

<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 <b>N1-138-98-16</b>	DATE RECEIVED <b>8-3-98</b>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Katherina Quijada	5. TELEPHONE 202-208-1748	DATE <b>10-5-99</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6. AGENCY CERTIFICATION</b> 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 <u>0</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE 6/25/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherina Quijada</i> Katherina Quijada	TITLE Records Management Officer	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Customer Satisfaction Survey</p> <p>The Customer Satisfaction Survey measures the public's satisfaction of Public Reference Room and Records Maintenance Center services, information, equipment and staff. Files contain survey comments, recommendations for improvements, and various other data, all of which are collected by questionnaire, interview, mail, and/or sampling technique. A final report which captures all information contained in the survey is written and distributed to the public and staff.</p> <p>a. Survey/Questionnaires. Destroy once final report is published and distributed.</p> <p>b. Electronic version of record received by electronic mail or word processing applications. Delete when file copy is generated.</p> <p>c. Final Report. Destroy when 5 years old.</p>		

*Copy to: agency, NWMD, NWMW 10/12/99 cbe*