollment Forms Prescription Plan Payments TPA Payments Vision Payments</p>	Life of Benefit Plan + 6 Years	Compensation and Benefits
190	Human Resources	Benefit Plan Management and Administration	<p>General management and administration of benefit plans, such as 401(k), retirement plans, pension plans, stock purchase plans, disability, leave of absence, and tuition reimbursement. Includes records related to the assessment, selection, and renewal of benefit plan vendors.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>401 (k) Plan Administration 401 (k) Plan Communications 401(k) Match Actuarial Studies Annual Summary of Stock Option Grants Annual Valuation Reports Benefit Communications Benefit Plan Administration Correspondence Benefit Plan Administration Records Benefit Plan Communications Director Retirement Plans General Employee Communications (related to Benefit Plans) Retirement Plan Appeals Vendor Assessment Records Vendor Renewal Records Vendor Selection Records</p>	Life of Benefit Plan + 6 Years	Compensation and Benefits

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
201	Human Resources Confidential: Yes Contains PII: Yes Historical: False Vital: False	Consultant/3rd Party Agreements	3-D Consulting CompAnalyst SuccessFactors Towers Watson Transentive	Current + 6 Years	Compensation and Benefits
248	Human Resources Records providing a history of contract and temporary employment from initial hiring, including performance appraisals and transfers. Also includes employment applications, letters of acceptance, resumes, and employee relocation records. Confidential: Yes Contains PII: Yes Historical: False Vital: False	Contract and Temporary Employee Personnel Records - General	Employment Applications Resumes Position Requisition	Active +6	Talent Acquisition
185	Human Resources Qualification files for all employees who operate commercial motor vehicles in the course of his or her employment. Confidential: Yes Contains PII: Yes Historical: False Vital: False	Driver Qualification	MVR Annual Review Annual Motor Vehicle Report (MVR) Employment Application Certificate of Violations Medical Examiner's Certificate Pre-Employment Drug and Alcohol Documents Previous Employment Check Road Test Certificate or CDL	Termination of Employment + 3 Years	HR Operations
181	Human Resources Records related to drug and alcohol screenings required by all individuals applying for a position or for periodic and random testing. Negative lab results. Confidential: Yes Contains PII: Yes Historical: False Vital: True	Drug and Alcohol Testing - Negative Test Results	Chain of Custody Forms (Negative Test Results) Negative Test Results	2 Years	HR Operations

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
182	Human Resources	Drug and Alcohol Testing - Positive Test Results and All Follow Up and	<p>Records related to drug and alcohol screenings required by all individuals applying for a position or for periodic and random testing. Positive lab results.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Annual MIS reports Chain of Custody Forms (Positive Test Results) Follow Up and Return to Work Results Post-Accident Test Results Positive Test Results SAP Evaluation and Recommendation</p>	<p>Termination of Employment + 5 Years</p>	<p>HR Operations</p>
326	Human Resources	Drug-Free Workplace Testing Records	<p>Employer records of drug-free workplace programs, such as collection and chain of custody documentation, test reports and results, and reasonable suspicion documentation.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Collection and chain of custody documentation Test reports and results Reasonable suspicion documentation</p>	<p>3 Years</p>	<p>Human Resources</p>
203	Human Resources	Employee Absence Documentation	<p>Records related to employee absence, application of the Company sick absence policy to employees covered by collective bargaining agreements with the Company and the Family and Medical Leave Policy with respect to all employees, excludes medical records.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Absence Reports Correspondence (Leaves of Absence) Doctors' Authorizations for Time Off</p>	<p>Termination of Employment + 6 Years</p>	<p>HR Operations</p>
195	Human Resources	Employee Benefit Account Records	<p>Records related to individual employee benefit accounts. Records must be retained as long as the last payment is made to a participant or beneficiary or alternate payee.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>DIP Statements</p>	<p>Life of Benefit Plan +6 Years.</p>	<p>Compensation and Benefits</p>

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
187	Human Resources	Employee Handbook		Active + 7 Years	HR Services
	<p>Handbook of employee policies and practices that employees must comply with in the course of employment.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>				
194	Human Resources	Employee Medical Records		Termination of Employment + 40 years	HR Operations
	<p>Records documenting individual employee medical history. Includes any employee medical records required under OSHA or equivalent (e.g. blood testing, respirator physicals, and hepatitis)</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>		<p>Contractor Medical Records Employee Medical Records Employee Work limitations Physician Reports</p>		
179	Human Resources	Employee Recruitment and Selection		Completion of Recruitment + 2 Years	Talent Acquisition
	<p>Records related to personnel requests, job applications, testing, advertising, position descriptions, and interviews. Includes job postings, help wanted ads, assessment tests, and background checks. Recruitment records for hired employees become part of the personnel file</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>		<p>Applications Approved Personnel Requisitions/Vacancies Criminal Background Checks Interview Notes (notes during by interviewers during the interviewing process) Job Postings Offer Letters Selection Criteria Template References- Reference Checks Resumes</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
208	Human Resources	Employee Recruitment and Selection Testing	<p>Records related to Pre-Hire and current union assessment tests.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Pre-employment Job Analysis: I&C 1st and 2nd class; CSR, SAID Helper/special Adjust, C&M Laborer</p>	4 Years	Talent Acquisition
206	Human Resources	Employee Reports	<p>Documents and reports related to individual employees and/or application of policies to those employees, such as drug and alcohol testing, driver's license policy, grievances.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Driver's License File Grievance File Industrial Relations Employee File</p>	Termination of Employment + 6 Years	Employee Relations
212	Human Resources	Employee Time and Attendance	<p>Records related to the identification and reporting of hours worked by employees. Includes all timesheets submitted to payroll in order to document hours worked for a particular period.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Time Entry Records for Local 194 Time Entry Records for Local 6 Time Records</p>	7 Years	Payroll
213	Human Resources	Employee Time and Attendance (Federal Contract)	<p>Records related to the identification and reporting of hours worked by employees. Includes all timesheets submitted to payroll in order to document hours worked for a particular period.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Time Entry Records for Local 194 Time Entry Records for Local 6</p>	Completion of Contract + 6 Years	Payroll

