

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

1-7-83

JOB NO.

NC1-138-83-1

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.

6-15-83

(Date)

Robert M. Name

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 *M. Roberts* *Asst. Dir. for Records*
Date (Signature of Agency Representative) (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 FEREC. Therefore, the "Authorized Disposition" column has been changed to read "Does Not Apply." <u>GRS 1, Item 30a(1)</u> Training Records. a. Training Aids. (1) One copy of each manual, syllabus, textbook, and other training aid developed by the agency.		
	Page 1 <i>all changes made with FEREC approval. 3/17/83 JAW</i> <i>Agency copy delivered 6/16/83 JAW</i>		
			<i>230 items</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<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>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<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&D Program Files.</p> <p><u>GRS 19, Item 2a</u> R&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&D Project Case Files.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>GRS 19, Item 4</u> R&DS Project Lists.</p> <p><u>GRS 19, Item 6b</u> R&D Laboratory Notebooks Files.</p> <p>b. Other notebooks.</p> <p><u>GRS 19, Item 7</u> R&D Technical Report Files.</p> <p><u>GRS 19, Item 11c</u> R&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>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<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>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<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.		
	<u>GRS 21, Item 42</u> Programs produced under grant that are submitted to the agency.		
	<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.		
	<u>GRS 21, Item 44</u> Media appearances by top agency officials.		
	<u>GRS 21, Item 45</u> Documentary recordings (except those identified in Items 32-35 above).		
	<u>GRS 21, Item 52</u> Agency-sponsored radio programs intended for public broadcast.		
	<u>GRS 21, Item 53</u> Agency-sponsored radio news releases and information programs.		
	<u>GRS 21, Item 54</u> Agency-sponsored radio public service (or "spot") announcements.		
	<u>GRS 21, Item 55</u> Internal management news or information programs.		
	<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.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>GRS 21, Item 57</u> Oral history collections.		
	<u>GRS 21, Item 58</u> Recordings or programs produced under grant that are submitted to the agency.		
	<u>GRS 21, Item 59</u> Recordings or programs acquired from outside sources that document or are used to carry out agencyt programs.		
	<u>GRS 21, Item 60</u> Media appearances by top agency officials.		
	<u>GRS 21, Item 61</u> Documentary recordings made for fact-finding or other studies.		
	<u>GRS 22, Item 1a(2)</u> Federal Structures Design Files. a. Files selected for architectual, historial, and technological significance (see notes at end of schedule for selection criteria). (2) Models.		
	<u>GRS 22, Item 6</u> Microfilm Files.		
	<u>GRS 23, Item 7a</u> Finding Aids. 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.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>The "Authorized Disposition" column in the appropriate GRS has been changed to read:</p> <p><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><u>DESTROY WHEN 5 YEARS OLD.</u></p> <p><u>GRS 16, Item 5</u> Management Improvement Reports.</p> <p><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><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>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><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><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><u>SEE FERC RECORDS SCHEDULE II, PART II (OFFICE OF THE SECRETARY)</u></p> <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>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<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">1. Congressional correspondence files with individual congressman, chairmen of congressional committees, and their staffs relating to the activities and programs of the agency.2. Interagency correspondence.3. White House referrals.4. Other matters designated proprietary by the Chairman or Executive Director. <p>"Destroy when one year old."</p>		

FEDERAL ENERGY REGULATORY COMMISSION

RECORDS DISPOSITION SCHEDULE

TABLE OF CONTENTS

	<u>PAGE</u>
<u>FERC SCHEDULE I - GENERAL RECORDS</u>	I-1
 <u>FERC SCHEDULE II - RECORDS OF THE COMMISSION</u>	
<u>Part I</u>	<u>Records of the Chairman and Commissioners</u>
Item 1	Chronological Files of Correspondence.....II-1
Item 2	Speech Files.....II-1
Item 3	General Files on Miscellaneous Topics.....II-1
Item 4	Personal Files.....II-1
<u>Part II</u>	<u>Records of the Office of the Secretary</u>
Item 1	Commission, Committee and Conference Records..II-2
Item 2	Docket Sheet.....II-3
Item 3	Docket Sheets Index File.....II-3
<u>Part III</u>	<u>Office of General Counsel</u>
Item 1	Legislative History Files.....II-4
Item 2	Enforcement Investigation Files.....II-4
Item 3	Formal Investigation (IN).....II-4
<u>Part IV</u>	<u>Office of Chief Accountant</u>
Item 1	Audit Files.....II-5
Item 2	Cost Study Work Papers.....II-5
Item 3	Licensed Projects Work Papers.....II-6
<u>Part V</u>	<u>Office of Congressional, Intergovernmental, and Public Affairs.....II-7</u>

FERC SCHEDULE III - DOCKETED FORMAL CASE FILESPart I Electric UtilitiesSubpart A - Applications and Adjustments

Item 1	Power Site Land Application (DA Dockets).....	III-2
Item 2	Interlocking Directorates (ID Dockets).....	III-2
Item 3	Electric Securities (ES Dockets).....	III-3
Item 4	Electric Corporate Applications (EC Dockets).....	III-3
Item 5	Qualifying Facilities (QF Dockets).....	III-4

Subpart B - Rate Filings and Investigations, Collections

Item 1	Electric Rate Filings (ER Dockets).....	III-4
Item 2	Tariffs, Wholesale Contracts and Rate Schedule.....	III-5
Item 3	Electric Federal Rates (EF Dockets).....	III-5

Subpart C - Licensed Projects, Surveys and Studies

Item 1	Licensed Hydropower Projects (all P and some EL dockets).....	III-6
Item 2	Headwater Benefits Matter (HB Dockets).....	III-7
Item 3	Economics and Engineering Surveys and Studies.....	III-7

Subpart D - General Dockets; Discontinued Dockets; and
Company Correspondence

Item 1	Company Correspondence Files.....	III-8
Item 2	Electric Utilities (E Dockets).....	III-9
Item 3	Other Electric Power Formal Proceedings (EL Dockets).....	III-10

Part II Gas Producers and UtilitesSubpart A - Applications and Adjustments

Item 1	Independent Gas Producer Certificates (CI Dockets).....	III-11
Item 2	Independent Small Gas Producer Certificates (CS Dockets).....	III-12
Item 3	Gas Pipeline Certificates (CP Dockets).....	III-13

Subpart B - Rate Filings and Investigations; Collections

Item 1	Area Rate Investigations (AR Dockets).....	III-13
Item 2	Independent Producers' Gas Rates (RI Dockets)....	III-14
Item 3	Gas Pipeline Rate (RP Dockets).....	III-14
Item 4	Staff Adjustment (SA Dockets).....	III-15
Item 5	Sales and Transportation (ST Dockets).....	III-15
Item 6	Gas Pipeline Service Agreements.....	III-16
Item 7	Tariff Curtailment, Natural Gas (TC Dockets).....	III-17
Item 8	Tariffs, Wholesale Contracts and Gas Rate Schedule.....	III-17
Item 9	Investigations: Natural Gas (IN Dockets).....	III-18
Item 10	Interim Collections.....	III-19
Item 11	Tight Formations Nominations.....	III-19

Subpart C - Notices; Petitions; and Elections

Item 1	Windfall Profits Tax Elections.....	III-20
Item 2	Notices of Well Determinations (NGPA) (JD Dockets).....	III-20
Item 3	Notices of Determination (Including Related Applications).....	III-21
Item 4	Jurisdictional Agencies Request for Alternatives Filing or Notice Requirements.....	III-21

Subpart D - General Dockets, Discontinued Dockets; and
Company Correspondence

Item 1	General Gas Docket Category (GP Dockets).....	III-22
Item 2	G (Gas) now (CI and RI, CP and RP).....	III-22
Item 3	Company Correspondence Files (Gas and Gas Pipeline).....	III-23

Part III Oil Producers and Pipeline

Subpart A Applications and Adjustments

Item 1	Special Permission Applications (SP Dockets).....	III-24
Item 2	Request for Adjustments (RA Dockets).....	III-24
Item 3	Remedial Orders (RO Dockets).....	III-25

Subpart B - Rate Filings and Investigations; Collections

Item 1	Oil Pipeline Rate (OR Dockets).....	III-25
Item 2	Pipeline Depreciation (PD Dockets).....	III-26
Item 3	Oil Pipeline Valuation (PV Dockets).....	III-26
Item 4	Fourth Section Filings (FS Dockets).....	III-27

Subpart C - General Dockets; Discontinued Dockets; and
Company Correspondence

Item 1	Energy Actions (EA Dockets).....	III-27
Item 2	The Alaskan Pipeline System (TAPS).....	III-28
Item 3	Company Correspondence Files (Oil Producers and Pipelines).....	III-28

Part IV - Miscellaneous Filings Common To All Dockets

Subpart A - Rate Filings and Investigations; Collections

Item 1	Suspension and Investigation of Rates, Fares, Charges, and Practices of Companies.....	III-29
Item 2	Investigations (Formal) (IN Dockets).....	III-29

Subpart B - Licensed Projects; Surveys and Studies

Item 1	Special Statistical Studies.....	III-30
--------	----------------------------------	--------

Subpart C - General Dockets; Discontinued Dockets; and
Company Correspondence

Item 1	Classified Documents.....	III-30
Item 2	Rulemaking (RM Dockets).....	III-31

FERC RECORD SCHEDULE IV - REPORTS

Part I Monthly; Semi-Monthly

Electric

Item 1	Electric Utility Company Monthly Statement (Form 5).....	IV-1
Item 2	Monthly Power Plant Report (Electric Utility and Industrial)(Form 4 or Equivalent).....	IV-1
Item 3	Monthly Review of Cost and Quality of Fuel for Steam-Electric Plant (Form 423).....	IV-2

Gas

Item 1	Report of Gas Stored Underground (Form 8 or Equivalent).....	IV-3
Item 2	Natural Gas Pipeline Company Monthly Statement (Form 11 or Equivalent).....	IV-3

