

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-138-00-4	DATE RECEIVED 11-4-99
1. FROM (Agency or establishment) Federal Energy Regulatory Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Electric Power Regulation		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Div. of Policy, Analysis and Administration			
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Quijada-Cusack	5. TELEPHONE 202-208-1748	DATE 3-29-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 11/1/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherina Quijada-Cusack</i> Katherina Quijada-Cusack	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please revise the Federal Energy Regulatory Commission's records schedule as per the attached.	N1-138-88-2 N1-138-83-1	

Please update the Federal Energy Regulatory Commission's Records Schedule IV - Reports, Part III - Annual, Semiannual, Biennial, Subpart A. Electric, Item 2 - Annual Power System Statements.

Beginning in the calendar year 2000, filings will be received electronically. The Federal Energy Regulatory Commission began collecting this report in 1985. Records accumulate at a rate of approximately 3 cubic feet per year.

Item 2. ANNUAL POWER SYSTEM STATEMENTS (N1-138-88-2) (FORM 714 (Formerly Form 12 or Equivalent)) NCL-138-83-1

Annual Power System Statements submitted by privately, municipally, or federally owned electric utilities (approximately 250) which operate facilities for the generation, transmission, or distribution of electric energy. These statements give information on generating capacity and transmission facilities, loads, and load characteristics, and related matters.

a. ~~Current Recordkeeping Copy (paper).~~

~~TEMPORARY. Cut off annually. Transfer to Federal Records Center (FRC) in 5 year blocks when most recent filing is 5 years old. (For example, records dated 1990-1995 are transferred in 2000.) Destroy when 20 years old.~~

b. Proposed Record Copy (electronic).

TEMPORARY. Do not transfer to FRC. Delete when 20 years old.

c. ~~Other Copies (paper).~~

~~TEMPORARY. Destroy 2 years from date of filing or sooner if no longer needed.~~

d. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the record. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.