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
259	Human Resources	Employee Verifications	Employee Verifications	1 Year	Payroll
	Forms filled out by Payroll when asked to verify employment by outside companies. For example, verifying employment for a bank loan.				
	Confidential: Yes Contains PII: Yes Historical: False Vital: False				
294	Human Resources	Employment Background Checks		5 Years	Talent Acquisition
	Background check records procured for employment purposes, such as consumer reports, investigative consumer reports, related notices and disclosures, and adverse action documentation.				
	Confidential: Yes Contains PII: Yes Historical: False Vital: False				
184	Human Resources	Equal Employment Opportunity		Current + 4 Years	HR Services - Compliance & Diversity
	Records documenting compliance with company equal employment policies. Includes reports that are required to be filed with the Equal Employment Opportunity Commission (EEOC) and the Department of Labor (DOL) identifying workforce demographics.		Office of Federal Contracts Compliance Program (OFCCP) Compliance efforts such as: Affirmative Action Plans Quarterly Goal Progression Reports EEO-1 Reports VETS4212 Reports Outreach/Good Faith Efforts State Job Board Postings		
	Confidential: Yes Contains PII: Yes Historical: False Vital: True		Applicant Flow Logs		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
271	Human Resources	HIPAA Privacy and Security Records	<p>Documents Retained Pursuant to HIPAA Privacy and Security Policies and Procedures</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Termination of Employment + 6 Years</p>	<p>Health Benefits Human Resources</p>
			<p>Privacy notices. Disclosure information. Participant authorizations. Requests for any accountings provided to participant. Complaints received and any information relating to the disposition of complaints Breach notifications Requests for related information. Plan document. HIPAA Privacy Certification and Designation of Personnel. Business associate agreements. Employee Certification and Confidentiality Agreements. Risk analysis reports and risk management activities. Workforce training activities.</p>		
257	Human Resources	Historical Compensation Records	<p>Historical Compensation Records</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>4 Years</p>	<p>Compensation and Benefits</p>
311	Human Resources	I-9 Forms	<p>I-9 Forms used during recruitment process.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Date of Hire + 3 Years or Termination + 1 Year, whichever is later</p>	<p>Talent Acquisition</p>
			<p>I-9 Forms</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
180	Human Resources	Immigration and Naturalization	<p>Records related to the immigration and naturalization of employees transferring to and from facilities. Includes federal Form I-9 which certifies employee identity and eligibility to work in the United States.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Employee Immigration Files H-1 B Visa Documentation Labor Department Audit Records Naturalization Records</p>	Termination + 3 Years Talent Acquisition
200	Human Resources	Job Descriptions	<p>Job Analysis Job Descriptions</p>	Superseded + 4 Years	HR Operations
214	Human Resources	Payroll Accounting Records	<p>Records related to payroll accounting.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Bonus Register Journal Entries for Financial Reporting Labor Distribution Cost Records Payroll History Payroll Records Payroll Registers Payroll Reports Payroll Tax Clearings Distribution Payroll Tax Remittance Payroll Vouchers SAID Daily Register Vehicle Distribution Wage Records</p>	7 Years Payroll

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
210	Human Resources	Payroll Employee File, Voluntary Deductions and Direct Deposit Electio	<p>Records related to employee direct deposit payroll.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>ACME Cards Address Changes Credit Union Forms Direct Deposits Employee Deductions for Charitable Donations PAC Contributions Pay Adjustment Payroll Transfer Authorization (F.121a) Savings Bond Forms (historical) Union Dues Union Dues Register United Way Forms W-4 Forms</p>	Termination of Employment +7 Years	Payroll
211	Human Resources	Payroll Taxes and Involuntary Deductions and Withholdings	<p>Records related to the federal and state taxes paid, unemployment taxes, payment to third parties of amounts garnished from employee wages as required by court order and/or federal levies and payroll accounting records. Includes federal withholding tax returns, payroll tax data reports, tax workpapers, and W-2 forms. Also include rates of taxation, employment and wage information for terminated employees who are requesting unemployment compensation. Does not include court orders and levies.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>1099R Forms Assignments and Attachments Child Support Orders Company Car Mileage FICA Records Federal Withholding Tax Returns Form 941 Quarterly Withholding Tax Returns Form 945 Federal Withholding Tax Returns (Pension) Garnishment Accounting Reports Garnishment orders and files Local Withholding Forms Payroll Sign-off Documents Payroll Tax Data Reports Payroll Vouchers State Unemployment rate calculation State Withholding Forms Tax Levy Orders Tax Workpapers W-2 Forms W-4 Forms</p>	7 Years	Payroll

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
198	Human Resources	Pension Calculations and Records	<p>Records related to underlying documents supporting pension calculations.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Employee Earnings Records (Statement of Earnings) Pension Calculation Records</p>	<p>Life of Benefit Plan + 6 Years</p>	<p>Compensation and Benefits</p>
183	Human Resources	Personnel Records - General	<p>Records providing a history of employment from initial hiring, including promotion, performance appraisals, and transfers. Includes employment applications, letters of acceptance, performance appraisals, and resumes. Excludes temporary employee personnel records.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Disciplinary Notices - Education and Training Items Employment Applications Offer Letters Performance Reviews Payroll authorizations/deductions/tax Performance Reviews Resignation Notices Performance Appraisals Performance Improvement Plan (PIP) RC ID Example Example ID Transfer Requests - requests from union employees to be transferred from one department to another References Resumes Termination Checklist</p>	<p>Termination of Employment + 7 Years</p>	<p>HR Operations</p>
202	Human Resources	Reports	<p>Reports generated with respect to the operation of the Industrial Relations department.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>150% Over the Average SA Report Department Score Card Driver's License Report Drug / Alcohol Report Light duty reports Occurrence Progression Report</p>	<p>6 Years</p>	<p>Employee Relations</p>

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
204	Human Resources	Security Incidents and Investigations	<p>Records related to security incidents and investigations involving or related to Company employees or property. Includes non-violent crime investigations and property damage investigations. Excludes investigations that lead to litigation or investigations related to employee misconduct or alleged harassment.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Attorney Work Product Investigations Complaint Hotline Records if related to employee conduct Crime Investigations Employee / Contractor Misconduct Cases Employee Investigation Files Investigation Files Investigation Photographs Threats / Harassment Investigations if related to employees</p>	Close of Case + 6 Years	Employee Relations
199	Human Resources	Stock Option Administration	<p>Records related to the administration of stock purchase plans.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>Annual Summary of Stock Option Grants Employee Stock Option Plan Documentation Equity Grant Records Officer Stock Options, Director Stock Options Optionee Allocation Schedules Options Exercise Documentation Stock Option Grants Documentation Stock Option Summaries Stock Option, Time Based and Performance Contingent Restricted Stock Agreements</p>	Life of Benefit Plan + 6 Years	Compensation and Benefits
188	Human Resources	Training	<p>Materials related to available courses and records of individual training on various topics related to skill development, professional development, implementation of new processes and other business and management training. Excludes operational and/or qualification training.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>AAIM Employer Association Training Materials American Gas Association (AGA) Training Materials Dale Carnegie Training Materials ESRI Training Materials</p>	Life of Training Course + 7 Years	Training

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
209	Human Resources	Training and Development Programs	<p>Records related to the creation and operation of corporate training and development programs. Includes course manuals, schedules, and course evaluation sheets. Does not include training attendance and certification records.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Life of Training Program + 7 Years</p>	<p>Organizational Effectiveness</p>
186	Human Resources	Union Employee Transfers	<p>All records related to the movement of Union employees between positions including bids.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>1 Year</p>	<p>Human Resources, Field Ops</p>
207	Human Resources	Union Relationship	<p>Records related to agreements, collective bargaining agreements, work practices, grievances and arbitrations, negotiation notes and related documentation for union employees.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Permanent</p>	<p>Employee Relations</p>
325	Human Resources	Workforce Development Program Selection and Operation	<p>Records of apprenticeship program selection and operation, including applicant qualifications, applicant interviews, selection bases and results, compensation and training, affirmative action plans, and other required compliance records.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>5 Years</p>	<p>Human Resources - Talent Acquisition</p>

