

**APPENDIX III
CHAPTER 25
RECORDS, REPORTS, AND OTHER INFORMATION
THAT MAY BE REQUIRED**

This appendix lists other sections of the commission's Substantive Rules, **in addition to those found in Chapter 25, Subchapter D**, that contain additional requirements for records, reports, and other required information that electric utilities, apartment owners or other persons may be required to provide to the commission. This appendix is to assist persons in locating the requirements. Failure to list a requirement in this appendix does not relieve the person responsible for filing the information of the requirement.

DESCRIPTION OF RECORD	RULE LOCATION
Records of deposit	§25.24(i)
Billing information and record retention	§25.25
Written plan for Spanish Language requirements	§25.26(b)
Documentation of switchovers	§25.27(c)
Record of complaints	§25.30(c)(3)
Maps and description of all electric utility facilities	§25.31(b)(4)
Customer information packets	§25.31(c)
Price to beat filing requirements	§25.41(f)(1)(C), (f)(3)(A) and (D)
Quarterly reports beginning January of each year - reporting customer information	§25.43(s)(1)-(3)
Voltage surveys	§25.51(e)(2)
Record of interruption	§25.52(d)
Summary Report of significant interruptions	§25.52(e)(2)
Emergency Operations Plan	§25.53(c) and (g)
Weather emergency preparedness reliability standards for a generation entity – Winter season preparations. By December 1 each year, a generation entity must complete winter weather emergency preparation measures for each resource under its control. If necessary to come into compliance, a generation entity must update its winter weather emergency preparation measures no later than one year after ERCOT files a historical weather study report under §25.55(i). Summer season preparations -- By June 1 each year, a generation entity must complete summer weather emergency preparation measures for each	§25.55(c)(1) and (2)

DESCRIPTION OF RECORD	RULE LOCATION
<p>resource under its control.</p> <p>If necessary to come into compliance, a generation entity must update its summer weather emergency preparation measures no later than one year after ERCOT files a historical weather study report under §25.55(i).</p>	
<p>Declaration of preparedness -- No earlier than November 1 and no later than December 1 of each year, a generation entity must submit a declaration of winter weather preparedness for the upcoming winter season.</p> <p>No earlier than May 1 and no later than June 1 of each year, a generation entity must submit a declaration of summer weather preparedness for the upcoming summer season.</p> <p>A generation entity must submit the appropriate declaration of preparedness to ERCOT prior to returning a mothballed, outaged, or decommissioned resource to service during the winter or summer season. For any new or repowered resource, a generation entity must submit the appropriate declaration of preparedness prior to the resource commissioning date established in the ERCOT interconnection process for resources.</p>	<p>§25.55(c)(3)(A), (B), and (C)</p>
<p>Declaration of preparedness -- No later than December 20 of each year, ERCOT must file with the commission a compliance report that addresses whether each generation entity has submitted the declaration of winter weather preparedness required by §25.55(c)(3)(A) for each resource under the generation entity's control.</p> <p>No later than June 20 of each year, ERCOT must file with the commission a compliance report that addresses whether each generation entity has submitted the declaration of summer weather preparedness required by §25.55(c)(3)(B) for each resource under the generation entity's control.</p>	<p>§25.55(c)(4) and (5)</p>

<p>ERCOT inspection of resources -- ERCOT must provide each generation entity at least 72 hours' written notice of an inspection unless otherwise agreed by the generation entity and ERCOT.</p> <p>ERCOT inspection report -- ERCOT must provide a written report on its inspection of a resource to the generation entity.</p>	<p>§25.55(d)(1)(A) and (2)(A)</p>
<p>Weather-related failures by a generation entity to provide service -- ERCOT must notify a generation entity and commission staff of the generation entity's repeated or major weather-related forced interruption of service.</p> <p>Upon notification from ERCOT, the generation entity must contract with a qualified professional engineer to assess its weather emergency preparation measures, plans, procedures, and operations.</p> <p>The generation entity must submit the qualified professional engineer's assessment to the commission and ERCOT within 15 calendar days of receiving the assessment.</p>	<p>§25.55(e)</p>
<p>Weather emergency preparedness reliability standards for a TSP –</p> <p>Winter season preparations. By December 1 each year, a TSP must complete winter weather preparation measures for its transmission facilities.</p> <p>If necessary to come into compliance, a TSP must update its winter weather preparation measures no later than one year after ERCOT files a historical weather study report under §25.55(i).</p>	<p>25.55(f)(1)</p>
<p>Summer season preparations. By June 1 each year, a TSP must complete the following summer weather preparation measures for its transmission facilities.</p> <p>If necessary to come into compliance, a TSP must update its summer weather preparation measures no later than one year after ERCOT files a historical weather study report under §25.55(i).</p>	<p>§25.55(f)(2)</p>

