

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Federal Energy Regulatory Commission

2. MAJOR SUBDIVISION  
Office of Electric Power Regulation

3. MINOR SUBDIVISION  
Div. of Policy, Analysis & Administration

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
Kathy Quijada-Cusack 202-208-1748

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-138-00-3

DATE RECEIVED  
11-4-99

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES  
3-29-00 *John W. Carl*

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/1/99	<i>Katherina Quijada-Cusack</i> Katherina Quijada-Cusack	Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please update the Federal Energy Regulatory Commission's Records Schedule in accordance with the attached.	<del>N1-138-00-2</del> N1-138-83-1	

*Agency, NWMW*

Federal Energy Regulatory Commission Schedule IV - Reports, ~~Part III - Annual~~ <sup>I Monthly; Semimonthly</sup>  
~~Semiannual, Biennial, Subpart A - Electric~~, Item ~~1~~<sup>2</sup> Monthly Review of Cost and Quality  
of Fuel for Steam-Electric Plant.

Paper records accumulate at a rate of approximately 4 cubic feet per year. Beginning in the calendar year 2000, filings will be received electronically.

Item 1. MONTHLY REVIEW OF COST AND QUALITY OF FUEL FOR STEAM-ELECTRIC PLANT. ~~(N1-138-88-2)~~ (Form 423)  
N1-138-83-1

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 county 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.

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a. ~~Current Recordkeeping Copy (paper).~~

~~TEMPORARY. Cut off annually and transfer to Federal Records Center (FRC) when three years old. Destroy when 20 years old.~~

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b. Proposed Recordkeeping Copy (electronic).

TEMPORARY. Do not transfer to FRC. Delete when 20 years old.

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c. ~~Other Copies (paper).~~

~~TEMPORARY. Destroy 2 years after date of receipt or sooner if no longer needed.~~

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d. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the record. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by

individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.