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
43	Information Technology	Employee Permission and Access	<p>Records related to establishing employee permission, security and access to IT systems.</p> <p>SARF Access Form VPN Documentation SysAid Tickets</p>	3 Years	Infrastructure and Security Services
	<p>Confidential: No Contains PII: Historical: False Vital: False</p>				
47	Information Technology	IT Projects	<p>Records related to the management of internal IT projects, special studies, analyses, and other department events not covered elsewhere. Includes project notes, presentations, special studies, project plans, and meeting minutes. Excludes projects related to legal matters.</p> <p>Action Item Log MGE integration project Project Update Reports Requests for Information Requests for Proposals newBLUE project</p>	Current + 3 Years	Project Management
	<p>Confidential: No Contains PII: Historical: False Vital: True</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
41	Information Technology	Information Systems Development, Management, and Administration	<p>Records and documentation for the development, management, and administration of information systems. Provides details of source codes, computer applications, and the information systems environment. Includes ITS Asset Management.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Design Documents Information Technology Audits Documentation for Migration and Systems Conversions Functional and Technical Requirements Information Architecture Design Information Architecture Design Change Management Ticket & Documentation (such as project charters, internal testing, documentation for migration and systems , logs, gate reviews, final sign off, etc.) Internal Testing Layout of Hardware Network Servers and Printer Configurations Network and Server Storage Space Allocation Program Source Codes Reference Manuals Scope Documents Spire1 System & Documentation Asset management tracking and service tags Documentation about decommissioned assets Recycling receipts / proof of decommissioned assets</p>	Life of System + 6 Years	Enterprise Architecture Project Management
44	Information Technology	Infrastructure and Security	<p>Records related to technology infrastructure and changes to the infrastructure.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Backup/recovery procedures Disaster Recovery documentation and test results Topology Diagrams</p>	Current + 3 Years	Infrastructure and Security Services

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
318	Information Technology	Source Data for Data Processing	Original source data used for data processing and report outputs. Service companies must retain original source data used as input for data processing and data processing report printouts, for the applicable retention periods prescribed for such information. Confidential: Yes Contains PII: Yes Historical: False Vital: True	Retain Per Applicable Record Series	Information Technology
45	Information Technology	SysLog Server - Retained for SOX compliance purposes	Various source data used across multiple databases	1 Year	Infrastructure and Security Services
42	Information Technology	Technical Support	Records related to external customer and internal employee requests for technical support. These records identify the caller's concern or request for information, and identify the response and resolution. Includes help desk records, problem tracking documentation, and telecommunications service requests. Confidential: No Contains PII: Historical: False Vital: False	3 Years	Business Support Services
20	Internal Audit	Audit Committee	Audit Committee meeting materials presented at regularly scheduled committee meetings.	Permanent	Corporate Secretary Internal Audit
			Audit Committee Meeting Packet		
			Confidential: Yes Contains PII: No Historical: False Vital: True		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
19	Internal Audit	Internal Audit Workpapers & Reports		Completion + 7 Years	Internal Audit
	<p>Compliance and audit workpapers and reports for all scheduled (on annual audit plan) and unscheduled (ad hoc mgmt. requests) engagements, including documentation, test work papers and reports for Sarbanes-Oxley compliance.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>		<p>Closed Investigations Not Related to Scheduled Audits Internal Audit Risk Assessments Internal Audit reports (SOX, Compliance, Operational) Quality Assurance Workpapers and Reports SOX Monthly Reviews Workpapers (SOX, Compliance, Operational)</p>		
66	Investor Relations	Contact Management Database		Permanent	Investor Relations
	<p>The database of contact information and notes for past contacts.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>				
65	Investor Relations	Investor Relations		7 Years	Investor Relations
	<p>Records related to communications with security analysts and institutional investors.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>		<p>Earnings Call Scripts and/or Slides Earnings News Releases Investor Relations Presentations Q&A Documents</p>		
246	Legislative	Government Relations		Current + 6 Years	Government and Legislature
	<p>Records related to government relations on local, state, and/or federal levels, reflecting issues that have an impact on the company. Includes election monitoring records. Does not include Political Action Committees records.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>		<p>Budget Reports Correspondence District Profiles Draft testimony for house and senate committees Election Monitoring Records Election Results Ethics Board Lobby Logs Legislative Issues Legislative Plan MO registered lobbyist documentation Political Issues</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
247	Legislative	Government Relations - Political Action Committees	<p>Records pertaining to local, state, and federal government relations and participation in political activities. Includes political action committee records, fundraising records, political issue records, and correspondence with legislators.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Correspondence Fundraising Records Political Action Committee (PAC) Records</p>	Current + 6 Years	Government and Legislature
141	Operation Services	Annual Capacity and Overpressure Protection	<p>Annual compliance reports.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Annual Propane Over-Pressure Protection Report Annual Regulator and Relief Capacity Annual Travel Stop Analysis Report</p>	6 Years	Pipeline Safety Compliance
144	Operation Services	Asset Construction, Condition Reporting, Repair, and Corrosion Control	<p>Records to document the safety and integrity of facilities, including reports, records of tests performed and installation records required for inspection during the life of the facility.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Biannual Relief Valve Inspections Cathodic Deficiency Repair Cathodic Protection Monitoring Readings Cathodic Protection Rectifier Readings Cathodic Service Inspections Faulty Material Report Leak Repair and Pipe Condition Reports Maximo Leak Repair Maximo Pipe Observation Mechanical Fitting Class 1 Leak Form New Anode Installations Record of Hydrostatic Pressure Test</p>	Life of Facility	Pipeline Safety Compliance
295	Operation Services	Audiometric Test Data	<p>Records of audiometric tests conducted for employees.</p> <p>Confidential: No Contains PII: Yes Historical: False Vital: False</p>		Term + 6 Years	Health and Safety

