

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

Department of Energy

2. MAJOR SUBDIVISION

Assistant Secretary for Fossil Energy

3. MINOR SUBDIVISION

Dept. Asst. Secretary for Strategic Petroleum Reserve

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

John E. Davenport

301-903-4726

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-434-98-3

DATE RECEIVED

12-29-97

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 10 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

12/11/97

SIGNATURE OF AGENCY REPRESENTATIVE

MaryAnn Wallace
MaryAnn Wallace

TITLE

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 GRS OR SUPERSEDED JOB CITATION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)

Disposition Schedule for Records of the Strategic Petroleum Reserve (SPR).

Attached.

withdrawn
11/7/01

Agency, NWMD, NWMWA, NWAS, NR

DISPOSITION SCHEDULE FOR THE RECORDS OF THE
STRATEGIC PETROLEUM RESERVE (SPR)

DESCRIPTION	DISPOSITION
<p>1. GENERAL SUBJECT FILES</p> <p>Record copies of letters, memoranda and related correspondence and forms, documenting SPR program and administrative functions, policies, and plans, maintained by the office of the Deputy Assistant Secretary for Strategic Petroleum Reserve.</p>	
<p>a. Files maintained by the Deputy Assistant Secretary for Strategic Petroleum Reserve.</p> <p>Volume on hand: 44 cu. ft. Annual accumulation: 2 cu. ft. Dates: 1975 - present.</p>	<p>Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.</p>
<p>b. All other copies.</p>	<p>Destroy when superseded, obsolete, or no longer needed.</p>
<p>2. ORGANIZATION IMPROVEMENT FILES</p> <p>Records on organization improvement efforts, including organization development, total quality management, continuous quality improvement, organizational self assessments, customer service initiatives, and related training, analyses, and reports.</p>	<p>Cut off at the end of each fiscal year. Destroy 5 years after cutoff.</p>
<p>3. SPR PROGRAM PLANNING FILES</p> <p>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-owned facilities and pipelines by private</p>	<p>Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.</p>

withdrawn
4/12/01

DESCRIPTION

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industry. Also includes studies of specific geographic locations which are potentially suitable for SPR oil storage.

Volume on hand: 48.6 cu. ft.
Annual accumulation: 2 cu. ft.
Dates: 1975 - present.

4. SPR SITE DEVELOPMENT FILES

Files consist of historical and current site development schedules and costs related to specific storage sites, including technical evaluations and criteria about those sites. Files are used to develop future program plans and budgets.

Volume on hand: 9.5 cu. ft.
Annual accumulation: .5 cu. ft.
Dates: 1975 - present.

5. CONSTRUCTION AND ENGINEERING RECORDS

Files include engineering and geotechnical studies and criteria related to long-term oil storage, site geology, salt dome and rock-mechanics technology, project construction management, and quality assurance requirements. Files also include engineering change proposals at sites, general site operations/decommission activities, and Level I design criteria.

a. Engineering and geotechnical studies and site geological records.

Volume on hand: 7.5 cu. ft.
Annual accumulation: 1 cu. ft.
Dates: 1975 - present.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.

*withdrawn
4/17/01*

DESCRIPTION

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b. General site operations records including decommission activities.	Destroy 5 years after site divestiture.
c. Engineering change proposals.	Destroy when 20 years old.
d. Level I engineering and construction design criteria.	Destroy when superseded, obsolete, or no longer needed, whichever is sooner.
6. SECURITY PROGRAM RECORDS	Destroy when superseded, obsolete, or when no longer needed, whichever is sooner.
Files contain records pertaining to physical security of SPR sites. Includes security policies, security contingency plans, emergency and recovery plans, and threat and vulnerability assessments of sites.	
7. EXTERNAL AGREEMENTS	
Files contain agreements, memoranda of understanding, interagency agreements, and other correspondence or commitments between SPR and other organizations, including other government agencies or other elements of DOE, as well as documents which define the responsibilities of the contractor for the management of the sites.	Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.
Volume on hand: 3.5 cu. ft. Annual accumulation: .2 cu. ft. Dates: 1975 - present.	
8. EXTERNAL RELATIONS	
Files contain correspondence from, and replies to, the general public, congressional offices, state or local governments, or others requesting information or providing comments about the SPR Program. Specifically, subject matter concerns	Cutoff at end of fiscal year. Destroy 3 years after cutoff.

*withdrawn
4/17/01*

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activities of the program, both at Headquarters and the field. Responses provided contain information about the normal activities of the program or information about the direction of the program which is not sensitive or of a privileged nature. Files do not include FOIA requests.

9. **OIL ACQUISITION/DRAWDOWN RECORDS**

Files consist of policy, distribution capabilities, readiness assurance/reviews, studies (relating to sales, drawdown, oil acquisition, and foreign storage), drawdown costs, test sales, test exercises, actual sales, general operations and drawdown procedures. Also contains records on the analytical chemistry of the caverns, crude oil quality, accountability, and petroleum distribution records that contain technical information on commercial pipelines and terminals.

- a. Files pertaining to drawdown policy, distribution capabilities, readiness assurance/reviews, studies, costs, sales, and drawdown procedures.

Volume on hand: 8.5 cu. ft.
Annual accumulation: 1 cu. ft.
Dates: 1977 - present.

- b. Analytical chemistry records dealing with cavern crude oil quality and accountability.
- c. Petroleum distribution files that contain commercial pipeline and terminal technical information.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.

Maintain until the cavern is empty or the SPR program is terminated, whichever is sooner.

