

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
FEDERAL ENERGY REGULATORY COMMISSION
2. MAJOR SUBDIVISION  
OFFICE OF PROGRAM MANAGEMENT
3. MINOR SUBDIVISION  
DIVISION OF RECORDS MANAGEMENT
4. NAME OF PERSON WITH WHOM TO CONFER  
MOIRA ROBERTS
5. TEL. EXT.  
357-8717
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <u>1-7-83</u>	JOB NO. <u>NCL-138-83-1</u>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<u>6-15-83</u> (Date)	<u>[Signature]</u> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12/30/82 Date [Signature] (Signature of Agency Representative) Asst. Dir. for Records (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	FEDERAL ENERGY REGULATORY COMMISSION RECORDS SCHEDULE (January 1983)  A completely revised Records Schedule covering the records held by the Federal Energy Regulatory Commission is transmitted herewith for review and approval, if appropriate.		
2.	The following GRS items do not apply to the FERC. Therefore, the "Authorized Disposition" column has been changed to read "Does Not Apply."  <u>GRS 1, Item 30a(1)</u> <u>Training Records.</u>  a. Training Aids. (1) One copy of each manual, syllabus, textbook, and other training aid developed by the agency.		

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*all changes made with FERC approval. 3/17/83 jbw*

*Agency copy delivered 6/16/83 jbw*

*230 items*

*Agency, NNB, NNF, NNSR sent out by 6-22-83 by DMW.*

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	<p><u>GRS 3, Item 1</u> Unique Procurement Files.</p> <p><u>GRS 3, Item 2a</u> Real Property Files.</p> <p>a. Papers for property acquired prior to January 1, 1921.</p> <p><u>GRS 3, Item 15</u> Grant Case Files.</p> <p><u>GRS 3, Item 17a</u> Grant Correspondence and Subject Files.</p> <p>a. Correspondence and/or subject files including memoranda, studies reports, forms, and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.</p> <p><u>GRS 3, Item 18</u> Final Product Files.</p> <p><u>GRS 4, Item 1</u> Surplus Property Precedential Case Files.</p> <p><u>GRS 4, Item 2</u> Property Disposal Case Files.</p> <p><u>GRS 4, Item 3</u> Excess Real Property Reports.</p> <p><u>GRS 8, Item 1</u> Plant Accounting Files.</p> <p><u>GRS 13, Item 1a</u> Publications Files.</p> <p>a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, regulation, booklet, and similar material. For the disposition of directives see GRS 16, Item 4; and for speeches, see GRS 14, Item 1. (This item does not cover copies and related material retained in originating office.)</p>		

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	<p><u>GRS 17, Item 4</u>                      Map History Case Files and Source Material.</p> <p><u>GRS 17, Item 6b and c</u>                      Computer Related Maps.</p> <p>b. Hardcopy maps acquired as sources of data for a computer system.</p> <p>c. Computer-plotted maps (hardcopy printouts or microfilm output).</p> <p><u>GRS 17, Item 16a, b(1), and c(1)</u>                      Vertical and Oblique Aerial Film, Conventional Aircraft.</p> <p>a. Original or master negative.</p> <p>b. Copy negatives, internegatives, rectified negatives, and glass plate negatives.                      (1) Annotated.</p> <p>c. Prints.                      (1) Annotated.</p> <p><u>GRS 17, Item 17a and b(1)</u>                      Infrared, Ultraviolet, Multispectral (Multi-Band), Video, Imagery Radar, and Related Data Tapes, Converted to a Film Base.</p> <p>a. Original or master negative.</p> <p>b. Prints.                      (1) Annotated.</p> <p><u>GRS 19, Item 1</u>                      R&amp;D Program Files.</p> <p><u>GRS 19, Item 2a</u>                      R&amp;D Technical Committee and Board Files.</p> <p>a. Official file of the committee or board maintained by the Secretary, Chairerson, or other designee.</p> <p><u>GRS 19, Item 3</u>                      R&amp;D Project Case Files.</p>		

