

**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 Chief Information Officer

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
 Kathy Quijada

5 TELEPHONE  
 202-208-1748

**DO NOT WRITE IN THESE AREAS (NARA use only)**

JOB NUMBER  
*NI-138-98-7*

DATE RECEIVED  
*5-5-98*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
*11-13-00*

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 1 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 5/1/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherine Quijada</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Develop schedule for the Commission Issuance Posting System (CIPS) as per the attached.		
	<i>Agency, NARME</i>		

Update the Federal Energy Regulatory Commission's Records Schedule to include:

FERC Records Schedule VI – Information Management Systems

Item 2

2. Commission Issuance Posting System (CIPS)

The Commission Issuance Posting System (CIPS) is a database that allows users to view, print and download copies of formal Commission issuances, and other selected information via the use of a Web browser. Users may access or search for electronic text versions of documents based on docket number, docket type/library, company name, date of issuance and/or text string.

A). Input/Source Record

Electronic text versions of documents issued by the Secretary of the Commission or designated officials. The electronic text versions of these documents are received directly from the Office of the Secretary.

DISPOSITION: Temporary. Destroy when loaded into master database and verified.

B) Master Database

Electronic database containing copies of formal Commission issuances with the FERC Reports Citations, News Releases, Commission Agendas and Action Agendas, and other selected information.

DISPOSITION: Temporary. Delete data 1 year after close of related docketed case file.

C) Outputs

Reference copies of the above-mentioned documents in either hard copy or electronic format.

DISPOSITION: Temporary. Destroy when superseded or obsolete.

D) Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, operator procedures, outputs regardless of medium.

DISPOSITION: Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.