

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 the Chief Information Officer

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE
Kathy Quijada 202-208-1748

LEAVE BLANK (NARA use only)

JOB NUMBER - N1-138-99-5

DATE RECEIVED 1-25-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES
6-4-99 [Signature]

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 ___ 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 [Signature] 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please revise FERC Records Schedule VI, Information Management Systems to include the attached.		

JUL -2 1999 Mbr Copy to Agency, NWRMD, NWRMD

FERC Records Schedule VI
Information Management Systems

5. Information Technology Systems Case Files

Documents related to the planning, coordinating, creation, testing, use and maintenance of computer systems. Also included may be records on system design, staffing and economic studies, enhancement project requests, impact studies, and documents relating to system security.

A. Recordkeeping Copy.

Maintained by the office responsible for the development of the system, case files may include finalized feasibility studies, approvals and justifications, functionality requirements, detailed systems documents, summary test results, impact studies, system security documents, and records relating to system maintenance.

DISPOSITION: Temporary. Cut off at the end of the fiscal year in which the system was installed. Destroy 5 years after ~~cut off~~. System is deleted or superseded.

*per e-mail from
K. Quijada 3/2/99*

B. Working Papers

Records maintained by the office requesting development of the system, including, but not limited to, documents relating to system requirements, security and maintenance, detailed test results, preliminary feasibility studies, milestone charts, action plans, and initial requests.

DISPOSITION: Temporary. Cut off at the end of the fiscal year in which the system was installed. Destroy 2 years after cut off.

C. Electronic versions of records created on or received by electronic mail or word processing applications.

DISPOSITION: Temporary. Delete after recordkeeping copy has been generated.

D. Other copies.

DISPOSITION: Delete or destroy when no longer needed for reference.

NOTE: This schedule does not include system documentation (i.e. specifications, codebooks, record layouts, user guides, etc.)