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
322	Operation Services	Chemical Accident Prevention Response Exercises	Spills	5 Years	Health & Safety
	<p>Records of chemical accident prevention response exercises, including notification exercises and field and tabletop exercises.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
115	Engineering & Gas Operations	Commercial Installation and Easements/ROW	Commercial New Service Installation Commercial New Service Installation - 2lb Request Easement Vacation / Encroachment Facility Relocation and Adjustment Agreement Utility Agreement/License to Utilize	Permanent	Construction Engineering
	<p>Documents related to commercial new service installation, including easement and right of way documentation. Note: 350s will remain with Construction Services but future documentation will reside with Sales. Easement information is maintained by ROW.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>				
174	Operation Services	Company Facilities - Plants and Stations	Atmospheric Corrosion and vaporizers Critical Bond Inspections (Pipeline Safety Compliance) Fire Extinguisher Inspections Hydrostatic test records Propane Cylinder Log Book Propane Facility Inspections (Pipeline Safety Compliance) Relief Valve Inspections	Life of Facility	Pipeline Safety Compliance Plants & Stations
	<p>Inspection and Testing Reports.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>				
136	Operation Services	Compliance and Maintenance	ACI Compliance Inside Meter Report ACI Compliance Outside Meter Report Compliance Report Inspection Programs Compliance Scorecard Action Items Compliance Scorecard Meeting notes Main Replacement Tracking reports	2 Years	Pipeline Safety Compliance
	<p>Records generated to track compliance activities in the Maintenance Engineering department.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
323	Operation Services	Confined Space & Lockout/Tagout Records		Current + 1 Year	Health & Safety Instrumentation & Control
	<p>Confined space permits and lockout/tagout documentation.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
133	Operation Services	Design Drawings - Regulator Stations		Life of Facility + 6 Years	Instrumentation and Control
	<p>Design drawings for regulator stations.</p> <p>Design Drawings - Regulator Stations</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
282	Operation Services	Distribution Integrity Management Plan (DIMP)		Superseded +10 Years	Pipeline Safety Compliance
	<p>Annual compliance report</p> <p>DIMP framework Appendix files Supporting data files</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>				
134	Engineering & Gas Operations	Distribution Operation Support		Life of Facility	Pipeline Asset Management
	<p>Records related to the support of Distribution Operations activities not described elsewhere.</p> <p>AGA Benchmarking Data CNG System and Maintenance Directional Boring ER Systems NFPA59 updates SCADA Loads</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
123	Operation Services	Environmental Compliance	Auditing - Environmental Discharge Monitoring Reports Emissions Inventory Questionnaire (EIQ) Environmental Emissions Environmental permits expired Hazardous Waste, Solid Waste filings Monitoring Reports SARA Title III Tier Two Report Storm Water Records SMOP Readings	Active + 5 Years	Environmental, LNG
	Records and documentation related to compliance with environmental regulations and statutes. Confidential: Yes Contains PII: No Historical: False Vital: True				
122	Operation Services	Environmental Compliance - Disposal and Exposure Records	Above Ground Storage Tank Certificates Above ground Storage Tank Permits / Applications Below Ground Storage Tank Certificates Below ground Storage Tank Permits / Applications Chemical Lab - Gas Operations Reports Hazardous Waste, Solid Waste Disposal Records Spill/Incident Reporting Storage Tanks	Permanent	Environmental
	Records documenting the generation, transportation, and disposal of hazardous waste and of non-hazardous wastes, including solid wastes and universal wastes. Confidential: Yes Contains PII: No Historical: False Vital: True				
121	Operation Services	Environmental Compliance - Hazardous Substance and Exposure Records	Employee Exposure Records Hazardous Waste, Solid Waste Disposal Records Permissible Exposure	Termination + 40 Years	Environmental
	Records related to hazardous substance and exposure to the environment and individuals. Confidential: Yes Contains PII: Yes Historical: False Vital: True				
127	Operation Services	Environmental Permits & Identification Numbers	Air/Water Permits Hydrostatic Test Permit SPCC SPCC Plans Storm Water Pollution Prevention Plan	Active + 5 Years	Environmental
	Requirements for records of permits, applications, and identification numbers for environmental activities and operations, such as air, water discharge, universal waste, hazardous waste, hazardous materials, and radioactive materials. Confidential: Yes Contains PII: No Historical: False Vital: True				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
120	Operation Services	Environmental Projects		Completion + 7 Years	Environmental
	Required documentation for environmental projects and hazardous materials.		PCB Project-Specific File Folder		
	Confidential: Yes Contains PII: No Historical: False Vital: True				
124	Operation Services	Environmental Remediation		Permanent	Environmental
	Requirements for records documenting contamination of property, clean-up efforts implemented, and investigations and reporting of such occurrences, such as leaks, spills, and site clean-up activities.		CERCLA - Release Former Mfd. Gas Plant (FMGP) Material Safety Data Sheets Permissible Exposure Limits		
	Confidential: Yes Contains PII: No Historical: False Vital: True				
126	Operation Services	Environmental Training Records		Termination of employment + 5 Years	Environmental
			Environmental training		
	Confidential: Yes Contains PII: No Historical: False Vital: True				
296	Operation Services	Equipment Safety Inspections & Testing		Active +5 Years	Health and Safety
	Records of safety inspections and safety activities for machinery and equipment.		Change sling inspections Crane inspections		
	Confidential: No Contains PII: Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
145	Operation Services	Federal and State Regulatory Agency Program Documentation and Reportin	<p>DOT Incident Report Distribution System Annual MOPSC Report Gas Transmission Integrity Management Program Documents and Reports Hazardous Liquid Annual DOT Report Liquid Pipeline Integrity Management Program Documents and Reports Replacement Program Annual MOPSC Report Transmission System Annual DOT Report</p>	Life of Facility	Pipeline Safety Compliance
	<p>Required reports submitted to federal and state regulatory agencies, other than environmental, financial compliance, and FERC reporting, or reporting not described elsewhere. Also, gas transmission and liquid pipeline integrity management program documen</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>				
297	Operation Services	Fire Extinguisher Inspections & Testing		Active, until superseded or otherwise no longer valid.	Health and Safety
	<p>Records of inspections and testing of fire extinguishers.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
116	Engineering & Gas Operations	Gas Main Testing	<p>Testing of Gas Mains Pressure Tests</p>	Life of Facility	Construction Engineering
	<p>Form documenting the completion of pressure testing the gas mains. GIS also issues a newer version including the WO drawing for recording pressure test results.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
302	Operation Services	Health & Safety Plans, Policies, & Procedures		Active +7 Years	Health and Safety
	<p>Policies, programs, and plans for health and safety matters and contingencies, such as hazard communications programs, health and safety compliance programs, permit programs, and emergency response plans.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
298	Operation Services	Hot Work Permits		Current	Health and Safety
	<p>Hot work permits.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
306	Engineering & Gas Operations	LNG Plant Operations		6 Years	LNG
	<p>LNG records and reports of gas distribution, including operating logs; volume, pressure, and other measurements; and service interruption records.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
173	Engineering & Gas Operations	Laclede Pipeline Records		Life of Facility + 6 Years	Plants & Stations
	<p>Records related to the upkeep and administration of The Laclede Pipeline.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p> <p style="margin-left: 400px;">Inspection and Maintenance interstate pipeline that carries liquid propane and sometimes butane between Hartford and ESTL/high pressure up to 680 psi; Hazardous V ___ P__ L___. J.U.L.I.E. requests MO One Call requests Pipeline Overpressure Protection Test Record Pipeline Pigging Logs</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
252	Operation Services	Land Agreements	<p>Records related to Right of Way Land Agreements.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Easements - Land Agreements Leases - Land Agreements Permits - Land Agreements</p>	Permanent	Right of Way
137	Operation Services	Leak Classification and Surveys - Transmission Lines	<p>Records generated from transmission line leaks discovered, leakage surveys, patrols, and inspections.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Leak Surveys Main Frame Leak Control Records Maximo Leak Tracking Records Right of Way Patrols SQL Leak Management Records</p>	Life of Facility	Pipeline Safety Compliance
138	Operation Services	Leak Classification, Surveys, and inspections - Non-Transmission	<p>For feeder lines, mains, and service lines, records pertaining to original leak reports, leak investigation and classification, leakage surveys and line patrols. Also, for yard lines and buried fuel lines, records pertaining to leakage surveys and notifications required by (13)(M). Additionally, valve inspection records pertaining to requirements of (13)(V).</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Atmospheric Corrosion Inspection on inside and outside meters Feeder Line Right of Way Patrol Records Large Commercial/Industrial Customer Notifications Leak Response Dispatch Logs (MOW) Main Frame Leak Control Records Maximo Leak Tracking Records Mobile and Walking Main Leak Survey Records Non-Propane Facility Inspections Rectifier Inspections Report of Street Leaks F712 SQL Leak Management Records SSI Service Line Leak Survey for walking packets and outside ACI Systematic Survey Valve and CP Test Station Inspections Walking Service Line Leak Surveys (includes buried fuel run surveys) Yard Line Leak Surveys</p>	6 Years	Pipeline Safety Compliance