<p>Declaration of preparedness -- A TSP must submit to ERCOT, no earlier than November 1 and no later than December 1 of each year, a declaration of winter weather preparedness for the upcoming winter season.</p> <p>No earlier than May 1 and no later than June 1 of each year, a TSP must submit a declaration of summer weather preparedness for the upcoming summer season.</p>	<p>§25.55(f)(3)(A) and (B)</p>
<p>No later than December 20 of each year, ERCOT must file with the commission a compliance report that addresses whether each TSP has submitted the declaration of winter weather preparedness required by §25.55(f)(3)(A) for each transmission substation or switchyard maintained by the TSP.</p> <p>No later than June 20 of each year, ERCOT must file with the commission a compliance report that addresses whether each TSP has submitted the declaration of summer weather preparedness required by §25.55(f)(3)(B) for each transmission substation or switchyard maintained by the TSP.</p>	<p>§25.55(f)(4) and (5)</p>
<p>ERCOT inspections of transmission facilities -- ERCOT must provide each TSP at least 72 hours' written notice of an inspection unless otherwise agreed by the TSP and ERCOT.</p> <p>ERCOT inspection report -- ERCOT must provide a written report on its inspection of a transmission system or facility to the TSP.</p>	<p>§25.55(g)(1)(A) and (2)</p>
<p>Weather-related failures by a TSP to provide service -- ERCOT must notify a TSP and commission staff of the TSP's repeated or major-weather related forced interruption of service. Upon notification from ERCOT, the TSP must contract with a qualified professional engineer to assess its weather emergency preparation measures, plans, procedures, and operations.</p> <p>The TSP must submit the qualified professional engineer's assessment to the commission and ERCOT within 15 calendar days of receiving the assessment.</p>	<p>§25.55(h)</p>

<p>ERCOT historical weather study report -- ERCOT must study historical weather data across each weather zone classified in the ERCOT protocols.</p> <p>ERCOT must file with the commission a report summarizing the results of the study at least once every five years, beginning no later than November 1, 2026.</p>	<p>§25.55(i)</p>
<p>After-action report - After each significant power outage in a TDU's service territory that meets the criteria for TEEEF energization under §25.56(f)(1), a TDU that has leased TEEEF must file an after-action report with the commission. The report must be filed within 30 days from the last day of the significant power outage.</p>	<p>§25.56(f)(10)</p>
<p>Notice and intervention - Within one working day after the TDU files its application, the TDU must provide notice of its filed application, including the docket number assigned to the application and the deadline for intervention. The intervention deadline is 30 days from the date service of notice is complete. The notice must be provided using a reasonable method of notice to: (i) all municipalities in the TDU's service area that have retained original jurisdiction; (ii) all parties in the TDU's last base-rate proceeding; (iii) each retail electric provider that provides service in the TDU's service area; and (iv) the Office of Public Utility Counsel.</p>	<p>§25.56(c)(2)(B)</p>
<p>Emergency operations annex - A TDU that leases TEEEF under §25.56 must include a detailed plan on the use of the TDU's leased TEEEF in the TDU's emergency operations plan filed with the commission, as required by §25.53 of this title (relating to Electric Service Emergency Operations Plans), that is updated, as necessary, on an ongoing basis.</p>	<p>§25.56(g)</p>
<p>Emergency operations annex - A TDU that procures, owns, and operates long lead-time facilities under §25.59 must include those facilities in the TDU's emergency operations plan filed with the commission, as required by §25.53 of this title (relating to Electric Service Emergency Operations Plans), on an ongoing basis.</p>	<p>§25.59(d)</p>

