REQUEST FOR RECORDS DISPOSITION AUTHORITY					<u> </u>	VE BLANK (NAR B NUMBER	A use only)
(See Instructions on reverse)					W1-138-98-7		
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408					DATE RECEIVED 5-5-98		
1 FROM (Agency or establishment)					NOTIFICATION TO AGENCY		
Federal Energy Regulatory Commission							
2 MAJOR SUBDIVISION Office of the Chief Information Officer					In accordance with the provisions of 44 USC 3303a the disposition request,		
3 MINOR SUBDIVISION						including amendments, is ap for items that may be marke	d "disposition
						not approved" or "withdrawn	$\wedge$
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE						TE ARCHIVIST OF THE	HE WINITED STATES
Kathy Quijada 202-208-1748					11	-13-00 CHAN.	Chil
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 1 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,  [XX] is not required; is attached; or has been requested.							
DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE							
5/1/98 Samuriade Lujada. Rec					ords Management Officer		
7			<u> </u>			9 GRS OR	10 ACTION
ITEM NO	8 [	DESCRIPTION OF ITEM AND PRO	)POSED DISPOSI	TION		SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)
		schedule for the Commiss (CIPS) as per the attache		Postin	Po		

Update the Federal Energy Regulatory Commission's Records Schedule to include:

FERC Records Schedule VI - Information Management Systems Item 2

## 2. <u>Commission Issuance Posting System (CIPS)</u>

The Commission Issuance Posting System (CIPS) is a database that allows users to view, print and download copies of formal Commission issuances, and other selected information via the use of a Web browser. Users may access or search for electronic text versions of documents based on docket number, docket type/library, company name, date of issuance and/or text string.

### A). Input/Source Record

Electronic text versions of documents issued by the Secretary of the Commission or designated officials. The electronic text versions of these documents are received directly from the Office of the Secretary.

DISPOSITION: Temporary. Destroy when loaded into master database and verified.

### B) Master Database

Electronic database containing copies of formal Commission issuances with the FERC Reports Citations, News Releases, Commission Agendas and Action Agendas, and other selected information.

DISPOSITION: Temporary. Delete data 1 year after close of related docketed case file.

# C) Outputs

Reference copies of the above-mentioned documents in either hard copy or electronic format.

DISPOSITION: Temporary. Destroy when superseded or obsolete.

#### D) Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, operator procedures, outputs regardless of medium.

DISPOSITION: Temporary. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database.