Part II Quarterly

Gas

- Item 1 Alternate Fuel Demand to Natural Gas Curtailment
 (Form 50).....IV-4

Oil

- Item 1 Quarterly Report of Pipeline Companies
 (Form ICC-QPS).....IV-5

Part III Annual; Semi-Annual; Biennial

Electric

- Item 1 Annual Financial and Statistical Report
 (Form 1 or Equivalent).....IV-6
- Item 2 Annual Power System Statements
 (Form 12 or Equivalent).....IV-6
- Item 3 Steam Electric Plant Air and Water
 Quality Control Data Reports (Form 67
 or Equivalent).....IV-7
- Item 4 Cost-of-Service Filings.....IV-7
- Item 5 20 Largest Customer Filings.....IV-8

Gas

- Item 1 Annual Report for Importers and Exporters
 of Natural Gas (Form 14 or Equivalent).....IV-9
- Item 2 Annual Report of Gas Supply (Form 15 or
 Equivalent).....IV-10
- Item 3 Gas Supply and Requirement Report (Form 16
 or Equivalent).....IV-10
- Item 4 Sales and Revenues Report Forms for
 Independent Producers (Form 301-A, 301-B,
 or Form 108 (Parts 501 and 505)).....IV-11
- Item 5 Annual Financial and Statistical Reports
 (Form 2 or Equivalent).....IV-11
- Item 6 Annual Report of Systems Flow Diagrams
 (Form FPC R0284).....IV-12
- Item 7 Report by Pipeline, Distributor, or Affiliate
 18 CFR 270.203(d)IV-13

Oil

- Item 1 Applications for Annual or Basic Valuation
 (FERC FORM 42).....IV-13
- Item 2 Annual Report of Oil Pipelines
 (FERC FORM 6).....IV-13

Part IV Variable and Non-Periodic

Electric

- Item 1 Implementation Status Filings.....IV-14
- Item 2 Self-Certification Status Filings.....IV-14
- Item 3 Continuity of Service Filings.....IV-14

Gas

- Item 1 Service Interruption Report
(Form FPC R0-016).....IV-16
- Item 2 Report of Certain Sales and Transportation
of Natural Gas (18 CFR 157.45 - 157.52).....IV-16
- Item 3 Application for Small Producer
Exemption (Gas)(Form 314A).....IV-17
- Item 4 Reports of Determination Process Filed
by Jurisdictional Agencies.....IV-17
- Item 5 Refund Reports.....IV-17
- Item 6 Reports for Sales Under Section 105, 106(b)
and 109 of the NGPA.....IV-18

Oil

- Item 1 Statement of Property Changes Other Than
Land and Right-of-Way Pipeline Carriers
(Form ACV-1).....IV-18
- Item 2 Summary of Land and Rights-of-Way Property
Changes, Pipeline Carriers (Form
ACV-2).....IV-18
- Item 3 Summary of Changes in Original Cost and
Total Original Cost at End of Period,
Pipeline Carriers (Form ACV-3).....IV-19
- Item 4 Summary of Cost Reproduction New and
Reproduction of New (Less Depreciation):
Pipeline Carriers (Form ACV-4).....IV-19
- Item 5 Inventory of Property Other Than Land
Rights-of-Way (Form ICC ACV-5).....IV-19
- Item 6 Inventory of Land and Rights-of-Way (Form
ACV-6).....IV-20
- Item 7 Summary of Original Cost of Inventory
(Form ACV-7).....IV-20
- Item 8 Cost Data for Equipment and Tanks (Form
ACV-8).....IV-20
- Item 9 Cost Data of Pipeline Construction
(Form ACV-9).....IV-20
- Item 10 Service-Life Data (FERC 73,
Formerly ACV-159).....IV-21

FERC SCHEDULE V - MACHINE-READABLE RECORDS

Part I Administrative ADP Systems

- Item 1 Financial System.....V-1
- Item 2 Other Administrative.....V-2

Part II Management Information Systems

- Item 1 Regulatory Evaluation and Docketed
 Information System (READI).....V-2
- Item 2 Time Distribution Reporting System (TDRS).....V-3
- Item 3 Energy Data Validation System (Dutch Blue Book)...V-4
- Item 4 Rulemaking Tracking System (RTS).....V-6

Appendix A - General Records Schedule

FERC RECORDS SCHEDULE I

GENERAL RECORDS

See Appendix A - General Records Schedule

FERC RECORDS SCHEDULE II

RECORDS OF THE COMMISSION

PART I - RECORDS OF THE CHAIRMAN AND COMMISSIONERS

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	Chron files of correspondence originated in the Commissioner's office; Speech Files of the Commissioner.	<u>Permanent.</u> <i>close file when term of office ends. Offer to NARS upon expiration. Offer to NARS when 20 years old. (In 5 year blocks)</i>
2.	Speech Files a. Record Copy.	<u>See CRS 14. Permanent.</u> <i>close file when term of office ends. Offer to NARS when 20 years old in 5 year blocks.</i>
3.	General Files on miscellaneous topics relating to the individual Commissioner.	Destroy upon <u>5 year</u> <i>Commissioner's</i> expiration of incumbent's term of office.
4.	Commissioners' Personal Files.	To be retained by incumbent <i>Commissioner</i> upon expiration of his/her term; otherwise, destroy <i>immediately.</i>

FERC RECORDS SCHEDULE II

Part II - RECORDS OF THE OFFICE OF SECRETARY

Item No.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>COMMISSION, COMMITTEE AND CONFERENCE RECORD</u>	
a.	Records relating to establishment, organization, membership and policy.	
	(1) Interagency, advisory or international committees.	Permanent. Offer to NARS on completion of administrative use <i>in 5 year blocks</i> or when 3 ²⁰ years old.
	(2) Internal committees.	Permanent. Offer to NARS on completion of administrative use <i>in 5 year blocks</i> or when 3 ²⁰ years old.
b.	Minutes of Commission Meetings. Record copy includes Secretary's minutes of Commission meetings together with a copy of all documents approved at such meetings.	Permanent. Offer to NARS on completion of administrative use <i>in 5 year blocks</i> or when 3 ²⁰ years old.
c.	Secretary's Meeting Folders. Record copy includes Secretary's agenda of Commission meetings and drafts of documents discussed and considered.	Destroy when 5 years old.
d.	Secretary's Administrative Agenda File. Record copy includes copies of administrative documents considered, discussed and approved by the Commission at regular or special meetings.	Permanent. Offer to NARS on completion of administrative use <i>in 5 year blocks</i> or when 3 ²⁰ years old.
e.	List of Formal Documents Issued. Record copy includes daily summary of orders, opinions, decisions and notices issued by the Commission.	Permanent. Offer to NARS on completion of administrative use <i>in 5 year blocks</i> or when 3 ²⁰ years old.

FERC RECORDS SCHEDULE II

Part II - RECORDS OF THE OFFICE OF SECRETARY (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
-----------------	-------------------------------	-------------------------------

2. DOCKET SHEETS

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

a. Record Copy.

Permanent. Submit SF-115 when Docket Sheets and Index Files are beyond agency functional use.

~~(SF-115 should include related Index Files)~~ **FERC**

and NARS will decide how to check and transfer the two series.

3. DOCKET SHEETS INDEX FILE.

A card file arranged alphabetically by applicants' names giving Docket number(s) assigned to proceedings initiated by companies/individuals.

a. Record Copy.

Permanent. ~~Submit SF-115~~ When Docket Sheets and Index Files are beyond agency functional use.

~~(SF-115 should include related Docket Sheets)~~ **FERC**

and NARS will decide how to check and transfer the two series.

FERC RECORDS SCHEDULE II

PART III - OFFICE OF GENERAL COUNSEL

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>LEGISLATIVE HISTORY FILES</u> A set of historical files containing records of legislation leading to passage of the Federal Power Acts.	
	a. Construction Files.	<u>Permanent.</u> Offer to NARS when 20 years old. <i>in 5 year 20th</i>
	b. Technical Reference Back-up Files.	Purge file annually; remove and destroy material no longer relevant.
2.	<u>ENFORCEMENT INVESTIGATION FILES</u> Informal investigations conducted by the Enforcement Division.	
	a. Record Copy.	Destroy 5 years after case is closed.
	b. Other Copies.	None authorized.
3.	<u>FORMAL INVESTIGATIONS (IN)</u>	See FERC Schedule III, Part IV, Sub-part A, Item 2.

FERC RECORDS SCHEDULE II

PART IV - OFFICE OF CHIEF ACCOUNTANT

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<p>a. <u>AUDIT FILES</u> - External</p> <p>Audits of public utilities and licensees, natural gas companies and oil pipeline carriers.</p> <p>(1) Report Record Copy</p> <p>(2) Working Papers.</p> <p>b. <u>AUDIT FILES</u> - Internal</p>	<p>Destroy when 20 years old.</p> <p>Destroy after 2 successive audits have been completed.</p> <p>See GRS 6, Item 1.</p>
2.	<p><u>COST STUDIES WORK PAPERS</u></p> <p>These are audit working papers; documents prepared and developed by the staff of the Division of Audits during the course of auditing public utilities, licensees, natural gas companies, oil pipeline carriers and pipeline systems coming under the jurisdiction of the FERC.</p> <p>a. Record Copy.</p> <p>b. Other Copies.</p>	<p>Destroy when superseded by current data, but no later when than 7 years from old date of auditor when superseded, whichever is sooner.</p> <p>None authorized.</p>

FERC RECORD SCHEDULE II

PART IV - OFFICE OF CHIEF ACCOUNTANT (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>
3.	<u>LICENSED PROJECT ACCOUNTING</u> <u>WORK PAPERS</u>	
	Record related to the construction of licensed projects, or additions or betterments for which the Commission has not determined the actual cost.	
	a. Record Copy.	
	(1) Record related to plant of licensed projects.	Destroy 25 years from date of record.
	(2) Other Records.	Destroy when original cost and/or additions have been determined by the Commission and records have been superseded by current data, but no later than 7 years from date of record <i>or when superseded, whichever is sooner.</i>

FERC RECORDS SCHEDULE II

PART V - OFFICE OF CONGRESSIONAL, INTERGOVERNMENTAL, AND PUBLIC AFFAIRS

SEE GRS 14

FERC RECORDS SCHEDULE III

DOCKETED FORMAL CASE FILES

Docketed formal case files are established upon receipt and acceptance by the Commission of written applications, complaints, declarations, petitions, projects, answers, motions, briefs, exceptions, rate schedules, notices, reports, or other pleadings, amendments to pleadings, documents or papers, as required or allowed by the Code of Federal Regulations (CFR), by any rule, regulation or order of the Commission, or by any applicable statute. A case file, sometimes referred to as a docket file, project file, or transaction file, is updated whenever additional material pertaining to an established case is received.