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
146	Operation Services	Leak Reporting - Leak Summary Reports	Building Inspection Form Class N Recheck Status Report Closed Leak Report Confined Space Tracking Spreadsheet Copper Leak Inventory Report Facility Inspection Leaking Crossing Summary Leak Repair Tracking Spreadsheet Leak by Cause Report Leak by Reporting Source Report Leaks in Block Exceed 10 Report Logged Leaks By Reporting Source Report Maximo Reports in Development for Monthly Leak Inventory and Statistics Report Monthly Class 3 Reinspect: Central District Report Monthly Class 3 Reinspect: Other Districts Report Monthly Leak Inventory & Statistics Report Multiple Leaks By Address Report Pending Leaks By Reporting Source Report Pending Leaks By Year Report Reinspection Compliance Report Reports Not Generated After July 2013	No Longer Than 3 Years	Pipeline Safety Compliance
Leak summary administrative reports generated for various types of leaks to all lines and facilities for various reasons, including tracking, leak by type, status and other. Confidential: No Contains PII: Historical: True Vital: False					
315	Operation Services	Manufacture, Use, & Storage of Chemical or Fuel Products/Ingredients	Annual EPCRA Tier II submissions	5 Years	Environmental
Records documenting the manufacture, use, and storage of hazardous chemicals, including reports required by EPCRA and TSCA. For use and storage of PCBs, see RRS 120. Confidential: No Contains PII: Historical: False Vital: False					

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
153	Operation Services	Medical Records - Health, Safety & Environmental		Termination + 40 Years	Environmental
	Employee medical records related to safety generated and maintained in compliance with labor, OSHA, health and environmental regulations.				
	Confidential: Yes Contains PII: Yes Historical: False Vital: True				
88	Measurement	Meter Shop		6 Years	Meter Shop
	Records and reports related to the administration of the Meter Shop and meter locations.		Condemned Meter Report Employee Productivity Reports Meter Reports Monthly Burden Report Painted Meter Report Purchase Orders Reason Code Reports Route Sheets Sample Meter Reports Time Sheets Transportation System		
	Confidential: No Contains PII: Historical: False Vital: False				
89	Measurement	Meter and AMR Maintenance and Calibration Records		Life of Facility + 6 Years	Meter Shop
	Records related to the maintenance, calibration testing, and routine servicing of meters. Includes calibration test results and test device records.		668/1583 Report ACI Checks Battery Change Report Electronic Instr Issues Report F1051: Dray Bill Report F1583 CIS (from Enchilada) - Report 040511 F839 from enchilada (Main db) Report Instrument Install/Remove Report Commercial Sales Report Production Reports Report Systematic Meter Test for Fieldman Report Systematic Meter Test for Fitters Report		
	Confidential: No Contains PII: Historical: False Vital: True				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
130	Engineering & Gas Operations	MoPSC Low Pressure Regulator Waiver	Low Pressure Over-Pressurization Study	Life of Facility	GIS and System Planning
	Studies in compliance with the MoPSC low pressure regulator waiver.				
	Confidential: No Contains PII: Historical: False Vital: True				
132	Engineering & Gas Operations	MoPSC Reports and Studies	Capacity Study Travel Stops	7 Years	Pipeline Asset Management
	Reports and studies required by MoPSC.				
	Confidential: No Contains PII: Historical: False Vital: False				
143	Engineering & Gas Operations	Monthly Status and Reports - Misc.	Building Survey Summary Missouri One Call Request for Locate Service Line Abandonment Cost Agreement (SLACA)	6 Years	Pipeline Asset Management, Pipeline Safety Compliance
	Monthly reports to document the status of various Pipeline Safety activities.				
	Confidential: No Contains PII: Historical: False Vital: False				
142	Operation Services	Monthly Status and Summary Reports - Valve Inspections	ME Monthly Report Valve Inspection Overdue Status Report Valve Inspection Status Summary Valve Status Report	3 Years	Pipeline Safety Compliance
	Monthly administrative reports to document the status of valve inspections.				
	Confidential: No Contains PII: Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
300	Operation Services	Noise Exposure Measurements		Term +25 Months	Health and Safety
	Records of noise measurement in the work environment.				
	Confidential: No Contains PII: Historical: False Vital: False				
149	Operation Services	OQ Records of Outside Contractors		Active Contractors + 6 Years	Operations Training
	Welder qualifications Logs Procedures				
	Confidential: No Contains PII: Historical: False Vital: False				
285	Operation Services	Oil and Gas Leases		Current +1	Right of Way
	Annual Mailing				
	Annual Certificate of Ownership				
	Confidential: No Contains PII: Historical: False Vital: False				
118	Operation Services	Paving and Contractor Services		Completion + 6 Years	Right of Way
	Documentation related to paving, and payments of outside contractor services.				
	Easement Request Engineering Services Invoices Paving Contractor Invoices ROW Paving Database Various Queries ROW Paving Permit Applications				
	Confidential: No Contains PII: Historical: False Vital: False				
175	Engineering & Gas Operations	Plants & Stations Reports		6 Years	Plants & Stations
	Residual propane stock.				
	Monthly Meter Readings Company Use meters, heat, boilers Residual Propane Stock inventory and inspection of tanks at various locations providing to the public				
	Confidential: No Contains PII: Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
299	Operation Services	Process Safety Management		Life of Process +5 Years	Health and Safety
	<p>Process safety management records for highly hazardous materials, including process safety hazard analyses, updates, and revalidations.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
301	Operation Services	Process Safety Management Compliance Audits		Retain 2 most recent Audits	Health and Safety
	<p>Compliance Audits.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				
113	Engineering & Gas Operations	Project Estimates		Completion of Project + 6 Years	Construction Engineering
	<p>Records related to requests for cost estimates for commercial relocation of gas service lines, new business, non-standard service and relays.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>		<p>AutoCAD Drawings C&M Service Abandonment Completion Report CU Library Excel Spreadsheet Commercial Service Relocation Estimate Customer Load Analysis Detailed Cost Estimate GIS As-built Checklist GIS Work Order Drawings New Business Services Cost Estimate Project Conflict Letter Project Design Redline Checklist ROW Service Release Report Relay-Relocation Service Cost Estimate - City Relay-Relocation Service Cost Estimate - County</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
119	Operation Services	Railroad Work Permits	ROW Railroad Permit Applications Secured Easement Documents	Permanent	Right of Way
	Permits for work in railroad easement and other easement documents.				
	Confidential: No Contains PII: Historical: False Vital: False				
128	Operation Services	Record of Asbestos in Owned Facilities	Asbestos Information (Correspondence, disposal, exposure, inventory, plans, location inventory, abatement, analytical data, training/certification)	Life of Plant + 6 Years	Environmental
