INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-434-00-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DAA-0434-2017-0001-0001 supersedes 1a and B.
DAA-GRS-2016-0016-0002 supersedes item 1c.

Date Reported: 4/22/2022
REQUEST FOR RECORDS DISPOSITION AUTHORITY

| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) |
| WASHINGTON, DC 20408 |

1. FROM (Agency or establishment)
   Department of Energy

2. MAJOR SUBDIVISION
   Assistant Secretary for Fossil Energy

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   John F. Davenport

5. TELEPHONE
   301-403-4726

6. 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 on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,
   
   | ☑ | ☐ | ☐ |
   | is required; | is attached; | has been requested.

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See attached.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

| LEAVE BLANK (NARA) use only |
| JOB NUMBER |
| DATE RECEIVED |
| NOTIFICATION TO AGENCY |

| DATE |
| ARCHIVIST OF THE UNITED STATES |
| 2-2-2000 |

| DATE |
| SIGNATURE OF AGENCY REPRESENTATIVE |
| 1/1/2000 |
| TITLE |
| Departmental Records Officer |

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA
36 CFR 1228

NSN 7540-000-634-4054
1. Natural Gas Import/Export Cases.

Case Files of authorization of imports and exports of natural gas from and to foreign countries. Case file contains Application; Federal Register Notice; Correspondence; Protests and Interventions; and Final Opinion and Order.

a. Paper Copies. Cutoff upon completion of DOE application processing. Retire to inactive storage facility 5 years after cutoff. Destroy when 25 years old.

b. Microfilm Copies. Retain onsite. Destroy when no longer needed or when 50 years old; whichever is later.


Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.