<p>Notice - The notice for any ratemaking proceeding in which eligible costs addressed in this section are sought must specifically identify those eligible costs. Notice under this paragraph is required for all costs that have not been reconciled on or before the effective date of this rule.</p>	§25.59(g)(2)
<p>Reporting requirements - An electric utility with a commission-approved resiliency plan must file an annual resiliency plan report by May 1 of each year, beginning the year after the plan is approved. and a resiliency benefit update.</p> <p>An electric utility is required to maintain records associated with the information referred to in subsection (g) for five years, beginning the year after the plan is approved. Upon request by commission staff an electric utility must provide any additional information and updates on the status of the resiliency plan submitted.</p>	§25.62(g)
Due Dates of Reports for Electric Utilities	§25.71(f)
Financial and Operating Reports	§25.73
Report on Change in Control, Sale of Property, Purchase of Stock, or Loan	§25.74
Gross Receipts Assessment Report	§25.76
Equal Opportunity Reports	§25.79
Annual Report on Historically Underutilized Businesses	§25.80
Service Quality Reports	§25.81
Transmission Construction Reports	§25.83
Generating Capacity Reports	§25.91
Wholesale Electricity Transaction reports	§25.93(d) and (e)
Electric utility's report on utility's activities by May 1 of each year	§25.94
Storm Hardening Plan Summary shall be filed and updated at least every five years	§25.95(d)
Vegetation Management Report due May 1 of each year	§25.96(f)
Employee Training Report	§25.97(d)
Five Year Report	§25.97(e)
Annual Report	§25.97(f)
All new electric transmission lines shall be reported to the Commission	§25.101(b)(3)
Repair or construction of transmission facilities due to emergency operations shall be reported to the Commission	§25.101(c)(3)

Routine activities associated with transmission facilities shall be reported to the Commission	§25.101(c)(5)
Registration, Update and Renewal by Power Marketers:	§25.105
Renewal of registration by power marketers on or before November 1 of each calendar year	§25.105(d)
REP financial documentation requirements	§25.107(f)
Option 1 REP reporting requirements: An Option 1 REP must file with the commission an annual and a semi-annual report each year. The annual report is due on March 5, or 65 days after the end of the REP's fiscal year; or if the REP elects to maintain an executed version of the commission approved standard form irrevocable guaranty agreement as its access to capital requirement under subsection (f)(1)(A) of this section, then 65 days after the end of the guarantor's fiscal year. The semi-annual report is due on August 15, or 225 days after the end of the REP's fiscal year; or if the REP elects to maintain an executed version of the commission approved standard form irrevocable guaranty agreement as its access to capital requirement under subsection (f)(1)(A) of this section, then 225 days after the end of the guarantor's fiscal year.	§25.107(i)
PGC or self-generator registration and renewal of registration requirements	§25.109
PGC or self-generator registration renewal by February 28 of every other calendar year	§25.109(h)
Post-registration requirements for aggregators	§25.111(i)
Requirements for a person seeking to register as a broker	§25.112(c)
Registration of Virtual Currency Mining Facilities required no later than February 1, 2025. Update of registration. Renewal of registration.	§25.114
Meter Records	§25.122
Records of certifications and calibrations	§25.124(d)(5)
Report detailing meter tampering due April 1 of each calendar year	§25.125(e)

Report detailing meter tampering due April 1 of each calendar year	§25.126(i)
Record of station output and purchases of energy	§25.127(b)
Record of automatic circuit breaker operations	§25.128(b)
Each TDU must retain the signed, written acknowledgement for at least two years after a non-standard meter is removed from a customer's premises	§25.133(d)(1)(D)
Maintain records and reports re: billing from the utility to the apartment house owner, calculation of the average cost per billing unit	§25.141(c)
Maintain records and reports regarding billing from the utility to the apartment owner, calculation of the average cost per billing unit, all submeter readings and test results and tenant billings	§25.142(c)
Annual reports on new generating facilities owned or operated in Texas	§25.172(h)
Annual report by program administrator pertaining to renewable energy power generators and retail entities	§25.173(h)(11)
Energy efficiency plans and reports shall be filed by April 1 of each year	§25.181(l)
Evaluation, measurement, and verification (EM&V) contractor's report	§25.181(o)
Reporting and evaluation of energy efficiency programs	§25.183
Average total residential load reduction goal. (1) No later than 45 days following the end of each calendar quarter, a REP providing a responsive device program within the ERCOT region must submit to ERCOT, on a form prescribed by ERCOT, the following information for each calendar month in the quarter: (A) the electric service identifier (ESI ID) for each residential customer with smart appliances or devices enrolled in each responsive device program offered by the REP; and (B) the date of each demand response event, including each demand response event start time and stop time and the ESI IDs deployed for each event. (2) No later than March 31 of each calendar year, for each daily ERCOT peak demand period and each ERCOT energy emergency alert period, ERCOT must publicly file with the commission the	§25.186(d)

