

Request for Records Disposition Authority

Records Schedule Number **DAA-0434-2015-0001**

Schedule Status **Approved**

Agency or Establishment **Department of Energy**

Record Group / Scheduling Group **General Records of the Department of Energy**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Loan Program Office**

Schedule Subject **Loan Program Office (LPO) Records**

Internal agency concurrences will be provided **No**

Background Information **The mission of the Energy Department is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. The LPO operates within the Department of Energy (DOE), to accelerate the domestic commercial deployment of innovative and advanced clean energy technologies at a scale sufficient to contribute meaningfully to the achievement of our national clean energy objectives—including job creation; reducing dependency on foreign oil; improving our environmental legacy; and enhancing American competitiveness in the global economy of the 21st century. LPO executes this mission by guaranteeing loans to eligible clean energy projects (i.e., agreeing to repay the borrower's debt obligation in the event of a default), and by providing direct loans to eligible manufacturers of advanced technology vehicles and components. Operationally, the LPO's business actions and processes are subject to and meets the statutory requirements set forth by subchapter IV of chapter 31 of title 40, USC (the Davis Bacon Act), in addition to those set forth in 29 CFR Part 5, and 48 CFR Section 1605 of the American Recovery and Reinvestment Act of 2009.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2015-0001

Sequence Number	
1	Initiated Loan Offering records
1.1	Initiated Loan Offering records - Projects Disposition Authority Number: DAA-0434-2015-0001-0001
1.2	Initiated Loan Offering records - Deals Disposition Authority Number: DAA-0434-2015-0001-0002
2	LPO Committee records
2.1	Background and Charter Records and Information Disposition Authority Number: DAA-0434-2015-0001-0003
2.2	Meeting Minutes Disposition Authority Number: DAA-0434-2015-0001-0004
3	Solicitation and Specific Technologies records
3.1	Solicitation and Specific Technologies records Disposition Authority Number: DAA-0434-2015-0001-0005

Records Schedule Items

Sequence Number	
1	<p>Initiated Loan Offering records Records associated with and documenting the loan offering process. These records include but are not limited to: loan organization documents, credit determination documents, technical feasibility analysis, environmental compliance and legal commitments.</p>
1.1	<p>Initiated Loan Offering records - Projects</p> <p>Disposition Authority Number DAA-0434-2015-0001-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year in which repayment of loan and/or loan "write-off" action occurs.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Initiated Loan Offering records - Deals</p> <p>Disposition Authority Number DAA-0434-2015-0001-0002</p> <p>Deals</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year in which denial or withdrawal of application occurs and/or when deal is terminated.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2	LPO Committee records	
	Records associated with and documenting the review and decision making process of the Loan Program Office Committee, which also includes but not limited to the Credit Review Board and the Credit Loan Policy and Risk activities. These records include but are not limited to: loan organization documents, credit determination documents, technical feasibility analysis, environmental compliance and legal commitment documents.	
2 1	Background and Charter Records and Information	
	Disposition Authority Number	DAA-0434-2015-0001-0003
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end the calendar year in which either the committee executes its final decision or action and/or ceases to operate.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2.2	Meeting Minutes	

	Disposition Authority Number	DAA-0434-2015-0001-0004
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end the calendar year in which meeting occurs.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
3	Solicitation and Specific Technologies records Records associated with and documenting the Solicitation and Specific Technologies process and application review and approval process for Nuclear Power, Fossil Fuel, Advanced Technology Vehicles, Renewable Energy and Efficient Energy Projects. These records include but are not limited to: applications, and other related supporting information.	
3.1	Solicitation and Specific Technologies records	
	Disposition Authority Number	DAA-0434-2015-0001-0005
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	

Cutoff Instruction	Cut off at the end of the calendar year in which final closing action occurs and deal is awarded.
Retention Period	Destroy 10 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/21/2014	Certify	Ivan King	Program Analyst	Agency Wide - Agency Wide
03/24/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
03/25/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/25/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist