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|---|-------------------------------|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                               | <b>LEAVE BLANK (NARA use only)</b>  |   |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                               | JOB NUMBER<br>71-434-01-6   | DATE RECEIVED<br>4-13-01                              |
| 1. FROM (Agency or establishment)<br>Department of Energy                         |                               | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br>Assistant Secretary For Fossil Energy (FE-1)              |                               | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| 3. MINOR SUBDIVISION<br>Strategic Petroleum Reserve                               |                               |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Toby Henderson (SO-312)                  | 5. TELEPHONE<br>(202)586-5563 | DATE<br>1-15-02   | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i> |

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 3 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<br>04/06/01 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Susan L. Frev</i><br>Susan L. Frev | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|--|-----------------------------------|----------------------------------|
|             | <p>This Schedule covers all records of the Department of Energy's Strategic Petroleum Reserve (SPR) Program for which no existing disposition authority exists. The RIDS of the three primary records holding activities, i.e., Strategic Petroleum Reserve Program Office in Washington, Strategic Petroleum Reserve Project Office in New Orleans, and Dyn-McDermott Record Disposition Section in New Orleans, were reviewed for accuracy and completeness. (Note: Dyn-McDermott is a contractor that manages the records of the currently active 4 storage sites. Active storage sites maintain only copies of official records).</p> <p>See attached 3 pages for Schedule.</p> <p><b>NOTE: Item 3D of this schedule cancels NC1-434-85-4 item 2</b></p> |                                   |                                  |

## STRATEGIC PETROLEUM RESERVE

This Schedule covers all records of the Department of Energy's Strategic Petroleum Reserve (SPR) Program for which no existing disposition authority exists. The RIDS of the three primary records holding activities, i.e., Strategic Petroleum Reserve Program Office in Washington, Strategic Petroleum Reserve Project Office in New Orleans, and Dyn-McDermott Record Disposition Section in New Orleans, were reviewed for accuracy and completeness. (Note: Dyn-McDermott is a contractor that manages the records of the currently active 4 storage sites. Active storage sites maintain only copies of official records).

### 1. SPR PROGRAM PLANNING FILES

Studies that provide information about the potential for future program development and planning. Includes record copies of technical, economic, and legal studies and analyses related to the potential use of SPR facilities and pipelines by private industry. Also includes studies of specific geologic locations, which are potentially suitable for SPR use. This series is maintained at SPR program Office in Washington.

**DISPOSITION:** Keep until no longer need for reference not to exceed discontinuance of program.

### 2. SPR SITE DEVELOPMENT FILES.

Records consist of historical and current site development schedules and costs related to specific storage sites, including technical evaluations, drawings, and criteria about those sites. Files are used to develop future program plans and budgets. This series is maintained at SPR Project Management Office, New Orleans.

**DISPOSITION:** Destroy 10 years after site closure. Maintain onsite in RHA for 5, and then transfer to FRC for remaining 5 years.

### 3. OIL ACQUISITION/DRAWDOWN RECORDS.

A. Files maintained at the SPR Program Office in Washington that pertain to drawdown policy, distribution capabilities, readiness/assurance reviews, studies, costs sales, and drawdown procedures.

**DISPOSITION:** Permanent. Maintain in Program Office for 20 years. Retire to Germantown Records Holding Area for 5 years. Transfer to NARA when 25 years old.

B. **CRUDE OIL SAMPLING RECORDS.** Files relating to the planning, scheduling,, and coordination of crude oil cavern sampling. Sample data relating to crude oil quality includes: analytical results of oil movements, new oil receipts, end of month inventory, samples of opportunity, slop oil, gas (vapor pressure, GOR and BTEX), and 7-year

cavern samples.

**DISPOSITION:** Cut off files at the end of the fiscal year in which the sampling project is completed. Destroy when 5 years old.

C. Petroleum distribution files that contain commercial pipeline and terminal technical information. Files maintained at SPR Program Office in Washington (planning and Engineering Section).