<p>following information for the 12-month period ending on Nov. 30 of the previous calendar year.</p> <p>(A) the date of the period, the time of the period, and the hourly and 15-minute interval values of load and net load during the period;</p> <p>(B) the aggregated hourly and 15-minute interval actual metered load of all the residential customers enrolled in a responsive device program during the ERCOT peak demand period or energy emergency alert period; and</p> <p>(C) for each day for which ERCOT has received notice of a REP responsive device program deployment and for each ERCOT energy emergency alert period:</p> <p>(i) the estimated hourly and 15-minute interval load reduction by all residential customers enrolled in a responsive device program during the ERCOT peak demand period or energy emergency alert period;</p> <p>(ii) the estimated hourly and 15-minute interval load reduction by all customers identified in clause (i) of this subparagraph that were deployed at any point during the ERCOT peak demand period or energy emergency alert period;</p> <p>(iii) the aggregated hourly and 15-minute interval actual metered load of all customers enrolled in a responsive device program that were deployed at any point during the ERCOT peak demand period or energy emergency alert period; and</p> <p>(iv) the total number of customers deployed at any point during each interval.</p>	
<p>Tariff for wholesale transmission service at distribution level voltage</p>	<p>§25.191(d)(2)(C)</p>
<p>Current year's average 4CP demand for each DSP</p>	<p>§25.192(d)</p>
<p>Beginning with the January 2023 reporting month, ERCOT must file a public report with the commission stating the total amount of energy imported and the total amount of energy exported</p>	<p>§25.192(e)(4)</p>

<p>over each DC tie for the calendar month. The report must also include the total amount of energy exported from the ERCOT region during the reporting month and each of the preceding 11 calendar months, reported by scheduling entity. Each report must be filed within 45 days of the end of the reporting month.</p>	
<p>TSPs shall file reports that will permit the Commission to monitor their transmission costs and revenues</p>	<p>§25.192(h)(7)</p>
<p>Semi-annual reports required to monitor costs recovered through the TCRF clause</p>	<p>§25.193(e)</p>
<p>Contracts for all new interconnection agreements - An electric utility must file with the commission each new, and all amendments to, interconnection agreements within 30 days of execution, including a cover letter explaining any deviations from the commission-approved SGIA.</p>	<p>§25.195(h)</p>
<p>Transmission-level generator interconnection costs report - Beginning in Jan. 2026, within 90 calendar days from the end of each calendar month the TSP must provide to ERCOT the information described in this subsection for each new transmission-level generator interconnection to the TSP's system in that calendar month. Beginning in Apr. 2027 and every calendar year thereafter, ERCOT will publish the information described in this subsection in a separate report for each new transmission-level generator interconnection to the ERCOT transmission system in the prior calendar year. ERCOT will, at a minimum, provide the information described in this subsection and total amounts for the prior calendar year.</p>	<p>§25.195(i)</p>
<p>Pre-Interconnection studies for network interconnection of distribution generation</p>	<p>§25.211(i)</p>
<p>Designation of utility's dist. gen. contact person</p>	<p>§25.211(l)(2)</p>
<p>Reporting requirements for applications received for interconnection and parallel operation of distributed generation</p>	<p>§25.211(n)</p>

