

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NCL-434-85-4

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

DATE RECEIVED
7-2-85

1 FROM (Agency or establishment)
Department of Energy

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Strategic Petroleum Reserve Project Mgt. Office

In accordance with the provisions of 44 USC 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

5 TELEPHONE EXT
252-4357

DATE
6-16-87

ARCHIVIST OF THE UNITED STATES
Frank A. Burke

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 1 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 6/27/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>J.A. Fair</i>	D TITLE Director of Management Systems Analysis
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>OIL GENERAL AND SUBSIDIARY LEDGERS maintained by the Strategic Petroleum Reserve Project Management Office and consisting of records reflecting the summary of all oil inventory transactions as of the end of the month. Records document the types (sweet and sour), locations of the various Strategic Petroleum Reserve inventories, and a summary by source (country) and generic type of crude. Ledgers are the source for monthly and end-of-year inventory reports.</p> <p>Destroy 6 years and 3 months after inventory reflected in ledgers is disposed of.</p>		<p>WITHDRAWN</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Edward J. Huggert</i> Agency Representative</p> <p><i>William G. DeLong</i> NARA Appraiser</p>
2.	<p>OIL INVENTORY ACCOUNTING RECORDS maintained by the Strategic Petroleum Reserve Project Management Office and consisting of inventory transaction documents such as daily journals and periodic reports that provide an audit trail for all Strategic Petroleum Reserve crude oil. Records document receipt, movement, ultimate location of oil, and type of oil.</p> <p>Destroy when records are 4 years old.</p> <p>Cut off files every two years and send to FRC. Destroy when four years old.</p>		

Copies to NNF, NCF
6/10/87 WLL