

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO NC1-201-85-2	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 8-13-85	
1 FROM (Agency or establishment) Department of Energy		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Western Area Power Administration			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER James Labriola	5 TELEPHONE EXT. FTS 327-7466	DATE	ARCHIVIST OF THE UNITED STATES

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 _____ 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 8/17/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE Director of Management Systems Analysis
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Attached are 5 pages of records schedules for use by the Western Area Power Administration of the Department of Energy located at Golden Colorado; they are marketing and rates division records numbered from 1 through 14.		WITHDRAWN
	<i>(24 items)</i>		

U.S. DEPARTMENT OF ENERGY

RECORDS RETENTION AND DISPOSAL AUTHORIZATION

1. CONTROL NUMBER

CONTRACTOR

DOE OFFICE

WAPA RS-201

2. ORGANIZATION (Include Major and Minor Sub-divisions)

WESTERN AREA POWER ADMINISTRATION (Division of Marketing and Rates)

3. VOLUME (Cu. Ft.)

4. RECORD DATES (From/To)

1977 thru 1983

5. IDENTIFICATION OF FILING UNIT (Include type of record, function performed, and other descriptive facts.)

The attached proposed records retention and disposal schedules apply to all documents prepared by or in behalf of the Western Area Power Administration that have not previously been identified or authorized in DOE 1324.2.

See Continuation Page

6. EVALUATION (Include justification for retention period and reasons disposal is warranted. Indicate relationship of item to other items in the same or other organizational units.)

Records consist of documents generated for the Division of Marketing and Rates.

Proposed disposition schedules are based on experience and judgment of respective users of these documents.

M&R-1

1. Original contracts document the evolution of major policies and procedures concerning substantive and distinctive marketing programs of Western.
2. Original contracts document Western's power marketing history. Original signed copies are irreplaceable since they cannot be reconstructed once destroyed.
3. Original contracts document and justify subsequent contractual arrangements.
4. Original contracts may be used in litigation as background information or policy and procedural precedent.

See Continuation Page

7. RECOMMENDED RETENTION PERIOD

As noted on attached Records Disposition Schedules.

8. CONCURRENCE SIGNATURES (As required)

TITLE

ORGANIZATION

DATE

a.	<i>Chris Phoebe</i> Chris Phoebe	Chief, Office Services Branch	WESTERN	
b.	<i>John J. DiNucci</i> John J. DiNucci	Director, Division of Marketing and Rates	WESTERN	9/17/84
c.	<i>Joe B. Hall</i> Joe B. Hall	Asst. Administrator for Power Management & Operation & Maintenance	WESTERN	
d.	<i>Sal Cianella</i> Sal Cianella	Asst. Admin. for Management Services	WESTERN	11-21-84
e.				
f.				

9. APPROPRIATE DISPOSITION AUTHORITY AND/OR REMARKS.

10. SIGNATURE, TITLE, AND ORGANIZATION OF OFFICIAL COMPLETING ITEM 9 ABOVE

DATE

Continuation

1. The working drafts of Item M&R-6a together with associated correspondence of executed contracts have the same justification as M&R-1 and in addition, normally contain additional information which documents special circumstances or the intent of the parties entering into the contract.
2. The volume of records which accrue annually and which are already on hand for Items M&R-9a, M&R-10a, M&R-11, M&R-12 and M&R-14a are as follows:

M&R-9a Files containing the official record copies of customer correspondence, reports, statistics, analyses, worksheets, and related papers.

9 cubic feet accrue annually
67 cubic feet on hand to date

M&R-10a Annual reports of energy deliverables, generation, and other data for each Federal plant, transmission facilities in use, load data, etc., and related correspondence. Final Reports.

0 cubic feet annually
3 cubic feet on hand to date

M&R-11 Transmission Lines and Substation Equipment Reports (similar to the Powerline System Listing).

1/4 cubic foot accrues annually
1 1/2 cubic feet on hand to date

M&R-12 Published Power Repayment Studies.

