

Rec'd rcd 17 Jun 80 KH

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)

General Services Administration

2 MAJOR SUBDIVISION

Transportation and Public Utilities Service

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Raymond Hershberger

5 TEL EXT

566-0673

LEAVE BLANK.

JOB NO

NC1-137-80-1

DATE RECEIVED

1-17-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-28-80 Date *James P. O'hell* Acting 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 5 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

1/10/80

D SIGNATURE OF AGENCY REPRESENTATIVE

*Michael G. Barbour*  
Michael G. Barbour

E TITLE

Chief, Records Management Branch (HRAR)

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO

10. ACTION TAKEN

Public Utilities Program Files

Files descriptions and requested disposition authorizations are contained in the attached proposed chapter to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2)

Appendix 53-A. Proposed changes to the schedule that was approved on September 10, 1970.

NN171-25

15 items

Copy to  
*[Handwritten initials]*

Closed Out SE  
3/5/80

This appendix provides descriptions of, and maintenance and disposition instructions for, Public Utilities (PU) Program Files. These files are accumulated in the staff supervision and administration of the Government-wide 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.

- ✓ 53A1. Utility general subject files. Documents pertaining to public utilities matters in general and which 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 area wide contracting, informal contracting, taxes, and similar records. This file may be subdivided by Federal and State agencies or by utilities.

Cut off annually, hold 2 years, and transfer to FRC.  
Destroy when 7 years old.

53A2 - 53A4. Reserved.

- ✓ 53A5. Public utilities management reports. 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 annually, hold 2 years, and transfer to FRC.  
Destroy when 7 years old.

53A6 - 53A9. Reserved.

53A10. PU training files. Documents accumulated in conducting PU training programs, including seminars, for GSA employees and employees of other agencies; in assisting other agencies in establishing and conducting PU training programs; in reporting PU training activities; and in determining PU training needs, plans, progress and accomplishments. Descriptions of, and maintenance and disposition instructions for, these files are as follows:

a. PU training administrative files. Documents relating to the general administration of PU training programs, such as announcements of training courses and seminars, requests for information on training activities, and similar records not described elsewhere in this appendix.

Cut off annually, destroy when 2 years old.

✓ b. PU training doctrine. Documents relating to the preparation, clearance, and issuance of materials for use in training GSA and other agency employees in PU matters. Included are records of meetings and

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discussions, course outlines, texts, handout materials, training aids, and related records.

Retire to FRC when directed by the director of the public utilities program. Destroy when 15 years old.

c. Interagency PU training files. Documents accumulated in assisting in the development and conduct of PU training programs for employees of other agencies. Included are records of meetings and discussions on training activities, correspondence reflecting advice and assistance, and related records.

Cut off annually, destroy when 2 years old.

d. PU training reports. Documents reflecting actual PU training progress and accomplishments. Included are reports and similar records.

Cut off annually, destroy when 2 years old.

e. PU training needs and plans. Documents reflecting PU training needs, plans, progress, and accomplishments. Included are studies to determine training needs, reports of progress toward accomplishment of training plans, and directly related records.

Cut off annually, destroy when 2 years old.

53A11 - 53A14. Reserved.

53A15. 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. For easy reference and to aid in future disposition, this file should be subdivided and disposed of as follows:

a. Contracts and related records. Place in inactive file following completion, cancellation, or termination of the contract, or settlement of any claim or litigation.

Cut off the inactive file annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

? b. Studies, surveys, and related records. Place in inactive file on completion of the next succeeding study or survey, or, in the case of one-time studies and surveys, when 5 years old.

Cut off the inactive file annually, hold 2 years, and retire to FRC. Destroy when 15 years old.

c. Supplier history and qualification data. Destroy individual documents and folders as they are superseded, become obsolete, or are no longer needed.

Note.--Selected documents included in a and b, above, and needed for reference in connection with the history or qualifications of PU suppliers, may be removed (prior to retirement) and included with the supplier history records (c, above). ✓

53A16 - 53A19. Reserved.

53A20. Public utility rate cases. 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. |

a. GSA rate cases. Place in inactive file following decision by the regulatory body. Cut off inactive file annually, hold 2 years, and retire to FRC. Destroy when 10 years old. | ✓

b. GSA nonparticipation rate cases. Place in inactive file following decision by the regulatory body. Cut off inactive file annually, destroy when 2 years old. | ✓

✓ c. Note.--Rate cases designated as significant by the Commissioner: Hold 2 years and retire to FRC. Destroy when 20 years old. |

53A21 - 53A24. Reserved.

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53A25. PU technical and reference publications. These files consist of copies of directives including reference binders, and other publications or notices issued by any element of GSA, other Government agencies, and nongovernmental organizations, which are maintained by an office for reference purposes. These files also include order memorandums, letters, messages, or other documents used to transmit program instructions in advance of official GSA directives. Use this paragraph instead of 9B31 for PU technical and reference publications.

Destroy when superseded or obsolete.

53A26 - 53A29. Reserved.

✓ 53A30. General survey and study files. Surveys, studies, and directly related records which do not pertain to specific utility suppliers and which, therefore, are not appropriate for inclusion in the utility supplier file described in par. 53A15, above.

Place in inactive file following completion of next succeeding or comparable study. Cut off the inactive file annually, destroy when 5 years old.