It is to be noted that, because of the legal ramifications involved in most docketed cases, the retention period allowed for material is usually in excess of most normal requirements. For this reason, retention periods authorized for much of this material, particularly for nonrecord copies, is generally beyond the NARS-recommended maximum retention period of five years for temporary records.

It is also to be noted that special exception to any retention period can be made for records establishing legal precedents or otherwise carrying special historical value. Records eligible for special exception will be identified jointly by FERC staff offices and the FERC Records Officer, subject to final approval by NARS.

PART I - ELECTRIC UTILITIESSubpart A - Applications and Adjustments

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<p><u>POWER SITE LAND APPLICATIONS</u> (DA Dockets)</p> <p>Case files include applications with supporting material together with approval/denial action.</p> <p>a. Applications.</p> <p>b. Other Supporting Material (Not docketed) (Requests for Rights-of-Way (EPR's), Geothermal Leases (EPR-GSL's) Mineral Leases (EPR-MGL's) and Mining Claims (MAR's) on Federal lands).</p> <p>c. Other Copies.</p>	<p>Permanent. Offer to NARS when 20 years old <i>in 5 year review</i></p> <p>Permanent. Offer to NARS when 20 years old. <i>in 5 year review</i></p> <p>Destroy immediately upon termination of functional use, but no later than 2 years after case is closed <i>or sooner if no longer needed.</i></p>
2.	<p><u>INTERLOCKING DIRECTORATES</u> (ID Dockets)</p> <p>Case files include applications from company officials for permission to hold office in more than one public utility, investment firm, or electrical equipment or supply company, with copies of Commission orders and related papers.</p> <p>a. Record Copy.</p> <p>b. Other Copies.</p>	<p>Close file after all actions have been taken. Destroy when 25 years old.</p> <p>Destroy upon termination of functional use, but no later than 10 years after cancellation or supersession <i>or sooner if no longer needed.</i></p>

FERC RECORD SCHEDULE I.

PART I - ELECTRIC UTILITIES (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>
3.	<p><u>ELECTRIC SECURITIES</u></p> <p>(ES Dockets)</p> <p>Case files include applications by public utilities for approval of securities, assumption of liabilities, purchase of securities, and mergers.</p> <p>a. Record Copy.</p> <p>b. Other Copies.</p>	<p>Destroy ^{when} 10 years old.</p> <p>Destroy immediately upon termination of functional use, but no later than 5 years after date Order becomes final. ^{or sooner if no longer needed.}</p>
4.	<p><u>ELECTRIC CORPORATE APPLICATIONS</u></p> <p>(EC Dockets)</p> <p>Case files include applications seeking authority for merger, consolidation, sale, lease or disposition of electric facilities subject to the Commission's jurisdiction; applications seeking authority for the purchase, acquisition or taking by a public utility of any security of any other public utility; applications for a determination that a person or entity is not a "public utility" within the meaning of Section 201 of the Federal Power Act; applications by a public utility for a determination that a rate schedule or rate schedules do not involve a "sale of electric energy at wholesale" and therefore not subject to FERC jurisdiction; official notices, orders, petitions, motions, opinions, and any additional correspondence to and from applicant.</p>	

PART I - ELECTRIC UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4. (Con't) a.	Record Copy.	Close files after all actions have been taken. Destroy when 25 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 10 years after date docket is terminated or sooner if no longer needed.
5.	<u>QUALIFYING FACILITIES</u> (QF Dockets) Case files include notices of self qualification, applications for qualifying status, hearing transcripts, Commission Orders, and appeals to Commission Orders.	
	a. Record Copy.	Close file after all actions have been taken. Destroy when 20 years old.
	b. Other Copies.	Destroy 2 years after Commission Order becomes final.

Subpart B - Rate Filings and Investigations, Collections

1.	<u>ELECTRIC RATE FILINGS</u> (ER DOCKETS) Case files include rate filing applications, official notice, orders, petitions, motions, hearings [official] records and exhibits, transcripts, ALJ documents, opinions and correspondence.	
	a. Record Copy.	Close file after all actions have been taken. Destroy when 25 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 10 years after Order becomes final or sooner if no longer needed.

PART I - ELECTRIC UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>TARIFFS, WHOLESALE CONTRACTS AND RATE SCHEDULES</u> Documents filed with the Commission by electric utility companies giving tariffs and rate for sales of electricity in interstate commerce.	
	a. Record Copy.	Close file after all actions have been taken. Destroy when 20 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 1 year after cancellation, supersession or rejection.
3.	<u>ELECTRIC FEDERAL RATES</u> (EF Dockets) Case files include the documents filed with a request for final confirmation and approval of Federal rate schedules by the Commission. Included among these documents is the letter of request, rate schedules and general provisions, power or transmission system repayment study and supporting statements, rate design study, and such other documents as the Assistant Secretary of Resource Applications, DOE, may deem appropriate; notice of filing, comments, and petitions to intervene, staff conference records, hearing records, all correspondence and the FERC Order resolving the matter and all subsequent requests for rehearing and FERC Orders pertaining thereto.	
	a. Record Copy.	Close file after all actions have been taken. Destroy when 50 years old.

PART I - ELECTRIC UTILITIES (CONTINUED)

Item No.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3. (Con't)	b. Other Copies.	Destroy 5 years after date Commission Order is issued.

Subpart C - Licensed Projects; Surveys and Studies

1. LICENSED HYDROPOWER PROJECTS

(All P and some EL Dockets)

Case files for the following types of filings: preliminary permits, licenses, amendments of permits and licenses, exemptions from licensing, surrenders and transfers of licenses, declaration of intention. Material filed includes applications, incoming and outgoing correspondence, internal memos and reports, cost statements and related papers. Licenses are granted for up to 50 years and may be renewed. Files include copies of formal document issued and all items filed with the Secretary.

See attachment

a. Record Copy.

(1) Correspondence files
(Public and non-public)

Permanent. Offer to NARS
when 20 years old.

(2) Vault copy of licenses

Permanent. Offer to NARS
when 20 years old.

(3) Official exhibit
drawings (tracings or
microfilm).

Permanent. Offer to NARS
when 20 years old.

(4) All other filings
and issuances.

Permanent. Offer to NARS
when 20 years old.

b. Other Copies.

~~Destroy upon termination of
functional use, but no later
than 1 year after cancellation,
supersession or rejection, or
after a new hydropower license
has been issued or accepted.~~

a. PERMANENT SAMPLE OF RECORDS (2% of total volume of licensed hydropower project files)

1. Select a 1% sample composed of complete licensed hydropower projects designated by FERC with the concurrence of NARS that meet one or more of the following criteria:

a. Established a precedent and therefore resulted in a major policy or procedural change;

b. Was involved in extensive litigation;

c. Received widespread attention from the news media;

d. Was widely recognized for its uniqueness by established authorities outside the Government;

e. Was reviewed at length in the agency's annual report to the Congress

2. Compile a 1% sample by selecting complete project files for project numbers 5, 105, 205, 305, 405, etc.

b. OTHER LICENSED HYDROPOWER PROJECT FILES

DESTROY 1 year after cancellation, supersession or rejection, or after a new hydropower license has been issued or accepted.

PART I - ELECTRIC UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>HEADWATER BENEFITS MATTERS</u> (HB Dockets) Case files include decisions, notices, orders, petitions, briefs, protests, comments, settlement orders, headwater benefits study data, and related correspondence.	
	a. Record Copy.	Close file after all actions have been taken. Destroy when 50 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 1 year after cancellation, supersession or rejection.
3.	<u>ECONOMIC AND ENGINEERING SURVEYS AND STUDIES</u> Case files include initiatory documents, progress reports, periodic summaries of data collected, correspondence with interested Federal, state and local agencies as well as companies, and final reports and surveys which may include maps, charts and other illustrative matter.	
	a. General investigations of water power resources and their relation to interstate and foreign commerce and of the water power industry and its relation to other industries.	

FERC RECORD SCHEDULE I'

PART I - ELECTRIC UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3. (Con't)	(1) Record Copy.	<i>Permanent.</i> Offer to NARS <i>in 5 year</i> <i>even</i> when 20 years old.
	(2) Other Copies.	Destroy upon termination of functional use, but no later than 2 years from date of document <i>or sooner if no longer needed.</i>
	b. Power market surveys on the utilization and marketing of electric power from existing and proposed hydro-electric development.	
	(1) Record Copy.	Close file after all actions have been taken. Destroy when 5 years old.
	(2) Other Copies.	Destroy upon completion of functional use, but no later than 2 years from date of document. <i>or sooner if no longer needed.</i>
	c. River Basin studies made in cooperation with other agencies.	
	(1) Record Copy.	Close file after all actions have been taken. Destroy when 5 years old.
	(2) Other Copies.	Destroy upon completion of functional use, but no later than 2 years from date of document <i>or sooner if no longer needed.</i>

Subpart D - General Dockets; Discontinued Dockets; and Company Correspondence

1. COMPANY CORRESPONDENCE FILES
(ELECTRIC)

Files contain material of interest to the Commission, but not pertaining to formal or informal case files; this might include general correspondence, transmittals, reports, information on

PART I - ELECTRIC UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1. (Con't)	accounting systems, public utility status, allocation of operating and construction costs of federal hydro-electric projects, employee pension plans, operating agreements with other companies, and related matters.	
	a. Record Copy.	Close file after all actions have been taken. Destroy when 5 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than one year after date of document.
2.	<u>ELECTRIC UTILITIES</u> (E Dockets) Case files include formal electric rate investigations declarations of intention to construct; applications for interconnections of facilities, transmission to a foreign country, sale, lease, merger, or consolidation of facilities; copies of formal documents issued, correspondence and related papers.	<u>Note:</u> E Dockets were discontinued as of 1975.
	a. Record Copy.	Close file after all actions have been taken. Destroy when 25 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 4 years from date order becomes final or sooner if no longer needed.

