

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-434-97-3</i>	
1. FROM (Agency or establishment) <i>United States Department of Energy</i>		DATE RECEIVED <i>11/19/96</i>	
2. MAJOR SUBDIVISION <i>Deputy Assistant Secretary, for Fuels Programs, Fossil Energy</i> FE-50		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION FE-531; FE-532; FE-52; FE-50 <i>Office of Fuels Programs</i>			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Paul J. Paradi</i>	5. TELEPHONE <i>202-254-5519</i> 301-903-4353	DATE <i>3/2/99</i>	ARCHIVIST OF THE UNITED STATES <i>Withdrawn</i>
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 <u>6</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>See Attached Sheet</i>		

U.S. DEPARTMENT OF ENERGY
REQUEST FOR RECORDS DISPOSITION AUTHORIZATION

Contract #

2a. Organizational Unit and Routing Symbol Deputy Asst. Sec. FE-50,
Ofc. of Coal & Elec., FE-52, Ofc. of Nat. Gas, FE-53,

2b. Departmental Organization
Contractor Organization

3. Volume (Cu. Ft.)

4. Record Dates (From/To) 01/77 - 11/89

5. Identification of Filing Unit (Include type of record, function performed, security classification, and other descriptive facts)

Official Docket Records of Natural Gas Import/Export Cases: Files consist of Official records of cases on which the Department has acted on in response to applications under section 3 of the Natural Gas Act (NGA). Such records are required to be available for public inspection and are often used by applicants in preparing amendments and new applications, and for the purposes of issuing authorizations for import/export of natural gas. Because of the nature of the authorizations may be as long as 25 years. Finally, the compliance and audit activities under this program require easy accessibility to complete case dockets. Transcripts of Hearings held in these cases are often referred back to for litigation.
 See Continuation Page

6. Appraisal (Include justification for retention period in current files, low cost storage, and final disposition - destruction or transfer to Archives)

Permanent retention is recommended. Amended authorizations often relate back to original authorizations. In addition, such files are called up on court cases over which the Department has no control. Possible transfer to microfiche for files that are no longer active should reduce overall file space required. Retention time for individual files depends upon the length of the authorizations involved. Files should be kept in local storage for as long as the original authorization or amendment is active. Then retire to RHA.

See Continuation Page

7. Recommended Disposition

8. Concurrence Signatures*	Tit	Organization	Date
a. [Signature] P. T. Newki	Acting Director	Natural Gas Office	11/7/89
b. [Signature] Co. L. y	Deput Asst. Secretar	Office of Fuels Programs	
c. [Signature] Liaison Officer	Management & Admin. Division	OF	
d.			
e.			

*Program, Legal, Historical Organization, and other as required by local policy

9. Name of organization requesting, Date
Cliff P. To... Acting Director, Nat ral Gas Office

10. Records Officer Concurrence HQ Field Date 5 22 75

[Handwritten signature]

U.S. DEPARTMENT OF ENERGY
REQUEST FOR RECORDS DISPOSITION AUTHORIZATION

- 2a. Organizational Unit and Routing Symbol *Assistant Secretary for Office of Fuels Programs, Office of Fossil Energy FE-50*
- 2b. Departmental Organization Contractor Organization
3. Volume (Cu. Ft.) *u r e s e r u p o n a p p r o v ;*
then its estimated 20 to 30 will be sent thereafter
4. Record Dates (From/To) *1/35 - present*
5. ^{u r} _{classification} *Com* Organizational Unit (Include type of record, function performed, security classification, and other descriptive facts)

SEE ATTACHED SHEET

See Continuation Page

6. Appraisal (Include justification for retention period in current files, low cost storage, and final disposition - destruction or transfer to Archives)

SEE ATTACHED SHEET

See Continuation Page

7. Recommended Disposition *Microfilmed; permanent retain for storage*

8. Concurrence Signature	Organization	Date
<i>Tomaszewski</i>	<i>Director, Natural Gas Office OFP</i>	<i>1/2</i>
<i>Deputy Assistant Secretary</i>	<i>Deputy Assistant Secretary, Fuels Programs, FE-50</i>	<i>11/2/92</i>
<i>Arlene Wolfe</i>	<i>Records Liaison Officer, Management & Admin, OFE</i>	<i>11/2/92</i>

* Program, Legal, Historical Organization, and Others, as required by local policy

9. Name, Signature, and Organization of Requestor Date
Clifford P. Tomaszewski Director Natural Gas

10. Records Officer Concurrence Field
[Signature] *5/2/95*
ate
476173

OFFICE OF FUELS PROGRAMS DOCKET ROOM FILES

1. NATURAL GAS IMPORT/EXPORT CASES (HQ90-01.00)

Required by: Section 3 of the Natural Gas Act of 1938 (as amended).

Description: Authorization of imports and exports of natural gas from and to foreign countries. Records date from 1970 to present.
Medium: Paper.

Records are filed chronologically beginning with year/application number/organization. (For example, docket numbers 91-01-NG thru 91-121-NG would denote 121 natural gas cases for the year 1991). All related documents are filed under one docket number creating one chronological file. Total volume is approximately 150 cubic feet. Rate of growth is expected to be 10-15% per year. Active files are declared inactive when a Department of Energy/Office of Fossil Energy Opinion and Order is issued and the case is not protested (per approval of Director). Cases are stored chronologically regardless of active or inactive status. Finding aids include paper medium indexes listing all documents within a case file (generated from a mainframe computer application).

