

HISTORY

The History option allows you to view or print a report of a Document History. The Document History is a record of information about a document. This information consists of the document's Author, billing information, time and keystroke statistics for each activity, and a listing of the activities that have been performed for the document. Overall statistics, such as the date created, last edit date, and time, and keystroke totals are also given.

To view the History of a document

1. Click once on the desired document whose history you wish to view from any document listing and click to select it.
2. Choose the History command from the document menu. The Document History is displayed.
3. Choose Close on the Document History screen to return to the listing.

To print a report of a Document History

1. Click on the desired document whose history you wish to view from any document listing and click to select it.
2. Choose the History command from the document menu. The Document History is displayed.
3. With the History displayed, choose Print Window from the File menu.

This new approach is being utilized by the Law Bureau on a regular basis and has proven to be highly effective in getting the desired results with minimal effort.

3. Use Criminal Prosecutions. The Commission should consider expanding the use of criminal prosecutions under 66 Pa. C.S. §3302 in appropriate cases. As reported above, BTS uses this authority to some extent already, but it has not generally been used in the prosecution of fixed utilities for failing or refusing to obey a Commission regulation or order.

4. Amend Procedures Manual Rule 503. Our existing internal procedures at Rule 503 should be amended to make them consistent with our current collection/enforcement practices, which have been quite successful. Given the current level of interest in this area by the Commissioners, however, the Law Bureau will not propose specific changes until we obtain feed back and/or instructions in response to this memo.

5. Improve Communications Among Bureaus. The procedures outlined in Executive Director Smith's May 23, 2002 memo relating to the process for issuing default orders should be fully implemented to avoid the inter-bureau communications lapses that were the focus of the Executive Director's memo. Specifically, the May 23 memo advises that before a default order is proposed, an inquiry should be made to determine whether the delinquent filings, assessments or fines have been submitted or paid. As a final step in the process, Law Bureau is to check with the Bureau of Fixed Utility Services and the Secretary's Office as to the company's filing/payment status before making a recommendation for a default order.

6. Improve Information Access. While the procedural steps outlined in Proposal 5, above, will help ensure that orders are not entered against companies that are no longer delinquent, the Law Bureau also recommends that capability under the recently approved new central document system be developed and implemented to eliminate this type of communications problem. Such a system would give Commission employees the ability to keep track of all current activity affecting a particular utility by simply inputting that utility's name no matter which bureau had an assignment. Such access would increase our efficiency and avoid duplicity of action by alerting staff of other pending actions or investigations affecting that utility.

7. Create Dedicated Enforcement Staff. The Commission should consider organizational changes that would create a separate enforcement unit within the Law Bureau or the Office of Trial Staff, or as a separate enforcement bureau. Creation of an enforcement unit with the Law Bureau provides both focus and the ability to shift resources within the bureau whenever non-enforcement matters required more support. At the present time, nearly all prosecutions are handled by a single division chief.