

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-138-11-1	Date Received 10/14/10
1 From (Agency or establishment) Federal Energy Regulatory 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Records of the Secretary of the Commission			
3 Minor Subdivision Commission, Committee and Conference Records		Date	Archivist of the United States
4 Name of Person with whom to confer Katherina Quijada-Cusack	5 Telephone (include area code) 202-502-8748	<i>[Handwritten signatures]</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 now needed 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 <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>Katherina Quijada-Cusack</i>		Title Records Management Officer	Date (mm/dd/yyyy) 10/06/2010
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1 B	Federal Energy Regulatory Commission Virtual Agenda System	N1-138-88-2	

Description The Virtual Agenda System supports FERC in meeting its obligations as prescribed in the Government in the Sunshine Act

- This system controls FERC Orders in draft electronic format
- It allows authorized FERC staff to make requests for documents in docketed proceedings to be reviewed, modified and voted on by the Commissioners
- It allows for draft orders to be scheduled for Commission meetings or removed from further consideration
- It allows for items to be requested for tolling, where the Commission stops the 30-day deadline for rehearing orders

Virtual Agenda tracks work items through various phases of the Commission's business processes until a decision is rendered by the Commissioners. Once voting has been completed for each draft order, it is either approved for publication, or temporarily or permanently stricken from the Agenda.

During the course of processing, the system generates email notifications to specified FERC user groups. Status information is also available through queries and from online reports.

At various phases of processing, descriptive administrative detail information can be added, including descriptions of issues related to documents, process selections, participant lists/roles/contact information, statuses and other administrative information.

The system also generates formal documentation of proceedings, including Sunshine Act records, which are automatically published to the Commission's On-Line Document Repository after approved, formally posted, and publicly issued.

These Sunshine Act records are maintained by the Secretary of the Commission and are provided to the National Archives in the current record series "Minutes of Commission Meeting Records" (N1-138-88-2, FRSII/II/1/B). "Secretary's Meeting Folders" will be superseded by this schedule (N1-138-88-2, FRSII/II/1/C).

1 Inputs Initial drafts and revisions to orders generated as part of the Commission's deliberative process, manually-input descriptive and administrative detail information, including, but not limited to, descriptions of issues, process selections, participant lists/roles/contact information and overall status, individual voting information.

TEMPORARY Destroy after successfully entered and verified

2 Master Database Drafts and final versions of orders, tolling orders, sunshine notices, supplemental notices, and data associated with the business workflow of each order.

TEMPORARY Destroy when 10 years old (supersedes N1-138-88-2, FRSII/II/1 C)

3 Outputs

A Records produced in support of the Sunshine Act, including final orders, tolling orders, sunshine notices, supplemental notices, voting logs, and other Sunshine Act records. These records are published to the Commission's On-

Line Document Repository

TRANSFER

PERMANENT Offer to NARA when 10 years old ~~in paper format~~ (NI-138-88-2, FRSH/H/1-B) (NI-138-05-2, FRS 11/11/4) per Kathy Quijada-Cusack 1/13/2011

~~B System generated automated e-mail notifications to staff related to workload, tracking, and status~~

~~TEMPORARY Destroy when 3 months old (GRS 23, Item 7)~~

C Informational and Ad Hoc Status Reports including reports that provide action dates, agenda item numbers, facilitative reports, agenda status reports, scheduling reports, pending work item reports, stricken or postponed item reports, notational voting status, etc

TEMPORARY Destroy when 2 years old, or when no longer needed for administrative purposes, whichever is sooner (GRS 23, Item 1)

4 System Documentation (GRS 20, Item 11 a 1)

SAC
1/14/2011

TEMPORARY Destroy when superseded or obsolete

5 Audit Trail Files (GRS 20, Item 1 c)

~~TEMPORARY Destroy when 3 years old~~