**DISPOSITION:** Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

D. **ACCOUNTABILITY RECORDS.** Files pertaining to the accountability of crude oil. Records include Crude Oil Inventories, Crude Oil Movement Variance Investigations, related journals, and Office of Inspector General annual oil accountability audits. SPR oil inventory, oil measurement transaction records and supporting documentation include DD 250s, DD 250-1s, CODRs, Commercial Storage Documents, and vessel/tank/meter calculation worksheets, and lab analysis reports. Included also are all Foreign Trade Zone documents associated with and required for U.S. Customs compliance.

**DISPOSITION:** Cut off at the end of each fiscal year. Destroy when 75 years old.

**NOTE:** NC1-434-85-4 item 2 approved by Archivist of the US 6/16/87 is canceled by this item.

E. **DAILY PRESSURE MONITORING TEST DATA.** Files containing daily cavern reports, including cavern pressure data, cavern data, volume data, and cavern operating pressure ranges for cavern wells and brine disposal wells.

**DISPOSITION:** Destroy when cavern is decommissioned.

#### 4. ECONOMIC ANALYSIS FILES

A. Economic studies and reports including significant working papers and final data for micro- and macro-economic analysis on oil storage, forecasting oil prices, analyzing bids on oil sales, and evaluating the impact of SPR drawdown on oil economy.

**DISPOSITION:** Permanent. Retain in SPR Program Management Office for 20 years, then retire to Germantown Records Holding Area for 5 years. Transfer to NARA when 25 years old.

B. Working material, reference publications, and rough or pre-final data used to develop finished economic studies.

**DISPOSITION:** Destroy when 10 years old.

## 5. SPR PUBLICATIONS FILES.

A. Record copy of Strategic Petroleum Reserve Annual and Quarterly Reports, manuals, and informational brochures issued by the Office of the SPR Program Manager in Washington.

DISPOSITION: Permanent. Cut off in 5-year blocks. Retire to WNRC. Transfer to NARA when most recent records are 25 years old.

B. Project Management Directives case file for SPR Program Manager at DOE Headquarters and for SPR Project Manager at New Orleans.

DISPOSITION: Keep until no longer needed for reference not to exceed discontinuance of program.

C. Contractor Policy, Procedural, or work instruction publications. These publications implement Program and Project Manager directives and are utilized in implementing SPR Mission activities at the SPR sites.

DISPOSITION: Cut off at the end of the fiscal year in which the publication is canceled or superceded. Destroy 7 years after cut off.

## 6. ELECTRONIC MAIL AND PROCESSING SYSTEMS COPIES

Electronic copies of records that are created on electronic 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.

- a. 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 that are used only to produce the recordkeeping copy.

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

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

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



# *National Archives and Records Administration*

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*8601 Adelphi Road  
College Park, Maryland 20740-6001*

Date: November 6, 2001

Reply to  
Attn of: Leslie S. Farkas

Subject: Appraisal of records covered by Job. No. N1-434-01-6

To : Director, NWML

## **BACKGROUND**

The Department of Energy submits Job No. N1-434-01-6 to request disposition authority for new series and a revision to a previously approved item for the records of the Strategic Petroleum Reserve (SPR). The records are created and maintained by SPR program, project and contractor offices. The records were reviewed in New Orleans, LA and Washington, DC by DOE records management staff and myself, Leslie S. Farkas. After discussions with the SPR records staff in New Orleans and Washington, DC, changes were made to the original proposed retention periods.

The Strategic Petroleum Reserve (SPR) is the nation's first line of defense against an interruption in petroleum supplies. It is an emergency supply of crude oil stored in huge underground salt caverns along the coastline of the Gulf of Mexico. Decisions to withdraw crude oil from the SPR during an energy emergency are made by the President. In the event of an energy emergency, SPR oil would be distributed by competitive sale.

