

**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 Finance, Accounting & Operations

3. MINOR SUBDIVISION  
Division of Financial Policy

4. NAME OF PERSON WITH WHOM TO CONFER  
Kathy Quijada

5. TELEPHONE  
202-208-1748

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-138-99-1*

DATE RECEIVED *1-22-99*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *10-5-99* ARCHIVIST OF THE UNITED STATES *John W. Cal*

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 <i>11/10/98</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Please update the Federal Energy Regulatory Commission's Records Schedule to include:</p> <p>FERC Records Schedule VII Administrative Program Records</p> <p>2. Delegations of Authority as per the attached.</p>		

*copy to: agency, NWMD, NWMW 10/12/99 cbc*

## 2. DELEGATIONS OF AUTHORITY

### 1. Delegation of Authority Records

Records administrative authorities that have been assigned to employees.

- a. Recordkeeping Copy (maintained by the Delegation of Authority Administrator).

DISPOSITION: Temporary

Destroy or delete 3 years after revoked or revised, or position is vacated or eliminated.

### 2. Delegation of Authority System

Electronic database which provides identification of individuals delegated administrative authorities.

- a. Input/Source Document.

DISPOSITION: Temporary

Apply disposition for 1.a.

- b. System Data.

DISPOSITION: Temporary

Delete or destroy when superseded or obsolete, not to exceed 1 year.

- c. Outputs.

Reports used to reference purposes.

DISPOSITION: Temporary

Delete or destroy when superseded or obsolete, not to exceed 1 year.

- d. Documentation.

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

DISPOSITION: Temporary

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DISPOSITION: Temporary

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- d. Documentation.

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

DISPOSITION: Temporary

Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or data base.

3. Temporary Delegations

Designations for one to act for another on a temporary basis, such as during leave or illness.

- a. Record copy. (Maintained by initiator)

DISPOSITION: Temporary

Delete or destroy when superseded or obsolete.

4. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: Temporary

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: Temporary

Destroy/delete when dissemination, revision, or updating is completed.

2. DELEGATIONS OF AUTHORITY

1. Delegation of Authority Records

Records administrative authorities that have been assigned to employees.

- a. Recordkeeping Copy (maintained by the Delegation of Authority Administrator).

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Destroy or delete 3 years after revoked or revised, or position is vacated or eliminated.

- b. Electronic version of record received by electronic mail or word processing applications.

DISPOSITION: Temporary

Delete when file copy is generated.

- c. Other copies.

DISPOSITION: Temporary

Delete or destroy when no longer needed for reference.

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Electronic database which provides identification of individuals delegated administrative authorities.

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DISPOSITION: Temporary

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- b. Outputs.

Reports used to reference purposes.

DISPOSITION: Temporary

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c. Documentation.

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

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Designations for one to act for another on a temporary basis, such as during leave or illness.

a. Record copy. (Maintained by initiator)

DISPOSITION: Temporary

Delete or destroy when superseded or obsolete.

b. Electronic version of record created by electronic mail or word processing applications.

DISPOSITION: Temporary

Delete or destroy when superseded or obsolete.

c. Other copies.

Delete or destroy when no longer needed for reference.