

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-138-98-1	DATE RECEIVED 3/23/98
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of External Affairs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER Miriam Clayton		WITHDRAWN	
5 TELEPHONE 202-208-0701			

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 2 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 2/13/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherina Quijada</i> Katherina Quijada	TITLE Records Management Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attached.		WITHDRAWN

1. Publications.

Includes brochures, pamphlets, newsletters, reports (including annual reports and Environmental Impact Statements), maps and other printed products.

PERMANENT.

Cut off annually. Transfer to the National Archives and Records Administration in five-year blocks when most recent record is five years old (i.e. records dated 1990-1995 are transferred in 2000).

2. Press Releases.

Press releases issued by the Commission.

PERMANENT.

Cut off annually. Transfer to the National Archives and Records Administration in five-year blocks when most recent record is five years old (i.e. records dated 1990-1995 are transferred in 2000).

3. Photographs.

Still photographs collected or generated by the agency, exclusive of those incorporated into case files.

A. Illustrations.

Photographs collected for use in the illustration of annual reports or similar publications.

TEMPORARY.

Destroy when no longer needed for current business.

B. Others.

Photographs of staff and Commissioners or other significant topics.

PERMANENT.

Cut off every two years. Transfer to the National Archives and Records Administration in 10-year blocks when oldest photographs are 20 years old. (For example, transfer photographs dated 1980-1990 in the year 2000.)

4. Speeches.

Copies of speeches made by the Chairman or Commissioners concerning the missions or activities of the Commission.

PERMANENT.

Cut off every two years. Transfer to the National Archives and Records Administration in 10-year blocks when oldest speeches are 20 years old. (For example, transfer speeches dated 1980-1990 in the year 2000.)

5. FOIA Reports Files.

Annual report of FOIA activities to Congress.

TEMPORARY.

Destroy when 10 years old.