

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
OFFICE OF EXTERNAL AFFAIRS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
KATHY QUITADA-CUSACK

5. TELEPHONE
202-208-1748

LEAVE BLANK (NARA use only)

JOB NUMBER
71-138-02-2

DATE RECEIVED
3-7-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
1-14-03

ARCHIVIST OF THE UNITED STATES
John W. Carl

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 1 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 2/28/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherine Quitada-Cusack</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Establish a records schedule for Annual Reports of FOIA Activities to Congress as per the attached.		

cc Agency, NWMMW

FERC RECORDS SCHEDULE II - RECORDS OF THE COMMISSION
PART IV - OFFICE OF EXTERNAL AFFAIRS

1. Annual Report of FOIA Activities to Congress, 1996 - present

Report submitted by the Commission to Congress on an annual basis identifying FOIA activities.

TEMPORARY; Destroy when 10 years old.

2. Electronic Mail and Word Processing Copies.

Electronic copies of records that are created or received on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

A. 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.

B. 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.