

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>N1-138-09-1</i> Date Received <i>10/6/08</i>	
1. FROM (Agency or establishment) Federal Energy Regulatory Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION FERC Records Schedule IV - Reports		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Monthly, Semi-Monthly, Annual, Semi-Annual, Biennial, Variable and Non-Periodic			
4. NAME OF PERSON WITH WHOM TO CONFER Katherina Quijada-Cusack	5. TELEPHONE 202-502-8748	DATE <i>2/6/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>13</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 09/26/2008	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	FERC Records Schedule IV – Reports This SF-115 is being submitted to notify NARA that the temporary records on the attached schedules are now being created and maintained in electronic format. This schedule contains no permanent records.		

FERC RECORDS SCHEDULE IV - REPORTS
PART I - MONTHLY, SEMIMONTHLY

Subpart A - Electric

1. MONTHLY REVIEW OF COST & QUALITY OF FUEL FOR STEAM-ELECTRIC PLANT (FORM 423 or Equivalent)

Report filed by electric power producers to furnish monthly data on the cost and quality of fuels received at steam-electric generating plants with a capacity of 25 megawatts or greater. This monthly report (a) for coal, shows the name of the mine and the county in which the coal originated, if available; (b) for oil, shows supplier and refinery or port of entry; and (c) for gas, shows pipeline (suppliers) or distributors, producer area by state of port of entry. [Collection eliminated after 12/2007 report which was due 2/15/2008; RM07-18-000, Order 709.]

A. Record Copy. (NC1-138-83-1)
TEMPORARY; Destroy when 20 years old.

B. Recordkeeping Copy/Electronic. (N1-138-00-3)
TEMPORARY; Do not transfer to FRC. Delete when 20 years old.

C. Other Copies/Paper. (NC1-138-83-1)
TEMPORARY; Destroy 2 years after date of receipt or sooner if no longer needed.

D. Electronic Mail and Word Processing System Copies. (N1-138-00-3)

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the record. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

1.) 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.

2.) 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.

Subpart B - Gas

1. NATURAL GAS PIPELINE COMPANY MONTHLY STATEMENT (N1-138-88-2)
(FORM 11 OR EQUIVALENT)

Files include monthly statements for natural gas companies whose combined sales for resale and gas transported or stored for a fee exceeded 50 million Mcf at 14.73 psia (60 F) in a previous year.

A. Record Copy.

TEMPORARY; Destroy when 2 years old.

B. Other Copies. (Non-record)

TEMPORARY; Destroy when no longer needed.

Subpart C - Oil
Reserved

PART II - ANNUAL, SEMIANNUAL, BIENNIAL

Subpart A - Electric

1. ANNUAL FINANCIAL & STATISTICAL REPORTS (N1-138-88-2) (FORM 1, 1F, 3Q (electric) OR EQUIVALENT)

Files include annual financial and statistical reports submitted by jurisdictional electric utilities, non-jurisdictional privately and municipally owned electric utilities, federally owned electric utilities and hydro projects and licensees. These annual reports give financial and statistical data as to assets, liabilities, revenues, capacity, number of consumers, and related information.

A. Record Copy. (N1-138-83-1)

TEMPORARY; Destroy 50 years from date of filing.

B. Electronic version of record received by electronic mail or word processing applications. (N1-138-98-14)

TEMPORARY; Destroy when record copy is generated.

C. Other Copies. (N1-138-88-2)

TEMPORARY; Destroy when no longer needed.

2. ANNUAL POWER SYSTEM STATEMENTS (FORM 714 (Formerly FORM 12 OR EQUIVALENT))

Annual Power System Statements submitted by privately, municipally, or federally owned electric utilities which operate facilities for the generation, transmission, or distribution of electric energy. These statements give information on generating capacity and transmission facilities, loads, load characteristics, and related matters.

A. Record Copy/Paper. (NC1-138-83-1)

TEMPORARY; Cut off annually. Transfer to Federal Records Center (FRC) in 5 year blocks when most recent filing is 5 years old. (For example, records dated 1990-1995 are transferred in 2000.) Destroy when 20 years old.

B. Record Copy/Electronic. (N1-138-00-4)

TEMPORARY; Do not transfer to FRC. Delete when 20 years old.