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	<p><u>GRS 19, Item 4</u> R&amp;DS Project Lists.</p> <p><u>GRS 19, Item 6b</u> R&amp;D Laboratory Notebooks Files.</p> <p>b. Other notebooks.</p> <p><u>GRS 19, Item 7</u> R&amp;D Technical Report Files.</p> <p><u>GRS 19, Item 11c</u> R&amp;D Summary Progress Reports Files.</p> <p>c. Consolidated reports, consisting of an official file copy of each consolidated report and any feeder reports containing technical or scientific data not fully documented in the consolidated report.</p> <p><u>GRS 21, Item 6</u> All other black-and-white photograph files (not identified in Items 1, 2, 3, or 4 above).</p> <p><u>GRS 21, Item 8</u> All other slide or filmstrip programs (not identified in Item 3 above).</p> <p><u>GRS 21, Item 13</u> Posters distributed agency-wide or to the public.</p> <p><u>GRS 21, Item 14</u> Original artwork of unusual or outstanding merit.</p> <p><u>GRS 21, Item 20</u> Agency-sponsored films intended for public distribution. (These include informational, educational, and recruiting films.)</p> <p><u>GRS 21, Item 21</u> Agency-sponsored television news releases and information reports.</p> <p><u>GRS 21, Item 22</u> Agency-sponsored television public service (or "spot") announcements.</p>		

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	<p><u>GRS 21, Item 23</u> Agency-sponsored training films that explain agency functions or activities intended for internal or external distribution.</p> <p><u>GRS 21, Item 24</u> Films produced under grant that are submitted to the agency.</p> <p><u>GRS 21, Item 25</u> Films acquired from outside sources (other than those identified in Items 15 and 16 above) that document or are used to carry out agency programs.</p> <p><u>GRS 21, Item 26</u> Documentary footage (except that footage identified in Items 17 and 18 above) shot for research and development, fact-finding or other studies.</p> <p><u>GRS 21, Item 27</u> Stock footage, outtakes and trims created during the course of an agency-sponsored production.</p> <p><u>GRS 21, Item 36</u> Agency-sponsored video productions intended for public distribution. (These include informational, educational, and recruiting productions.)</p> <p><u>GRS 21, Item 37</u> Agency-sponsored television news releases or information reports.</p> <p><u>GRS 21, Item 38</u> Agency-sponsored television public service (or "spot") announcements.</p> <p><u>GRS 21, Item 39</u> Agency-sponsored training programs that explain agency functions or activities (other than those identified in Item 31) intended for internal or external distribution.</p> <p><u>GRS 21, Item 40</u> Internal management news or information programs.</p>		

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	<p><u>GRS 21, Item 41</u> Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of agency officials before the Congress and at other hearings.</p> <p><u>GRS 21, Item 42</u> Programs produced under grant that are submitted to the agency.</p> <p><u>GRS 21, Item 43</u> Programs acquired from outside sources (other than those identified in Items 28 and 29) that document or are used to carry out agency programs.</p> <p><u>GRS 21, Item 44</u> Media appearances by top agency officials.</p> <p><u>GRS 21, Item 45</u> Documentary recordings (except those identified in Items 32-35 above).</p> <p><u>GRS 21, Item 52</u> Agency-sponsored radio programs intended for public broadcast.</p> <p><u>GRS 21, Item 53</u> Agency-sponsored radio news releases and information programs.</p> <p><u>GRS 21, Item 54</u> Agency-sponsored radio public service (or "spot") announcements.</p> <p><u>GRS 21, Item 55</u> Internal management news or information programs.</p> <p><u>GRS 21, Item 56</u> Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of agency officials before the Congress and at other hearings.</p>		