1/2 cubic foot accrues annually
2 cubic feet on hand to date

M&R-14a Mandatory wholesale rate studies and proposed wholesale rates (Rates and Statistics Branch)

6 cubic feet accrue annually
16 cubic feet on hand to date

MARKETING AND RATES DISPOSITION SCHEDULE

<u>SCHEDULE NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>PROPOSED DISPOSITION</u>
M&R-1	<u>ORIGINAL CONTRACTS</u> Fully executed (inked) copies of each contract, agreement, or amendment. (Fiscal Accounting Unit.)	Permanent. Retain at Western and offer to NARS when contract is terminated.
M&R-2	<u>MASTER COPIES</u> Copies from which the original signature copies are made. (After the contract is signed, the master copy is authenticated and used for the purpose of reproducing copies for distribution.)	Destroy 2 years after contract is terminated.
M&R-3	<u>REFERENCE COPIES</u> a. Branch of Customer Service, Contracts Section. b. Area and District Offices. c. Other copies.	Review in 25 years and destroy when no longer needed for reference. Destroy 5 years after contract is terminated or new contract is authenticated. Destroy 1 year after contract is terminated or new contract is authenticated.
M&R-4	<u>AUTHENTICATED COPIES</u> Supply of authenticated copies maintained for distribution.	Destroy when contract is terminated.
M&R-5	<u>RELATED INDEX CARDS</u> Lists status of power contracts.	Destroy 5 years after contract is terminated.
M&R-6	<u>WORKING DRAFTS</u> File of working drafts and associated correspondence pertaining to each contract. a. Executed contracts.	Permanent. Transfer to NARS 5 years after termination.

MARKETING AND RATES DISPOSITION SCHEDULE

<u>SCHEDULE NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>PROPOSED DISPOSITION</u>
<u>WORKING DRAFTS (cont.)</u>		
	b. Contracts dropped before signed.	Destroy 5 years after it is determined there will be no further negotiations. Transfer to NARS when negotiations are suspended.
M&R-7	<u>NON-WAPA CONTRACTS</u> Reference contracts maintained to determine a customer's compliance with provision of Western contract.	Destroy when contract is terminated.
M&R-8	<u>STATUS OF POWER CONTRACT ACTION REPORTS</u> a. Copies (Branch of Customer Service, Contracts Section). b. Other copies.	Destroy when 2 years old. Destroy when superseded.
M&R-9	<u>POWER CUSTOMER FILES</u> a. Files containing the official record copies of customer correspondence, reports, statistics, analyses, worksheets, and related papers. b. All other copies of materials in item a.	Permanent. Transfer to NARS upon termination of service. Destroy within 2 years.
M&R-10	<u>POWER SYSTEM STATEMENTS TO FEDERAL POWER COMMISSION (FPC FORM 12)</u> Annual reports of energy deliverables, generation, and other data for each Federal plant, transmission facilities in use, load data, etc., and related correspondence. a. Final reports.	Permanent. Offer in annual segments to NARS when 25 years old.

MARKETING AND RATES DISPOSITION SCHEDULE

<u>SCHEDULE NUMBER</u>	<u>DESCRIPTION OF RECORDS</u>	<u>PROPOSED DISPOSITION</u>
<u>POWER SYSTEM STATEMENTS TO FEDERAL POWER COMMISSION (FPC FORM 12) (cont.)</u>		
	b. Related correspondence.	Destroy when 3 years old.
	c. Worksheets.	Destroy when 5 years old.
	d. Copies of reports of all operating utilities.	Permanent. Offer to NARS in annual segments when 25 years old.
	e. Other copies.	Destroy when 1 year old.
M&R-11	<u>TRANSMISSION LINES AND SUBSTATION EQUIPMENT REPORTS SIMILAR TO POWERLINE SYSTEM LISTING.</u>	Permanent. Offer in annual segments to NARS when 25 years old.
M&R-12	<u>PUBLISHED POWER REPAYMENT STUDIES</u>	Permanent. Offer in annual segments to NARS when 25 years old.
M&R-13	<u>STATISTICS FOR MANAGEMENT REPORTS</u> Includes Annual Management Plan, budget justification, annual reports, etc.	Keep 5 years.
M&R-14	<u>WHOLESALE RATE FILES</u>	
	a. Mandatory wholesale rate studies and proposed wholesale rates (Rates and Statistics Branch).	Permanent. Offer in annual segments to NARS when 25 years old.
	b. One-time special studies and wholesale rates.	Destroy after 20 years. Offer to NARS after 3 years.