

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2015-0012
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 - Vehicle Technology Office
 Comprehensive Records Schedule.

Internal agency concurrences will be provided No

Background Information 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.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0434-2015-0012

Sequence Number	
1	Comprehensive Vehicle Technology Office Record Schedule
1.1	Energy Policy Act (EPA) Section 707 Exclusions Disposition Authority Number: DAA-0434-2015-0012-0001
1.2	Exclusion/Exemption/Wavier Requests Disposition Authority Number: DAA-0434-2015-0012-0002
1.3	Vehicle Re-leases Disposition Authority Number: DAA-0434-2015-0012-0003
1.4	Credit Transfers Disposition Authority Number: DAA-0434-2015-0012-0004
1.5	Alternative Fuel Transportation Program Compliance correspondence Disposition Authority Number: DAA-0434-2015-0012-0005

Records Schedule Items

Sequence Number	
1	<p>Comprehensive Vehicle Technology Office Record Schedule 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>Energy Policy Act (EPAAct) Section 707 Exclusions Disposition Authority Number DAA-0434-2015-0012-0001</p> <p>Energy Policy Act (EPAAct) Section 707 Exclusions. Requests for Energy Policy Act Section 707 exclusions from the Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) for vehicles directly used in the emergency repair of transmission lines and in the restoration of electricity service following power outages, and associated correspondence. They include materials detailing information related to specific vehicles, and their use and intended use, including requests for additional information and the subsequently submitted information. In the case of an exclusion denial, the request, supporting documentation, and associated correspondence may serve as the basis for an appeal to the DOE Office of Hearings and Appeals.</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 End of relevant model year (ex. August 31)</p> <p>Retention Period Destroy 5 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Exclusion/Exemption/Wavier Requests Disposition Authority Number DAA-0434-2015-0012-0002</p>

Exclusion Requests - Requests for Exclusions from Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) for Certain Vehicles Excluded by Regulation, including supporting documentation and associated correspondence. They include materials detailing information related to specific vehicles, and their use and intended use, including requests for additional information and the subsequently submitted information. In the case of an exclusion denial, the request, supporting documentation, and associated correspondence may serve as the basis for an appeal to the DOE Office of Hearings and Appeals. Alternative Fuel Transportation Program- Exemption Requests Requests for exemptions from Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) standard compliance requirements, including supporting documentation and associated correspondence. They include materials detailing information related to vehicle acquisitions and justifications for not acquiring vehicles, based on a lack of available alternative fuel or lack of available vehicle models, including DOE requests for additional information and the information the requestors subsequently submit. In the case of an exemption denial, the request, supporting documentation, and associated correspondence may serve as the basis for an appeal to the DOE Office of Hearings and Appeals. Alternative Compliance Waiver Request Applications Alternative Compliance Waiver Request Applications, for waiver from the Standard Compliance requirements of the Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program) and associated correspondence. They include materials detailing information related to projected alternative fuel use in the upcoming model year, and may also include information related to fleet composition (i.e., vehicles). In the case of a waiver request application denial, the request, supporting documentation, and associated correspondence may serve as the basis for an appeal to the DOE Office of Hearings and Appeals.

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?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff at end of relevant model year.
Retention Period	Destroy 5 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

1.3

Vehicle Re-leases

Disposition Authority Number **DAA-0434-2015-0012-0003**

Vehicle Re-Leases, Requests Regarding Re-Leases of Vehicles for Program Credit under the Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program). Includes materials from covered fleets requesting Program credit for re-leasing of electric vehicles or other vehicles for which they might attain credit under the Program.

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? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff at end of relevant model year**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

1.4

Credit Transfers

Disposition Authority Number **DAA-0434-2015-0012-0004**

Credit Transfers, Information Submitted in Support of EPA Act Alternative Fuel Vehicles Acquisition Credit Trades of Transfers, under the Alternative Fuel Transportation Program (State and Fuel Provider Fleet Program). They include information regarding the fleets involved in the transfer, via trade or sale, or AFV-credits, and the credits transferred.

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**

15	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of relevant model year.
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Alternative Fuel Transportation Program Compliance correspondence	
	Disposition Authority Number	DAA-0434-2015-0012-0005
	Alternative Fuel Transportation Program Compliance correspondence regarding entities covered under the EPA's Alternative Fuel Transportation Program (State and Fuel Provider Fleet program). They include correspondence notifying entities of non-compliance, providing compliance assistance, and final resolution of instances of non-compliance.	
	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?	Yes
	Disposition Instruction	
Cutoff Instruction	Cutoff after end of relevant model year	
Retention Period	Destroy 5 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
09/03/2015	Certify	Ivan King	Program Analyst	Agency Wide - Agency Wide
04/20/2016	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/22/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist