



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-43491-1
1. FROM (Agency or establishment) U.S. Department of Energy		DATE RECEIVED	3-26-91
2. MAJOR SUBDIVISION Oak Ridge Operations Office		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Strategic Petroleum Project Management Office		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER Dee Spillman	5. TELEPHONE EXT. 8-686-4260	DATE 11/19/92	ARCHIVIST OF THE UNITED STATES 

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE		
3/19/91	Clarence L. Henley 	Chief, Records and Reports Mgmt. Branch, Office of IRM Policy, Plans, and Oversight		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	SEE ATTACHED For Permanent Record Disposition			

Copies sent to agency NSR NNT 1/27/92

1. SPRO Directives Files

Description: Paper case files of original SPRO directives and backup material used in developing final directives. Directives cover all phases of SPRO - technical policies and procedures.

Disposition: Permanent

Arranged: by number

Cutoff: January 1989

Records Located: Strategic Petroleum Reserve Project Management Office
New Orleans, Louisiana

Record Dates: January 1979 - January 1989

Total Volume: 3 cubic feet

Rate of Accumulation: Approx. 1/3 cubic feet per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

WITHDRAWN

non-record reference file

2. ~~SPRO Organization Files~~

Description: Paper case files of organization charts, narrative histories and related records documenting the organization and functions of the Strategic Petroleum Reserve Project Management Office.

Disposition: Permanent

Arranged: by year

Cutoff: December 1988

Records Located: Strategic Petroleum Reserve Project Management Office
New Orleans, Louisiana

Record Dates: January 1985 - December 1988

Total Volume: 1 file cabinet drawer

Rate of Accumulation: 6 inches per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

GRS 23, item 1

WITHDRAWN

3. SPRO Quality Assurance

Description: Paper correspondence files pertaining to Quality Assurance Policy, Program, Initiatives, Issues, Action items, QA Order, Task Orders, and QA Manual from the Strategic Petroleum Reserve Project Management Office (SPRPMO).

Disposition: Permanent

Arranged: By year

Cutoff: November 1989

Records Located: Strategic Petroleum Reserve Project Management Office
New Orleans, Louisiana

Record Dates: January 1983 - November 1989

Total Volume: 1 file cabinet drawer

Rate of Accumulation: 6 inches per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

WITHDRAWN

4. SPRO Environmental Permit and National Environmental Policy Act (NEPA) Files

Description: Paper case files pertaining to environmental permit applications, permits and related correspondence as well as NEPA correspondence within of the Strategic Petroleum Reserve Project Management Office (SPRPMO).

Disposition: Permanent. *Transfer to FRC 2 years after permit closes.*
Arranged: By year and file number *Transfer to NARA 25 years after closed.*

Cutoff: January 1989

Records Located: Strategic Petroleum Reserve Project Management Office
New Orleans, Louisiana

Record Dates: January 1978 - January 1989

Total Volume: 10 cubic feet

Rate of Accumulation: 1 cubic foot per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

jj
11-10-92

1. SPRO Directives Files. (N1-434-91-1/1)

7NC Appraisal Information/Discussion.

These records are arranged by Order Number, such as: SPRPMO 1310.1 Appraisal of DOE Contractor Performance; 1360.2A Unclassified Computer Security Program; 3315.1 Probationary Period for Managers and Supervisors; 5030.1B SPR Crude Oil Quality Program and Test Criteria; and 5500.8 Operational and Draw Down Readiness Program.

Appraisal.

Although the SF-115 recommends permanent retention, these orders are actually duplicates of DOE HQ Numbered Orders. (They have the same numeric identification and title, only they have SPRPMO in front of the number.) The original order is filed at SPR HQ in Washington, DC. These are technically non-record copies.

Recommended Disposition:

This item should be withdrawn or designated non-record: Destroy when superseded, obsolete, or no longer needed.

2. SPRO Organization Files. (N1-434-91-1/2)

7NC Appraisal Information/Discussion.

These records are filed by four-digit numeric identification numbers. Folders consisted of:

- 1100 Accomplishment During Admiral Watkins Tenure - containing copies of status reports, major accomplishments, and planned future actions.
- 1100 Organization, Authorities, Functions, and Internal Relationships.
- 1100 Delegation of Authority
- 1100 Delegation of Authority - Personnel Authority - nomination of OPM examiner or test control officer
- 1100 Delegation of Authority (absences). Temporary acting by Offices.
- 1100.1 Organizational Realignment

Appraisal.

These files are copies of originals or work papers. No original records were located. Records filed under 1100 (organization) were memorandum copies or work papers that contained organizational charts, narrative histories, etc. Files were temporary in nature and offered nothing original towards documenting the organization or history of the agency.

Recommended disposition:

Destroy 3 years after cutoff. GRS 23, item 1, applies.