	Building and facility owners retain required records concerning the presence, location, and quantity of asbestos containing material (ACM) and presumed asbestos containing material (PACM).				
	Confidential: Yes Contains PII: No Historical: False Vital: True				
117	Engineering & Gas Operations	Records of asset installation, GIS, Maximo and Main Pressure tests	As-builts Close-out sheets (pipe installed by project) Estimated sheets (pipe installed footage by month) GIS As-built Field Note PDFs GIS Asset Record GIS As-built photos Field Books, Project folders / binders and construction packets Main Pressure Test Sheets System maps, drawings, intersection sketches Maximo asset records Service Cards, Service Line Records, Service Line books	Life of Facility + 6 Years	Construction Services GIS Pipeline Asset Management Pipeline Safety Compliance
	Records and maps for accounting and asset management purposes. Digital Pressure Tests are stored in Maximo. Hardcopy pressure tests (transmission only) are stored by Pipeline Safety & Compliance.				
	Confidential: No Contains PII: Historical: False Vital: True				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
114	Engineering & Gas Operations	Residential Service Relocation		Completion + 6 Years	Construction Engineering ASK BUS DEV
	Documents and data bases related to the relocation and service relationship in residential service.		New Service Residential Customer Agreement Letter Residential Service Relocation Estimate Service Relocation Customer Agreement Letter		
	Confidential: No Contains PII: Historical: False Vital: False				
314	Operation Services	Safety Data Sheets & Workplace Chemical Lists		Retain while Active	Health & Safety
	Safety Data Sheets (formerly MSDS) and inventories or lists of hazardous chemicals present in the workplace.				
	Confidential: No Contains PII: Historical: False Vital: False				
152	Operation Services	Safety Reports and Logs		6 Years	Health and Safety
	Records generated and maintained in compliance for safety related matters.		Breathing Air Inspection Log Employee Complaint Filings OSHA 300 & 300A OSHA Citation Respiratory Clearance Notice Safety Audits Safety Meeting Attendance Sheet		
	Confidential: No Contains PII: Historical: False Vital: True				
135	Engineering & Gas Operations	Service Line Tracking		2 Years	Pipeline Asset Management
	Reports and scorecards to track the work performed on services (repair, replacement, testing, etc.)		EFV Returned to District Log Spreadsheet ME 610 Status Tracking List ME 610 Tracking List ME Report of Contractor Time Service Abandonment Tracking Report		
	Confidential: No Contains PII: Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
131	Operation Services	Third Party Damage Records	Report of Damages to Spire Property	Current +5	Damage Prevention
	Records related to report of damages to Spire property by third parties.				
	Confidential: No Contains PII: Historical: False Vital: False				
148	Operation Services	Training Records (Employees)	Completed OQ/OSHA training records for the Instrumentation & Control Department Completed OQ/OSHA training records for the Plants & Stations Department Completed OQ/OSHA training records for the System Control Department Completed OQ/OSHA training records for the Transportation Department Completed OQ/OSHA training records for the Underground Storage Department Hardcopy OQ records for Company employees from the C&M Dept. Hardcopy OQ records for Company employees from the SAID Dept. Training Program Material Training System (Micro Soft Office Access Form) for the tracking of OQ /OSHA and misc. employees training.	Termination of Employment + 5 Years	Operations Training
	Records documenting employee training in Operator Qualification, OSHA and other mandatory and optional training.				
	Confidential: Yes Contains PII: Yes Historical: False Vital: True				
147	Operation Services	Training Records (Non-employees)	Collection Training Completed training records to area fire departments, police and other public safety agencies Mailing records to area fire and police departments. i.e. Training offered for nat. gas emergencies, C.O. response, propane emergencies and extinguisher training. Roster Sheets for Fire Department Training Training Program Material	Active + 5 Years	Operations Training
	Training records for non-employees, such as fire, police and other public safety agencies.				
	Confidential: Yes Contains PII: Yes Historical: False Vital: True				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
167	Engineering & Gas Operations	Various Reports and Log Sheets		6 Years	Underground Storage
	Records related to meter, gas and diesel usage and log sheets. Confidential: No Contains PII: Historical: False Vital: True		Gasoline & Diesel Usage Report Monthly Facilities Report TF/SF Meter Usage Report Vent Gas & Methanol Log Sheets		
309	Operations Support	Dispatch Reports		Destroy when no longer relevant.	Dispatch
	Reports relating to Dispatch. Confidential: No Contains PII: Historical: False Vital: False		Appointment Attainment Reports Drill Down Report Employee Attendance Spreadsheets Job aides and training documents Leak Response Reports Leak Logs/Leak Response times		
82	Operations Support	Operations Reports		6 Years	Operations Controller
	Forecasts and reports for operational departments. Tracking of union upgrade to management positions in accordance with the Collective Bargaining Agreement. Confidential: No Contains PII: Historical: False Vital: False		Monthly Forecasts - Main Forecast New Service Forecast and Renewed Service Forecast Nextel Invoices - Cell Phone Relocation Forecast SAID - Revenue Report SAID - Service Revenue Analysis SAID Reports - Jobs and Hours Report Upgrade Reports		
310	Operations Support	Workload Planning		Destroy when no longer relevant.	Workload Planning
	Documents used for workload planning. Confidential: No Contains PII: Historical: False Vital: False		Employee Vacation Calendar Job aides and training documents Knowledge Base for Work Processes & Procedures		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
11	Records & Information Management	Records Information Management Administration	<p>Records related to the establishment and maintenance of the RIM program.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>	<p>Authorized Key Holders for Shred Bins Authorized Users for Offsite Storage Destruction Authorizations Destruction Certifications Implementation Roadmap Legal Group Index Project Plan Record Retention Schedule Records Indices Training</p>	Active + 7 Years	Records Manager
324	Regulatory	Regulatory Orders	<p>Records of formal orders of regulatory commissions served upon Spire companies.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>		Active + 6 Years	Regulatory
327	Regulatory	Regulatory Plant Reports	<p>Plant related regulatory reports.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>		Indefinite	Regulatory
240	Regulatory	Regulatory administrative actions and required reporting	<p>Records and documents related to state (PSC) and federal (FERC) related matters and actions.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	<p>Data requests submitted to others in various rate and tariff proceedings GSIP Monitoring Report Rate design, gas supply and tariff related data request responses in Company rate cases Testimony in various rate and tariff proceedings</p>	Permanent	Tariff and Rate Administration