PART I - ELECTRIC UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<p><u>OTHER ELECTRIC POWER FORMAL PROCEEDINGS.</u></p> <p>(EL Dockets)</p> <p>Case files include memoranda to be published in the Federal Register, applications for authority to interconnect to electric power utilities, orders authorizing sale, clarifying orders, petitions for relief, certificates of service, verifications, affidavits, opinions and orders setting just and reasonable rates, and other memoranda as they pertain to electric power utilities.</p> <p>a. Record Copy.</p> <p>b. Other Copies.</p>	<p>Close file after all actions have been taken. Destroy when 25 years old.</p> <p>Destroy upon termination of functional use, but no later than 10 years after date Order becomes final sooner if no longer needed.</p>

Part II - GAS PRODUCERS & UTILITIES

Subpart A - Applications and Adjustments

1. INDEPENDENT GAS PRODUCER
CERTIFICATES

(CI Dockets)

Case files contain applications for certification of public convenience and necessity for abandonment; orders, notices, petitions and opinions related to case files; and correspondence and other related documents.

a. Record Copy.

Destroy 25 years after date of termination.

b. Other Copies.

~~Destroy upon termination of functional use, but no later than 2 years from date of termination~~ *sooner if no longer needed.*

Exceptions:

a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)

b. Applications that have been withdrawn.

Destroy 6 months after withdrawal.

c. Applications that have been rejected or dismissed.

Destroy 5 years after date of rejection or dismissal.

d. Certificated operations that have been completely terminated and vacated pursuant to regulations under the Natural Gas Act and Natural Gas Policy Act.

Destroy 1 year after date of non appealable order authorizing abandonment.

FERC RECORDS SCHEDULE

Part II - GAS PRODUCERS & UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<p><u>INDEPENDENT SMALL GAS PRODUCER CERTIFICATES</u></p> <p>(CS DOCKET)</p> <p>Case files contain applications for certification of public convenience and necessity for abandonment; orders, notices, petitions and opinions related to case files; and correspondence and other related documents.</p>	
	a. Record Copy.	Destroy 25 years after date of termination.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 2 years from date of termination <i>or sooner if no longer needed.</i>
	<u>Exceptions:</u>	
	a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)	
	b. Applications that have been withdrawn.	Destroy 6 months after such withdrawal.
	c. Applications that have been rejected or dismissed.	Destroy 5 years after rejection or dismissal.
	d. Certificated operations that have been terminated and vacated pursuant to regulations under the Natural Gas Act and the Natural Gas Policy Act.	Destroy 1 year after date of non appealable order authorizing abandonment.

FERC RECORDS SCHEDULE III

Part II - GAS PRODUCERS & UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>GAS PIPELINE CERTIFICATES</u> (CP Dockets) Case files contain application for certificate, formal documents issued, correspondence, and related documents submitted by pipeline companies.	
	a. Record Copy.	Destroy ^{when} 40 years after issuance of a final non appealable order. old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 4 years from date non appealable order becomes final.
	<u>Exceptions:</u>	
	a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)	
	b. Applications that have been withdrawn.	Destroy 6 months after date of withdrawal.
	c. Applications that have been rejected or dismissed.	Destroy 5 years after rejection or dismissal.

Subpart B - Rate Filings and Investigations; Collections

1. AREA RATE INVESTIGATIONS

(AR Dockets)

Area rate case files pertain to the sectioning of the continental U.S. into subdivisions to provide for uniform rate pricing procedures within each specific area. They include testimony, refund reports,

FERC RECORDS SCHEDULE

Part II - GAS PRODUCERS & UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1. (Con't)	information on tariffs and rate investigations, staff reports, general correspondence and other rate material. These cases involve a consideration of a large number of producer rate increases (RI) dockets.	
	a. Record Copy.	Destroy ^{when} 20 years after date order becomes final ^{old} .
	b. Other Copies.	Destroy upon termination of functional use, but not later than 4 years from date order becomes final ^{or sooner if no longer needed.}
2.	<u>INDEPENDENT PRODUCERS' GAS RATES</u> (RI DOCKETS) Case files contain documents prepared by the staff, corporate histories, plant accounts and related depreciation reserves, rate bases, balance sheets, income statements and natural gas reserves.	
	a. Record Copy.	Destroy 20 years after date order becomes final
	b. Other Copies.	Destroy upon termination of functional use, but no later than 5 years from date order becomes final ^{or sooner if no longer needed.}
3.	<u>GAS PIPELINE RATES</u> (RP Dockets) Case files include material relating to the establishment and revision of gas pipeline carrier rates, such as rate investigation material, balance sheets, correspondence and related paperwork.	

Part II - GAS PRODUCERS & UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3. (Con't)	a. Record Copy.	Destroy ^{when} 20 years after old date order becomes final.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 5 years from date order becomes final and sooner if no longer needed.
	<u>Exception:</u>	
	a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)	
4.	<u>STAFF ADJUSTMENTS (GAS)</u>	
	(SA Dockets)	
	Case files contain reviews of staff adjustments under Section 502e of the NGPA of 1978; material may include petitions and notices requesting amendments to petitions and extension of filing deadline, petitions for waiver notification of requirements, and notices of application for an adjustment.	
	a. Record Copy.	Destroy ^{when} 20 years after old date of termination.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 1 year after date of termination.
5.	<u>SALES AND TRANSPORTATION (GAS)</u>	
	(ST Dockets)	
	Transportation and sale of gas; basically self-implementing transactions with no prior approval by FERC required. However, <u>rate status</u> approval must be obtained	

Part II - GAS PRODUCERS & UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5. (Con't)	from the Commission. Occasionally, requests are made for rate approval in advance. Because these dockets have rate proceedings implications, disposition values are similar to those assigned rate cases.	
a.	Record Copy.	^{when} Destroy 20 years after rate has been verified as being in accordance with NCPA Regulations. <i>old.</i>
b.	Other Copies.	Destroy upon termination of functional use, but no later than 5 years from date closed.
6.	<u>GAS PIPELINE SERVICE AGREEMENTS</u> Files include documents filed by natural gas companies and independent gas producers setting forth pipeline tariffs and rates for sales of natural gas at wholesale in interstate commerce.	
a.	Record Copy.	^{when} Destroy 20 years after date cancellation or supersession becomes final. <i>old.</i>
b.	Other Copies.	Destroy 1 year after cancellation, supersession or rejection.

Part - II GAS PRODUCERS AND UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<p><u>TARIFF CURTAILMENT: NATURAL GAS</u></p> <p>(TC Dockets)</p> <p>Notices proposing changes in gas tariffs; petitions to intervene; protests on behalf of, or against, other gas corporations; requests for extensions to file comments relating to the reasoning of the protest petitions; presiding ALJ certification records of hearings concerning seasons and shortages; notices stating a prepared report of analysis and evaluation of the impacts of gas shortages.</p> <p>a. Record Copy.</p> <p>b. Other Copies.</p> <p><u>Exception.</u></p> <p>a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)</p>	<p>Destroy ^{when} 20 years after old ^{date order becomes final.}</p> <p>Destroy upon termination of functional use, but no later than 4 years ^{4 years} from date order becomes final or sooner if no longer needed.</p>
8.	<p><u>TARIFFS, WHOLESALE CONTRACTS AND GAS RATE SCHEDULES</u></p> <p>Documents are filed with the Commission by:</p> <p>(1) Natural Gas Pipeline Companies: tariffs, and rates for sales of natural gas at wholesale in interstate commerce;</p> <p>(2) Independent Producers: rates for sales of gas to natural gas pipeline companies or to other independent producers in interstate commerce.</p>	

Part - II GAS PRODUCERS AND UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
8. (Con't)	<u>TARIFFS, WHOLESALE CONTRACTS AND GAS RATE SCHEDULE</u>	
	a. Record Copy.	Destroy 20 years after effective date of cancellation, supersession or rejection of filing.
	b. Other Copies.	Destroy upon termination of functional use, but not later than 1 year after cancellation, supersession or rejection.
9.	<u>INVESTIGATIONS: NATURAL GAS</u> (IN Dockets) Case files of investigations into alleged violations of the Natural Gas Act. File includes order instituting investigation, responses to orders, motions to dismiss or terminate investigation, applications for rehearing and petitions to quash subpoenas.	
	a. Record Copy.	Close file after all actions have been taken. Destroy when 10 years old.
	b. Other Copies.	None authorized.

FERC RECORD SCHEDULE

Part - II GAS PRODUCERS AND UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
10.	<u>INTERIM COLLECTIONS</u> Interim and retroactive collections filings.	
	a. Record Copy.	Destroy ^{when} 5 years after ^{after} date filed. ^{id.}
	b. Other Copies.	None required.
11.	<u>TIGHT FORMATION NOMINATIONS</u> Jurisdictional agencies' written recommendations nominating a tight formation.	
	a. Record Copy.	Retain indefinitely pending Federal policy decisions on deregulation of natural gas after that time, submit SF-115 to NARS.
	b. Other Copies.	None required.

Part II - GAS PRODUCERS AND UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>Subpart C - Notices, Petitions, and Elections</u>		
1.	<u>WINDFALL PROFITS TAX ELECTIONS</u> An election filed by natural gas producers to collect the incentive price under Section 107, NGPA in lieu of the tax credit. All files returned to companies as of April 1981.	
	a. Record Copy.	^{when} Destroy ^{20 years after o/d.} all actions have been taken.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 1 year after date of filing.
2.	<u>NOTICES OF WELL DETERMINATION (NGPA)</u> (JD Dockets) Submitted to FERC by state jurisdictional agencies, the U.S. Geological Survey, and Bureau of Indian Affairs for review; if no action is taken within 45 days after receipt in the Commission, the decision of the jurisdictional agency becomes final by the act of law.	
	a. Record Copy.	Retain indefinitely pending Federal policy decisions on deregulation of natural gas at that time, submit SF-115 to NARS.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 1 year after final decision date.

PART II - GAS PRODUCERS AND UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>NOTICES OF DETERMINATION INCLUDING RELATED APPLICATIONS</u> Justifications submitted by natural gas producers to support requests for incentive price. a. Record Copy. b. Other Copies.	 Retain indefinitely pending Federal policy decisions on deregulation of natural gas at that time, submit SF-115 to NARS. None Required.
4.	<u>JURISDICTIONAL AGENCIES' REQUESTS FOR ALTERNATIVE FILING OR NOTICE REQUIREMENTS</u> Requests submitted by jurisdictional agencies for alternative filing or notice requirements under the NGPA. a. Record Copy. b. Other Copies.	 Retain indefinitely pending Federal policy decisions on deregulation of natural gas at that time, submit SF-115 to NARS. None Required.