Files are required ^{with} to be available for public inspection and are often used by applicants ^{drawn} in preparing amendments to existing authorizations and new applications. Finally, the compliance and audit activities under this program require easy accessibility to complete case dockets.

Case Files: Application
Federal Register Notices
Correspondence
Protests and Interventions
Final Opinion and Order

Disposition Authority: We request that the above permanent records be transferred to the Washington National Records Center for microfilming. Upon completion, 16mm roll film will be delivered to the Office of Fuels Programs and the original record copy will be stored at WNRC.

2. ELECTRICITY EXPORT FILES (DOE 1324.5 dated 11/2/92)

Required by: Federal Power Act, Section 202(E).

Description: Authorization of exports of electrical energy to foreign countries. Records date from 1935 to present. Medium: Paper.

Records are filed in numerical order by permit number. Total volume is approximately 10 cubic feet. Yearly rate of growth is minimal. Finding aids include a hard-copy index for each docket.

Case Files: Application
Federal Register Notices
Electric Reliability Studies
Environmental Review
Final Order

Disposition Authority: We request that the above permanent records be transferred to the Washington National Records Center for microfilming. Upon completion, 16mm roll film will be delivered to the Office of Fuels Programs and the original record copy will be stored at WNRC.

with drawn

3. ELECTRICITY PRESIDENTIAL PERMITS (DOE 124.5 dated 11/2/92)

Required by: Executive Order 10485 (as amended by Executive Order 12038).

Description: Permits the construction, connection, operation and maintenance of electric transmission facilities at the U.S. international border. Records date from 1939 to present. Medium: Paper.

Records are filed in numerical order by permit number. Total volume is approximately 10 cubic feet. Yearly rate of growth is minimal. Finding aids include a hard-copy index for each docket.

Case Files: Application
 Federal Register Notices
 Electric Reliability Studies
 Environmental Review
 Concurrence from State Department
 Concurrence from Defense Department
 Final Permit

Disposition Authority: We request that the above permanent records be transferred to the Washington National Records Center for microfilming. Upon completion, 16mm roll film will be delivered to the Office of Fuels Programs and the original record copy will be stored at WNRC.

4. **CERTIFICATIONS OF ALTERNATE FUEL CAPABILITY** (DOE 1324.5 dated 11/2/9

Required by: Powerplant and Industrial Fuel Use Act of
 1978 (as amended).

Description: New baseload electric powerplants must
 be built with the capability of using coal or
 another alternate fuel. Owners and operators
 of these facilities may self-certify this
 capability. Files date from 1988 to present.
 Medium: Paper.

withdrawn

Records are filed in numerical order by certification number. Total volume is approximately 3 cubic feet. Yearly rate of growth is minimal. Finding aids include a computer listing by company.

Case Files: Certification from Applicant
 Federal Register Notice
 Letter to Acceptance to Applicant

Disposition Authority: We request that the above permanent records be transferred to the Washington National Records Center for microfilming. Upon completion, 16mm roll film will be delivered to the Office of Fuels Programs and the original record copy will be stored at WNRC.

5. PROHIBITION ORDERS FROM THE USE OF OIL AND NATURAL GAS
(DOE 1324.5 dated 11/2/92)

Required by: Federal Power Use Act of 1978 (as amended).

withdrawn
Description: DOE may prohibit the use of oil and natural gas in any electric powerplant for which the owner/operator has demonstrated the physical capability and the financial/economic feasibility of converting that plant to coal-firing. Cases date from 1978. Medium: Paper.

Records are filed in numerical order by prohibition number. Total volume is approximately 10 cubic feet. Yearly rate of growth is minimal. Finding aids include a computer listing by plant name.

Case Files: Application
Federal Register Notices
Comments from Federal Register Notices
Technical Review
Public Hearing Transcripts
Proposed Order
Final Order
Announcement of Effective Date of Order

Disposition Authority: We request that the above permanent records be transferred to the Washington National Records Center for microfilming. Upon completion, 16mm roll film will be delivered to the Office of Fuels Programs and the original record will be stored at WNRC.

EXEMPTIONS FROM THE ALTERNATE FUEL CAPABILITY REQUIREMENT
(DOE1324.5 dated 11/2/92)

Required by: Powerplant and Industrial Fuel Use Act of 1978 (as amended).

Description: Owners/Operators of new baseload electric powerplants who cannot certify the alternate fuel capability of their facilities can only build/operate the plant upon receiving an exemption.

Records are filed in numerical order by exemption number. Total volume is approximately 4 cubic feet. Yearly rate of growth is minimal. Finding aids include a computer listing by plant name.

Withdrawn

Case Files: Application
Federal Register Notices
Comments from Federal Register Notices
Technical Analysis
Public Hearing Transcript
Final Exemption Order

Disposition Authority: We request that the above permanent records be transferred to the Washington National Records Center for microfilming. Upon completion, 16mm roll film will be delivered to the Office of Fuels Programs and the original record copy will be stored at WNRC.

APPRAISAL: All files are official docket records. Such records are required to be available for public inspection and are often used by applicants in preparing amendments and new applications. Cases that are protested require files for court proceedings. Permanent retention is required.