

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>NI-138-08-2</i>	
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		Date Received <i>6/3/08</i>	
2 MAJOR SUB DIVISION Records of the Commission		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records of the Secretary of the Commission			
4 NAME OF PERSON WITH WHOM TO CONFER Katherina Quijada-Cusack	5 TELEPHONE 202-502-8748	DATE <i>12/19/08</i>	ARCHIVIST OF THE UNITED STATES <i>Mr. Wentz</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 _____ 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 05/29/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherina Quijada-Cusack</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>FERC Records Schedule II - Records of the Commission Part II, Records of the Secretary of the Commission</p> <p>8 <u>MEETING MINUTES OF CLOSED COMMISSION MEETINGS</u></p> <p>Complete verbatim copy of the transcript, a complete copy of the minutes, or a complete electronic recording of each meeting, or portion of a meeting, closed to the public</p> <p>TEMPORARY, Cut off annually Maintain in accordance with requirements identified in the Sunshine Act which requires that the records be maintained for a period of at least two years after such meeting, or until one year after the conclusion of any agency proceeding with respect to which the meeting or portion was held, whichever occurs later</p> <p><i>Permanent: Cut off annually. Transfer to NARA when 50 years old unless needed longer for agency business. Records must be provided in a format acceptable to NARA at the time of transfer, per K Quijada-Cusack e-mail 8-18-08</i></p>		