FERC RECORDS SCHEDULE III

PART II - GAS PRODUCERS AND UTILITIES (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>
<u>Subpart D - General Dockets, Discontinued Dockets; and Company Correspondence</u>		
1.	<u>GENERAL GAS DOCKET CATEGORY</u> (GP Dockets) Answers to petitions to intervene and requests for enlargement of issues and supplements; notices of petitions for declaratory orders and protests submitted protesting interim collections of gas prices.	
	a. Record Copy.	Retain indefinitely pending Federal policy decisions on the deregulation of natural gas at that time, submit SF-115 to NARS.
	b. Other Copies.	Destroy upon termination of functional use, but no later than one year after final action.
2.	<u>G (Gas) now (CI and RI, CP and RP)</u> Case files include (a) applications for certificates of public convenience and necessity, exemption, export, or import, (b) rate investigation papers including staff working papers dealing with the property and balance sheet accounts; with copies of formal documents issued, correspondence, and related papers.	
	a. Record Copy.	Destroy ^{when} 25 years after date of termination.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 2 years from date of termination or sooner if no longer needed.

PART II - GAS PRODUCERS AND UTILITIES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2. (Con't)	<u>Exceptions:</u>	
	a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)	
	b. Applications that have been withdrawn.	Destroy 6 months after withdrawal.
	c. Applications that have been rejected or dismissed.	Destroy 5 years after date of rejection or dismissal.
	d. Certificated operations that have been completely terminated and vacated pursuant to regulations under the Natural Gas Act and Natural Gas Policy Act.	Destroy one year after date of non appealable order authorizing abandonment.
3.	<u>COMPANY CORRESPONDENCE FILES (GAS AND GAS PIPELINE)</u>	
	Files contain material of interest to the Commission, but not pertaining to formal or informal case files; this might include general correspondence, transmittals, reports, information on accounting systems, natural gas status, employee pension plans, operating agreements with other companies, and related matters.	
	a. Record Copy.	Destroy ^{when} 10 years after old. date of receipt.
	b. Other Copies.	Destroy upon termination of functional use, but no later than one year after date of issue.

FERC RECORD SCHEDULE I.

Part III - OIL PRODUCERS & PIPELINES

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	<u>Subpart A - Applications and Adjustments</u>	
1.	<u>SPECIAL PERMISSION APPLICATIONS</u> (SP Dockets) Case files include special permission applications or other permissible waivers of rules regarding tariff schedules under Section 6(3) of ICA (Interstate Commerce Act: 49 USC 6(3)), Oil Pipeline Tariffs.	
	a. Record Copy.	Destroy 10 years after date of final non appealable order. <i>Destroy when 10 years old.</i>
	b. Other Copies.	Destroy upon termination of functional use, no later than 2 years from date order becomes final <i>or sooner if no longer needed.</i>
2.	<u>REQUESTS FOR ADJUSTMENTS</u> (RA Dockets) Case files include the Commission review of adjustment request denials, a review of average daily purchases, summary reports of daily production, affidavits to clarify and supplement records of the proceedings, requests for extension of time for placing additional filing information, motions for extension of time, responses to replies and orders, meeting dates on conferences and hearings for purposes of presenting oral arguments.	
	a. Record Copy.	Close file after all actions have been completed. Destroy when 20 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 2 years after case is closed <i>or sooner if no longer needed.</i>

FERC RECORD SCHEDULE III

Part III - OIL PRODUCERS & PIPELINES (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED

DISPOSITION

Subpart A - Applications and Adjustments

3. REMEDIAL ORDERS

(RO Dockets)

Case files include Notice of Intent to Appeal a proposed remedial order issued by the Economic Regulatory Administration on a case usually involving violations of the Mandatory Petroleum Price Regulations, and all supporting material.

a. Record Copy.

Close file after all actions have been completed. Destroy when 20 years old.

b. Other Copies.

~~Destroy upon termination of functional use, but no later than 2 years after case is closed~~ or sooner if no longer needed.

Subpart B - Rate Filings and Investigations; Collections

1. OIL PIPELINE RATES

(OR Dockets)

Case files include materials pertaining to rate filings brought about through initial briefs, submitted petitions, orders requesting extensions of time for filing briefs, orders accepting filings, suspensions subject to certain conditions, and tariff changes. Also, includes initial decision limiting individuals and issues of jurisdiction, and others granting joint motions introducing work papers into evidence. (A case formerly under jurisdiction of the Interstate Commerce Commission will also carry the former ICC docket number for convenience.)

a. Record Copy.

Cut off
~~Destroy 20 years after date of final non appealable order.~~ Destroy when 20 years old.

b. Other Copies.

~~Destroy upon termination of functional use, but no later than 5 years from the date the order becomes final~~ or sooner if no longer needed.

FERC RECORDS SCHEDULE III

Part III - OIL PRODUCERS & PIPELINES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1. (Con't)	<u>Exception:</u>	
	a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)	
2.	<u>PIPELINE DEPRECIATION (OIL)</u>	
	(PD Dockets)	
	Case files include Commission orders authorizing depreciation rates and related matters pertaining to oil pipelines.	
	a. Record Copy.	Destroy 15 years after final non appealable order. <i>cut off</i> Destroy when 15 years old.
	b. Other Copies.	Destroy upon termination of functional use, but no later than 7 years from date order becomes final or sooner if no longer needed.
	<u>Exception:</u>	
	a. (Prior to disposition all records in this category should be reviewed for application of the special exemption described on page III-1.)	
3.	<u>OIL PIPELINE VALUATION</u>	
	(PV Dockets)	
	Case files pertain to the annual valuation of oil pipelines. Included is information on the corporate structure of the company, a description of the property, and value determinations for rate making purposes.	
	a. Record Copy.	Permanent. Offer to NARS when 20 years old. <i>Destroy when no longer needed.</i> TRANSFER TO FRC NOT AUTHORIZED

FERC RECORD SCHEDULE III

Part III - OIL PRODUCERS & PIPELINES (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>
3. (Con't)	b. Other Copies.	Destroy upon termination of functional use, but no later than 2 years from date order becomes final or sooner if no longer needed.
4.	<u>FOURTH SECTION FILINGS</u> <u>(OIL PIPELINES)</u> (FS Dockets) These filings pertaining to oil pipelines refer to Section 4, Part I of the Interstate Commerce Act, which sets forth provisions for long and short haul charges and competition with other modes of transport. a. Record Copy. b. Other Copies.	cut off Destroy 20 years after final non appealable order. Destroy when 20 years old. None required.

Subpart C - General Dockets; Discontinued Dockets; and Company Correspondence

1. ENERGY ACTIONS
- (EA Dockets)
- Case files contain a review of major energy actions proposed by the Secretary of Energy relating to oil pricing and allocation, proposed rulemaking, hearing testimony, analysis and input, petitions for reconsideration, Congressional Subcommittee reports, DOE decisions, and recommendations.
- a. Record Copy.
- Close file after all actions have been taken.
Destroy when 25 years old.

FERC RECORDS SCHEDULE

Part III - OIL PRODUCERS & PIPELINES (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1. (Con't) b.	Other Copies.	Destroy upon termination of functional use, but no later than 5 years Cut off from date order becomes final. Destroy when 5 years old or sooner if no longer needed.
2.	<u>THE ALASKAN PIPELINE SYSTEM (TAPS)</u> File consists of discovery materials in support of or relevant to pending litigation concerning The Alaskan Pipeline System. a. Record Copy. b. Other Copies.	Retain indefinitely pending settlement of this case, at which time submit SF-115 to NARS with recommended disposition. (NOTE: Hearings in this case are expected to continue for several years and may eventually be resolved by the U.S. Supreme Court.) None authorized.
3.	<u>COMPANY CORRESPONDENCE FILES (OIL PRODUCERS & PIPELINES)</u> Files contain material of interest to the Commission, but not pertaining to formal or informal case files; this might include general correspondence, transmittals, reports, information on accounting systems, oil field status, employee pension plans, operating agreements with other companies & related matters. a. Record Copy. b. Other Copies.	Destroy 5 years after receipt. Destroy upon termination of functional use, but no later than one year after date.

FERC RECORD SCHEDULE III

Part IV - MISCELLANEOUS FILINGS COMMON TO ALL DOCKETS

Miscellaneous filings common to all dockets are not limited in applicability to any single energy grouping. They become a part of the appropriate formal case file when properly filed and accepted by the Commission. A case file, sometimes referred to as a docket file, project file, or transaction file, is updated whenever additional material pertaining to an established case is received.

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>
---------------------------	-------------------------------	---

Subpart A - Rate Filings and Investigations; Collections

1. SUSPENSION & INVESTIGATION OF RATES, FARES, CHARGES AND PRACTICES OF COMPANIES

(IS Dockets)

Case files include petitions for reconsideration and vacation of suspension order, order denying petition for reconsideration and vacation of suspension order.

a. Record Copy.

Close file after all actions have been taken. Destroy when 20 years old.

b. Other Copies.

~~Destroy upon termination of functional use, but no later than 5 years after date~~ Cut off file when order becomes final. Destroy when 5 years old or sooner if no longer needed.

2. INVESTIGATIONS (FORMAL)

(IN Dockets)

Case files of formal investigations into alleged violations and improprieties. Files include orders instituting investigations, responses to orders, motions to dismiss or terminate investigation, applications for rehearing, and petitions to quash subpoenas.

See FERC Schedule II, Part III, Item 4.

a. Record Copy.

Close file after all actions have been taken. Destroy when 10 years old.

b. Other Copies.

None authorized.

Part IV - MISCELLANEOUS FILINGS COMMON TO ALL DOCKETS (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED</u> <u>DISPOSITION</u>
---------------------------	-------------------------------	---

Subpart B - Licensed Projects; Surveys and Studies1. SPECIAL STATISTICAL STUDIES

Manuscript studies pertaining mainly to gas, electric and hydro matters, dealing with volume of sales, cost of production and transmission, storage, and similar subjects as requested by other agencies, private sources, or as initiated by the Commission.

a. Record Copy.

Transfer to Federal Records Center when 2 years old; destroy when 5 years old.

b. Other Copies.

