## **R10-03 RECORDS AND REPORTS**

(a) Location and Preservation of Records. - All records shall be kept at the office or offices of the utility in North Carolina and shall be available during regular business hours for examination by the Commission, the Public Staff or their duly authorized representatives.

(b) Reports to Commission. - Each utility shall prepare and file an annual report to the Commission in prescribed form, giving required information respecting its general operations. Special reports shall also be made concerning any particular matter upon request by the Commission.

(NCUC Docket No. S-100, Sub 1, 8/23/67; NCUC Docket No. M-100, Sub 75, 10/27/77.)