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

*withdrawn
4/17/01*

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10. ECONOMIC ANALYSIS FILES

- a. Finished economic studies and working papers and rough data on 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.

Volume on hand: 7.5 cu. ft.
Annual accumulation: .5 cu. ft.
Dates: 1978 - present.

- b. Working material and rough data used to develop the finished economic studies.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.

Destroy when 10 years old.

11. ENVIRONMENT, SAFETY, AND HEALTH RECORDS

Files include Environment, Safety, and Health (ES&H) documents, e.g., Annual Site Environmental Reports, Safety Analysis Reviews, Accident Reports, hearing transcripts, and published NEPA documents, e.g., Environmental Impact Statements (EISs), Environmental Assessments (EAs), and Records of Decision (RODs). Also includes ES&H policy, procedure, and guidance files (SPR internal and external directives, plans, etc.); NEPA process records (case files of NEPA reviews); NEPA background materials used in analysis, evaluation, and preparation of NEPA documents; Environmental Support Studies; Permit Acquisition records, and Periodic Reporting files.

- a. Environment, Safety, and Health documents that document SPR's

Permanent. Maintain in office until no longer needed for reference.

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- oversight responsibilities for ES&H activity at SPR facilities.

Transfer to the National Archives when 25 years old.
- b. Internal comprehensive plans, directives, and guidance documenting efforts to ensure compliance with external ES&H directives, regulations, policies, and laws.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.
- c. Environmental Support Studies in support of NEPA processes, permit acquisition, or permit compliance.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.
- d. Permit Acquisition case files consisting of negotiations with regulatory bodies for acquiring or complying with the terms of environmental permits for construction and operation of SPR facilities.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old.
- Volume on hand: 20 cu. ft.
Annual accumulation: .5 cu. ft.
Dates: 1976 - present.
- e. Copies of external plans, directives, and guidance to ensure compliance with external ES&H policies, laws, and regulations.

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.
- f. NEPA Process records. Case files that contain NEPA review information.

Destroy when 10 years old.
- g. NEPA Background and working materials used in analysis, evaluation, and preparation of NEPA documents.

Destroy 2 years after issuance of NEPA document.
- h. Working material in support of Environmental Support Studies.

Destroy when 5 years old.

DESCRIPTION

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i. Periodic Reports of ES&H status for senior management.

Destroy when 2 years old.

12. FOREIGN STORAGE

Files pertaining to negotiations with foreign countries to store oil in Strategic Petroleum Reserve's caverns.

a. Files of negotiations that result in an agreement with a foreign country to store oil in SPR's caverns.

Permanent. Maintain in office until no longer needed for reference. Transfer to the National Archives when 25 years old (These files will be managed as "External Agreements"-- see item 7 above).

Volume on hand: 1 cu. ft.
Annual accumulation: .2 cu. ft.
Dates: 1993 - present.

b. All other records.

Destroy when 10 years old.

13. LEGISLATIVE FILES

Reports, memoranda, and supporting documentation concerning input to existing or new congressional bills and public laws affecting SPR programs and operations.

Destroy when no longer needed or when 6 years old, whichever is sooner.

14. MAINTENANCE MANAGEMENT FILES

Correspondence and reports documenting SPR oversight of the maintenance management program at the Project Management Office (PMO). These records relate to budget, equipment and site maintenance, drawdown readiness, and evaluation/analysis.

Destroy when 2 years old.

15. ORGANIZATION AND MANAGEMENT FILES

Files contain records pertaining to the establishment of SPR (laws and

Permanent. Maintain in office until no longer needed for reference.

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congressional committee reports which direct and authorize the SPR Program), approved organization charts, mission/function statements, delegations of authority, policies, plans, procedures, and analysis of SPR activities, projects, and programs.

Transfer to the National Archives when 25 years old.

Volume on hand: 5.4 cu. ft.
Annual accumulation: .5 cu. ft.
Dates: 1975 - present.

16. **SPR PUBLICATIONS FILES**

Files consist of the record copy and supplemental distribution copies of the SPR Annual/Quarterly Reports, manuals, brochures and other publications originated by SPR. Files also contain background material gathered in the process of compiling the finished reports, brochures, manuals, and other publications.

a. Record copy of the SPR Annual/Quarterly Reports, brochures, manuals and other SPR publications.

Permanent. Cutoff in 5-year blocks. Transfer to National Archives when latest records are 25 years old.

Volume on hand: 5 cu. ft.
Annual accumulation: .5 cu. ft.
Dates: 1978 - present.

b. All other publications.

Destroy when no longer needed.

c. Background working material.

Destroy when 2 years old.

17. **TECHNICAL LIBRARY**

Collection includes manuals, contingency plans, engineering specifications, implementation plans, studies, guides and

Permanent. Cutoff annually. Review collection every five years to purge records no longer needed for

*withdrawn
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DESCRIPTION

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standards, developmental plans, strategies, emergency preparedness, site designs, environmental, safety and health management plans, and other related subjects dealing with the SPR program.

reference. Maintain purged records in Records Holding Area for 2 years. Transfer purged records to National Archives when 25 years old.

Volume on hand: 109 cu. ft.
Annual accumulation: 1 cu. ft.
Dates: 1965 - present.

18. **MAPS, CHARTS, PHOTOGRAPHS, SLIDES, AND DRAWINGS**

Maps, charts, photographs, slides, and drawing relating to SPR program activities. Some records are created at PMO, which is responsible for maintaining the record copy

Screen records annually to place any historical material with files described elsewhere in this schedule. Destroy all other material when superseded, obsolete, or no longer needed, whichever is sooner.

*Withdrawn
4/17/01*