

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-138-98-12	DATE RECEIVED 8-3-98
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Quijada	5 TELEPHONE 202-208-1748	DATE 4-11-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 3 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 5/5/98	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Prepare a records schedule for the Publications and Correspondence Tracking System (PACTS) - a system used to track requests for information or publications available from the Commission's Public Reference Room as per the attached.		

*Agency, NWMD, NR*

Office of the Chief Information Officer

Publications and Correspondence Tracking System (PACTS): A system used to track requests for information or publications available from the Commission's Public Reference Room.

1. Input/Source Record.

Requests for information or publications.

a. Correspondence.

Routine letters or faxed requests received by Public Reference Room staff.

Disposition.

TEMPORARY.

Destroy when three months old. *GRS 23, item 7*

b. Electronic version of record received.

Electronic Mail or Internet requests received by Public Reference Room staff.

Disposition.

TEMPORARY.

Destroy when record copy is generated. *GRS 23, item 10a*

c. Government Printing Office Form 3430A, Order Form for U.S. Government Books.

Requests for publications submitted to Public Reference Room staff.

Disposition.

TEMPORARY.

Cut off annually after fiscal year ends. Destroy when two years old.

2. Master Database.

Identifies control number, assignee, requester information, description of information or publication requested, status of action, method of payment (if applicable), and date of completion.

Disposition.

TEMPORARY.

Purge annually. Maintain current and previous fiscal year's data.

3. Outputs.

Reports identifying statistics on the number of requests received and completed by individuals, turn-around times for actions, monthly sales report to Government Printing Office.

a. Monthly Sales Report to the Government Printing Office.

Identifies publications provided to the requesting public and methods of payment for each request.

Disposition.

TEMPORARY.

Maintain current and previous fiscal year's reports.

b. Status Reports.

Identifies open, canceled and/or completed actions of assignees.

Disposition.

TEMPORARY.

Destroy when superseded or obsolete.

c. Publications Inventory Report.

Identifies names and quantities of publications available in stock.

Disposition.

TEMPORARY.

Delete when obsolete or superseded.

4. System Documentation.

Data system specifications, file specifications, record layouts, user guides, output specifications.

Disposition.

TEMPORARY.

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