

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2015-0011
Schedule Status Approved
Agency or Establishment Department of Energy
Record Group / Scheduling Group General Records of the Department of Energy
Records Schedule applies to Department-wide
Schedule Subject Energy Efficiency and Renewable Energy (EERE) - Vehicle Technologies Office (VTO) Program Records Schedule
Internal agency concurrences will be provided No

Background Information The U.S. Department of Energy's Vehicle Technologies Office (VTO) supports research and development (R&D), and deployment of efficient and sustainable highway transportation technologies to improve vehicles' fuel economy and minimize petroleum use. These technologies, which include plug-in electric vehicles (also known as EVs or electric cars), batteries, electric drive technologies, advanced combustion engines, lightweight materials, and alternative fuels, will increase Americans' energy security, lower costs, and reduce environmental impacts.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	1	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2015-0011

Sequence Number	
1	Vehicle Technologies Office (VTO) Program
1.1	Alternative Fuel Petitions Disposition Authority Number: DAA-0434-2015-0011-0001
1.2	Guidance Materials for Alternative Fuel Transportation Program Disposition Authority Number: DAA-0434-2015-0011-0002
1.3	Information Requests Disposition Authority Number: DAA-0434-2015-0011-0003
1.4	Rulemaking and Supporting Working Files Disposition Authority Number: DAA-0434-2015-0011-0004
1.5	Fleet Coverage Investigations Disposition Authority Number: DAA-0434-2015-0011-0005
1.6	Final Fleet Coverage Determination Disposition Authority Number: DAA-0434-2015-0011-0006
1.7	Final Reports to Congress Disposition Authority Number: DAA-0434-2015-0011-0007

Records Schedule Items

Sequence Number	
1	<p>Vehicle Technologies Office (VTO) Program The U.S. Department of Energy's Vehicle Technologies Office supports research, development (R&D), and deployment of efficient and sustainable highway transportation technologies to improve vehicles' fuel economy and minimize petroleum use. These technologies, which include plug-in electric vehicles (also known as EVs or electric cars), batteries, electric drive technologies, advanced combustion engines, lightweight materials, and alternative fuels, will increase Americans' energy security, lower costs, and reduce environmental impacts.</p>
1.1	<p>Alternative Fuel Petitions Disposition Authority Number DAA-0434-2015-0011-0001</p> <p>Alternative Fuel Petitions and supporting documentation, submitted and processed under the Alternative Fuel Transportation Program. They include petitions to have DOE add fuels to the list of Energy Policy Act 1992-specified alternative fuels by final rule-making following a petition process. They include the petitions, supporting documentation, requests for additional information, internal DOE/contractor communications regarding the petitions, and proposed and final decisions for those for which DOE acts. They include records developed or considered in the course of rule-making for rules that have been published.</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction After final rule-making or denial of petition.</p> <p>Retention Period Destroy 30 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Guidance Materials for Alternative Fuel Transportation Program Disposition Authority Number DAA-0434-2015-0011-0002</p> <p>Guidance Materials drafted to support the Energy Policy Act Alternative Fuel Transportation Program (State and Fuel Provider Fleet program). They include</p>

both formal and informal guidance documents related to the Program processes, Program compliance by regulated entities, Program operation, and implementation of Program requirements.

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? No

Disposition Instruction

Cutoff Instruction When superseded or determined obsolete.

Retention Period Destroy 3 year(s) after cut off

Additional Information

GAO Approval Not Required

1.3

Information Requests

Disposition Authority Number DAA-0434-2015-0011-0003

Requests for Information related to the Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) and associated correspondence. They include requests from regulated entities, requests from private entities, as well as the public, regarding the Program, regulatory requirements, and general Program processes. The materials are specific to a particular inquiry from any of these entities and are unrelated to exemption, exclusion, re-lease, or alternative compliance waiver requests.

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? No

Disposition Instruction

Cutoff Instruction End of relevant model year (August 31).

Retention Period Destroy 3 year(s) after cut off

Additional Information

GAO Approval Not Required

1.4

Rulemaking and Supporting Working Files

Disposition Authority Number **DAA-0434-2015-0011-0004**

Rulemakings and rulemaking working files, regarding the Alternative Fuel Transportation Program (State and Fuel Provider Fleet program). Includes Rulemakings, drafts of rules, comments about rules from within DOE, proposed and final rules as published in the Federal Register, and other correspondence and legal documents pertaining to the rulemakings. They include records developed or considered in the course of rulemaking for rules that have been published. These may include docketed materials, including proposed rules with comments submitted; responses to comments supporting documents/analyses; final rule-making documents; and documents on rule-making challenges, court briefs, and rulings.

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? **No**

Disposition Instruction

Cutoff Instruction **Date of DOE letter determining coverage**

Retention Period **Destroy 10 year(s) after cut off**

Additional Information

GAO Approval **Not Required**

1.5

Fleet Coverage Investigations

Disposition Authority Number **DAA-0434-2015-0011-0005**

Investigations Regarding Coverage under the Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) of State Agency Fleets, including universities, Fuel Provider Fleets, and associated correspondence.

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? **No**

Disposition Instruction

1.6

Cutoff Instruction After final report is approved and signed.

Retention Period Destroy 10 year(s) after cut off

Additional Information

GAO Approval Not Required

Final Fleet Coverage Determination

Disposition Authority Number DAA-0434-2015-0011-0006

Final fleet coverage determination letters/correspondence regarding coverage under the Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) of State Agency Fleets, including universities, and Fuel Provider Fleets.

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? No

Disposition Instruction

Cutoff Instruction Date of DOE letter determining coverage.

Retention Period Destroy 20 year(s) after cut off

Additional Information

GAO Approval Not Required

Final Reports to Congress

Disposition Authority Number DAA-0434-2015-0011-0007

Final reports issued to Congress regarding the Energy Policy Act (EPAct) of 2005, Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) and otherwise statutorily mandated reports other than annual reports.

Final Disposition Permanent

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? No

Disposition Instruction

1.7

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction Cut off annually in year approved/signed.

Transfer to Inactive Storage Transfer to inactive storage after final report is approved/signed.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after block is closed.

Additional Information

First year of records accumulation **2008**

What will be the date span of the initial transfer of records to the National Archives? **From 2008 To 2015**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	00.10 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
09/03/2015	Certify	Ivan King	Program Analyst	Agency Wide - Agency Wide
10/16/2015	Return for Revision	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/20/2015	Submit For Certification	Troy Manigault	Director, Records Management Division	Office of the Chief Information Officer - Records Management Division
10/21/2015	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
02/03/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/04/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/04/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist