

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

JOB NUMBER

*NI-434-04-1*

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received

*8/17/2004*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

**U.S. DEPARTMENT OF ENERGY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

MAJOR SUBDIVISION

**Office of the Chief Information Officer**

MINOR SUBDIVISION

**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Sharon Evelin**

TELEPHONE NUMBER

**301-903-3455**

DATE

*9/1/04*

ARCHIVIST OF THE UNITED STATES

*Alan Weinstein*

**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 needed now for the business for 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 **August 04, 2004**

SIGNATURE OF AGENCY REPRESENTATIVE

**Susan L. Frey**

*Sharon Evelin*

TITLE

**Departmental Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>The attached is a site-specific schedule for DOE's Office of Hearings and Appeals On Crude Oil Overcharge/Reimbursement Records</b></p>		

*0005 copies sent Agency, number, NR*

Site-specific Schedule for the Office of Hearing and Appeals

**Crude Oil Overcharge/Reimbursement Records**

- A. Series includes records of reimbursement to firms, individuals and government entities from overcharge on purchase of refined petroleum products from 1973-1981. Files contain documentation of the refund process, refund application requests, and decisions regarding reimbursement.

Destroy three years after the close of the refund process, or when no longer needed – whichever is sooner.

**B. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.**

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 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.

\* REFERENCE MAY 4, 2005 EMAIL FROM JAY BLEWETT.  
CJ/KC

Site Specific: DOE/Office of Hearings and Appeals  
Schedule for: Crude Oil Overcharge/Reimbursement Records

Background

According to relevant legislation and court decisions, firms, individuals and government entities were entitled to be reimbursed for injury experienced from overcharges when they purchased refined petroleum products. The overcharge funds – in excess of \$10 billion – were typically not collected until after the expiration of petroleum price controls in 1981. Upon collection of each sum of money, DOE established procedures for the public to file claims and to alert the public on how to establish injury in each matter. In order to approximate injury, the DOE relied upon records of purchases during the controls period. Overcharged entities were entitled to file applications for refund with the Office of Hearings and Appeals. Records consist of those submissions, related correspondence and agency decisions on the claims. Over 200,000 claims were received. Much of the information is sensitive commercial and financial information, which the agency was required to protect during the relevant periods.

Additional Reference: Economic Act of 1973.

Medium: Paper

Inclusive Dates: 1973-1981

Volume: 540 Cubic Feet

Status: Files closed; of no further technical value to the Department