

be sent to the Applicant's representatives.

Linwood A. Watson, Jr.,

Acting Secretary.

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DEPARTMENT OF ENERGY

Federal Energy Regulatory Commission

[Docket No. AI99-2-000]

To All Jurisdictional Public Utilities, Licensees, Natural Gas Companies and Oil Pipeline Companies

January 8, 1999.

Subject: Records Storage Media

Introduction

The Commission's present regulations¹ for long-term storage of records generally require the media form to be paper or microforms. As a result of rapidly changing technological advances, other storage media forms have developed. The alternative storage media often allows for more efficient storage capability. This letter constitutes the requisite authority for public utilities and licensees, natural gas companies and oil pipeline carriers to use storage media other than those specified in our regulations.

1. *Question:* What types of storage media will the Commission allow?

Response: The Commission will give each jurisdictional company the flexibility to select its own storage media. It will not limit the companies to the currently approved storage media: paper and card stock; magnetic and punched tape; microfilm, including Computer Output Microfilm, microfiche jackets, and aperture cards; updatable microfilm; and metallic recording data strips. This will enable each jurisdictional company to avail itself of the latest technological advances and, depending on its resources and storage requirements, select the most economical and efficient storage media.

2. *Question:* Is the media selected required to have a life expectancy at least equal to the specified retention period?

Response: The storage media selected must have a life expectancy at least equal to the applicable record retention period unless there is a quality transfer from one media to another with no loss of data.

3. *Question:* The regulations require that "records supporting plant and

licensed project cost shall be retained in their original form, unless microfilmed." Does this requirement still apply?

Response: No, jurisdictional companies are now allowed to retain these records on any type of storage media.

4. *Question:* What are the jurisdictional companies' internal control responsibilities?

Response: The Commission is concerned that records stored on and produced from machine readable media may be susceptible to accidental alteration, or incorrect processing. Accordingly, each jurisdictional company is required to implement internal control procedures that assure the reliability of and ready access to data stored on machine readable media. When records are transferred, each transfer of data from one media to another must be verified for accuracy and documented. Similarly, the software and hardware required to produce readable records must be retained for the same period the media format selected is used.

5. *Question:* What is the effective date of this authorization?

Response: This authorization is effective immediately. The use of any type of storage media may be implemented without obtaining specific authorization from the Commission to do so.

By direction of the Commission.

David P. Boergers,

Secretary.

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ENVIRONMENTAL PROTECTION AGENCY

[FRL-6221-1]

Meeting of the Small Community Advisory Subcommittee of the Local Government Advisory Committee

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice.

SUMMARY: This meeting is the fourth for the Small Community Advisory Subcommittee of the Local Government Advisory Committee. The group takes up the work of an earlier advisory group known as the Small Towns Task Force. At this meeting, the subcommittee will hear presentations about the Small Community Activities Inventory Update. In addition, the group will examine the efforts of certain EPA regional offices to address small

community issues. Finally, the group will consider proposals to improve upon EPA's implementation of the Regulatory Flexibility Act as it relates to small communities. Responsibility for the Small Community Advisory Subcommittee of the Local Government Advisory Committee rests with the Office of Administrator, Office of Congressional and Intergovernmental Relations (OCIR) under the leadership of Joseph R. Crapa, Associate Administrator for Congressional and Intergovernmental Relations and Linda B. Rimer, Deputy Associate Administrator for State and Local Relations. OCIR serves as the Agency's principal liaison with State and local government officials and the organizations which represent them.

This is an open meeting and all interested persons are invited to attend. Meeting minutes will be available after the meeting and can be obtained by written request from the Designated Federal Officer (DFO). Members of the public are requested to call the DFO at the number listed below if planning to attend so that arrangements can be made to comfortably accommodate attendees as much as possible. However, seating is limited and will be available on a first come, first serve basis.

This meeting will be conducted at the Environmental Protection Agency's Region IX Office, 75 Hawthorne Street, San Francisco, California. Those individuals wishing to make a statement before the Subcommittee are encouraged to submit a written statement. From 8:30-8:45 a.m. on February 5th, the Subcommittee will hear comments from the public. Each individual or organization wishing to address the Subcommittee will be allowed at least two minutes. Please contact the DFO at the number listed below to schedule agenda time. Time will be allotted on a first come, first serve basis.

DATES: The meeting will begin at 8:30 a.m. on Thursday, February 4 and conclude at 4:30 p.m. on Friday, February 5, 1999.

ADDRESSES: The meeting will be held at the Environmental Protection Agency's Region IX Office, 75 Hawthorne Street, San Francisco, California 94105.

Requests for Minutes and other information can be obtained by writing to 401 M Street, SW. (1305), Washington, DC 20460.

FOR FURTHER INFORMATION CONTACT: The DFO for this Subcommittee is Steven R. Wilson. He is the point of contact for information concerning any Subcommittee matters and can be reached by calling (202) 260-2294.

¹ See 18 CFR 125.2(d)(1), 18 CFR 225.2(d)(1), and 18 CFR 356.6(a) (1998).