

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-138-99-6
1. FROM (Agency or establishment) Federal Energy Regulatory Commission		DATE RECEIVED	3-26-99
2 MAJOR SUBDIVISION Office of Finance, Accounting and Operations		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Division of Logistics Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Kathy Quijada	202-208-1748	6-29-99	<i>John W. Paul</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 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/16/98	<i>Katharina Quijada</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 update FERC Records Schedule VII, Administrative Program Records, Item 1, Commuter Support Program Records as per the attached.		

FERC Records Schedule VII  
Administrative Program Records

1. Commuter Support Program Records

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a. Federal Employee Transportation Subsidy Records (GRS 9, Item 7)

Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.

DISPOSITION. Temporary. Destroy when 3 years old

b. Transportation Subsidy Ineligible Files (GRS 9, Item 7)

Records include material on employees unable to participate in the transit subsidy program because criteria for approval is not satisfied.

DISPOSITION: Temporary. Destroy when 3 years old

c. Reporting Correspondence (GRS 9, Item 7)

Records include correspondence to Department of Treasury regarding lost/stolen subsidy checks, disbursement reporting requirements, and other miscellaneous records to allow for timely reimbursement of benefits

DISPOSITION Temporary. Destroy when 3 years old

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d. Parking Applications and Support Files

Applications for use of parking facilities under the Commission's control, revisions/updates to applications, verifications, physician statements and discontinuation notices

DISPOSITION. Temporary. Destroy after subsequent open season.

e. Parking Violations Files

Records include files on employees not complying with guidelines as set forth in Commission Directive entitled "FERC Commuter Support Program."

DISPOSITION Temporary. Destroy when 1 year old unless violation results in a reprimand as outlined in FERC Administrative Directive "FERC Work Force Discipline Program" in which case the records shall be incorporated into the appropriate case file

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f Commuter-Support Program Reviews/Audits (GRS-16, Item 14)

Case files include reviews and/or audits in support of managing and controlling the program

DISPOSITION Temporary. Cut off closed files annually Destroy after next review cycle

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g Automated Parking System

An internal database which tracks and monitors all parking permit applications for the Commission It is used annually to rank applicants for and assign FERC parking spaces based on criteria in FERC AD 10-3B

1. Input/source documents

Applications, revisions/updates to applications, recertifications and discontinuation notices

DISPOSITION. Temporary Destroy after subsequent open season. ---

2 System Data

DISPOSITION Temporary Delete after subsequent open season

3. Outputs

Reports generated for reference purposes.

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

4 System 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.

h. 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, revisions, 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 completed.