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
154	Risk Management	Crisis Management	<p>Documents and records related to planning, implementation and test drills for disaster recovery, business continuity, and crisis management.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	<p>After-action reports Chemical Accident Prevention Response Exercises Drill records Test records Written Department Plan</p>	Active + 7 Years	Crisis Management
18	Risk Management	Enterprise Risk Management	<p>Records created, managed and/or submitted to internal customers related to the analysis of risk at various levels of the organization.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>10K Risk Factor Disclosure Benchmarking Business Unit/Functional Risk Assessments Dashboards (presented to the RMC) Entity Risk Assessments and Reports RMC Minutes Risk Assessment Reports Risk Management Committee (RMC) Charter</p>	7 Years	Enterprise Risk Management
320	Security	Emergency Notifications	<p>Records related to emergency, threat or update notifications received from local and federal government agencies.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Updates to TSA Pipeline Guidelines Notifications from State Emergency Responders Notifications from FBI, TSA, DHS, NTAS</p>	3 Years	Security
307	Security	Facility Access Badges	<p>Records related to the facility access badges. This includes employee photo and badge information. Note: Retain photos until superseded.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	<p>Employee badge Employee badge photo Vendor / temp badge</p>	Term of Employee/Vendor	Security

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
264	Security	Facility Access Logs	<p>Records created for access to company facilities. This includes requests for building access and electronic access logs. Note: Retain photos until superseded</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: False</p>	6 Years	Security
			<p>Visitor Logs Sign-in / sign-out sheets Computer system access log Access permission requests</p>		
318	Security	Facility Security Compliance	<p>Compliance documentation regarding facility security (including records of security training; security drills and exercises; incidents and breaches; security equipment maintenance, calibration, and testing; and security threats and responses) and requirements for security measures records of natural gas transmission and distribution pipeline systems, hazardous liquid transmission pipeline systems, and liquefied natural gas facility operators (site specific measures, training, security drill or exercise reports, and security testing and audits).</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	3 Years	Security
317	Security	Facility Security Plans	<p>Assessment and security planning records submitted to the Homeland Security Department (such as Top-Screens, Security Vulnerability Assessments, Site Security Plans, and all related correspondence with the Department) and requirements for security planning records of natural gas transmission and distribution pipeline systems, hazardous liquid transmission pipeline systems, and liquefied natural gas facility operators (including records of corporate security plans, criticality assessments, and incident response plans). Must be protected in accordance with 49 CFR Parts 15 and 1520.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: True</p>	Active +6 Years	Security
			<p>Corporate Security Plan Criticality assessments Training records Security drill or exercise reports Incident response plans Security testing and audits</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
25	Security	Security Camera Video		30 days	Security
	Security camera videotapes. Confidential: No Contains PII: Historical: False Vital: False				
24	Security	Security Incidents and Investigations		Close of Case + 6 Years	Security
	Records related to security incidents and investigations involving or related to Company employees or property. Excludes investigations that lead to litigation or investigations related to employee misconduct or alleged harassment. Confidential: Yes Contains PII: Yes Historical: False Vital: False				
			Investigation Files Investigation Photographs Non-Violent Crime Investigations Property Crime Investigations		
319	Security	Security Training and Event Materials		Superseded + 7 Years	Security
	Records related to Security trainings and events. This includes presentation materials, attendee list, exercises, POST credit hours, etc.				
	Confidential: No Contains PII: Historical: False Vital: False				
			Table Top Exercise CBT First Responders Training Awareness Briefings		
156	Security	Time Keeping Records		7 Years	Service and Installation Department
	Records related to employee work schedule and independent contractor security guard payroll hours. Confidential: No Contains PII: Historical: False Vital: False				
			Payroll hours recorded for third party security contractors Work schedules		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
33	Strategic Planning	Acquisition and Business Development - Unsuccessful Deals	Bids Financial Analyses Marketing Analyses Proposals	Abandonment of Opportunity / Project + 2 Years	Strategy & Corporate Development
	Records related to potential acquisitions that were abandon/unsuccessful or commercial opportunities/transactions that were not consummated (ie unsuccessful deals). Confidential: Yes Contains PII: No Historical: False Vital: False				
221	Strategic Planning	Integration Planning	Contracts Master planning document for individual integration Transition services agreements	10 Years	Integration
	Documents and records created and managed as part of the integration process related to the finance, marketing and operational functions of the acquired company and Company. Confidential: No Contains PII: Historical: False Vital: False				
35	Strategic Planning	Merger and Acquisitions	Capital/Development Budgets Confidential Information Memorandum Financials Internally Developed Workpapers, Analysis, Models and Write-ups/Presentations M&A Assessments and Valuations Maps, etc. from the Seller Strategies/Plans	Life of Deal + 10 Years	Strategy & Corporate Development
	Documents supporting the evaluation, analysis, and due diligence of possible merger and/or acquisition targets. Confidential: Yes Contains PII: No Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
220	Strategic Planning	New market analysis and development	<p>Records related to idea generation for products, the actual creation of products, and the training and marketing efforts that will accompany its introduction. Includes conceptual designs, marketing plans, and testing data.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Competitor Analysis Conceptual Designs Design Research Design Specifications Development Redesigns Financing information and documents Geographic Plans and Analysis Marketing Plans New Product Plans Performance Dashboards Product Design Reviews Product Design Specifications Product Testing Data Projections Site Evaluations Tax information and documents</p>	Active + 6 Years	Strategy & Corporate Development
34	Strategic Planning	Projects	<p>Documents related to various projects as assigned in different departments.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Agendas Continuous Improvement Presentations Project Analysis Project Budgets Project Tracking and Logs Project Workpapers Status Reports</p>	Active + 5 Years	Strategy & Corporate Development
36	Strategic Planning	Strategic and Business Planning	<p>Records related to the strategic and business plans of the Company and its business units.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Business Plan Records Long-Range Planning Reports Scorecard and Metrics Tracking Scorecards Strategic Plan Records</p>	Superseded + 10 Years	Strategy & Corporate Development

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
276	Supply Chain	Banking - General (Duplicate)	<p>Account Reconciliations BAI Files - Bank files for Comerica, Commerce, US Bank Statements (electronic bank statements used to import activity into treasury workstations) Bank Account and Subsidiary Bank Statements Bank Reconciliations and Workpapers Banking Wire Transfers (log sheets related to wire and ACH transfer forms) Borrowing and Investment Strategies and Analysis Cancelled Checks Cash Balances and Forecasting Cash Management and Investments Charitable Trust Canceled Checks/Stubs of LG Charitable Contributions Check Registers Check Registers for Treasury Account Special and the Charitable Trust Deposits, Withdrawals, Written Checks. Consolidated Cash Report Detail Consolidated Cash Reports Deposit Slips Float trends Insider Trading Requests Monthly Bank Statements Sundry Cash Reconciliation Trust Statements - Pension, Rabbi, Rabbi Welfare, SERP, VEBAs, etc. Wire Transfers</p>	7 Years	<p>Financial Reporting Treasurer & Assistant Secretary Supply Chain (Check Deposits and Canceled Checks)</p>
	<p>Records related to banking activities not covered elsewhere. These records establish the terms and conditions for banking activities, correspondence about the accounts, and analyses and audits of the accounts.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
253	Supply Chain	Contractor Compliance Records - Supply Chain	<p>Records documenting compliance with various governmental compliance requirements for contractors.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Contractor Safety Contractor Time Sheets Contractor drug testing compliance affidavits Diversity Information - Suppliers Insurance Information - Suppliers</p>	Termination of Contract + 6 Years	Operations Training (non-OoR) Safety, Environmental & Crisis Management
303	Supply Chain	Non-Plant Procurement Records	<p>Records documenting the procurement of non plant services, supplies, and materials, including requisitions, requests for proposals or bids, and responses, acceptances, and purchase orders.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	Complete +6	Supply Chain	
76	Supply Chain	Storeroom (Utility Plant)	<p>Records related to receipt of stock from third party vendor, requisition for goods, and movement of storeroom items (both to and from storeroom). These relate to Capital and Fixed Asset purchases for state or federal regulated entities:</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>	<p>Bills of Lading Material Receipts Move Order/Material Requisitions (issues, returns and adjustments for stock items) New Item Form Stock Item Return Form Stores Field Transfers</p>	Life of Plant + 6 Years	Storeroom Services

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
77	Supply Chain	Vendor/ Supplier Bids and Requisitions (Plant)	<p>Accepted and non-accepted bids and proposals, or summaries Approved Suppliers Bid Evaluation Workpapers Bid Exception Log Bid Requests (including RFI, RFP) Core Purchasing Requisitions Item Specifications/Approved Manufacturers Purchase Orders (Standard, Blanket and Contract) iProcurement Requisitions (includes stock and non-stock)</p>	Life of Plant+ 6 Years	Supply Chain
<p>Records documenting the procurement of plant related goods or services, including requisitions, requests for proposals or bids and responses (or summaries), acceptances, and purchase orders. Note: "Plant" equates to Capital or Fixed Asset purchases. "Utility" relates to state or federal regulated entities.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>					
73	Tax	Sales Tax Exemptions Refunds - Customers	<p>Refund Requests Tax Exemption Refunds Power of Attorney Memos Exemption Documentation</p>	7 Years	Tax
<p>Records related to sales tax refunds.</p> <p>Confidential: No Contains PII: Historical: False Vital: False</p>					
68	Tax	Tax Returns - Appeals, Audits, Settlement Forms	<p>Tax Appeals/Audits/Settlement Forms Tax Audit Research/Workpapers/Support</p>	Current + 10 Years	Tax
<p>Records documenting the tax appeal, tax audit or tax settlement form including tax audit research, workpapers and related support.</p> <p>Confidential: No Contains PII: Historical: False Vital: True</p>					
70	Tax	Tax Returns - Corporate Franchise		7 Years	Tax
<p>Records that represent corporate franchise tax returns and related workpapers.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>					

