REQUEST FOR RECORDS DISPOSITION AUTHORITY				108	VE BLANK	(NARA	4 use only)
(See Instructions on reverse)				JOB NUMBER N1-138-98-7			
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, including amendments, is approved except for items that may be marked "disposition"			
3 MINOR SUBDIVISION				not approved" or "withdrawn" in column 10			
4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE				DAT	E ARCHIVIS	TOFITH	E WNITED STATES
Kathy Qui	jada	202-208-1748			11-13-00/C/14NW. Cal		
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 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 PEPE	RESENTATIVE	TITLE	***************************************			
				ords Management Officer			
7		<i>U</i>			9 GRS OR		10 ACTION
ITEM 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO					SUPERSEDE JOB CITATIO	ED	TAKEN (NARA USE ONLY)
	op schedule for the Commiss		Posting				

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.