

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB

NC1-354-85-1

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

DATE RECEIVED

7-24-85

1 FROM (Agency or establishment)

U. S. Department of Agriculture

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Office of Energy

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER

Sharon M. Flynn, EMS-ASD-MAB

5 TELEPHONE EXT

447-4612

DATE

3-25-86

ARCHIVIST OF THE UNITED STATES

Frank B. 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 6 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 11/19/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura B. Snow</i> Laura B. Snow	D TITLE Chief Management Analysis Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p align="center"><u>OFFICE OF ENERGY</u></p> <p>The Office of Energy (OE) provides Departmental leadership in the development, review, and evaluation of energy policies and programs, including the agricultural and rural components of the national energy policy. Its purpose is to serve as a focal point within USDA for energy and energy-related policies and programs. OE reviews, directs, evaluates, and coordinates the energy policies of USDA agencies to ensure compatibility of objectives and implementation strategies.</p> <p align="center"><u>DIRECTOR'S FILES</u></p> <p><u>OE General Chronological Correspondence File</u> (Arranged by date weekly, monthly, and by year of origin and/or alphabetically by subject or title if volume warrants.)</p> <p>Substantive information relating to USDA energy policy is reflected in the correspondence of the USDA Secretary or in the records of the USDA Assistant Secretary for Economics.</p> <p>Disposition:</p> <p>Break files annually. <u>Destroy</u> when five years old or when no longer needed for reference, whichever is sooner.</p>		16 items

*Copies sent to Agency,
MMF, 3.28.86 EMT
MUE, 7-28-86 JH*

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
2.	<p><u>Legislation</u></p> <p>Office copies of legislative reports, proposed legislation, and oral testimony prepared by OE and submitted to OMB and Congress by the Department.</p> <p>Disposition:</p> <p>Break files annually. Transfer to FARC when five years old. <u>Destroy</u> when 15 years old.</p> <p>NOTE: Records of legislative and enrolled bill reports are kept by the Executive Correspondence Unit, Office of Operations. Records of oral testimony are kept by the Office of Governmental and Public Affairs. Records of all of these are kept by the Office of Management and Budget.</p>		
3.	<p><u>Authority Delegations and Management Controls</u></p> <p>a. Records of open-end OE delegations issued by the Director to identified positions. Also includes record copies of temporary or limited authority delegations issued to specific individuals by the Director.</p> <p>Disposition:</p> <p>(1) <u>Destroy</u> open-end delegations three years after authority is cancelled, superseded, or obsolete.</p> <p>(2) <u>Destroy</u> temporary or limited delegations at the time the authority is superseded or becomes obsolete.</p> <p>b. Management control records of audits, surveys, inspections, and reviews of OE operations externally performed by the General Accounting Office or other Federal agencies or similar reviews conducted internally by another USDA agency. Includes initial and final reports and related nonroutine correspondence and supporting papers.</p> <p>Disposition:</p> <p>Break files at end of year in which final action is completed.</p>		

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4.	<p>(1) Transfer external review records to FARC when five years old. <u>Destroy</u> when 10 years old.</p> <p>(2) Transfer internal review records to FARC when two years old. <u>Destroy</u> when five years old.</p> <p><u>Correspondence/Working Files</u></p> <p>Routine materials which have no major impact on policy objectives or program operations and which require little time or research to prepare. Includes trip reports, routine inquiries for information, courtesies and acknowledgement letters, and other material of limited retrieval value resulting from day-to-day administrative program operations. Includes nonessential working papers retained for reference purposes such as extra copies of official correspondence; supporting or background material used in developing official files; material used as internal administrative aids; and any documents which do not serve as the basis for official action.</p> <p>Disposition:</p> <p>Break files annually. <u>Destroy</u> when two years old or when no longer needed for reference, whichever is sooner.</p> <p><u>COMMITTEES, CONFERENCES, and MEETINGS</u> (Arrange alphabetically by subject or title.)</p>	GRS 23/1	
5.	<p><u>Biomass Energy Working Group</u></p> <p>The Biomass Energy Working Group was formed in fiscal year 1980 to develop the Biomass Energy Production and Use Plan for the U.S., 1983-1990, in response to the Energy Security Act of 1980. In a joint project with the Department of Energy, the Office of Energy coordinated the development, publication, and presentation of the plan to Congress and the President early in 1982. The plan was designed to encourage the cost-effective production and use of biomass energy in the U.S. through 1990. An ongoing function of the working group is to facilitate coordination of the Department's diverse programs in the use of renewable energy sources.</p>		