~~Destroy upon completion of functional use,~~
~~but no later than~~ Destroy
2 years after date
of issue or sooner if no
longer needed.

Subpart C - General Dockets; Discontinued Dockets; and Company Correspondence1. CLASSIFIED DOCUMENTS

Documents bearing the security classification CONFIDENTIAL or SECRET for national security reasons.

a. Record Copy.

~~Disposal not authorized by this schedule.~~
When downgraded to UNCLASSIFIED, transfer custody to Central Files. Disposition thereafter will be made in accordance with applicable Schedule herein.

FERC RECORD SCHEDULE III

Part IV - MISCELLANEOUS FILINGS COMMON TO ALL DOCKETS (CONTINUED)

<u>Item No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<p><u>RULEMAKING</u></p> <p>(RM Dockets)</p> <p>Case files may include, among other things, petitions for rulemakings, notice of inquiry, notice of proposed rulemaking, other public notices pertaining to the rulemaking, interim rule, final rule, written comments, transcripts of public hearings, rehearing petitions, rehearing orders, correspondence, and staff reports.</p>	
	a. Record Copy.	<p><u>Permanent.</u> Offer to NARS when 20 years old.</p> <p><i>in 5 year level</i></p>
	b. Other Copies.	<p>Destroy upon termination of functional use, but no later than 1 year after <i>issuance of final rule.</i></p>

FERC RECORDS SCHEDULE - IV

REPORTS

PART I - MONTHLY; SEMIMONTHLY

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>ELECTRIC</u>		
1.	<u>ELECTRIC UTILITY COMPANY</u> <u>MONTHLY STATEMENT (FORM 5)</u>	
	Files include monthly information concerning electric operating revenues, revenue deductions, and incomes for all Class A electric utilities, both privately and publicly owned.	(Order No. 265, RM83-4, Discontinuance of FERC Form No. 5; Electric Utility Company Monthly Statement, issued November 22, eliminates required monthly filing of sales, revenues and income data by electric utilities. Effective January 1, 1983, (21 FERC 61, 106)) <i>Cut off</i>
	a. Record Copy.	Destroy 2 years after completion of pertinent Commission reports or issuances. <i>Destroy when 2 years old.</i>
	b. Other Copies.	Destroy upon termination of functional use, but not later than 1 year from date of filing.
2.	<u>MONTHLY POWER PLANT REPORT</u> <u>(ELECTRIC UTILITY AND INDUSTRIAL) (FORM 4 OR EQUIVALENT)</u>	
	Files include information concerning monthly generation of electric energy and consumption, and stocks of fuels from electric utilities having: one generating plant; more than one generating plant; and generation by industrial establishments.	<i>Cut off</i>
	a. Record Copy.	Destroy 2 years after completion of pertinent Commission reports on issuances. <i>Destroy when 2 years old.</i>

FERC RECORDS SCHEDULE - IV

REPORTS

PART I - MONTHLY; SEMIMONTHLY (CONTINUED)

Item

No. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

2.(Con't) b. Other Copies.

Destroy ~~upon termination of functional use, but not later than 1 year from date of filing.~~

ELECTRIC

3. MONTHLY REVIEW OF COST & QUALITY
OF FUEL FOR STEAM-ELECTRIC PLANT
(FORM 423)

Report filed by electric power producers to furnish monthly data on the cost and quality of fuels received at steam-electric generating plants with a capacity of 25 megawatts or greater. This monthly report (a) for coal, shows the name of the mine and the country in which the coal originated, if available; (b) for oil, shows supplier and refinery or port of entry; and (c) for gas, shows pipeline (suppliers) or distributors, producer area by state of port of entry.

a. Record Copy.

Destroy when 20 years old.

b. Other Copies.

Destroy ~~upon termination of functional use, but not later than 2 years after date of receipt or sooner if no longer needed.~~

REPORTS

Item

AUTHORIZED DISPOSITION

1. REPORT OF GAS STORED UNDERGROUND
(FORM 8 OR EQUIVALENTS)

when
Destroy 10 years after old.
~~date of report.~~

~~Destroy upon termination of functional use, but not later than 2 years after date of receipt or sooner if no longer needed.~~

cut off
~~Destroy 2 years~~ after completion
of pertinent Commission reports
and issuances. Destroy when
2 years old.

~~Destroy upon termination of functional use, but not later than 6 months from date of receipt.~~

FERC RECORDS SCHEDULE - IV

REPORTS

PART II - QUARTERLY

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
---------------------------	-------------------------------	-------------------------------

GAS

1. ALTERNATIVE FUEL DEMAND TO
NATURAL GAS CURTAILMENT (FORM 50)

Report filed annually by interstate and intrastate pipelines, municipalities and other suppliers of natural gas including supplemental gaseous fuels on the alternative fuel demands of their direct customers; report contains the following information: gaseous fuel supply by supplier and type of fuel, deliveries to end customers by type of service and by category and data on curtailments and alternative fuels.

a. Record Copy.

when
Destroy ¹⁰ years ~~after filing~~
~~date~~ *old*.

b. Other Copies.

Destroy ~~upon termination of~~
~~functional use, but not later~~
~~than 2 years from date of~~
~~receipts~~ *or sooner if*
no longer needed.

FERC RECORDS SCHEDULE - 1.

REPORTS

PART II - QUARTERLY (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

OIL

1. QUARTERLY REPORT OF PIPELINE
COMPANIES (FORM ICC-QPS)

Used in oil pipeline tariffs.

(Discontinued on May 6, 1982.
47 FR 16317)

a. Record Copy.

Destroy when 10 years old.

b. Other Copies.

Destroy upon termination of
functional use.

FERC RECORDS SCHEDULE - IV

REPORTS

PART III - ANNUAL; SEMIANNUAL; BIENNIAL

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

ELECTRIC

1. ANNUAL FINANCIAL & STATISTICAL
REPORTS (FORMS 1, 2 or
EQUIVALENT)

Files include annual financial and statistical reports submitted by jurisdictional electric utilities, non-jurisdictional privately and municipally owned electric utilities, federally owned electric utilities and hydro projects and licensees. These annual reports give financial and statistical data as to assets, liabilities, revenues, capacity, number of consumers, and related information. FERC Form No. 1, Class A and B, Electric Utilities and Licensees; with annual operating revenues of \$2,500,000 or more for Class A and \$1,000,000 or more but less than \$2,500,000 for Class B.

a. Record Copy.

Destroy 50 years from date of filing.

b. Other Copies.

Destroy ~~upon termination of functional use, but not later than~~ 5 years from date of filing *or sooner if no longer needed.*

2. ANNUAL POWER SYSTEM STATEMENTS
(FORM 12 or EQUIVALENT)

Annual Power System Statements submitted by privately, municipally, or federally owned electric utilities which operate facilities for the generation, transmission, or distribution of electric energy. These statements give information on generating capacity and transmission facilities, loads, and load characteristics, and related matters.

FERC RECORDS SCHEDULE - IV

PART III - ANNUAL; SEMIANNUAL; BIENNIAL (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

ELECTRIC

2.(Con't) a. Record Copy.

Destroy when 20 years old.

b. Other Copies.

Destroy ~~upon termination of functional use, but not later than 2 years from date of filing~~ or sooner if no longer needed.

3. STEAM-ELECTRIC PLANT AIR & WATER QUALITY CONTROL DATA REPORTS (FORM 67 OR EQUIVALENT)

Annual report containing data on cost of environmental impact equipment for steam-electric plants, the design and operating practices of the plants, the design and operating practices of environmental equipment such as boilers and generators, a rolling 10-year projection of the fuel requirements for such plans and new capacity additions to the output of power. Also included: the costs of future air pollution control equipment; quantity and quality of coal, oil and gas consumed, and projected consumption, and operation characteristics of nuclear plants (i.e., water thermal pollution and other environmental impacts).

a. Record Copy.

Destroy when 5 years old.

b. Other Copies.

Destroy ~~upon termination of functional use, but not later than 1 year after date of filing.~~

4. COST OF SERVICE FILINGS

A biennial filing by public and privately-owned utilities containing detailed data on the cost of electric service.

FERC RECORDS SCHEDULE - IV

PART III - ANNUAL; SEMIANNUAL; BIENNIAL (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>ELECTRIC</u>		
4.(Con't)a.	Record Copy.	Destroy when 4 years old. (Maintain current and one previous report.)
	b. Other Copies.	Destroy upon termination of functional use, but no later than upon receipt of next succeeding report.
5.	<u>20 LARGEST CUSTOMER FILINGS</u> Annual filing by public utilities listing names and addresses of their 20 largest customers.	
	a. Record Copy.	Destroy when 2 years old. (Maintain current and one previous year's report).
	b. Other Copies.	None required.

FERC RECORDS SCHEDULE - IV

PART III - ANNUAL; SEMIANNUAL; BIENNIAL (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>GAS</u>		
1.	<u>ANNUAL REPORT FOR IMPORTERS & EXPORTERS OF NATURAL GAS</u> <u>(FORM 14 OR EQUIVALENT)</u> Report submitted by importers and exporters of gaseous and liquified natural gas containing the name of any foreign purchaser or seller; other transporters, if any; or exit; monthly quantities in thousands of cubic feet and BTU; U.S. dollars paid or received for the quantities reported; and annual weighted average BTU content & price.	
	a. Record Copy.	Destroy 20 years after date of report.
	b. Other Copies.	Destroy upon termination of functional use, but not later than 5 years after date of receipt <i>or sooner if no longer needed.</i>

FERC RECORDS SCHEDULE - IV

REPORTS

PART III - ANNUAL; SEMIANNUAL; BIENNIAL (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>GAS</u>		
2.	<u>ANNUAL REPORT OF GAS SUPPLY</u> <u>(FORM 15 OR EQUIVALENT)</u> Report submitted by jurisdictional natural gas companies, includes information on gas procurement programs, reserves, purchase of gas from other companies and/or foreign supplies, and deliverability data. a. Record Copy. b. Other Copies.	Destroy 20 years after date of filing. Destroy upon termination of functional use, but not later than 5 years after date of receipt or sooner if no longer needed.
3.	<u>GAS SUPPLY & REQUIREMENT REPORT</u> <u>(FORM 16 OR EQUIVALENT)</u> Semiannual report by natural gas pipeline companies making sales of natural gas in interstate commerce for resale and on their gas supplies and requirements. It includes actual supply requirements data on a monthly basis for previous years and projected data for one year. a. Record Copy. b. Other Copies.	Destroy 20 years after date of filing. Destroy upon termination of functional use, but not later than 5 years from date of filing or sooner if no longer needed.

