REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-434-01-7
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date-received 8-14-01
1. FROM (Agency or establishment) U.S. Department of Energy	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
2. MAJOR SUBDIVISION Assistant Secretary for Fossil Energy (FE-1)	
Naval Petroleum & Oil Shale Reserves (FE-47)	

4. NAME OF PERSON WITH WHOM TO CONFER	2. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Curly Gilbert (FE-47)	202-586-8798	3-18-02	John W. Carlin

3. 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 2 page(s) are not needed now for the business for 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,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
August 2, 2001	Susan L. Frey	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR	10. ACTION
	This schedule covers all records maintained at the HQ of DOE's Naval Petroleum and Oil Shale Reserves (NPOSR) for which no existing disposition authority exists. The 2/2000 RIDS of the HQ Section of the Naval Petroleum and Oil Shale Reserves (FE-47) has been reviewed for accuracy and completeness. The three series noted on the attached sheet are currently located in the Forrestal Bldg. (Rm. 3H-086) but may be retired to either the HQ Records Holding Area at Germantown, the WNRC, or FRC Laguna Niguel upon registration of the Request for Records Disposition Authority. See attached pages for the schedule.	SUPERSEDED JOB	TAKEN (NARA USE ONLY)

Faxed to FE-47 on 5/14/02

1. SALES AND MARKETING FILES (DOE CONTROL # HQ94-043)

Records Pertaining to the sale of Petroleum products produced from the Naval Petroleum and Oil Shale Reserves.

A. Period Marketing studies made by NPOSR to determine sales strategies for products.
Cut-off records at completion of study.

DISPOSITION: PERMANENT. Retire to WNRC when no longer required for administrative purposes, transfer to NARA when 20 years old.

B. Monthly Summaries of NPOSR natural gas liquid contracts, estimated revenue from crude oil sales, and sales of product for individual sites.
Cut-off at end of fiscal year.

DISPOSITION: Destroy when 5 years old or when no longer needed for reference whichever is sooner. (Note: Record Copies are retained at DOE Procurement Office and dispositioned under GRS authorities).

C. Copies of sales contract records including but not limited to Public Relations requests, contracts, IFB's including amendments, award memos, and related correspondence.
Cut-off at completion of contract.

DISPOSITION: Destroy when 5 years old or when no longer needed for reference, whichever is sooner. (Note: Record copies are retained by DOE Procurement and dispositioned under GRS authorities).

2. CONSTRUCTION AND ENGINEERING FILES (DOE CONTROL # HQ94-044)

Engineering and technical studies and criteria related to drilling, state-of-the-art recovery procedures, project construction management, and quality assurance requirements. Included are project reports generated by the Rocky Mountain Oilfield Testing Center (RMOTC) that are generated prior to the transfer of RMOTC to private interests.

DISPOSITION: PERMANENT. Retain on board until no longer need for formulation of program plans. Transfer to NARA when 20 years old..

3. NPOSR REAL ESTATE FILES (DOE CONTROL # HQ94-046)

Correspondence and agreements between the Government and others for easements, permits, and leases. These agreements include right-of-ways and leases for use of Federal Land as well as Federal agreements negotiated with private landowners and corporations.
(**NOTE:** Earlier segments of this file, especially pre 1977, have been accessioned into the

National Archives at Laguna Niguel CA under Department of the Navy Authorities. The portion of the file maintained at the Headquarters is approximately 10 cubic feet, annual accumulation 1 cubic foot.)

DISPOSITION: PERMANENT Cut off file every 5 years. Transfer to NARA in 5-year blocks when 20 years old after c

Electronic Records

4. Electronic copies of records that are created on electronic mail and work processing systems and used solely to generate a record keeping 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 record keeping 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, and copies on shared network drives that are used only to produce the record keeping copy.

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

b) Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

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