BEFORE THE FLORIDA PUBLIC SERVICE COMMISSION

In Re: Compliance Investigation of) DOCKET NO. 011439-TX Cox Florida Telcom, L.P. d/b/a Cox) Communications for Apparent Violation) FILED: February 20, 2002 of Section 364.183(1), F.S., Access) to Company Records)

COX FLORIDA TELCOM'S NOTICE OF FILING REVISED PROCEDURES FOR HANDLING DATA REQUESTS

Cox Florida Telcom, L.P. ("Cox"), Respondent in this proceeding, hereby files, and gives notice of filing, its revised procedures for handling data requests propounded by the Florida Public Service Commission. This filing is made pursuant to Cox's Offer of Settlement, upon which no action has been taken by the Commission, as further demonstration of Cox's good faith in attempting to respond fully and timely to all Commission data requests.

Respectfully submitted this __20th __ day of February, 2002.

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CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing was served by United States Mail or by hand delivery (*) on the following, this <u>20th</u> day of February, 2002.

Patricia Christensen, Esquire *
Division of Legal Services
Florida Public Service Commission
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Angela Fondo *
Florida Public Service Commission
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ATTORNEY

Cox Florida Telcom, L.P. Process for Ensuring Compliance with Florida Public Service Commission Data Requests

Purpose: Ensure Cox Florida Telcom, L.P. ("Cox") timely files responses to data requests from the Florida Public Service Commission ("Commission") and its Staff.

General Approach:

- 1) Annually review Cox information to ensure Commission has correct Cox address and contact information. This will occur during the month of January, while Cox is preparing its Annual Report to the Commission.
- 2) All scheduled data requests will be posted to the calendar of Cox Regulatory Affairs personnel responsible for Florida issues, with reminders, 2 months, 1 month, then each week until the due date. The Regulatory Assistant will also fax a copy of the data request, when received by Cox, to Cox's Florida outside counsel and will send weekly email reminders to Cox's Florida outside counsel beginning one month before the response due date.
- 3) All unscheduled data requests will be reviewed by the Cox Regulatory Assistant when they come in, then posted to the calendar of Cox Regulatory Affairs personnel responsible for Florida issues, with reminders, 2 months, 1 month, then each week until the due date. Upon receipt, the Cox Regulatory Assistant will also send an e-mail reminder and fax a copy of the data request to Cox's Florida outside counsel.
- 4) Assigned Cox Regulatory Affairs personnel will review the data request, call relevant staff to ask any questions within one week of receipt of the data request.
- 5) Cox personnel or consultants will prepare data request responses.
- 6) Cox data request responses will be sent to Cox Florida outside counsel one week prior to due date for final delivery to designated Commission contact personnel.

Status of Competition Data Request:

- 1) Calendars have been posted to be on the lookout for this data request each August. If by August 31, the data request is not received, the Cox Regulatory Assistant will call the Commission staff person who handled the previous year's request, and ask for a status report on the data request (or for a more appropriate contact). In addition, the Cox Regulatory Assistant will call Cox's Florida outside counsel for assistance.
- 2) The procedures for all other data requests will then be followed.