



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 Destroy when superseded or obsolete.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 Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.

## Commission Issuance Posting System (CIPS)

The Commission Issuance Posting System (CIPS) is a database that allows users access to copies of Commission official issuances via the use of a Web browser. Documents in this database are not the official record. Users can search by Library/Topic, Type/Prefix, Company, Docket Number, or by Text String and view, download or print the information.

### 1 Input/Source Record

Diskettes received from the Office of the Secretary

DISPOSITION: Temporary

Destroy when loaded into CIPS and verified

### 2 Master Database

Electronic copies of Commission issuances, such as FERC Daily Issuances, News Releases, Commission Agenda and Action Agenda, Daily Filing List, the Formal Documents Issued List with FERC Reports Citations, and other selected information

DISPOSITION: Temporary

Destroy when information is superseded or obsolete, whichever is later.

### 3 Outputs

Copies of the above-mentioned documents in either hard copy or electronic format

DISPOSITION: Temporary

Destroy when superseded or obsolete.

### 4 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

## Commission Issuance Posting System (CIPS)

Contains electronic versions of FERC Daily Issuances, news releases, Commission Agenda and Action Agenda, the Daily Filing List, the Formal Documents Issued List with FERC Reports Citations, the Daily Calendar of hearings and conferences; and other selected information.

### 1. Input/Source Record

Diskettes received from the Office of the Secretary

DISPOSITION: Temporary

Destroy when loaded into CIPS and verified.

### 2. Outputs

Copies of the above mentioned documents in either hard copy or electronic format.

DISPOSITION: Temporary

Destroy when no longer needed for informational purposes.

### 3. Documentation.

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

DISPOSITION: Temporary

Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base.