The need for a national oil storage reserve has been recognized for at least five decades. Secretary of the Interior Harold Ickes advocated the stockpiling of emergency crude oil in 1944. President Truman's Minerals Policy Commission proposed a strategic oil supply in 1952. President Eisenhower suggested an oil reserve after the 1956 Suez Crisis. The Cabinet Task Force on Oil Import Control recommended a similar reserve in 1970. In the aftermath of the 1973-74 oil crises, the United States established the SPR. President Ford set the SPR into motion when he signed the Energy Policy and Conservation Act (EPCA) on December 22, 1975. The legislation declared it to be U.S. policy to establish a reserve of up to 1 billion barrels of petroleum. On July 21, 1977, the first oil was delivered to the SPR. Today, the SPR holds more than 565 million barrels of crude oil, the largest emergency oil stockpile in the world. Together, the facilities and crude oil represent more than a \$20 billion national investment.

In managing the Strategic Petroleum Reserve Program, the Office of Fossil Energy's overriding objective is to maintain the readiness of the oil stockpile for emergency use at the President's direction. From 1993-2000, the Department of Energy's top priority was to ensure the continued readiness of the Reserve through at least the year 2025 by conducting a major life-extension program. This included replacing or refurbishing pumps, piping and other key components at the SPR's Gulf Coast sites. The program was completed in March 2000 on schedule and below original cost estimates.

## APPRAISAL

**Item 1 SPR Program Planning Files** include studies that provide information about the potential for future program development and planning, including record copies of technical, economic, and legal studies and analyses related to the potential use of SPR facilities and pipelines by private industry. Also included are studies of specific geologic locations, which are potentially suitable for SPR use. This series is maintained at the SPR Program Office in Washington, DC. SPR initially requested these files be maintained permanently. However, after discussions with the staff, I determined that these records have no historical value, as they are primarily working papers. They will be used primarily as reference resource in the event future sites are needed. Therefore, the retention period was changed from permanent to "keep until no longer needed for reference not to exceed discontinuance of the program."

Changing the retention period to long-term temporary allows the office to maintain the material for unlimited future reference. The new disposition is adequate to meet the administrative needs of SPR.

**Item 2 SPR Site Development Files** consist of historical and current site development schedules and costs related to specific storage sites, including technical evaluations, drawings, and criteria about those sites. Files are used to develop future program plans and budgets. This series is maintained at the SPR Project Management Office in New Orleans, LA. SPR requests these files be maintained for 10 years after the site closure. The records will be maintained onsite for 5 years after closure, then transferred to a FRC for an additional 5 years. The proposed retention is adequate to meet the administrative and fiscal needs of the SPR. These records in themselves have no archival value. Any historical or significant information would be available in the periodic reports, which are scheduled for permanent retention in Item 5A of this schedule.

**Item 3 Oil Acquisition/Drawdown Records** are files concerned with drawdown policy and procedures, crude oil sampling, petroleum distribution, accountability, and daily pressure monitoring test data. **Item 3A** are files maintained at the SPR Program Office in Washington, DC that pertain to drawdown policy, distribution capabilities, readiness/assurance reviews, studies, costs, sales, and drawdown procedures. The volume on hand is 8.5 cubic feet with an annual accumulation of 1 cubic foot. The files date from 1977 to the present. SPR requests these files be maintained in the Program Office for 20 years, then retired to the Germantown Records Holding Area (RHA) for 5 years and transferred to NARA when 25 years old. These files have historical value as they document the release of oil from the SPR. I therefore

