

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-138-10-2</i>	
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		Date Received <i>3/31/2010</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of External Affairs			
4 NAME OF PERSON WITH WHOM TO CONFER Katherina Quijada-Cusack			
5 TELEPHONE 202-502-8748		DATE <i>11 Aug 12</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 03/23/2010	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 II - Records of the Commission Part IV, Office of External Affairs Item 19 Federal Energy Regulatory Commission's Freedom of Information Tracking System Please see attached	<i>NI-138-00-007</i> <i>NI-138-02-2</i> <i>GRS 20</i> <i>GRS 14</i>	<i>grc 5/3/2010</i>

FERC SCHEDULE II – RECORDS OF THE COMMISSION

PART IV – Office of External Affairs

19 FEDERAL ENERGY REGULATORY COMMISSION’S FREEDOM OF INFORMATION TRACKING SYSTEM

This system supports: Freedom of Information Act, Open Government Act of 2007, Pub L No 110-175, 121 Stat 2524, FERC Order Nos 702, 630, 630-A, 643, 649 and 683, 18 CFR 388 109

Under the Freedom of Information Act (FOIA), any person has the right to request public access to federal agency records or information. The agency must release the records upon receiving a written request unless the records fall within the nine exemptions and three exclusions outlined in the Act. In addition, Critical Energy Infrastructure Information is specific engineering, vulnerability, or detailed design information about proposed or existing critical infrastructure that 1) Relates details about the production, generation, transmission, or distribution of energy, 2) Could be useful to a person planning an attack on critical infrastructure, 3) Is exempt from mandatory disclosure under the FOIA, 4) Gives strategic information beyond the location of the critical infrastructure.

This system is an administrative system used to store, track and manage requests and responses for privileged records. The system includes records listing dates, purposes of requests, as well as names, addresses and other identifying information about requesters. It also captures the status of requests based on actions taken throughout the entire processing cycle, and generates the Annual FOIA Report to the U.S. Department of Justice. Correspondence and copies of potentially responsive records will be scanned or electronically input into a repository that will be linked to the actual request it supports.

This schedule replaces FERC Schedule Nos N1-138-00-007 and N1-138-02-2

ser 5/3/2010

1. INPUTS

~~A — Requests for access to FOIA and CEII records, including names, addresses and other identifying information~~

SBR 4/2/2010

~~DISPOSITION: Temporary. Destroy or delete after data are entered into tracking system and request is added to repository and verified (GRS 20, Item 2 b.)~~

~~B — Copies (excludes the agency recordkeeping copy) of records responsive to request~~

~~DISPOSITION: Temporary. Destroy or delete after copies are added to repository and verified (GRS 20, Item 3.a and b.)~~

SBR 4/2/2010

2 MASTER DATABASE

~~A. FOIA control files used in processing and responding to requests, identifying date, nature and purpose of request, name and address of requester, and information on the status of the request~~

SBR 4/2/2010

~~DISPOSITION. Temporary Destroy 6 years after date of last entry to record (GRS 14, Items 11, 12 and 13)~~

~~B. Copies of records responsive to request (FERC procedures require that copies be made of the official recordkeeping copy, so the official file copy remains subject to retention requirements as scheduled)~~

SBR 4/2/2010

~~DISPOSITION. Temporary Destroy in accordance with GRS 14, Items 11, 12 and 13~~

3 OUTPUTS

~~A. FOIA Reports Files~~

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, but EXCLUDING annual reports to the U S Department of Justice at the departmental or agency level

SBR 4/2/2010

~~DISPOSITION. Temporary. Destroy when 2 years old (GRS 14, Item 14)~~

B. Annual Report of FOIA Activities to the U S Department of Justice

Report submitted by the Commission on an annual basis identifying FOIA activities

DISPOSITION. Temporary Destroy when 10 years old (formerly scheduled under N1-138-02-2)

~~4. FOIA ADMINISTRATIVE FILES~~

Records related to general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records

~~TEMPORARY; Destroy when 2 years old (GRS 14, Item 15)~~

SBR 4/2/2010