

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
N17138-91-3

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
9-9-91

1. FROM (Agency or establishment)
FEDERAL ENERGY REGULATORY COMMISSION

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
INFORMATION POLICY & STANDARDS BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
SARAH TRIPLETT

5. TELEPHONE EXT. DATE
208-2329 1/22/92

ARCHIVIST OF THE UNITED STATES


6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
8/27/91	BARBARA D. BOURQUE 	RECORDS MANAGEMENT OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Commission Directives - documents the policies and procedures to carry out the mission and functions of the Commission for administrative operations. Arranged chronologically.</p> <p>Disposition: Permanent. Cutoff every two years. Transfer to the National Archives, when oldest Directives are 20 years old. in 10-year blocks</p> <p>(For example, transfer Directives 1980-1990 in the year 2000)</p> <p><i>changes discussed and agreed upon with FERC records officer. 11-07-91</i></p>		

Copies sent to agency, NN-W, NNT, NIA 2/1/92