recommend approval of the proposed permanent retention. The 1977 files should be transferred to NARA in 2002. **Item 3B** Crude Oil Sampling Records relate to the planning, scheduling, and coordination of crude oil cavern sampling and includes data analytical results of oil movements, new oil receipts, end of month inventory, samples of opportunity, slop oil, gas, and 7-year cavern samples. SPR requests these files be cutoff at the end of the fiscal year in which the sampling project is completed and destroyed when 5 years old. The information contained in these records is at the microdata level and is useful only to SPR. The records do not contain any archival information documenting the SPR mission. The proposed retention is adequate to meet the administrative needs of the SPR. I recommend approval. **Item 3C** are petroleum distribution files that contain commercial pipeline and terminal technical information. This information includes maps of pipelines across the United States, description of all oil terminals in the United States, tariff information, etc. The information is used as reference material so that the office knows everything about oil pipelines and terminals in the United States. Files are maintained at the SPR Program Office in Washington, DC (planning and engineering section). SPR requests these files be destroyed when superceded, obsolete, or no longer needed, whichever is sooner. These records are received from outside the SPR office and are used only for current agency operations. There is no significant value to these records after their reference use. The proposed retention is adequate to meet the business and administrative needs of the SPR. I recommend approval. **Item 3D** Accountability Records pertain to the DOE accountability for crude oil. Records include crude oil inventories, crude oil movement variance investigations, related journals, and Office of the Inspector General annual oil audits. SPR oil inventory, oil measurement transaction records and supporting documentation include DD 250s, DD 250-1s (DD-250 forms document oil movements of SPR between custody locations, e.g. caverns, tanks, sites and terminals), Crude Oil Delivery Reports (CODR), commercial storage documents and vessel/tanker/meter calculation worksheets, and lab analysis reports. Included also are all foreign trade zone documents associated with and required for US Customs compliance. These records were originally appraised and approved for destruction after 4 years by NARA Appraisal Job No. NC1-434-85-4. There have been times in the past when this information was needed but was not available because of the current retention period. During the current review of these records, a retention of 10 years was proposed. However, in discussions with the SPR records staff, it was noted that 10 years would not be sufficient. SPR has requested the records be maintained onsite for 75 years. This proposed retention period would permit the agency access to the information for long-term reference. This retention period is adequate to meet the needs of the SPR. I concur with the proposed retention period. This item supercedes NC1-43-85-4, Item 2 approved by NARA Appraisal Job No. NC1-434-85-4 on 6/16/87. **Item 3E** concerns Daily Pressure Monitoring Test Data. The files contain daily cavern reports, including cavern pressure data, cavern data, volume data, and cavern operating pressure ranges for cavern wells and brine disposal wells. The SPR requests the files be destroyed when the cavern is decommissioned. The information contained in these records is at the microdata level and is useful only to SPR. The records do not contain any archival information documenting the SPR mission. The proposed retention is sufficient to meet the administrative needs of the SPR. I concur with the proposed retention period.

**Item 4A Economic Analysis Files** are economic studies and reports including significant working papers and final data for micro- and macro-economic analysis on oil storage, forecasting

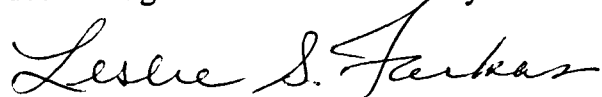
oil prices, analyzing bids on oil sales, and evaluating the impact on SPR drawdown oil economy. These files provide information on the economic benefits and operational practices of key activities. The volume on hand is 7.5 cubic feet with an annual accumulation of 0.5 cubic feet. The files date from 1978 to the present. The files are maintained in the SPR Program Office in Washington, DC. SPR requests the records be maintained onsite for 20 years, sent to the Germantown RHA for 5 years and then transferred to NARA when 25 years old. These economic studies are rich in information on how the SPR mission is financed and the economic benefits achieved. Researchers would find this information valuable. I concur with the proposed permanent retention. **Item 4B** concerns working material, reference publications, and rough or pre-final data used to develop finished economic studies. SPR requests the files be destroyed when 10 years old. This retention period is sufficient to meet the needs of the agency. Since the material contained in these records is used to prepare the studies and reports, any archival information would be available in the final economic studies and reports. Both the permanent and the 10-year retention for the items A and B, respectively, are satisfactory to meet the needs of the SPR and government accountability.

