

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-138-06-2</i> Date Received <i>8-21-2006</i>	
1. FROM (Agency or establishment) Federal Energy Regulatory Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION Office of External Affairs		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER			
Alice Sarvis Ni		5. TELEPHONE	DATE
		202-502-8820	<i>2/21/07</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 <u>2</u> 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
8/16/2006	Katherina Quijada-Cusack <i>Katherina Quijada-Cusack</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please establish a records schedule for records maintained by the Office of External Affairs as per the attached schedule.		
<p>WITHDRAWN <i>2/21/07</i></p> <p><i>cc: Agency NWMP, NWMA, NWET</i></p>			

FERC RECORDS SCHEDULE II – RECORDS OF THE COMMISSION

PART V – OFFICE OF EXTERNAL AFFAIRS

19. Critical Energy Request Records (CE Dockets)

Files created in response to requests for information under the Commission's Critical Energy Infrastructure Information (CEII) process. Records consist of the original request, a copy of the reply thereto, and all related supporting files including copies reproduced from the official recordkeeping copy of the requested record(s).

Correspondence and supporting documents that grant access to all of the requested records.

- (1) Granting access to all requested records.

TEMPORARY; Destroy 2 years after the date of the reply.

- (2) Responding to requests for non-existent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

Requests not appealed.

TEMPORARY; Destroy 2 years after date of reply.

Request appealed.

TEMPORARY; Destroy as authorized under Item 20.

- (3) Denying access to all or part of the records requested.

Requests not appealed.

TEMPORARY; Destroy 6 years after date of reply.

Request appealed.

TEMPORARY; Destroy as authorized in Item 20.

20. CEII Appeals Files

Files created in responding to appeals under the CEII process for release of information.

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denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents (which may include copies reproduced from the official recordkeeping copy of the requested record(s)).

TEMPORARY; Destroy 6 years after final determination by agency.

21. CEII Administrative Files

Records relating to the general agency implementation of CEII, including internal notices, memoranda, routine correspondence, and related records.

TEMPORARY; Destroy when 2 years old.

22. CEII Control Files

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

TEMPORARY; Destroy or delete 6 years after date of last entry.

23. CEII Reports Files

Ad hoc and recurring reports produced to identify CEII request activity.

TEMPORARY; Destroy or delete when no longer needed for agency business.

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