FERC RECORDS SCHEDULE - IV

REPORTS

PART III - ANNUAL; SEMIANNUAL; BIENNIAL (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

GAS

4.

SALES AND REVENUES REPORT
FORMS FOR INDEPENDENT PRODUCERS
FORM 301-A, 301-B, OR FORM 108
(PARTS 501 and 505)

These reports show detail and summary data by rate schedule including: summary sales volumes and revenue data for jurisdictional sales; any other parties whose interest is being sold under a rate schedule issued in the name of the filing party; the annual sales volume attributable to each such party; the amount of any revenues collected by any party subject to refund; and projected deliveries for the next year .

a. Record Copy.

Destroy 20 years after date of filing.

b. Other Copies.

Destroy ~~upon termination of functional use, but not later than~~ 1 year from date of receipt.

5.

ANNUAL FINANCIAL & STATISTICAL
REPORTS (FORMS 2 OR EQUIVALENT)

Files include annual financial and statistical reports submitted by natural gas companies, and independent

FERC RECORDS SCHEDULE - IV

REPORTS

PART III - ANNUAL; SEMIANNUAL; BIENNIAL (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

GAS

5.(Con't)producers of natural gas. These annual reports give financial and statistical data as to assets, liabilities, revenues, capacity number of consumers, gas supplies, deliverability, and similar related information. FERC Form No. 2, Class A and B, Natural Gas companies with annual operating revenues of \$2,500,000 or more for Class A and \$1,000,000 or more but less than \$2,500,000 for Class B.

a. Record Copy.

Destroy 50 years after date of filing.

b. Other Copies.

Destroy ~~upon termination of functional use, but not later than 5 years from date of filing or sooner if no longer needed.~~

6. ANNUAL REPORT OF SYSTEMS FLOW
DIAGRAMS (FORM FPC R0-284)

Annual report reflecting operating conditions on a pipeline's main transmission system during the previous 12 months. Information includes pipeline diameter and mileage, direction of flow, operating pressure, compressor horsepower and pressure, fuel requirements, storage data, and volume data.

a. Record Copy.

Destroy when 20 years old.

b. Other Copies.

Destroy ~~upon termination of functional use, but not later than 4 years from date of filing or sooner if no longer needed.~~

FERC RECORDS SCHEDULE - IV

REPORTS

PART III - ANNUAL; SEMIANNUAL; BIENNIAL (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>GAS</u>		
7.	<u>REPORT BY PIPELINE, DISTRIBUTOR</u> <u>OR AFFILIATE UNDER SECTION 18 CFR</u> <u>270.203(d)</u> Semiannual report submitted by gas pipeline, distributor or affiliate on purchase activity which does not qualify as a "first sale" under the NGPA.	
	a. Record Copy.	Destroy 10 years after date of filing.
	b. Other Copies.	None required.
<u>OIL</u>		
1.	<u>APPLICATION FOR ANNUAL OR</u> <u>BASIC VALUATION (FERC FORM-42)</u> Used in oil pipeline rate regulation.	
	a. Record Copy.	Destroy 10 years after date of application.
	b. Other Copies.	Destroy upon termination of functional use.
2.	<u>ANNUAL REPORT OF OIL PIPELINES</u> <u>(FERC FORM NO. 6)</u> This report is required to be filed annually by all oil pipeline carriers subject to the provisions of Section 20, Part 1 of Interstate Commerce Act.	
	a. Record Copy.	Destroy 10 years after date of filing.
	b. Other Copies.	Destroy upon termination of functional use, but not later than 2 years after date of filing or sooner if no longer needed.

REPORTS

PART IV - VARIABLE AND NON-PERIODIC

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>ELECTRIC</u>		
1.	<u>IMPLEMENTATION STATUS FILINGS</u> Reports by states and non-regulated electric utilities setting for the implementation made in conformity with PURPA requirements (18 CFR 292.401). a. Record Copy. b. Other Copies.	One-time report. Retain indefinitely pending further developments. <i>Submit SF 115.</i> Destroy upon termination of functional use, but not later than 1 year after date of submission.
2.	<u>SELF-CERTIFICATION STATUS FILINGS</u> Written notice from certain owners/operators of small power production or cogeneration facilities who qualify as a "small producer" or "co-generator" under 18 CFR 292.207. a. Record Copy. b. Other Copies.	Destroy five years after filing date, subject to clarification of renewal procedures. None Required.
3.	<u>CONTINUITY OF SERVICE FILINGS</u> Notices by all jurisdictional utilities having wholesale customers setting forth anticipated shortages in energy and power capacity; and statements as to how such shortages would be handled. (Note: Interim Rule expires April 1982).	NOTE: Below disposition instructions are tentative pending adoption of a Final Rule.

FERC RECORDS SCHEDULE - IV

REPORTS

PART IV - VARIABLE AND NON-PERIODIC (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

ELECTRIC

3.(Con't) a. Record Copy.

Destroy when 5 years old.

b. Other Copies.

Destroy ~~upon termination of functional use, but no later than~~ 2 years from date of filing ~~or~~ sooner if no longer needed.

FERC RECORDS SCHEDULE -

REPORTS

PART IV - VARIABLE AND NON-PERIODIC (CONTINUED)

<u>Item</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>GAS</u>		
1.	<p><u>SERVICE INTERRUPTION REPORT</u> (FORM FPC RO-016)</p> <p>Report of serious interruption of service to any wholesale customer involving facilities operated under certificate authorization from the Commission. Details include location, time, customers affected and emergency actions taken to maintain service.</p> <p>a. Record Copy.</p> <p>b. Other Copies.</p>	<p>Destroy 40 years after date of filing.</p> <p>Destroy upon termination of functional use, but not later than 4 years from date of filing <i>or sooner if no longer needed.</i></p>
2.	<p><u>REPORT OF CERTAIN SALES AND TRANSPORTATION OF NATURAL GAS</u> (18 CFR, 157.45 - 157.52)</p> <p>Report by an interstate pipeline selling or transporting emergency natural gas up to and including 60 days. Report due within 48 hours of commencement of deliveries, and within 30 days after the end of each calendar quarter in which an interstate pipeline engages in any transaction for emergency gas.</p> <p>a. Record Copy.</p> <p>b. Other Copies.</p>	<p>Destroy 10 years after date of filing.</p> <p>Destroy when no longer needed or when 5 years old which ever is sooner. <i>if no longer needed.</i></p>

FERC RECORDS SCHEDULE -

REPORTS

PART IV - VARIABLE AND NON-PERIODIC (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>GAS</u>		
3.	<u>APPLICATION FOR SMALL PRODUCER EXEMPTION (GAS) (FORM 314A)</u> Used in connection with gas producer rates and certificates. a. Record Copy. b. Other Copies.	Destroy 20 years after date of filing. Destroy upon termination of functional use, but no later than one year after date of filing.
4.	<u>REPORTS OF DETERMINATION PROCESS FILED BY JURISDICTIONAL AGENCIES</u> Reports submitted by States showing their procedures for making determinations under NGPA. a. Record Copy. b. Other Copies.	Retain indefinitely pending Federal policy decisions on the deregulation of natural gas; at that time, submit SF-115 to NARS. Destroy upon termination of functional use, but not later than 1 year after date of receipt.
5.	<u>REFUND REPORTS</u> Periodic reports by natural gas producers on refunds made to purchasers. a. Record Copy. b. Other Copies.	Retain indefinitely ⁶⁻¹⁴ pending Federal policy decisions on the deregulation of natural gas; at that time, submit SF-115 to NARS. Destroy upon termination of functional use, but not later than 1 year after date of receipt.

FERC RECORDS SCHEDULE - 1

REPORTS

PART IV - VARIABLE AND NON-PERIODIC (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

GAS

6.

REPORTS FOR SALES UNDER SECTION
105, 106(b), AND 109 OF THE NGPA

Initial report by natural gas producers,
with annual update, of intrastate sales.
Requirement for annual update has been
suspended.

a. Record Copy.

Retain indefinitely pending
Federal policy decisions on
the deregulation of natural gas;
at that time, submit SF-115 to
NARS.

b. Other Copies.

None required.

OIL

1.

STATEMENT OF PROPERTY CHANGES
OTHER-THAN-LAND & RIGHT-OF-WAY
PIPELINE CARRIERS (FORM ACV-1)

Used in oil pipeline valuations.

a. Record Copy.

(49 CFR, Section 1224.8)

~~TRANSFER TO FRC NOT AUTHORIZED~~

~~Permanent. Offer to NARS~~

~~when 20 years old. Destroy~~
~~when no longer needed.~~

b. Other Copies.

Destroy upon termination
of functional use.

2.

SUMMARY OF LAND & RIGHTS-OF-WAY
PROPERTY CHANGES, PIPELINE
CARRIERS (FORM ACV-2)

Used in oil pipeline valuation.

a. Record Copy.

~~TRANSFER TO FRC NOT AUTHORIZED~~

~~Permanent. Offer to NARS~~

~~when 20 years old~~

~~Destroy when no longer~~
~~needed.~~

b. Other Copies.

Destroy upon termination of
functional use.

FERC RECORDS SCHEDULE - IV

REPORTS

PART IV - VARIABLE AND NON-PERIODIC (CONTINUED)

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

OIL

3. SUMMARY OF CHANGES IN ORIGINAL COST & TOTAL ORIGINAL COST AT END OF PERIOD, PIPELINE CARRIERS (FORM ACV-3)

Used in oil pipeline valuation.

a. Record Copy.

b. Other Copies.

TRANSFER TO FRC NOT AUTHORIZED

~~Permanent. Offer to NARS when 20 years old.~~ Destroy when no longer needed.
Destroy upon termination of functional use.

4. SUMMARY OF COST REPRODUCTION NEW & REPRODUCTION OF NEW (LESS DEPRECIATION): PIPELINE CARRIERS (FORM ACV-4)

Used in oil pipeline valuation.

a. Record Copy.

b. Other Copies.