Testing of protection systems – Customer will maintain records of maintenance activities and a log of generator operations for generation systems greater than 500 kW.	§25.212(i)
T&D utilities shall file tariffs for metering within 60 days of effective date	§25.213(b)(7)
Commission review of electric utility middle mile broadband service plan.	§25.218(f)
Retail Access tariff - Not later than the 90th day before the date a municipally owned utility or electric cooperative to which this rule applies implements customer choice, the municipally owned utility or electric cooperative must file with the commission its tariff governing access by competitive retailers to retail customers connected to the delivery system of the municipally owned utility or electric cooperative using the pro-forma access tariff in §25.219(d)	§25.219(c)
Electric utility costs separation compliance filing	§25.221(d) and (e)
Descriptions of energy services	§25.223(f)
Monthly reports containing all information required to monitor monthly fuel-related costs and revenues, ...	§25.235(c)
Petitions to revise fuel factors.	§25.237(d)
Monthly reports of PCRf over- and under-recovery amounts until no amounts remain	§25.238(k)
Tariffs	§25.241
Rates for sales to qualifying facilities	§25.242(d)(2)
Data requests for large electric utilities (avoided costs, addition of capacity, estimated capacity costs, etc.)	§25.242(e)(2) and (4)
Specific requirements for small electric utilities (avoided costs, capacity, etc.)	§25.242(e)(3)
Financial and operating reports pursuant to §25.73	§25.243(h)
Affidavit certifying that the TDU has accurately identified and billed nonresidential secondary service customers who cannot be charged a demand ratchet	§25.244(d)
Rate filing package	§25.246(c)(1)
Rate review schedule	§25.247
Report to renewable energy tariff subscribers	§25.251(h)
Customer education program for renewable energy	§25.251(j)

Request for approval of environmental clean-up cost effectiveness determinations	§25.261(e)
Obligation to file a true-up proceeding	§25.263(d)
REPs shall provide information to the independent third party as needed for calculations of true-up of PTB revenues	§25.263(j)(6)
Accounting policies and procedures that assure the electric utility is adequately compensated by the holding company or affiliate	§25.271(c)(2)(E)
Notice of conflict with FERC or SEC orders or regulations regarding Code of Conduct	§25.272(b)(3)
Update to affiliate's internal code of conduct and compliance plan	§25.272(i)(2)
Code of Conduct compliance audits	§25.272(i)(3)
Code of Conduct informal complaint procedure	§25.272(i)(4)
Notice of conflicts with FERC or SEC orders or regulations regarding contracts between electric utilities and competitive affiliates	§25.273(b)(3)
Contracts with competitive affiliates	§25.273(e)
Written declaration of structural or functional unbundling	§25.275(b)(2)
Report of total metered electric energy delivered through TDBU's system (annual filing)	§25.275(b)(6)
Annual report of code-related activities	§25.275(d), including information in (e), (f), (n)(2)(E), and (o)(1)(h)
Report of deviations from code of conduct	§25.275(g)
Employee transfers and temporary assignments	§25.275(i)(2)(C) and (D)
Separate books and records	§25.275(i)(4)
Notice of newly created affiliates	§25.275(h)
Notice of provision of aggregate customer information	§25.275(l)(2)
Code implementation filing	§25.275(n)(1)
Complaint procedure	§25.275(n)(2)
Records of transactions involving competitive energy-related activities	§25.275(o)(1)(D)
Reporting and auditing requirements	§25.275(o)(3)
Agreements between electric utilities and institutional trustees or investment managers	§25.301(b)(3)
Cost study and funding analysis	§25.303(f)(2)
Annual report due on May 15 of each year on status of Decommissioning Trust Fund	§25.303(f)(6)
Annual report due by May 1 of each year on status and administration of trusts	§25.304(g)
Business separation plan	§25.342(c) and (e)

Petitions relating to the provisions of competitive energy services	§25.343(d)
Filing requirements for competitive energy services	§25.343(e)
Cost separation	§25.344(c)
Recovery of stranded costs	§25.345(g)
Allocation of stranded costs	§25.345(h)
Persons owning or operating new on-site generation or eligible on-site generation shall file information required by §25.105	§25.345(i)(6)
Annually - TSPs and transmission service customers in the ERCOT region shall provide to ERCOT historical information concerning peak loads and resources connected to the TSPs system	§25.361(h)
ERCOT annual report, operations report and plan, quarterly report, emergency, and meeting periodicity report	§25.362(i)
Utilities' annual report due January 31 st of each year reporting completion of items required	§25.422(f)
Reporting by market participants and independent organizations (status reports due)	§25.431(j)(3)
Retail competition pilot project compliance filings	§25.431(l)
Record retention requirements	§25.474(i)
Performance reports showing actual and estimated meter reads, etc.	§25.474(p)(3)
Records of deposits	§25.478(h)
Annual reporting requirement	§25.480(n)
Record of customer notifications	§25.484(g)
Record of all telephone numbers contacted or attempted to contact for telemarketing purposes	§25.484(i)
Informal complaint record retention	§25.485(e)(1)(C)
Success rate in processing standard electronic move-in requests for residential customers; and success rate in processing requests for reconnection of electric service	§25.490(c)
Retail electric provider annual reports	§25.491(c)
TDU shall report to the commission by March 1 of each year beginning in 2012, the number of customers for each type of customer and number of applications rejected as a result of incomplete forms, the number of requests from REPs for disconnection, and the number of disconnections and reconnections completed	§25.497(i)
Records relative to market participants' activities in the ERCOT	§25.503(n)(2)
Resource adequacy reports provided by ERCOT	§25.505(b)