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper	
67	Tax	Tax Returns - Federal and State Income	<p>Records documenting the filing of corporate federal and state tax returns including related workpapers of current and former entities.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Amended Returns Charitable Trust Company Owned Life Insurance Policy Value Reports, Premium Invoices, Payment Authorizations Deferred Compensation Files Such As Election Forms, Benefit Calculations Dollar Help Final Income Tax Allocations Notices of Proposed Adjustments and Responses PAC (except PAC formation documents which are permanent) Real and Personal Property Tax Refund Filings Tax Depreciation Workpapers Tax Planning Tax Workpapers/Support VEBAs</p>	10 Years	Tax
69	Tax	Tax Returns - Local Income	<p>Records documenting the filing of corporate local tax returns including related workpapers of current and former entities.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>Business Licenses City Earnings</p>	10 Years	Tax
71	Tax	Tax Returns - Miscellaneous	<p>Records that represent miscellaneous tax returns and miscellaneous tax workpapers not covered elsewhere.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	<p>1099 Reporting Records B-Notice Information Director Payments - 1099 Information Excise & Information Gross Receipts Heavy Vehicle Use P-Card 1099 Information and Reports Sales & Use Tax</p>	7 Years	Tax

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
72	Tax	Tax Returns - Supporting Documentation	Supporting documentation for tax filings and returns of current and former entities. Excludes Tax Depreciation Workpapers. See (INDEX) for Tax Depreciation Workpapers.	10 Years	Tax
	Confidential: Yes Contains PII: No Historical: False Vital: False		Correspondence with Tax Authorities		
74	Tax	Utility Plant Fixed Assets - Tax Depreciation	263FA Utility Plant Tax Depreciation Calculation Utility Plant Tax Depreciation Workpapers	Life of Plant + 25 Years	Tax
	Confidential: Yes Contains PII: No Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
59	Treasury	Banking - General	<p>Records related to banking activities not covered elsewhere. These records establish the terms and conditions for banking activities, correspondence about the accounts, and analyses and audits of the accounts.</p> <p>Confidential: Yes Contains PII: No Historical: False Vital: False</p>	7 Years	<p>Financial Reporting Treasury Supply Chain (Check Deposits and Canceled Checks)</p>
			<p>Account Reconciliations BAI Files - Bank files for Comerica, Commerce, US Bank Statements (electronic bank statements used to import activity into treasury workstations) Bank Account and Subsidiary Bank Statements Bank Reconciliations and Workpapers Banking Wire Transfers (log sheets related to wire and ACH transfer forms) Borrowing and Investment Strategies and Analysis Cancelled Checks Cash Balances and Forecasting Cash Management and Investments Charitable Trust Canceled Checks/Stubs of LG Charitable Contributions Check Registers Check Registers for Treasury Account Special and the Charitable Trust Deposits, Withdrawals, Written Checks. Consolidated Cash Report Detail Consolidated Cash Reports Deposit Slips Float trends Insider Trading Requests Monthly Bank Statements Sundry Cash Reconciliation Trust Statements - Pension, Rabbi, Rabbi Welfare, SERP, VEBAs, etc. Wire Transfers</p>		
37	Treasury	Commercial Paper and Retiree Fund	<p>Documents related to commercial papers and management of employee retirement funds.</p> <p>Confidential: Yes Contains PII: Yes Historical: False Vital: True</p>	7 Years	Treasury
			<p>Commercial Paper Confirmations Pension Fund Trust (reimbursement request for LGC and MONAT, pension and Retiree medical claims) Retiree Medical Claims Worksheets</p>		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
255	Treasury	Deposit Slips - Cashiers & Mailings	Deposit Slips	3 Years	Meter to Cash - Billing Treasury
	Confidential: Yes Contains PII: No Historical: False Vital: False				
40	Treasury	Financial Reporting - Internal	Credit Risk Management: customer credit files, LER and C&I utility accounts & documentation of credit decisions Current Hedge Positions Energy1 - Ties to current hedge positions and broker's statements LG Hedge Scenario S&P Liquidity Report	6 Years	Treasury
	Records and information on liquidity, hedging, AR/AP and rating agencies and margins. Confidential: Yes Contains PII: Yes Historical: False Vital: False				
39	Treasury	Financial Reporting - Workpapers	10K & 10Q Files Account agreements to FC stone Charitable Trust Statements Commodity Trading Company Owned Life Insurance Policy Value Reports Credit Card Activities Treasury 1 Folder (database logging checks, coding expenses, vendors) Daily Cash Report Worksheets Dividend Reinvestments (DRIP) Worksheet Executive Life Insurance Policies and Payments Long-term Debt Documentation PSC Order - Worksheets related to financing authority Prime Rate Memo Sinking Funds - Preferred Stock	Current + 7 years	Treasury
	Various worksheets, reports and databases that track commercial papers, cash management, expenses and financial and business forecasting. Confidential: Yes Contains PII: Yes Historical: False Vital: False				

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
328	Treasury	Financing Records		Current + 7 Years	Treasury
	Records of equity or debt financing. Confidential: No Contains PII: Historical: False Vital: False		Registered bond and debenture ledgers Records of bond and debenture certificates issued Trust indentures, loan agreements, or other agreements securing debt securities issued		
329	Information Technology	ITS Product licenses and maintenance agreements		Life of Software + 6 Years	Information Technology
	Product licenses and maintenance agreements Confidential: No Contains PII: Historical: False Vital: False		Product licenses Maintenance agreements		
330	Legal	Government Investigations & Audits		Complete + 7 Years	Legal
	Records of governmental investigations, hearings, and audits not addressed elsewhere. Confidential: Yes Contains PII: No Historical: False Vital: False		Records relevant to pending complaint procedures and government proceedings		
331	Operation Services	Manufacture, Use, & Storage of Chemical or Fuel Products/Ingredients		5 Years	Environmental
	Records documenting the manufacture, use, and storage of hazardous chemicals, including reports required by EPCRA and TSCA. Confidential: Contains PII: Historical: False Vital: False		Emergency Planning and Community Right-to-Know Act (EPCRA) Tier I and Tier II inventory information Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) for a hazardous chemical		

Spire Records Retention Schedule Report

RRS ID#	Functional Area	Record Category	Examples	Retention	Record Keeper
332	Treasury	Investment Management		Life of Investment + 7 Years	Treasury
	<p>Records of investments for Spire entities or for pension and retirement funds.</p> <p>Confidential: Contains PII: Historical: False Vital: False</p>				
333	Customer Experience	Bad Debt Collection Reports		Completion + 3 Years	Credit & Collection
	<p>Reports documenting bad debt reserves, collections, final bill, and uncollectibles. These are generated as support for budgeting and administrative purposes.</p> <p>Confidential: Contains PII: Historical: False Vital: False</p>		<p>Bad Debt Reserve Reports Collection Records Final Bill Report Paid Collectibles Index Files Uncollectible Purge Reports</p>		
334	Operation Services	Pipeline Standards & Procedures (OPM)		Permanent	Standards & Procedures
	<p>Records of gas utility and pipeline operator safety programs and procedures, such as operations, maintenance, and emergency response programs, excavation damage prevention programs, and continuing public education programs.</p> <p>Confidential: Contains PII: Historical: False Vital: True</p>		<p>Pipeline conversion to service Welding, Joining other than by welding Emergency response Operations & maintenance Damage prevention Corrosion</p>		