

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-138-99-3	DATE RECEIVED 1-25-99
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Strategy and Organizational Mgmt.		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 6-14-99	ARCHIVIST OF THE UNITED STATES <i>John W. Cad</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 1/20/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherine Quijada</i> Katherine 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please revise FERC Records Schedule VII, Administrative Program Records to include the attached.		

JUN 30 1999 *MHR* Copy to: Agency, NWRM, NWRM

FERC Records Schedule VII
Administrative Program Records

8. FERC Organization Files

Documents created in studying, proposing, reviewing, and assisting changes in organization, functions, and relationships of services, staff offices, and regional offices. Included are organizational proposals, justifications, analyses of present arrangements, workloads, staffing patterns, organization charts, missions and functions statements, management studies and related records.

A. Recordkeeping copy

Changes to FERC organization, including organizational proposals, justifications, analyses of present arrangements, workloads, staffing patterns, organizational charts, management studies and related records.

DISPOSITION: Permanent

Offer to NARA in 5 year blocks when 10 years old.

B. Working Papers

Documents, other than changes to FERC organizations, created in studying, proposing, and reviewing proposals to change organization, functions, and relationships of services, staff offices and regional offices.

DISPOSITION: Cutoff at the end of fiscal year in which the study was completed. Destroy 1 year after cutoff.

C. Missions/Functions Statements

Formally prepared descriptions of the responsibilities assigned to agency officials at the Division level or higher.

DISPOSITION: Permanent. Offer to NARA in 5 year blocks when 10 years old.

D. Electronic version of records created or received by electronic mail or word processing applications.

DISPOSITION: Temporary; delete when file copy is generated.