

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-138-99-2
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		DATE RECEIVED	1-22-99
2 MAJOR SUBDIVISION Office of the Chief Information Officer		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Quijada	5 TELEPHONE 202-208-1748	DATE	ARCHIVIST OF THE UNITED STATES 11-13-00 <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 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 11/10/98	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
3.	<p>Please update the Federal Energy Regulatory Commission's Records Schedule to include:</p> <p>FERC Records Schedule VI Information Management Systems</p> <p>2. <u>COMMISSION ISSUANCE POSTING SYSTEM MANAGER (CIPS Manager)</u> as per the attached.</p> <p><i>Agency, NOME</i></p>		

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

FERC Records Schedule VI - Information Management Systems

Item 3

3. COMMISSION ISSUANCE POSTING SYSTEM MANAGER (CIPS MANAGER)

An internal Commission database that allows authorized FERC staff to view, print or download copies of formal Commission issuances and selected internal working documents. Users may access or search for electronic text versions of documents based on docket number, docket type/library, company name, date of issuance, or text string.

A) Electronic Input/Source Record

Electronic text versions of documents issued by the Secretary of the Commission or designated officials, as well as selected internal working documents. Electronic versions of these documents are received from the Office of the Secretary.

DISPOSITION: Temporary. Delete when loaded into the master database and verified.

B) Master Database

Electronic database containing copies of formal Commission issuances, such as FERC Daily Issuances, Formal Documents Issued, and other selected internal working documents.

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

C) Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail or word processing applications used solely to generate a recordkeeping copy. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- 1) 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.

- 2) 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 complete.

D) Outputs

1. Reference copies of the above-mentioned documents in either hard copy or electronic format used by FERC staff for informational purposes.

DISPOSITION: Temporary. Delete or destroy when no longer needed for reference purposes or when obsolete, whichever is sooner.

2. Electronic copies of text files used for input into the publicly available Commission Issuance Posting System (CIPS).

DISPOSITION: Temporary. Delete when files have been entered and verified in CIPS.

E) 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 database.

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

FERC Records Schedule VI
Information Management Systems

2. COMMISSION ISSUANCE POSTING SYSTEM MANAGER (CIPS MANAGER)

An internal Commission database containing read only access to electronic versions of Commission orders, notices, internal memoranda and reports, and comments received from industry on diskette or by electronic mail. This system allows Commission employees access to documents based on docket number, company name or date of issuance.

a. Electronic Input/Source Record

DISPOSITION: Temporary

Delete when loaded into CIPS Manager and verified.

b. Outputs

1. Copies of the above mentioned documents in either hard copy or electronic format used by FERC staff for informational purposes.

DISPOSITION: Temporary

Delete or destroy when no longer needed for informational purposes.

2. Electronic copies of files used for input into the publicly available Commission Issuance Posting System (CIPS).

DISPOSITION: Temporary

Delete when files have been entered and verified in CIPS.

c. 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.