# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001  
**Date Received:** 9/6/05  
**Job Number:** N1-138-91-4  
**Date:** 8/31/2005  
**Agency:** Federal Energy Regulatory Commission

<table>
<thead>
<tr>
<th>1. FROM (Agency or establishment)</th>
<th>5. TELEPHONE</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
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</thead>
</table>

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<thead>
<tr>
<th>2. MAJOR SUB DIVISION</th>
<th>6. AGENCY CERTIFICATION</th>
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<tbody>
<tr>
<td>Office of the Secretary</td>
<td>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 __ page(s) are not needed now 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,</td>
</tr>
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</table>

- [ ] is not required  
- [ ] is attached; or  
- [ ] has been requested.

<table>
<thead>
<tr>
<th>3. MINOR SUBDIVISION</th>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>PLEASE SEE ATTACHED.</td>
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**Cc:** Agency or Name

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**STANDARD FOR 115 (REV. 3-91)**  
PRESCRIBED BY NARA 36 CFR 1228  
PREVIOUS EDITION NOT USABLE

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
FERC RECORDS SCHEDULE II – RECORDS OF THE COMMISSION

PART II – RECORDS OF THE OFFICE OF THE SECRETARY

4. Commission Meeting Transcripts and Digital Recordings

Official records of Federal Energy Regulatory Commission’s public open meetings capturing deliberations of at least a quorum of the Commission where such deliberations determine or result in the joint conduct of official Commission business, as required by the Sunshine Act.

PERMANENT; Cut off annually. Transfer to the National Archives and Records Administration when 2 years old. These records will be transferred in compliance with 36 CFR 1228.270 and other related NARA guidance.

B. Electronic copies of the transcripts

TEMPORARY: Destroy/delete after the recordkeeping copy has been produced and when no longer needed for reference, updating or dissemination.

Added per
E-mail concurrence of records officer,
Katherine Quijada-Cusack, 9/14/05

Approved
by

GRS 20