Daily assessment of system adequacy	§25.505(c)
Filing of resource and transmission information with ERCOT	§25.505(d)
Operating Reserve Demand Curve (ORDC) report	§25.505(e)
Non-compliance report and record	§25.507(f)
Report due April 15 of each year - number of MW procured in each period, total dollar amount spent, the number and level of EEA events and the number of duration of deployments	§25.507(g)
Reliability standard for the ERCOT region. Magnitude. Beginning in 2024, on or before December 1 of each year, ERCOT must file the maximum number of megawatts of load shed that can be safely rotated during a loss of load event and a summary of the methodology used to calculate this value.	§25.508(b)(3)
Reliability assessment. Beginning January 1, 2026, ERCOT must initiate an assessment to determine whether the bulk power system for the ERCOT region is meeting the reliability standard and is likely to continue to meet the reliability standard for the three years following the date of assessment. The assessment must be conducted at least once every three years.	§25.508(c)
Within 10 working days from the date the Emergency Pricing Program (EPP) is terminated, ERCOT must file an initial report with the commission that contains (i) a summary of the event that triggered the EPP; and (ii) an analysis of the EPP's performance while the program was active. Within 90 calendar days from the date the EPP is terminated, ERCOT must file a final report with the commission that contains: (i) a final summary of the event that triggered the EPP; (ii) a final analysis of the EPP's performance while the program was active; (iii) the number of generators that filed for cost recovery under paragraph (5) of this subsection; (iv) the total dollar amount of costs submitted and costs recovered under subsection (c)(5), including the fuel type, MW per hour, and number of units associated with recovered costs; and (v) any recommendations to modify or improve the EPP.	§25.509(c)(6)

<p>Texas Energy Fund In-ERCOT Generation Loan Program.</p> <p>Notice of intent to apply.</p> <p>(1) No earlier than May 1, 2024 and no later than May 31, 2024, an applicant must submit a notice of intent to apply in the manner prescribed by the commission.</p> <p>(2) Concurrent with the notice of intent to apply, the applicant, or a corporate sponsor or parent of the applicant, must separately file a letter with the commission stating the applicant's legal name and the MW capacity that the requested loan amount will finance.</p>	<p>§25.510(d)(1) and (2)</p>
<p>Independent engineer's report</p>	<p>§25.510(f)(3)</p>
<p>Compliance and audit covenants; annual accounting</p>	<p>§25.510(h)(1)(I)</p>
<p>Texas Energy Fund Completion Bonus Grant Program.</p> <p>Eligibility application. No earlier than January 1, 2025, and no later than 180 days after the interconnection date of the electric generating facility for which an applicant requests a completion bonus grant award, an applicant must submit an electronic application in the form and manner prescribed by the commission.</p>	<p>§25.511(d)</p>
<p>Project monitoring. Reporting and monitoring requirements for each grantee will be specified in the grant agreement. Asset performance and maintenance will be monitored for a period specified in the grant agreement for any asset funded by a grant under this section. The TEF administrator must track each grantee's project progress and provide the commission with regular updates.</p>	<p>§25.512(i)</p>

<p>The Texas Backup Power Package Advisory Committee must:</p> <ol style="list-style-type: none">(1) No later than October 1, 2024, submit, in writing, recommendations for the types of Texas backup power package projects that should be funded by loans and the types of Texas backup power package projects that should be funded by grants.(2) No later than October 1, 2024, submit, in writing, a report to the commission with recommendations for procedures for the application for and awarding of a grant or loan in accordance with PURA chapter 34, subchapter B.(3) Make any other recommendation to the commission regarding matters associated with PURA chapter 34, subchapter B that the advisory committee finds appropriate.(4) Record minutes of each advisory committee meeting and provide a copy of those minutes to the commission.(5) Publicly file all written recommendations, reports, and minutes produced by the committee on the commission interchange.	<p>§25.515(b)</p>
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