

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Federal Energy Regulatory Commission

2 MAJOR SUBDIVISION
Office of the Executive Director and CFO

3 MINOR SUBDIVISION
Information Services Division

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Judith S. Martin (202) 208-2307

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-138-91-2

DATE RECEIVED
2-18-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES
5-12-95
2/16/94 *Testing*
Arudy Hudson Peters

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 5 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,

is not required, is attached, or has been requested

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE
2/16/94 *Judith S. Martin* 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
<p><i>copy sent to agency w/ enclosed letter of 5-23-95, JDF</i></p> <p><i>Copies sent to NNS, NNT, NCF 5/18/95</i></p>			

RECORDS SCHEDULE FOR OFFICE OF HYDROPOWER LICENSING

FERC RECORDS SCHEDULE IIIA

PART V - HYDROPOWER LICENSING

Subpart A - Licensed and Exempted Projects, Surveys & Studies

1. PRELIMINARY PERMITS (N1-138)

Case files include the application and incoming amendments; outgoing correspondence; internal memoranda, reports and related papers; the formal documents issued; all items filed with the Office of the Secretary during the life of the permit and/or its surrender. Accumulates at the rate of 55 cubic feet per year.

a. Record Copy.

Destroy 10 years after preliminary permit withdrawn, surrendered, dismissed, canceled, or expired whichever is later. Maintain in-house for 4 years and then transfer to FRC.

b. Other Copies.

Destroy one year after final Commission action on rehearing requests or sooner if no longer needed.

2. LICENSED HYDROPOWER PROJECTS - ISSUED OR TRANSFERRED (N1-138)

Case files for filings for licenses including transfers and new capacity amendments. Licenses are issued for up to 50 years and may be renewed (relicensed). Annual licenses are issued if new license is not issued or other Commission action is not taken prior to original license expiration. Case files contain applications, supplements and amendments thereto; incoming and outgoing correspondence; internal memoranda and reports; environmental assessments, and environmental impact statements, and related material; copies of formal documents issued; all items filed with the Office of the Secretary. Accumulates at the rate of 110 cubic feet per year.

a. Record Copy.

Destroy 3 years after subsequent license renewed or reissued, or after final Commission action on rehearing requests or Appeals/Supreme Court(s) decision on subsequent license, whichever is later. ~~Maintain in-house for 15 years after issuance of license and then transfer to FRC. Destroy 30 years from date of transfer to FRC.~~ *Transfer to WNRC when 3 months old.*

b. Other Copies.

Destroy when 53 years old. per e-mail of 2/28/05

Destroy after final Commission action on renewal or reissuance of license or, if appealed, after Appeals/Supreme Court action is final, whichever is later or when no longer needed for reference.

3. EXEMPTED HYDROPOWER PROJECTS (N1-138)

Case files for filings on exemption from licensing requirements of Part I of Federal Power Act. Exemptions are issued with no termination date, and can be transferred. Case files contain applications, supplements and amendments thereto; incoming and outgoing correspondence; internal memoranda and reports; environmental assessments and related material; copies of formal documents issued; all items filed with the Office of the Secretary. Accumulates at the rate of 10 cubic feet per year.

a. Record Copy.

Destroy 10 years after exemption is surrendered, revoked or otherwise terminated. Maintain in-house for four years after final action and then transfer to FRC.

b. Other copies.

Destroy one year after final Commission action on rehearing requests or sooner if no longer needed.

4. LICENSED HYDROPOWER PROJECTS - SURRENDERED (N1-138)

Case files contain the applications, supplements, and amendments; incoming and outgoing correspondence; internal memoranda and reports; environmental documents, and related materials; copies of formal documents issued; all items filed with the Office of the Secretary.

a. Record Copy.

Destroy 4 years after final Commission action on surrender or other termination or rehearing request, or Appeals/Supreme Court(s) decision, whichever is later. Transfer to the RMC 1 year after final Commission action and destroy 3 years after transfer.

b. Other Copies.

Destroy 4 years after final Commission or Court action or sooner if no longer needed.

Subpart B - Applications and Adjustments

1. POWER SITE -- SECTION 24 FPA

Case file contains the project applications, national forest maps, government maps, quadrangle maps; and related correspondence needed to make determinations regarding the land status with regard to Federal jurisdiction. May contain oversize material. Accumulates at the rate of 210 cubic feet per year.

~~a. Record Copy.~~

~~Permanent. Case file is closed after final determination. Transfer to NARA in 5 year blocks, 10 years after date of latest final determination.~~

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b. Other Copies.

Destroy project applications immediately after final determination if no longer needed for reference. Maintain copy of National Forest maps, government maps, and quad maps.

2. POWER SITE -- LAND WITHDRAWALS

Files include applications with supporting material, final actions, and Department of the Interior decisions. Used to make determinations regarding land status with regard to Federal jurisdiction. May contain oversize material. Accumulates at the rate of 420 cubic feet per year.

~~a. Record Copy.~~

~~Permanent. Case file is closed after final decision. Transfer to NARA in 5-year blocks, 10 years from date of latest final decision unless vacated.~~

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b. Other Copies.

Maintain one copy in Commission.

Subpart C -- Jurisdiction

1. SECTION 23(B)

Declarations of Intent; jurisdictional orders; contractors preliminary reports; and associated data and correspondence used to make determination regarding Federal jurisdiction over hydropower sites.

a. Record Copy.

Destroy when no longer needed for reference.

b. Other copies.

Destroy after issuance of order or final covert action, whichever is later.

2. NAVIGABILITY REPORTS

Reports used to determine the jurisdiction of projects on navigable rivers. Reports are done on river itself, not just the site. Used by Office historians to make determinations about other sites. Also earlier reports used in preparation of new reports.

a. Record copy.

Destroy when no longer needed for reference.

Subpart D -- Headwater Benefits -- Sec. 10(f) of FPA

1. HEADWATER BENEFITS

Decisions, notices, orders, petitions, briefs, protests, comments, settlements, study data and related correspondence used to determine the future assessments for headwater benefits on a year-to-year basis.

a. Record Copy.

Destroy 50 years after final assessment order issued.

b. Other Copies.

Destroy 10 years after final assessment order.