TRANSFER TO FRC NOT AUTHORIZED

~~Permanent. Offer to NARS when 20 years old.~~ Destroy when no longer needed.
Destroy upon termination of functional use.

5. INVENTORY OF PROPERTY OTHER THAN LAND RIGHTS-OF-WAY (FORM ACV-5)

Used in oil pipeline valuation.

a. Record Copy.

b. Other Copies.

TRANSFER TO FRC NOT AUTHORIZED

~~Permanent. Offer to NARS when 20 years old.~~ Destroy when no longer needed.
Destroy upon termination of functional use.

REPORTSPART IV - VARIABLE AND NON-PERIODIC (CONTINUED)

<u>Item</u> <u>No.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>OIL</u>		
6.	<u>INVENTORY OF LAND & RIGHTS-OF-WAY (FORM ACV-6)</u> Used in oil pipeline valuation. a. Record Copy. b. Other Copies.	TRANSFER TO FRC NOT AUTHORIZED Permanent. Offer to NARS when 20 years old. Destroy when no longer needed. Destroy upon termination of functional use.
7.	<u>SUMMARY OF ORIGINAL COST OF INVENTORY (FORM ACV-7)</u> Used in oil pipeline valuation. a. Record Copy. b. Other Copies.	TRANSFER TO FRC NOT AUTHORIZED Permanent. Offer to NARS when 20 years old. Destroy when no longer needed. Destroy upon termination of functional use.
8.	<u>COST DATA FOR EQUIPMENT AND TANKS (FORM ACV-8)</u> Used in oil pipeline valuation. a. Record Copy. b. Other Copies.	TRANSFER TO FRC NOT AUTHORIZED Permanent. Offer to NARS when 20 years old. Destroy when no longer needed. Destroy upon termination of functional use.
9.	<u>COST DATA FOR PIPELINE CONSTRUCTION (FORM ACV-9)</u> Used in oil pipeline valuation. a. Record Copy. b. Other Copies.	TRANSFER TO FRC NOT AUTHORIZED Permanent. Offer to NARS when 20 years old. Destroy when no longer needed. Destroy upon termination of functional use.

REPORTSPART IV - VARIABLE AND NON-PERIODIC (CONTINUED)ItemNo.DESCRIPTION OF RECORDSAUTHORIZED DISPOSITIONOIL

10.

SERVICE LIFE DATA
(FERC 73) (FORMERLY ACV-159)

This report is usually submitted upon request of FERC. It is used to collect property records data from oil pipeline companies for service life analysis. May be used for recording data by using actual and simulation methods to determine service life of physical properties.

a. Record Copy.

Destroy 10 years after date of termination.

b. Other Copies.

~~Destroy upon termination of functional use, but no later than 2 years after~~
filing or sooner if no longer needed.

FERC RECORDS SCHEDULE V
MACHINE-READABLE RECORDS

PART I - Administrative ADP Systems

<u>Item No.</u>	<u>File Function/ Designation</u>	<u>Description of Records</u>	<u>Restrictions</u>	<u>Authorized Disposition</u>
1.	<u>Financial System</u> With the dissolution of the Commission Support Agreement between FERC and DOE, the Commission will assume complete responsibility for financial systems.	<ul style="list-style-type: none"> o Accounting consists of the general ledger and journal entries to support FERC's financial responsibilities and to provide internal and external reports. o Travel consists of the status of travel funds and a record of each trip, including advances, reservations, and expense records. o Contracts/Procurement consists of contract and procurement obligations and the status of such actions independently and through interface with the accounting system. o Budget Formulation consists of the preparation and modification of the various tables used in the budget formulation process and includes automatic adjustment of summary tables. o Budget Execution consists of a funds tracking system that monitors allotments, initiations, and obligations and is interfaced with the four systems identified above. 	<p>Title 5 U.S.C 522(b)(2) and Title 5 U.S.C 522(b)(3).</p> <p>Required for GAO site audit.</p>	Dispose of in accordance with instructions applicable to hard copy. ^{1/}

^{1/} Instructions for hard copy equivalents are available in the General Records Schedules 1-16.

FERC RECORDS SCHEDULE V

<u>Item No.</u>	<u>File Function/ Designation</u>	<u>Description of Records</u>	<u>Restrictions</u>	<u>Authorized Disposition</u>
2.	<u>Other Administrative</u>	Staffing Plan consists of maintaining a plan of the official organization structure and staffing levels, to identify vacancies and encumbered positions, and to produce management reports.	Commission use only.	Dispose of in accordance with instructions applicable to hard copy. ^{1/}

Part II - Management Information Systems

1.	<u>Regulatory Evaluation and Docketed Information System (READI)</u>	<p>READI II is an interactive (through CRT terminals) case tracking system containing information which identifies and describes each docket being processed by FERC. The system's capabilities include creating docket records, updating the data base, quering the data base and requesting reports.</p> <p>READI contains three types of data: (1) milestone descriptions and target and completion dates of significant events through which each case is processed (2) administrative data identifying and describing each case, such as docket number, applicant, product category, Commission personnel assigned to the case, related dockets, and narrative information, and (3) technical data related to specific types of cases, such as installed capacity in horsepower, height of dam, project name, and license effective and expiration dates for hydroelectric applications; rate requested, granted, and suspended for electric rate cases; and pipeline diameter and length for gas pipeline</p>	Commission use only.	Retain until it has been determined by a competent FERC official that data are no longer needed; erase and reuse tape.
	<p>READI is a case tracking system that monitors the progress of cases, applications, filings and other docketed workload processed by the Commission. It provides workload counts of cases received, completed, and pending by product category and is used to manage casework and in budget formulation and presentation. A subsystem of READI forecasts the Commission agenda and is used to prioritize cases requiring Commission consideration. READI data is published monthly in The Management Information Systems Report (Red Book).</p>			

FERC RECORD SCHEDULE V

<u>Item No.</u>	<u>File Function/ Designation</u>	<u>Description of Records</u>	<u>Restrictions</u>	<u>Authorized Disposition</u>
1. (Con't)		applications. The data base is a VSAM file containing approximately 50,000 records of 4,000 characters each. Associated files contain system tables, authorities of users to update screens and records, and program documentation. Some of the ancillary files are ISAM.		
2.	<u>Time Distribution Reporting System (TDRS)</u> TDRS will record all hours worked by all Commission personnel by product identifier. The identifiers are composed of budget decision unit, product category, task and docket number (in selected areas). All workload, including administrative overhead, will be recorded on a bimonthly basis.	TDRS contains workhours by product identifier and by organization to the section level. Associated tables, some of which are shared by READI, contain valid project identifiers and descriptions, valid organization codes and descriptions, and identifiers of all employees who must report during each reporting period. Employee data is maintained for one quarter of a fiscal year, so that corrections and missing data can be applied; it is then summarized to the organization and product identifier level. TDRS uses sequential files. The employee master file will contain approximately 1800 records of 150 characters each. The	Commission use only.	Retain until it has been determined by a competent FERC official that data are no longer needed; erase and reuse tape.

FERC RECORDS SCHEDULE V

<u>Item No.</u>	<u>File Function/ Designation</u>	<u>Description of Records</u>	<u>Restrictions</u>	<u>Authorized Disposition</u>
2. (Con't)	TDRS will be used to manage staff time, to formulate and justify budget requests, and to justify and evaluate present and proposed annual charges and fees. Workhours expended can be compared with receipts and completions since the same product category identifiers are used in READI and TDRS. The users of TDRS are Commission management. TDRS is implemented in three Commission offices, with full implementation in other offices on a phased schedule.	activity summary file will contain one record for each unique product and organization identifier; it is anticipated that records of 150 characters each will be maintained each year.		
3.	<u>Energy Data Validation System (Dutch Blue Book)</u> This system monitors the status of the energy data validation program and the OMB Clearance and Review process. The	This system contains one record for each present or former data collection system and includes all public use forms, each type of application or filing required by the Commission and other reporting or records retention requirements. Each record contains data identifying the collection, its statutory justi-	Commission use only.	Retain until it has been determined by a competent FERC official that data are no longer needed; erase and reuse tape.

FERC RECORDS SCHEDULE V

<u>Item No.</u>	<u>File Function/ Designation</u>	<u>Description of Records</u>	<u>Restrictions</u>	<u>Authorized Disposition</u>
3. (Con't)	validation program involves a periodic review of each information collection from industry and includes all public use forms, applications, records retention, and other reporting requirements. It is an internal FERC program with the objective of reducing industry burden by only collecting information with proven decision producing use. The OMB clearance and review process requires that each data collection be periodically reviewed by OMB under a cycle of OMB assigned expiration dates. One product of the Energy Data Validation System is a quarterly publication referred to as the Dutch Blue Book.	fication, OMB clearance number, and expiration date, responsible FERC staff, number of respondents and annual burden hours, and milestone descriptions, target and completion dates. There are approximately 200 records of 1600 characters each in an ISAM data base.		
	The user of this system is the Energy Data Validation Branch of the Office of Program Management.			

<u>Item No.</u>	<u>File Function/ Designation</u>	<u>Description of Records</u>	<u>Restrictions</u>	<u>Authorized Disposition</u>
4.	<u>Rulemaking Tracking System (RTS)</u> This system monitors the status of pending or proposed rulemakings. It is used by the Office of the General Counsel to manage and prioritize its workload, to produce the quarterly regulatory calendar, and to produce reports for the Management Control System. It was developed prior to the interactive version of READI and contains many similar data elements, although it offers capabilities not presently in READI. It will be incorporated as a subsystem to READI in FY 1983. The users of this system are in the Office of the General Counsel.	RTS contains data identifying and describing each rulemaking, milestone descriptions, target and completion dates, and narrative status and comments. The data base is an ISAM file containing approximately 300 records of 1724 characters each.	Commission use only.	Retain until it has been determined by a competent FERC official that data are no longer needed; erase and reuse tape.
5.	<u>Other FERC Systems</u> NAR's regulations mandate an annual review of machine-readable record schedule. This should include a review of any new files or formerly scheduled files that have changed significantly in content, as well as a review of special studies of reports, done in-house or by private contractors, if data bases are generated.	<ul style="list-style-type: none"> o New files. o Formerly scheduled files that have changed significantly in content. o Data bases generated as a result of special studies or reports. 	Commission use only.	Submit supplementary SF-115, Request for Record Disposition Authority.