

**Subchapter C. CLASSIFICATION OF APPLICATIONS OR OTHER DOCUMENTS
INITIATING A PROCEEDING**

§22.31. Classification in General.

- (a) **Classification and assignment of control number.** Central Records shall determine whether an application or other document initiating a proceeding should be designated as a docket, tariff, or project. Central Records shall assign an appropriate control number to each docket, tariff, or project.
- (b) **Control numbering system.** Central Records shall establish and maintain a control numbering system.
- (c) **Control number log.** Central Records shall maintain a record or log of all applications or other documents assigned a control number, which shall include the style, the date the application or other document was filed or the proceeding initiated, the nature of the proceeding, and the presiding officer assigned to the proceeding, if any. The log shall be accessible to the public.
- (d) **Control number assignment.** A control number will be assigned to a docket only at the time of filing an application unless otherwise required by rule or on approval of the director of the Commission Advising and Docket Management Division or the director's designee.
- (e) **Closing unused control numbers.** Any control number assigned to a docket before the filing of an application will be closed if the application is not filed within 25 days of assignment of the control number unless otherwise directed by the director of the Commission Advising and Docket Management Division or the director's designee.