

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-138-08-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>10/3/08</i>	
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Records of the Commission		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records of the Secretary of the Commission			
4 NAME OF PERSON WITH WHOM TO CONFER Katherina Quijada-Cusack	5 TELEPHONE 202-502-8748	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 <u>2</u> page(s) are not needed now 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.  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 05/29/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Katherina Quijada-Cusack</i>		TITLE Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 PARS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	FERC Records Schedule II - Records of the Commission Part II, Records of the Secretary of the Commission  This SF-115 is being submitted to notify NARA that the temporary and permanent records on the attached schedules are now being created and maintained in electronic format. The permanent records will be transferred to NARA in electronic format in a format acceptable to NARA at the time of transfer.	<i>4/19/2010</i> <i>NI-138-88-2</i> <i>NI-138-05-2</i>	<i>SBR</i>

## FERC RECORDS SCHEDULE II – RECORDS OF THE COMMISSION

### PART II – RECORDS OF THE SECRETARY OF THE COMMISSION

1. COMMISSION, COMMITTEE AND CONFERENCE RECORDS (N1-138-88-2)

Committees established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act (e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans).

Records include those created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees.

PERMANENT; Offer to NARA in 5 year blocks when 10 years old in a format acceptable to NARA at the time of transfer.

2. MINUTES OF FORMAL COMMISSION MEETINGS. (N1-138-88-2)

Record copy includes Secretary's minutes of regular Commission meetings together with a copy of all documents approved at such meetings. Includes Sunshine Act Records.

PERMANENT; Offer to NARA in 5 year blocks when 10 years old in a format acceptable to NARA at the time of transfer.

3. SECRETARY'S MEETING FOLDERS. (N1-138-88-2)

Record copy includes Secretary's agenda of Commission meetings and drafts of documents discussed and considered.

TEMPORARY; Destroy when 5 years old.

4. SECRETARY'S ADMINISTRATIVE AGENDA FILE. (N1-138-88-2)

Record copy includes copies of administrative documents considered, discussed and approved by the Commission at regular or special meetings.

PERMANENT; Offer to NARA in 5 year blocks when 10 years old in a format acceptable to NARA at the time of transfer.

~~5. DOCKET SHEETS (N1-138-88-2)~~

~~Brief historical outline of a proceeding, with dates and entries of actions constituting a complete chronological record of a docketed case.~~

~~PERMANENT; Offer to NARA every 5 years in a format acceptable to NARA at the time of transfer.~~

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~~6. COMMISSION SERVICE LISTS/ISSUANCE SYSTEM (N1-138-99-8) – No Revision.~~

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7. COMMISSION MEETING TRANSCRIPTS AND DIGITAL RECORDINGS (N1-138-05-2)

Official records of the Federal Energy Regulatory Commission's public open meetings capturing deliberations of at least a quorum of the Commission where such deliberations determine or result in the joint conduct of official Commission business, as required by the Sunshine Act.

PERMANENT, Cut off annually. Transfer to NARA when 2 years old in a format acceptable to NARA at the time of transfer.