

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>N1-137-91-3</i>	DATE RECEIVED <i>7-22-91</i>
1 FROM (Agency or establishment) <b>General Services Administration</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Office of Administrative Service</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Information Collection Management Branch</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Mae Simms</b>	5 TELEPHONE EXT <b>501-2938</b>	DATE <i>10/17/91</i>	ARCHIVIST OF THE UNITED STATES <i>James W. Syora</i>

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 5 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 <b>7/17/91</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Cunningham</i>	D TITLE <b>Chief, Information Collection Management Branch (CAIR)</b>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<u>Chapter 53, Public Utilities Management Program Records</u> Records descriptions and revised disposition schedules are contained in the attached chapter 53 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).		
	<i>Copies sent to agency, NCF 10/21/91</i>		

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

OAD P 1820.2 CHGE

GSA ORDER

SUBJECT: GSA Records Maintenance and Disposition System

1. Purpose. This order transmits changes to the HB, GSA Records Maintenance and Disposition System, related to the public utilities management program.
2. Explanation of changes. Ch. 53, Public Utilities Management Program Records, is revised to update records maintenance and disposition instructions.
3. Instructions. Remove p. iii of the General Table of Contents, the chapter tab and ch. 53. Insert the attached new pages.

CARLENE BAWDEN  
Associate Administrator  
for Administration

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CENTRAL OFFICE

100 copies to CAIR for reserve stock and 5 copies to the Public Utilities Service Division (PPU).

REGIONS

Distribute the copies below to each regional CAI records officer and to NARA for reserve stock.

<u>Office</u>	<u>Copies</u>	<u>Office</u>	<u>Copies</u>
Region 2		Region 6	
Region 3		Region 7	
Region 4		Region 9	
Region 5		Region W	
		NARA/NIRC	15

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Figure 1. Supplemental distribution

Distribution: A; F; G; plus Figure 1

Attachment

CHAPTER 53. PUBLIC UTILITIES MANAGEMENT PROGRAM RECORDS

1. General. This chapter provides documentation and maintenance and disposition instructions for public utilities management program records. The instructions are contained in app. 53-A.
2. Microfilming records. The records described in this chapter may be converted to microfilm and the original paper records destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program (OAD P 1882.1), chs. 3-1, 3-3, 4-3, and 4-4 are met.
3. Electronic records.
  - a. The temporary records described in this chapter which are outputs of systems scheduled in chapter 27 of this handbook are eligible for disposal in both hard copy and electronic form. Electronic records designated for permanent disposition must meet the requirements outlined in chapter 4 for transfer to the National Archives.
  - b. The terms "document" and "information", used throughout this chapter, refer to electronic as well as textual (paper) records.
  - c. If temporary textual, microfilm, or electronic records described in this chapter are produced by a data base management system, the data base must be separately scheduled in chapter 27 of this handbook.
4. Disposal. Due to the nature of the public utilities program, information contained in the following records series and deemed significant by the division director or regional energy coordinator should be maintained until no longer needed.

This appendix provides descriptions of, and maintenance and disposition instructions for, public utilities management program records. These files are accumulated in the staff supervision and administration of the Governmentwide program for procurement and utilization of electric, gas, steam, water and comparable services, excluding telecommunications services; in representing executive agencies and furnishing advice and testimony in proceedings before regulatory bodies; designing rates and schedules reflecting Government requirements for utility services; and in taking other actions in connection with public utility matters. Public utilities management program records are created under the handbooks and orders of the 6600 subject classification series.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
53A1.	<u>Utility general subject records ( - - - )</u> . Documents pertaining to public utilities matters in general that cannot be filed with the utility contract, rate case or other specific file described elsewhere in this chapter. These files consist of correspondence with Federal and State agencies, internal correspondence, reports of meetings on areawide contracting, informal contracting, taxes and similar records. This file may be subdivided by Federal and State agencies or by utilities.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
53A2-53A4.	<u>Reserved.</u>	
53A5.	<u>Public utilities management reports ( - - - )</u> . Documents accumulated in reporting accomplishments under the public utilities management program. Included are quarterly, semiannual and annual reports of savings, cases handled, contracts negotiated and assistance actions; special materials prepared for budget backup purposes related to discussions during Office of Management and Budget and congressional hearings; and directly related records.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
53A6-53A9.	<u>Reserved.</u>	
53A10.	<u>Public utilities training ( - - - )</u> . Information accumulated in conducting public utility training programs, including seminars, for GSA employees and employees of other agencies; in assisting other agencies in establishing and conducting training programs; in reporting training activities; and in determining training needs, plans, progress and accomplishments.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
53A11-53A14.	<u>Reserved.</u>	
53A15.	<p><del>Utility supplier files. Documents accumulated in procuring utilities for Federal agencies and authorized organizations; in surveying, studying and making recommendations about utility suppliers, agency utility requirements, submetering, rates and similar matters; and in providing information on the qualifications of utility suppliers. Included are proposals; contracts and amendments; contract progress reports; survey reports, studies and recommendations; reports, analyses and other information about the suppliers; rate adjustment requests and schedules; documents containing agency requirements; and related records.</del></p> <p>a. Contracts and related records (GRS 3/3a(1).</p> <p>b. Studies, surveys and related records ( - - - ).</p> <p><del>c. Supplier history and qualification data (NC1-137-80-1).</del></p>	<p>Destroy 6 years and 3 months after final payment.</p> <p>Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p> <p>Destroy individual documents and folders when no longer needed.</p>
53A16-53A19.	<u>Reserved.</u>	
53A20.	<p><u>Public utility rate cases ( - - - ).</u> Documents accumulated in connection with hearings before regulatory bodies pertaining to utility rates, rate increases or reductions, and service terms. Files may include requests and petitions to intervene on a rate case; copies of utility company reports to the regulatory body; data on company costs; rate analyses; exhibits; copies of testimony given; copies of transcripts of hearings and decisions of the regulatory body; correspondence with other agencies, including delegations of authority to agencies to handle proceedings; and related records.</p>	Place in inactive file following decision by the regulatory body. Cut off inactive file at the end of the fiscal year; destroy 2 years after cutoff.
53A21-53A29.	<u>Reserved.</u>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
53A30.	<u>General survey and study records ( - - - ).</u> Surveys, studies and directly related records which do not pertain to specific utility suppliers and are not appropriate for inclusion in par. 53A15.	Place in inactive file following completion of next succeeding or comparable study. Cut off the inactive file at the end of the fiscal year; destroy 2 years after cutoff.