

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER <i>71-138-02-1</i>	
DATE RECEIVED <i>3-7-2002</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>8-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
FEDERAL ENERGY REGULATORY COMMISSION

2. MAJOR SUBDIVISION
ALL PROGRAMS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
KATHERINA QUIJADA-CUSACK

5. TELEPHONE
202-208-1748

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
<i>2/28/2002</i>	<i>Katherina Quijada-Cusack</i>	<i>Records Management Officer</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Please prepare a records schedule for Interpretations and Advisory Opinions as per the attached.</p> <p>These records are generated and maintained by all Programs within the Commission.</p> <p><i>cc Agency, NWMU</i></p>		

FERC RECORDS SCHEDULE VII - ADMINISTRATIVE PROGRAM RECORDS
PART IV - ADMINISTRATIVE RECORDS COMMON TO ALL OFFICES

2. Interpretations and Advisory Opinions

Correspondence, ^{including no action letters (NL Dockets)} providing informal advice, interpretations and/or opinions of ^{added per e-mail request of RO, Katherine A-Cusack to Mary Hayes 8/16/06} Commission staff to the general public and to prospective applicants for licenses, certificates, and other Commission authorizations. Opinions expressed by the staff do not represent the official views of the Commission and do not set precedent binding the Commission in future cases. They are designed to aid the public and facilitate the accomplishment of the Commission's functions.

A. Recordkeeping Copy.

DISPOSITION: Temporary.

Close file at the end of each calendar year. Do not transfer to the Federal Records Center. Destroy when 15 years old.

B. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on or received by 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 or received by electronic mail and word processing systems that are maintained for updating, revision, 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.

DISPOSITION: 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.

DISPOSITION: Temporary.

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