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	<p><u>GRS 21, Item 57</u> Oral history collections.</p> <p><u>GRS 21, Item 58</u> Recordings or programs produced under grant that are submitted to the agency.</p> <p><u>GRS 21, Item 59</u> Recordings or programs acquired from outside sources that document or are used to carry out agency programs.</p> <p><u>GRS 21, Item 60</u> Media appearances by top agency officials.</p> <p><u>GRS 21, Item 61</u> Documentary recordings made for fact-finding or other studies.</p> <p><u>GRS 22, Item 1a(2)</u> Federal Structures Design Files.</p> <p>a. Files selected for architectural, historical, and technological significance (see notes at end of schedule for selection criteria). (2) Models.</p> <p><u>GRS 22, Item 6</u> Microfilm Files.</p> <p><u>GRS 23, Item 7a</u> Finding Aids.</p> <p>a. Finding aids for series that have been accessioned by the National Archives and those relating to major program case files not previously authorized for disposal.</p>		

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3.	<p>The "Authorized Disposition" column in the appropriate GRS has been changed to read:</p> <p style="text-align: center;"><u>DESTROY WHEN 20 YEARS OLD.</u></p> <p><u>GRS 5, Item 1</u> Budget Policy Files.</p> <p><u>GRS 5, Item 2</u> Budget Estimates and Justification Files.</p> <p style="text-align: center;"><u>DESTROY WHEN 5 YEARS OLD.</u></p> <p><u>GRS 16, Item 5</u> Management Improvement Reports.</p> <p style="text-align: center;"><u>DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD WHICH EVER IS SOONER.</u></p> <p><u>GRS 14, Item 2</u> Information Subject Files.</p> <p style="text-align: center;"><u>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD WHICH EVER IS SOONER.</u></p> <p><u>GRS 16, Item 1b</u> Formal Directives, Procedural and Operating Manuals.</p> <p>b. Case files related to (a) above which document important aspects of the development of the issuance.</p>		



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	<p style="text-align: center;"><u>OFFER TO NARS WITH RELATED PRINTS</u></p> <p><u>GRS 21, Item 7</u>                      All other color negative, large format or 35mm transparency files (not identified in Items 1, 2, 3, or 4 above).</p> <p style="text-align: center;"><u>PERMANENT, OFFER TO NARS WHEN 10 YEARS OLD.</u></p> <p><u>GRS 16, Item 2a</u>                      Publications.</p> <p>a. Record copy with the supporting papers which document the inception, scope and purpose of the project.</p> <p><u>GRS 18, Item 1</u>                      Security Policy Files.</p> <p><u>GRS 21, Item 5</u>                      Official portraits of senior agency officials.</p> <p style="text-align: center;"><u>SEE FERC RECORDS SCHEDULE II, PART II (OFFICE OF THE SECRETARY)</u></p> <hr/> <p><u>GRS 16, Item 12a(1) and 12b(1)(a)</u>                      Committee and Conference Files.</p> <p>a. Records relating to establishment, organization, membership, and policy.                      (1) Interagency, advisory, or international committees.</p> <p>b. Records created by committees.                      (1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.                      (a) Records of the sponsor or Secretariat.</p>		

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	<p><u>SEE FERC RECORDS SCHEDULE III, PART 1, ITEM 4 (HYDRO)</u></p> <p><u>GRS 17, Item 1</u> Manuscript and Annotated Maps.</p> <p><u>GRS 17, Item 5a</u> Maps on Microfilm.</p> <p>a. If both original hardcopy maps and microfilm copies exist.</p> <p><u>EXCEPTION TO BE ADDED TO THE FOLLOWING</u></p> <p><u>GRS 14, Item 3</u> Information Requests Files.</p> <p><u>GRS 14, Item 4</u> Acknowledgement Files:</p> <p><u>Exception:</u></p> <p><u>Controlled Correspondence</u></p> <ol style="list-style-type: none"><li>1. Congressional correspondence files with individual congressman, chairmen of congressional committees, and their staffs relating to the activities and programs of the agency.</li><li>2. Interagency correspondence.</li><li>3. White House referrals.</li><li>4. Other matters designated proprietary by the Chairman or Executive Director.</li></ol> <p>"Destroy when one year old."</p>		