**Item 5 SPR Publication Files** are divided into three categories, annual and quarterly reports, brochures and manuals; directive case files; and contractor policy, procedural or work instruction publications. **Item 5A** concerns the record copy of the Strategic Petroleum Reserve Annual and Quarterly Reports, manuals, and informational brochures issued by the Office of the SPR Program Manager in Washington, DC. Volume on hand is 5 cubic feet with an annual accumulation of 0.5 cubic feet. The files date from 1978 to the present. SPR requests permanent retention with the files being cutoff in 5-year blocks and then retire the records to the WNRC. The files will be transferred to NARA when the most recent records are 25 years old. These records have historical value as they document the mission, functions and history of the SPR. **Item 5B** concerns project management directive case files. The files are maintained in both the offices of the SPR Program Manager at DOE Headquarters and the SPR Project Manager in New Orleans. The directive case files are internal memoranda from the Deputy Assistant Secretary for SPR to the Project Manager in New Orleans. They authorize the Project Manager to conduct special studies, to perform atypical operational activities, perform distribution enhancements, conduct cost benefit studies, release oil, etc. They are used as guidance documents. SPR initially wanted to maintain these records permanently. I disagreed and based on further discussion with the SPR staff, they agreed to retain the records until no longer needed for reference not to exceed discontinuance of the program. The directives do not have long-term value, as any pertinent information would be available in other documentation, such as the annual report. This retention will enable long-term reference by the agency. **Item 5C** concerns contractor policy, procedural or work instruction publications, which implement Program and Project Manager directives and are utilized in implementing SPR mission activities at the SPR sites. SPR requests the files be cutoff at the end of the fiscal year in which the publication is canceled or superseded and destroyed 7 years after cutoff. I agree with the proposed retention as it satisfies the administrative and legal needs of the SPR and its contracting staff. These files are retained for 7 years after supercession due to the 6-year statute of limitations for claims against the government and/or its contractor. These are contractor records and contain no information of archival value that would not be found in the SPR Annual Report.



***Item 6 Electronic Mail and Word Processing Copies*** covers electronic mail, word processing copies and other sources used to create paper records. This item authorizes the disposal of electronic mail and word processing records related to all items on this schedule. This item is required because this DOE/SPR schedule has records not covered by GRS authorities. The retention period is sufficient for DOE/SPR recordkeeping needs. The added dimension of the electronic medium does not add archival value to the item.

I recommend approval of this schedule as it provides for the preservation and proper transfer of records that have continuing research value and the orderly disposal of those records lacking that value. The proposed dispositions are sufficient to meet the legal rights of all parties and to document government accountability.



Leslie S. Farkas  
Archivist  
Life Cycle Management Division

## STRATEGIC PETROLEUM RESERVE

This Schedule covers all records of the Department of Energy's Strategic Petroleum Reserve (SPR) Program for which no existing disposition authority exists. The RIDS of the three primary records holding activities, i.e., Strategic Petroleum Reserve Program Office in Washington, Strategic Petroleum Reserve Project Office in New Orleans, and Dyn-McDermott Record Disposition Section in New Orleans, were reviewed for accuracy and completeness. (Note: Dyn-McDermott is a contractor that manages the records of the currently active 4 storage sites. Active storage sites maintain only copies of official records).

### 1. SPR PROGRAM PLANNING FILES

Studies that provide information about the potential for future program development and planning. Includes record copies of technical, economic, and legal studies and analyses related to the potential use of SPR facilities and pipelines by private industry. Also includes studies of specific geologic locations which are potentially suitable for SPR use. This series is maintained at SPR program Office in Washington.

**DISPOSITION:** Permanent. Maintain in Program Office until no longer needed for reference, retire to Germantown Records Holding Area (RHA). Transfer to NARA when 25 years old..

### 2. SPR SITE DEVELOPMENT FILES.

Records consist of historical and current site development schedules and costs related to specific storage sites, including technical evaluations, drawings, and criteria about those sites. Files are used to develop future program plans and budgets. This series is maintained at SPR Project Management Office, New Orleans.

