

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-434-91-2	DATE RECEIVED 3-26-91
1. FROM (Agency or establishment) U.S. Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Oak Ridge Operations 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Strategic Petroleum Reserve Project Management Office			
4. NAME OF PERSON WITH WHOM TO CONFER Dee Spillman	5. TELEPHONE EXT. FTS 8-686-4260	DATE	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 6 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 3/19/91	C. SIGNATURE OF AGENCY REPRESENTATIVE Clarence L. Henley <i>C. L. Henley</i>	D. TITLE Chief, Records and Reports Management Br. Office of IRM Policy, Plans, and Oversight
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	SEE ATTACHED For Suggested Disposition		WITHDRAWN

1. SPRO Management Appraisal Reports

Description: Paper case files of information regarding findings, conclusions, and recommendations resulting from reviews of Vulnerability Assessments, Internal Control Reviews, Contractor Appraisals, Annual Assurance Memos, and Risk & Vulnerability files of the Strategic Petroleum Reserve Project Management Office

Disposition: 6 years

Arranged: By year

Cutoff: March 1989

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

Record Dates: September 1983 - March 1989

Total Volume: 8 cubic feet

Rate of Accumulation: 1 cubic foot a year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

WITHDRAWN

GRS 16, item 14

2. SPRO Oil Accounting

Description: Paper correspondence files pertaining to Monthly Detail Transactions, Journals, Ledgers, and support documentation for journal entries on oil received at the Strategic Petroleum Reserve Project Management Office (SPRPMO).

Disposition: 6 years, 3 months

Arranged: By contract and cargo number

Cutoff: January 1990

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

Record Dates: January 1978 - January 1990

Total Volume: 6 cubic feet

Rate of Accumulation: 1/2 cubic foot per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

WITHDRAWN

3. SPRO Environmental Compliance Reports

Description: Paper case files of one time and recurring environmental reports of compliance and monitoring activities at the Strategic Petroleum Reserve Project Management Office (SPRPMO).

Disposition: 5 years

Arranged: By number and title

Cutoff: January 1989

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

Record Dates: January 1980 - January 1989

Total Volume: 19 cubic feet

Rate of Accumulation: 2 cubic feet per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

WITHDRAWN

4 SPRO Fire Protection & Safety Engineering Files

Description: Paper case files consisting of original and backup material used in developing the fire protection at the Strategic Petroleum Reserve Project Management Office (SPRPMO).

Disposition: 10 years

Arranged: By site and topic

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

WITHDRAWN

5. SPRO Audit Tracking Files

Description: Paper case files pertaining to the quarterly reporting of audit followup of the Departmental Audit Report Tracking System at the Strategic Petroleum Reserve Project Management Office (SPRPMO).

Disposition: 10 years

Arranged: by year

Cutoff: January 1989

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

Record Dates: January 1983 - January 1989

Total Volume: 1 1/2 file cabinet drawers

Rate of Accumulation: 6 inches per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

WITHDRAWN

6. ~~SPRO Hypothetical Drawdown File~~

Description: Paper case files pertaining to hypothetical sales contracting information generated by drawdown exercises at the Strategic Petroleum Reserve Project Management Office (SPRPMO).

Disposition: 2 years

Arranged: by year

Cutoff: January 1989

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

Record Dates: October 1988 - June 1989

Total Volume: 3 cubic feet

Rate of Accumulation: 4 cubic feet per year

Reference Activity: Nonactive

Restrictions: None

Condition: Good

WITHDRAWN