

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0002

Status: APPROVED
Date Approved: 12/19/2024

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	Financial Retention Program
Additional Schedule Information	<p>This schedule is reserved for distinct financial management records series that directly support the operation and maintenance of power transmission facilities and for marketing electric power and energy including transmission wheeling and ancillary services, as applied to the southeastern power area. This includes fiscal operations, accounting and reporting, and financial systems. This schedule also covers Southeastern Power Administration (SEPA) budget formulation and execution.</p> <p>NOTE 1: Similar finance and budget records that support general housekeeping functions (routine accounting, all procurement, payroll, etc.) are covered by the General Records Schedules (GRS). Financial records relating to power billing, power accounting, settlements, and short-term sales are covered under the Power Marketing schedule (7.1).</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: 2

Number of Temporary disposition items: 0

Number of Permanent disposition items: 2

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-0388-2024-0002

Item #	Title	Disposition
0001	Final Audit/Investigation Reports and Case Files	Permanent
0002	Historically Significant Budgeting records	Permanent

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Records Schedule Items

DAA-0388-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Final Audit/Investigation Reports and Case Files	
Item Description	Substantive Program records of Audit and Investigative Case Files and Reports on activities that attract national media attention, attract Congressional attention, result in substantive changes in SEPA policy or procedure, or are cited in semi-annual reports to Congress.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1.4-015	
Manual Title	Final Audit/Investigation Reports and Case files – Substantive Programs.	
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 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-0388-2024-0002-0002	STATUS: Active
ITEM GENERAL INFORMATION	

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Item Title	Historically Significant Budgeting records
Item Description	Correspondence or subject files in formally organized budget office documenting agency policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for agency programs. SEPA will utilize GRS 1.3, item 010 Agency Budget Policies, Estimates and Correspondence for budget records created from fiscal year 2017 forward.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1.4-016
Manual Title	Budget Office Estimates and Justifications.
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Is this item a deviation from the GRS?	Yes
GRS Disposition Authority List	
Disposition Authority	Title
DAA-GRS-2015-0006-0002	
Justification for GRS Deviation	Impacts records created before 2017. Prior to 2017 agencies did not submit budget requests via the Office of Management and Budget (OMB).
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	Paper-based textual records:TBD ; Textual data:TBD
Approximate first year of records covered by this authority	1950
End year of records covered by this authority	Year: 2017
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	Colleen Shogan	12/19/2024