**DISPOSITION:** Permanent. Maintain active records in SPR Project Management Office until no longer needed for reference. Retirement of inactive records to FRC Fort Worth is authorized. Transfer to NARA when 25 years old.

### 3. OIL ACQUISITION/DRAWDOWN RECORDS.

A. Files maintained at the SPR Program Office in Washington that pertain to drawdown policy, distribution capabilities, readiness/assurance reviews, studies, costs sales, and drawdown procedures.

**DISPOSITION:** Permanent. Maintain in Program Office until no longer needed for reference. Inactive records may be retired to Germantown Records Holding Area. Transfer to NARA when 25 years old.

B. **CRUDE OIL SAMPLING RECORDS.** Files relating to the planning, scheduling,, and coordination of crude oil cavern sampling. Data relating to crude oil quality includes:

analytical results of oil movements, new oil receipts, end of month inventory, samples of opportunity, slop oil, gas (vapor pressure, GOR and BTEX), and 7-year cavern samples.

DISPOSITION: Cut off files at the end of the fiscal year in which the sampling project is completed. Destroy when 5 years old.

C. Petroleum distribution files that contain commercial pipeline and terminal technical information. Files maintained at SPR Program Office in Washington (planning and Engineering Section).

DISPOSITION: Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

D. ACCOUNTABILITY RECORDS. Files pertaining to the accountability of crude oil. Records include Crude Oil Inventories, Crude Oil Movement Variance Investigations, related journals, and Office of Inspector General annual oil accountability audits. SPR oil inventory, oil measurement transaction records and supporting documentation include DD 250s, DD 250-1s, CODRs, Commercial Storage Documents, and vessel/tank/meter calculation worksheets, and lab analysis reports. Included also are all Foreign Trade Zone documents associated with and required for U.S. Customs compliance.

DISPOSITION: Cut off at the end of each fiscal year. Destroy when 10 years old.

**NOTE: NC1-434-85-4 item 2 approved by Archivist of the US 6/16/87 is canceled by this item.**

E. DAILY PRESSURE MONITORING TEST DATA. Files containing daily cavern reports, including cavern pressure data, cavern data, volume data, and cavern operating pressure ranges for cavern wells and brine disposal wells.

DISPOSITION: Destroy when cavern is decommissioned.

#### 4. ECONOMIC ANALYSIS FILES

A. Economic studies and reports including significant working papers and final data for micro- and macro-economic analysis on oil storage, forecasting oil prices, analyzing bids on oil sales, and evaluating the impact of SPR drawdown on oil economy.

DISPOSITION: Permanent. Retain in SPR Program Management Office until no longer needed for current reference. Retirement of inactive records to Germantown Records Holding Area is authorized. Transfer to NARA when 25 years old.

B. Working material, reference publications, and rough or pre-final data used to develop finished economic studies.

DISPOSITION: Destroy when 10 years old.

5. SPR PUBLICATIONS FILES.

A. Record copy of Strategic Petroleum Reserve Annual and Quarterly Reports, manuals, and informational brochures issued by the Office of the SPR Program Manager in Washington.

DISPOSITION: Permanent. Cut off in 5-year blocks. Retire to WNRC. Transfer to NARA when most recent records are 25 years old.

B. Directives case file for SPR Program Manager at DOE Headquarters and for SPR Project Manager at New Orleans.

DISPOSITION: Permanent. Retain on site. Transfer to NARA upon disestablishment or privatization of the function or facility.

C. Contractor Policy, Procedural, or work instruction publications. These publications implement Program and Project Manager directives and are utilized in implementing SPR Mission activities at the SPR sites.

DISPOSITION: Cut off at the end of the fiscal year in which the publication is canceled or superceded. Destroy 7 years after cut off.

## 6. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic 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.

- a. 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 that are used only to produce the recordkeeping copy.

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

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

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