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6.	<p>Files include background information on the working group's establishment, organization, policy, (documented in the secretary's directives file) membership, and sponsorship; proposals; progress, interim, and final reports; and accomplishments.</p> <p>a. Final Reports.</p> <p>Disposition:</p> <p><u>Permanent</u>. Break files annually, or when superseded, or when working group is discontinued. Transfer inactive records to FARC when 5 years old. Offer to NARA in 5-year blocks when 10 years old.</p> <p>b. Background records including internal and outside studies, analyses, and draft, progress, and interim reports.</p> <p>Disposition:</p> <p>Break files annually or when final reports are issued. Transfer inactive records to FARC when 5 years old. <u>Destroy</u> when 10 years old.</p> <p>NOTE: All other committee/conference records and copies, see General Records Schedule 16, Item 12.</p> <p><u>Briefings</u></p> <p>a. Records of significant briefings presented to high echelon officials of the Economics agencies, USDA, and other Federal Government agencies.</p> <p>Disposition:</p> <p><u>Permanent</u>. Break files annually. Transfer to FARC when five years old. Offer to NARA in 10 year blocks when 15 years old.</p> <p>b. Background, working papers, and supporting papers created as a result of meetings held by top-level USDA or Economics agencies' officials relating to significant agency or Departmental operating matters.</p> <p>Disposition:</p> <p>Break files annually. <u>Destroy</u> when two years old.</p>		

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	<u>INFORMATION/PUBLIC RELATIONS</u>		
7.	<p><u>Official Speeches and Lectures</u> (Arrange alphabetically by subject or title.)</p> <p>a. Single record copies of official speeches and lectures presented to a public audience by the Director or the Director's designee. These speeches, addresses, and comments concern established or proposed energy policies and programs and energy issues of national or world significance. Includes press conference transcripts, speech/lecture scripts, and unpublished charts or other visual aids.</p> <p>Disposition:</p> <p><u>Permanent</u>. Break files annually. Transfer to FARC when five years old. Offer to NARA in five year blocks when 20 years old.</p> <p>b. Record copies of official speeches and lectures made by staff below the Director level concerning the above subject matter and materials.</p> <p>Disposition:</p> <p>Break files annually. <u>Destroy</u> when 10 years old.</p>	GRS 14/1a	
8.	<p><u>Contracts and Cooperative Agreements</u> (Arrange alphabetically by subject, title, and/or assigned document or transaction number.)</p> <p>Correspondence, memoranda, background and supporting papers, and Office of Energy copies of approved contracts and memoranda of understanding and cooperative agreements (other than service and support) with Federal and/or non-Federal organizations. Also includes fund authorizations, fiscal accounting documents, progress reports, etc.</p> <p><u>NOTE:</u> Official record copies of Contracts and Cooperative Agreements are kept by the Procurement Section, Procurement and Property Branch, ASD, EMS, and are disposed according to a separate schedule.</p> <p>Disposition:</p> <p><u>Destroy</u> in agency upon termination or completion.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	<p style="text-align: center;"><u>SPECIAL PROGRAMS/PROJECTS</u></p> <p><u>Natural Gas Policy Act</u></p> <p>The Natural Gas Policy Act of 1978 (NGPA) controlled natural gas prices, established a program by which gas to certain users would be curtailed during shortages, and established a timetable on which the price of selected categories of natural gas would be decontrolled. The law is administered by the Federal Energy Regulatory Administration (FERC) and the Department of Energy (DOE). Within USDA, the Office of Energy is responsible for certifying to FERC and DOE that certain users of natural gas are "essential agricultural users." OE is required to implement formal rulemaking proceedings when a request for certification is received from a gas user.</p> <p>Natural Gas Policy Act materials include records of proposed rulemaking; public comment and subsequent responses; public hearings; decision papers; notices; interim and final rules and reports; and incoming and outgoing correspondence and supporting documentation.</p> <p>NOTE: Final rules with economic and environmental impact statements are published in the <u>Federal Register</u>.</p> <p>Disposition:</p> <p>Break files annually or at end of year in which action is completed.</p> <p>(1) Transfer final rules to FARC when five years old. <u>Destroy</u> when 15 years old.</p> <p>(2) <u>Destroy</u> proposed rules and notices when 15 years old.</p> <p>Approval: <u>Earle E. Gavett</u> Earle E. Gavett, Director Office of Energy</p> <p>Date: <u>12/4/85</u></p>		