C. Other Copies/Paper. (NC1-138-83-1)

TEMPORARY; Destroy 2 years from date of filing or sooner if no longer needed.

D. Electronic Mail and Word Processing System Copies. (N1-138-00-4)

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the record. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

1.) 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.

2.) 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.

3. STEAM-ELECTRIC PLANT AIR & WATER QUALITY CONTROL DATA REPORTS (N1-138-88-2) (FORM 67 OR EQUIVALENT)

Annual report containing data on cost of environmental impact equipment for steam-electric plants, the design and operating practices of the plants, the design and operating practices of environmental equipment such as boilers and generators, a rolling 10-year projection of the fuel requirements for such plants and new capacity additions to the output of power. Also included: the costs of future air pollution control equipment; quantity and quality of coal, oil and gas consumed, and projected consumption, and operation characteristics of nuclear plants (i.e. water thermal pollution and other environmental impacts).

A. Record Copy.

TEMPORARY; Destroy when 5 years old.

B. Other Copies.

TEMPORARY; Destroy 1 year after date of filing.

4. LICENSED HYDROPOWER DEVELOPMENT RECREATIONAL REPORT DATA BASE (N1-138-88-3) (FORM 80)

Biennial report containing data on existing recreational developments at hydropower projects. Information includes location, facilities, usage, and ownership/operator data.

A. Input forms.

TEMPORARY; Destroy when information is entered into electronic data base.

B. Output reports.

1.) Record Copy.

TEMPORARY; Destroy when 20 years old.

2.) Other Copies.

TEMPORARY; Destroy when no longer needed.

C. Systems documentation.

TEMPORARY; Destroy when no longer needed.

D. Electronic data base.

TEMPORARY; Update information as necessary. Purge when no longer needed.

5. COST OF SERVICE FILINGS (N1-138-88-2)

A biennial filing by public and privately-owned utilities containing detailed data on the cost of electric service.

A. Record Copy.

TEMPORARY; Destroy when 4 years old. (Maintain current and one previous report.)

B. Other Copies.

TEMPORARY; Destroy upon receipt of next succeeding report.

6. 20 LARGEST CUSTOMER FILINGS (FORM 566) (N1-138-88-2)

Annual filing by public utilities listing names and addresses of their 20 largest customers.

A. Record Copy.

TEMPORARY; Destroy when 2 years old. (Maintain current and one previous year's report.)

B. Other Copies.

None required.

7. FUEL AND ENERGY PURCHASE PRACTICES (FORM 580 OR EQUIVALENT)

A report filed biennially by electric utilities on fuel and energy purchase practices and policies used by the Commission to ensure efficient use of resources (including economical purchase and use of fuel and electric energy). Filed in IN Dockets. TEMPORARY; Follow disposition instructions in FERC Schedule III, Docketed Formal Cases, PART V, Miscellaneous Filings Common to All Dockets, Subpart A, Rate Filings and Investigations; Collections, Item 2, Investigations (Formal) (IN Dockets).

8. ANNUAL REPORT OF INTERLOCKING POSITIONS (FORM 561 OR EQUIVALENT) (N1-138-05-1)

Information collected by FERC to identify persons holding interlocking positions in public utilities. Data is used for review and oversight by the Commission's staff in accordance with 18 CFR 46.

A. Record Copy.

TEMPORARY; Destroy when 3 years old.

B. Electronic version of record created on electronic mail or word processing systems.

TEMPORARY; Destroy/delete within 180 days after the recordkeeping copy has been produced.

9. TRANSMISSION PLANNING AND EVALUATION REPORT (FORM 715 OR EQUIVALENT) (N1-138-99-7)

An annual report prepared by transmitting utilities who own or operate integrated transmission facilities at or above 100 kilovolts, on transmission planning, constraints, and available transmission capacity.

A. Record Copy.

TEMPORARY; Cut off annually. Transfer to the Federal Records Center when most recent filing is 5 years old. Destroy when 20 years old.

B. 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 record. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1.) 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.

2.) 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.

