

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-201-85-1

DATE RECEIVED

5-1-85

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Energy

2 MAJOR SUBDIVISION

Western Area Power Administration

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

James Labriola

5 TELEPHONE EXT.

FTS 327
7466-9190

DATE

9-28-87

ARCHIVIST OF THE UNITED STATES

Frank J. Burke

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
4/25/88	<i>Frank J. Burke</i>	Director, Div. of Mgt. Systems Analysis

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	Attached are 4 pages of records schedules for use by the Western Area Power Administration of the Department of Energy located at Golden, Colorado: The pages are numbered XI-1, through XI-4.		

Copies to agency, NWA, 8NN, NCF

9-28-87

TRT

LAND ACQUISITION AND USE RECORDS

<u>Item</u>	<u>Description of Records</u>	<u>Retention Instruction</u>
LAU-1	<u>LAND AND RIGHT-OF-WAY ACQUISITION</u> Correspondence regarding Western's policies or procedures in the acquisition and subsequent utilization of land and rights-of-way, and other land related matters.	PERMANENT. Offer to NARA when 20 years old.
LAU-2	<u>ACQUISITION CASES</u> Correspondence and other material (see footnote) generated in the acquisition of land, right-of-way, and public land use permits for the construction and maintenance of transmission lines, substations, switchyards, access roads, and other incidental physical features.	Temporary. Transfer to FRC 1 year after verification of microfilm of title documents. Destroy 2 years after disposal of the related facility.
LAU-3	<u>CROSSING AGREEMENTS</u> Case records of applications, agreements, numbered contracts, maps, and related correspondence permitting the crossing or use of land either by Western or by Western to other entities (private concerns wishing to cross or undercross Western rights-of-way).	Temporary. Transfer to FRC 1 year after verification of microfilm of permits, licenses, agreements, etc. Destroy 2 years after termination of the agreement or disposal of the related facility.
LAU-4	<u>APPRAISAL REPORTS</u> and related correspondence.	Temporary. Destroy in agency 3 years after related acquisition is completed.
LAU-5	<u>FIELD NOTES OF TRACT OWNERSHIP</u> and keyed and colored assessor's maps and related correspondence. (a) Original notes. (b) Final ownership data of tracts.	Temporary. Destroy in agency 2 years after data is transferred to a final ownership format. USE Retention Instruction LAU-2 above.

Footnote: Other materials include forms, maps, legal instruments, correspondence describing the location of tracts, ownership data (preliminary and supplemental), final title evidence, property inspection reports, options and deed preparation, execution and recordation of contracts, voucher preparation and settlement; and settlement of condemnations by stipulation and/or trial records.

LAND ACQUISITION & USE RECORDS

Item	Description of Records	Retention Instructions
LAU-6	<u>SURVEY NOTES, MAPS, AND PLATS.</u> Survey notes of lines surveyed, established, retraced, resurveyed, and other data whether the survey is made on private or public domain lands. General maps or outlines of planning units, ownership plats, and drawings of surveyed areas. Work plats or maps, charts, photo's and other work assignment references, and Plat Books (master guides to Western land ownership and interests in lands which have been in Federal ownership).	Temporary. Destroy in agency when superseded or obsolete. Do not send to FRC.
LAU-7	<u>MISCELLANEOUS TITLE RECORDS</u> such as ^(a) title directories, purchase orders, voucher number record books, check receipts, and other similar material used for reference purposes. (b) Appraisal services contracts; reference copy of purchase order and related appraisals secured under the order.	(a) Temporary. Destroy in agency when superseded or obsolete. Do not send to FRC. (b) Temporary. Destroy in agency 3 years after final payment of the related purchase order.
LAU-8	<u>MICROFILMS</u> of title documents in lands and rights-of-way acquisitions; permits, licenses, leases, easements, and grants granting use of land either to or by Western; appraisal reports; general maps or outlines of planning units, ownership plats, and drawings of surveyed areas. <u>INDEXES</u> , manual or computer generated ^{name} indexes of basic data (ownership of land); crossing or other similar permits, licenses, easements and grants; appraisal reports, and other similar records.	Temporary. Destroy in agency when superseded or obsolete. Do not send to FRC. Temporary. Destroy when superseded or obsolete. Do not send to FRC.