

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-138-99-7</i>	
To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6-1-99</i>	
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION Office of Electric Power Regulation			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Diane Bernier	5 TELEPHONE 202-219-2886	DATE <i>4-18-00</i>	ARCHIVIST OF THE UNITED STATES <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 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, X is not required; is attached, or has been requested.			
DATE <i>4/19/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherina Quijada</i> Katherina Quijada	TITLE Records Management Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Please schedule the Forms as per the attached in <u>FERC RECORDS SCHEDULE IV – REPORTS PART III – ANNUAL, SEMIANNUAL, BIENNIAL</u> A Electric Item 8. Fuel and Energy Purchase Practices (Form 580 or equivalent) Item 88 Transmission Planning and Evaluation Report (FERC Form 715 or equivalent)	9 GRS OR SUPERSEDED JOB CITATION <i>WITHDRAWN</i>	10 ACTION TAKEN (NARA USE ONLY)

*Agency
MEMO*

FERC RECORDS SCHEDULE IV - REPORTS
PART III - ANNUAL, SEMIANNUAL, BIENNIAL

A. Electric

Item 8. Fuel and Energy Purchase Practices (Form 580 or equivalent)

A report filed biennially by electric utilities on fuel and energy purchase practices and policies used by the Commission to ensure efficient use of resources (including economical purchase and use of fuel and electric energy).

a. Record Copy.

TEMPORARY.

WITHDRAWN

Destroy when 10 years old.

b. 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 record. 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.

Item 9. 8. Transmission Planning and Evaluation Report (FERC Form 715 or equivalent)

An annual report prepared by transmitting utilities who own or operate integrated transmission facilities at or above 100 kilovolts, on transmission planning, constraints, and available transmission capacity.

a. Record Copy.

TEMPORARY.

Cut off annually. Transfer to FRC in 5 year blocks when most recent filing is 5 years old.

Destroy when 20 years old.

*per K Quijada
2/22/00
Sy Elter*

b. 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 record. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

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