

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-138-99-4
1 FROM (Agency or establishment) Federal Energy Regulatory Commission		DATE RECEIVED	1-25-99
2 MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Kathy Quijada	202-208-1748	7-6-00	<i>[Signature]</i>

**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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/20/99	<i>Katherina Quijada</i> Katherina Quijada	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 revise FERC Records Schedule VIII, Records Common to All Offices to include the following.		

FERC Records Schedule VIII  
Records Common to All Offices

1. Management/Consulting Reports

Documents accumulated in planning, administering, conducting, and assisting in management, manpower studies, surveys and evaluations (including those performed by contractors) of operations, systems procedures, methods, and staffing for developing, recommending, and implementing improvements. Case files may include the finalized report, project requests or authorizations, project plans, milestone charts, briefing material, conceptual models, surveys, operational reviews, manpower utilization material, and related records.

A. Recordkeeping Copy

DISPOSITION: Temporary. Cut off when study is completed and no further actions are necessary. Destroy 5 years after cutoff.

B. Working Papers

DISPOSITION: Temporary. Cut off at end of fiscal year in which study was completed. Destroy 3 years after cutoff.

C. Electronic versions of records created or received by electronic mail or word processing applications.

DISPOSITION: Temporary. Delete when file copy is generated.