

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0006

Status: APPROVED
Date Approved: 06/12/2025

General Information

Agency or Establishment	Southeastern Power Administration
Record/Scheduling Group	0388 - Records of the Southeastern Power Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Management, Policy, and Public Affairs Program
Additional Schedule Information	<p>The Administrator and senior managers provide executive direction and exercise authority over all SEPA's organizational elements. They establish policies, objectives, priorities, and organizations for managing, directing, and administering programs for developing plans for marketing power from Federal resources at rates sufficient to meet annual operating expenses and to repay the Federal investment; operating and maintaining existing power facilities to ensure reliable delivery of that power to wholesale customers within SEPA's marketing area; planning and constructing new facilities to meet future requirements; and protecting and enhancing the environment, conserving energy, and promoting the use of renewable resources. They also establish and carry out continued and direct involvement with public and private organizations and customers and Federal, State, local, foreign, and Congressional officials to maintain cooperative working relations, to promote mutual understanding and assistance, and to develop contractual relations. The Public Affairs function provides oversight and leadership in branding, reputation, and transparency, and offers expertise in crisis communications, media relations, issues management, internal and external communications, publicity and special events, research, planning, campaign implementation and evaluation, and community relations.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 0

Number of Permanent disposition items: 4

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0388-2024-0006

Item #	Title	Disposition
0001	Historically Significant Management, Policy, and Public Affairs Records	Permanent
0002	Publications	Permanent
0003	Digital Mission-Related Audiovisual Records: Still Photographs; Posters; Videos and Sound Recordings	Permanent
0004	Analog Mission-Related Audiovisual Records: Still Photographic Prints, Negatives, Contact Sheets, and Slides; Posters; Motion Picture Films, Videos, and Sound Recordings	Permanent

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Records Schedule Items

DAA-0388-2024-0006-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title		Historically Significant Management, Policy, and Public Affairs Records
Item Description		<p>Records of the Administrator of SEPA, senior officials, and offices that report directly to the Administrator that are essential for understanding substantive policy development and long term planning.</p> <ul style="list-style-type: none">• records of formal meetings between the Administrator and wholesale power customers in which plans, initiatives, projects, and other major topics are discussed, and feedback is obtained (excluding routine, one-on-one customer meetings)• substantive policy and procedural decisions, developed, issued, and implemented under the authority of the Administrator.• major SEPA plans (Strategic, Mission, Vision, and Objective)• process improvement findings that result in significant organizational changes and management practices• congressional briefing white papers and reports• records of officially designated High-Level Officials (other than email, which is covered under GRS 6.1)• annual narrative• financial statement and statistical reports• organizational charts and changes• records that describe issues affecting the delivery of critical SEPA services such as noteworthy power failure events and major interactions with external power marketing entities or are the subject of widespread media attention or congressional scrutiny• records that document SEPA achievements that contribute to history of the agency or establish precedents and involve senior management-level SEPA personnel, noteworthy visitors• records related to the formulation, management, administration, and execution of individual public affairs programs/projects such as program plans, policies, studies and analyses, reports, letter guidance and direction, and related documents.
Is this item media neutral?		Yes
Is this item a Big Bucket?		No
MANUAL CITATION		
Agency Code		9.1-013

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Manual Title	Historically Significant Management, Policy, and Public Affairs Records	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-388-00-001 / 1/A	No	
N1-388-00-001 / 2	No	
N1-388-00-001 / 27/A	No	
N1-388-00-001 / 28	No	
N1-388-00-001 / 30	No	
N1-388-00-001 / 32/A	No	
N1-388-00-001 / 41/A	No	
N1-388-00-001 / 41/E/1	No	
N1-388-00-001 / 41/F	No	
N1-388-00-001 / 41/G/1/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: End of fiscal year, when superseded, or updated, or any other closure actions that are unique to the individual record.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Web records:TBD ; Presentation formats:TBD ; Textual data:TBD	
Approximate first year of records covered by this authority	1950	
End year of records covered by this authority	Still being created	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0388-2024-0006-0002

STATUS: Active

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ITEM GENERAL INFORMATION		
Item Title	Publications	
Item Description	Consists of a Record Set of booklets, pamphlets, employee newsletters, and other similar informational documents published and issued by SEPA. Includes internal SEPA publications that communicate the mission of SEPA and final copies of: booklets, and informational fact sheets.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	9.1-013	
Manual Title	Historically Significant Management, Policy, and Public Affairs Records	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-388-00-001 / 41/L	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:TBD	
Approximate first year of records covered by this authority	1950	
End year of records covered by this authority	Still being created	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0388-2024-0006-0003

STATUS: Active

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ITEM GENERAL INFORMATION

Item Title	Digital Mission-Related Audiovisual Records: Still Photographs; Posters; Videos and Sound Recordings
Item Description	AV materials (including final product video, scripts, and content development and any existing production files and rights documentation) and promotional posters, produced for events, ceremonies, historical reference, or construction projects construction projects relating to all aspects of construction, renovation and engineering. Significant audio-visual records (as selected by the records officer, public affairs, and creating program office) that fall under the following criteria: recordings of proceedings or hearings, broadcasts to agency wide locations, speeches, interviews, and media appearances by top agency officials, oral histories.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No

MANUAL CITATION

Agency Code	9.1-013
Manual Title	Historically Significant Management, Policy, and Public Affairs Records

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-388-00-001 / 41 / E/2	No
N1-388-00-001 / 41/G/1/B	No
N1-388-00-001 / 41/G/1/C	No
N1-388-00-001 / 41/I/A	No
N1-388-00-001 / 41/I/B	No
N1-388-00-001 / 41/I/C	No
N1-388-00-001 / 41/J	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION

Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year.
Are there multiple instructions for this item?	No

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Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Digital moving pictures:TBD ; Digital still images:TBD ; Digital audio:TBD
Approximate first year of records covered by this authority	1950
End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0388-2024-0006-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Analog Mission-Related Audiovisual Records: Still Photographic Prints, Negatives, Contact Sheets, and Slides; Posters; Motion Picture Films, Videos, and Sound Recordings	
Item Description	Analog AV materials (including final product video, still pictures, sound recordings, scripts, and content development including any existing production files and rights documentation) produced for events, ceremonies, historical reference, or construction projects relating to all aspects of construction, renovation and engineering. It has been determined that this item has intrinsic value. An Intrinsic Value Checklist completed by the agency is attached to this schedule.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off after approval of schedule	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		

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Current Records Format	Analog still images:TBD ; Analog moving pictures:TBD ; Analog audio records:TBD
Approximate first year of records covered by this authority	1950
End year of records covered by this authority	Year: 2000
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.