

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

21-138-03-1

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

DATE RECEIVED

6-6-2003

1. FROM (Agency or establishment)

FEDERAL ENERGY REGULATORY COMMISSION

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

KATHERINA QUIJADA-CUSACK

202-502-8748

DATE

1-5-04

ARCHIVIST OF THE UNITED STATES

*John W. Paul*

## 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 3 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

6/5/2003

SIGNATURE OF AGENCY REPRESENTATIVE

*Katherina Quijada-Cusack*

TITLE

RECORDS MANAGEMENT OFFICER

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 GRS OR SUPERSEDED JOB CITATION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  
FERC SCHEDULE VII-ADMINISTRATIVE PROGRAM RECORDS  
PART IV-Administrative Records Common to All Offices  
as per the attached.

*cc Agency, NR, New Mexico*

FERC SCHEDULE VII - ADMINISTRATIVE PROGRAM RECORDS  
PART IV - Administrative Records Common to All Offices

*NARA  
Approval  
NOT NECESSARY*

~~3. Personal Papers (Non-Record):~~

~~Papers created before entering Government service. Examples include: previous work files, political materials and reference files.~~

~~Private materials brought into, created, or received in the office that were not created or received in the course of transaction Government business. Examples include: material documenting professional activities and outside business or political pursuits like manuscripts and drafts for articles and books, volunteer and community service records not used in transacting agency business.~~

~~DISPOSITION: Maintain separate from Federal records. Clearly label these files as "personal." Remove or destroy when staff members position at the Commission expires.~~

*NARA  
Approval  
NOT NECESSARY*

~~4. Staff Background Materials (Non-Record):~~

~~Nonrecord and Technical Reference Materials, in any format, including extra copies of articles, periodicals, reports, documents, studies, vendor catalogs, and similar materials that are needed for convenience or reference but are not part of the official file.~~

~~DISPOSITION: Temporary. Cut-off when final product has been created and approved. Destroy when no longer needed for reference, not to exceed staff members position at the Commission.~~

5. Staff Working Papers:

Telephone slips, notes, electronic mail messages that are substantive in nature, drafts containing substantive changes in content, or memos for the record summarizing substantive conversations, meetings, telephone calls, and the like, that are necessary to substantiate a final product, document, or decision trail.

EXCLUDES: Working papers supporting record copies of organizational charts, functional statements, and related records that document the essential organization and staffing of the Commission (Reference N1-138-99-3).

NOTE: Working papers are filed separately from the Commission's official docketed case file or other final products related to administration, management, regulation or other Commission functions.

A. Working Papers supporting official docketed case files.

1. Substantive working papers which add a proper understanding of the formulation and execution of basic policies, decisions, actions or responsibilities of the Commission.

DISPOSITION: Temporary. Transfer working papers to official <sup>docketed</sup> case file, ~~maintained within the program office. Close file when final product has been approved. Destroy when final non-appealable order has been issued, or after all actions have been taken if final order is interlocutory in nature.~~ DESTROY IN ACCORDANCE WITH RETENTION OF DOCKETED CASE FILE. (per conversation with Records Officer on 11/20/03) *lf*

2. Non-substantive working papers not needed to document final products, decisions or actions taken, and which do not contain unique information relating to the final product.

DISPOSITION: Temporary. Destroy when final product has been approved.

B. Working Papers relating to other Commission functions.

DISPOSITION: Temporary.

Cut-off file when final product has been approved. Destroy 3 years after cut-off or when no longer needed for administrative purposes, whichever is sooner.

6. 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 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 individual 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.

- B. 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.