

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
 Department of Energy

2. MAJOR SUBDIVISION
 Assistant Secretary For Fossil Energy (FE-1)

3. MINOR SUBDIVISION
 Office of Naval Petroleum and Shale Oil Reserves (FE-47)

4. NAME OF PERSON WITH WHOM TO CONFER
 Jerry Hinkle (FE 47)

5. TELEPHONE
 (202)586-4380

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-434-01-5

DATE RECEIVED
 4/3/01

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 10-1-01

ARCHIVIST OF THE UNITED STATES
[Signature]

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 1 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 not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/14/01	Susan L. Frey <i>[Signature]</i>	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>SALE OF NAVAL PETROLEUM RESERVE NUMBER 1 (ELK HILLS, CA)</p> <p>A case file documenting the initiation, development, and execution of the transaction that transferred ownership of Naval Petroleum Reserve #1 at Elk Hills, California from the Department of Energy to Occidental Petroleum Corporation. File consists of internal DOE memoranda and e-mails as well as correspondence with Congress relating to the feasibility of the sale and the enabling legislation required. Transaction development files consist of scientific and technical information relating to the site, Investment Banker Analyses, Budget histories, program plans, economic reports, i.e., production, value, cost and revenue, and future value, and normal sale execution papers conveying ownership. Included also is a post sale study of the transaction by NAPA, and "Lessons Learned" produced by the Office of Fossil Energy. Documents in the file are dated between 1985 and 1998. Finished case file is ca. 60 cubic feet.</p> <p>DISPOSITION: PERMANENT, retire to DOE Records Holding Area Germantown when all elements of the case have been closed. Transfer to NARA in 2020.</p> <p><i>cc: Agency, NR, NWMD, NWMLW</i></p>		

2. Electronic Records.

Electronic copies of records that are created on electronic mail and work processing systems and used solely to generate a record keeping 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.

- a) Copies that have no further administrative value after the record keeping 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 record keeping copy.

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

- b) Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

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