

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Energy

2. MAJOR SUBDIVISION  
Assistant Secretary For Fossil Energy (FE-1)

3. MINOR SUBDIVISION  
Strategic Petroleum Reserve

4. NAME OF PERSON WITH WHOM TO CONFER  
Toby Henderson (SO-312)

5. TELEPHONE  
(202)586-5563

LEAVE BLANK (NARA use only)

JOB NUMBER  
71-434-01-6

DATE RECEIVED  
4-13-01

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
1-15-02

ARCHIVIST OF THE UNITED STATES  
*John W. Cal*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 04/06/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan L. Frev</i> Susan L. Frev	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This Schedule covers all records of the Department of Energy's Strategic Petroleum Reserve (SPR) Program for which no existing disposition authority exists. The RIDS of the three primary records holding activities, i.e., Strategic Petroleum Reserve Program Office in Washington, Strategic Petroleum Reserve Project Office in New Orleans, and Dyn-McDermott Record Disposition Section in New Orleans, were reviewed for accuracy and completeness. (Note: Dyn-McDermott is a contractor that manages the records of the currently active 4 storage sites. Active storage sites maintain only copies of official records).</p> <p>See attached 3 pages for Schedule.</p> <p><b>NOTE: Item 3D of this schedule cancels NC1-434-85-4 item 2</b></p>		

*SA 1/17/02* Copies sent to Ag, Beattie, Lamotte, NAWMRC, NAWMWA, NR

## STRATEGIC PETROLEUM RESERVE

This Schedule covers all records of the Department of Energy's Strategic Petroleum Reserve (SPR) Program for which no existing disposition authority exists. The RIDS of the three primary records holding activities, i.e., Strategic Petroleum Reserve Program Office in Washington, Strategic Petroleum Reserve Project Office in New Orleans, and Dyn-McDermott Record Disposition Section in New Orleans, were reviewed for accuracy and completeness. (Note: Dyn-McDermott is a contractor that manages the records of the currently active 4 storage sites. Active storage sites maintain only copies of official records).

### 1. SPR PROGRAM PLANNING FILES

Studies that provide information about the potential for future program development and planning. Includes record copies of technical, economic, and legal studies and analyses related to the potential use of SPR facilities and pipelines by private industry. Also includes studies of specific geologic locations, which are potentially suitable for SPR use. This series is maintained at SPR program Office in Washington.

**DISPOSITION:** Keep until no longer need for reference not to exceed discontinuance of program.

### 2. SPR SITE DEVELOPMENT FILES.

Records consist of historical and current site development schedules and costs related to specific storage sites, including technical evaluations, drawings, and criteria about those sites. Files are used to develop future program plans and budgets. This series is maintained at SPR Project Management Office, New Orleans.

**DISPOSITION:** Destroy 10 years after site closure. Maintain onsite in RHA for 5, and then transfer to FRC for remaining 5 years.

### 3. OIL ACQUISITION/DRAWDOWN RECORDS.

A. Files maintained at the SPR Program Office in Washington that pertain to drawdown policy, distribution capabilities, readiness/assurance reviews, studies, costs sales, and drawdown procedures.

**DISPOSITION:** Permanent. Maintain in Program Office for 20 years. Retire to Germantown Records Holding Area for 5 years. Transfer to NARA when 25 years old.

B. **CRUDE OIL SAMPLING RECORDS.** Files relating to the planning, scheduling,, and coordination of crude oil cavern sampling. Sample data relating to crude oil quality includes: analytical results of oil movements, new oil receipts, end of month inventory, samples of opportunity, slop oil, gas (vapor pressure, GOR and BTEX), and 7-year

cavern samples.

**DISPOSITION:** Cut off files at the end of the fiscal year in which the sampling project is completed. Destroy when 5 years old.

C. Petroleum distribution files that contain commercial pipeline and terminal technical information. Files maintained at SPR Program Office in Washington (planning and Engineering Section).

**DISPOSITION:** Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

D. **ACCOUNTABILITY RECORDS.** Files pertaining to the accountability of crude oil. Records include Crude Oil Inventories, Crude Oil Movement Variance Investigations, related journals, and Office of Inspector General annual oil accountability audits. SPR oil inventory, oil measurement transaction records and supporting documentation include DD 250s, DD 250-1s, CODRs, Commercial Storage Documents, and vessel/tank/meter calculation worksheets, and lab analysis reports. Included also are all Foreign Trade Zone documents associated with and required for U.S. Customs compliance.

**DISPOSITION:** Cut off at the end of each fiscal year. Destroy when 75 years old.

**NOTE:** NC1-434-85-4 item 2 approved by Archivist of the US 6/16/87 is canceled by this item.

E. **DAILY PRESSURE MONITORING TEST DATA.** Files containing daily cavern reports, including cavern pressure data, cavern data, volume data, and cavern operating pressure ranges for cavern wells and brine disposal wells.

**DISPOSITION:** Destroy when cavern is decommissioned.

#### 4. ECONOMIC ANALYSIS FILES

A. Economic studies and reports including significant working papers and final data for micro- and macro-economic analysis on oil storage, forecasting oil prices, analyzing bids on oil sales, and evaluating the impact of SPR drawdown on oil economy.

**DISPOSITION:** Permanent. Retain in SPR Program Management Office for 20 years, then retire to Germantown Records Holding Area for 5 years. Transfer to NARA when 25 years old.

B. Working material, reference publications, and rough or pre-final data used to develop finished economic studies.

**DISPOSITION:** Destroy when 10 years old.

## 5. SPR PUBLICATIONS FILES.

A. Record copy of Strategic Petroleum Reserve Annual and Quarterly Reports, manuals, and informational brochures issued by the Office of the SPR Program Manager in Washington.

DISPOSITION: Permanent. Cut off in 5-year blocks. Retire to WNRC. Transfer to NARA when most recent records are 25 years old.

B. Project Management Directives case file for SPR Program Manager at DOE Headquarters and for SPR Project Manager at New Orleans.

DISPOSITION: Keep until no longer needed for reference not to exceed discontinuance of program.

C. Contractor Policy, Procedural, or work instruction publications. These publications implement Program and Project Manager directives and are utilized in implementing SPR Mission activities at the SPR sites.

DISPOSITION: Cut off at the end of the fiscal year in which the publication is canceled or superceded. Destroy 7 years after cut off.

## 6. ELECTRONIC MAIL AND PROCESSING SYSTEMS COPIES

Electronic copies of records that are created on electronic and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision or updating is complete.