**Section 285.160 Instructions for the Provision of Standard Information Requirements to Commission Staff**

a) Unless otherwise indicated, the utility shall deliver in electronic format to the Director of the Financial Analysis Division or his/her designee the standard information requirements listed in this Part, but not including the general information requirements to be made available pursuant to Section 285.150, on or before the day of filing proposed tariffs resulting in an increase in tariffed rates as defined in Section 285.120(a). If a standard information requirement was provided to the Commission Staff prior to the day of filing the proposed tariffs or in a prior case before the Commission, the utility shall indicate the submittal date and to whom the information requirement was submitted on Schedule A-1, Tariff Filing Summary. Future reports required by Section 285.305(k) through (p) shall also be delivered in electronic format to the Case Manager as the documents become available during the proceeding. The delivery may be, in whole or in part, by one or more of the following: by personal delivery; by mail including overnight courier; by electronic mail; and by making the material available by file transfer protocol (ftp) (the material delivered by ftp may, in whole or in part, be on a disc, including CD or DVD).

b) The standard information requirements provided to the Staff of the Commission as described in subsection (a) shall be provided in an electronic format that adheres to the Office Open XML specification as defined by ISO/IEC 29500, which can be created in Microsoft Office 2007 or newer.  Tariffs provided to Staff in Microsoft Word may contain draft watermarks or other non-substantive alterations from the official versions filed as Schedule E-1 and Schedule E-2. Information not able to be provided in Microsoft Word, PowerPoint or Excel electronic format with working formulae shall be provided in Adobe PDF version 1.7 or newer as defined by ISO 32000-1:2008, which can be created in Acrobat 8.0 or newer. The types of standard information requirements that may not be able to be provided in Microsoft Word, PowerPoint or Excel include the following:

1) Contracts;

2) Reports or documents submitted to a regulatory agency or a taxing authority;

3) Reports or documents provided to an outside entity or to the investment community;

4) Reports, documents or invoices received from an outside entity;

5) Organizational charts;

6) Maps;

7) Managerial reports, including financial statements;

8) Presentations;

9) Company policies, guidelines or manuals;

10) Advertising campaigns and scripts; and

11) Budgets or forecasts and subsequent amendments.

c) If requested, the utility shall also deliver to the Staff of the Commission up to three paper copies of the standard information requirements within seven days after the request.

(Source: Added at 38 Ill. Reg. 7598, effective March 20, 2014)