

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 Secretary

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Katherina Quijada

5 TELEPHONE

202-208-1748

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-138-99-8

DATE RECEIVED

9/10/1999

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

3-29-00

ARCHIVIST OF THE UNITED STATES

John W. Paul

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

7/22/99

SIGNATURE OF AGENCY REPRESENTATIVE

Katherina Quijada

TITLE

Records Management Officer

7
ITEM
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Please see attached.

9 GRS OR
SUPERSEDED
JOB CITATION10 ACTION
TAKEN (NARA
USE ONLY)*Agency - none*

Federal Energy Regulatory Commission
PART II - RECORDS OF THE OFFICE OF THE SECRETARY

4. Commission Service Lists/Issuance System

A database containing participants to proceedings who, pursuant to the Commission's regulations, must be served with any document that is filed or issued in the docket.

A. Input/Source Document

FERC filing used to add information to the database.

DISPOSITION: Temporary

After verification, file document with case file. Destroy in accordance with applicable instructions for that docket.

B. Electronic version of record created on or received by 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.

C. System Outputs

DISPOSITION: Temporary

Delete or destroy when 1 year old or when no longer needed for reference, whichever is sooner.

Instruction

D. Master Database

Delete data

DISPOSITION: Update as necessary. Close when appropriate case file is closed. ~~Destroy~~ in accordance with applicable instructions for each docket.

E. System Documentation

Data 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.