

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**U. S. Department of Energy**

2. MAJOR SUBDIVISION  
**Economic Regulatory Administration**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Robert K. Carpenter**

5. TEL. EXT.  
**252-4357**

LEAVE BLANK

JOB NO.  
**NCI-434-84-1**

DATE RECEIVED  
**3-9-84**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**4-3-84** *Robert K. Carpenter*  
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE: **4/24/84** D. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]* E. TITLE: **Director of Management Systems Analysis**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><b>AUDIT FILES (AUDITS OF PETROLEUM COMPANIES)</b> consisting of records of audits of the books and records of petroleum companies conducted by the Economic Regulatory Administration, Department of Energy, and its predecessor organization, the Federal Energy Administration, during the years 1974 through 1982. Audits determined compliance with Federal petroleum pricing and allocation regulations.</p> <p>The audit case files are divided into two major divisions: (a) the file referred to as the "permanent" file contains general information on the company, e.g., corporate charters, minutes of board of director's meetings, and Dun and Bradstreet reports which are unrelated to the audit; and (b) the audit file, referred to as the "working paper" file which contains the auditors' worksheets, records of interviews, audit reports, and related documentation of the audit.</p>	<b>NCI-434-81-2</b>	

**MASS DATA CHANGE SHEET ATTACHED**

*All FRC's + Agency sent 5-16-84 by DMW.*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Audit case files where a determination was made that a violation occurred.</u></p> <p>Audit case files consisting of workpapers, memoranda, reviewer notes, draft pleadings, and other papers relating to the case.</p> <p>Destroy, 10 years after retirement to Federal Archives and Records Center(FARC). Transfer to FARC upon completion of audit and/or litigation.</p>		