Subpart B - Gas

1. ANNUAL FINANCIAL & STATISTICAL REPORTS (N1-138-88-2) (FORMS 2, 3Q (Gas) OR EQUIVALENT)

Files include annual financial and statistical reports submitted by natural gas companies, and independent producers of natural gas. These annual reports give financial and statistical data as to assets, liabilities, revenues, capacity, number of consumers, gas supplies, deliverability, and supplies related information.

A. Record Copy.

TEMPORARY; Destroy 50 years after date of filing.

B. Other Copies.

TEMPORARY; Destroy 5 years from date of filing or sooner if no longer needed.

2. ANNUAL REPORT OF SYSTEMS FLOW DIAGRAMS (N1-138-88-2) (FORM 567, Formerly FORM FPC RO-284)

Annual report reflecting operating conditions on a pipeline's main transmission system during the previous 12 months. Information includes pipeline diameter and mileage, direction of flow, operating pressure, compressor horsepower and pressure, fuel requirements, storage data, and volume data.

A. Record Copy.

TEMPORARY; Destroy when 20 years old.

B. Other Copies.

TEMPORARY; Destroy 4 years from date of filing or sooner if no longer needed.

3. INDEX OF CUSTOMERS FILINGS (N1-138-07-1)(FORM 549B OR EQUIVALENT)

Quarterly filing by interstate pipeline utilities engaged in transactions under blanket certificate listing all firm transportation and storage customers, as required under 18 CFR 284.13(c) .

A. Input/Source records (GRS 20/2)

Destroy/delete after data is added to local area network and verified.

B. Local area network drive copy (GRS 20/2)

Destroy/delete after official copy is entered into the document repository and verified.

C. Outputs

Verified source record copied to produce the recordkeeping copy which is entered into the document repository (the document repository record).

TEMPORARY; Destroy when 7 years old or when no longer needed for reference, whichever is longer.

Subpart C - Oil

1. ANNUAL REPORT OF OIL PIPELINES (N1-138-88-2) (FERC FORM 6, 6Q(oil))

This report is required to be filed annually by all oil pipeline carriers subject to the provisions of Section 20, Part 1 of the Interstate Commerce Act.

A. Record Copy.

TEMPORARY; Destroy 10 years after date of filing.

B. Other Copies.

TEMPORARY; Destroy when no longer needed.

PART III - VARIABLE AND NON-PERIODIC

Subpart A - Electric

1. IMPLEMENTATION STATUS FILINGS (N1-138-88-2) (IR Dockets)

Reports by states and non-regulated electric utilities setting for the implementation made in conformity with PURPA requirements (18 C.F.R. 292.401).

A. Record Copy.

TEMPORARY; Destroy when 20 years old.

B. Other Copies.

TEMPORARY; Destroy when no longer needed.

2. CONTINUITY OF SERVICE FILING (N1-138-88-2) (FERC Form 585)

Notices by all jurisdictional utilities having wholesale customers setting forth anticipated shortages in energy and power capacity; and statements as to how such shortages would be handled.

A. Record Copy.

TEMPORARY; Destroy when 5 years old.

B. Other Copies.

TEMPORARY; Destroy 2 years from date of filing or sooner if no longer needed.

3. APPLICATION FOR AUTHORITY TO HOLD INTERLOCKING DIRECTORATE POSITIONS (N1-138-88-2) (FERC Form 520)

A. Record Copy.

TEMPORARY; Destroy when 25 years old.

B. Other Copies. Destroy 10 years after cancellation or supersession or sooner if no longer needed.

Subpart B - Gas

1. REPORTS ON SERVICE INTERRUPTIONS AND DAMAGE TO FACILITIES
(FERC 576 OR EQUIVALENT) (N1-138-06-3) (Formerly FORM FPC R0-016)

Reports submitted by jurisdictional natural gas pipeline operators (other than liquefied natural gas) identifying damages caused by natural disaster or terrorist activity that result in a loss or reduction in pipeline throughput or storage deliverability, and, reports that identify serious interruptions of service to any shipper involving jurisdictional natural gas facilities.

Files include initial reports, updates, communications, and documents identifying when throughput or storage deliverability has been restored.

A. Record Copy. Records created before 1/1/2008 shall be kept for 20 years in accordance with N1-138-88-2.

TEMPORARY; Destroy when 5 years old (effective 1/1/2008).