

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

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	Power Marketing and Contracts Program
Additional Schedule Information	<p>The SEPA Power Marketing technical program administers more than 350 power and transmission contracts with customers and interconnected utilities for selling federal power, purchasing transmission, purchasing pumping and replacement energy, and other related services. SEPA sells the generation at cost-based rates to preference power customers under term -to evergreen contracts. SEPA sells project generation at the bus bar or facilitates delivery through various arrangements with interconnected transmission service providers, as well as other contracts. Power Billing is based on weekly energy declarations derived from contract allocations. Customer funding enables hydropower customers to provide the Army Corps of Engineers funding to improve generation specific infrastructure for reliability and capability. The records described below support management of the power marketing programs.</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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

---

## Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 4

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

---

Outline of Records Schedule Items for DAA-0388-2024-0004

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Power Marketing and Contracts Short Term Records	Temporary
0002	Power Marketing, Contracts, and Accounting Routine Records	Temporary
0003	Power Marketing, Contracts, and Accounting Analysis Records	Temporary
0004	Power Marketing, Contracts Long Term Records	Temporary
0005	Significant Power Marketing and Contracts Policy and Foundational Records	Permanent

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

Records Schedule Items

DAA-0388-2024-0004-0001		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Power Marketing and Contracts Short Term Records	
Item Description	<p>Records data, reports, drafts, interim, and supporting documents that record contractual-related interactions of a minor nature. Includes but not limited to:</p> <ul style="list-style-type: none"> <li>• requests for information</li> <li>• energy services short-term correspondence</li> <li>• technical assistance and consultation contacts, agendas, customer's program evaluations or assessment</li> </ul> <p>Of the customer's programs:</p> <ul style="list-style-type: none"> <li>• contract correspondence of a general nature, not specifically relating to a contract or the administration of a contract</li> <li>• draft contracts and notes relating to contract negotiations unless it is decisional related; rate case status reports, what-if-analysis of rates, short-term billing and payment supporting documentation, day-ahead trade backup records.</li> <li>• meeting notes and email, and settlement reruns.</li> <li>• internal contract routing and approval documents.</li> </ul> <p>EXCLUSION: These data and documents do not record final contractual, financial, or other enforceable obligations and commitments.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	7.1-010	
Manual Title	Power Marketing and Contracts SHORT TERM Records	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Items	
	Item Superseded in Part?	Explanation
N1-388-00-001 / 12/C	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

N1-388-00-001 / 14/B	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: End of fiscal year in which created, upon final payment, or closeout of specific settlement transaction, or any final action that is unique to the individual record, whichever is later.
Retention Period	Other: Destroy 3 years after the records are closed. Longer retention is authorized if required for business and legal purposes.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0004-0002	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Power Marketing, Contracts, and Accounting Routine Records

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

<b>Item Description</b>	<p>Records documenting power accounting and billing. Includes but not limited to the billing of customers for contracted hydropower declaration and delivery and correspondence related to billing. Consists of transactional records and documentation. Also, financial, and contractual settlement documentation relating to the tracking, recording, invoicing, and reporting for all transactions.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• real time energy buy/sell transactions:</li> <li>• pump energy</li> <li>• replacement energy</li> <li>• wheeling and ancillary services</li> <li>• settlement-related power accounting, power bills, market data, meter submissions to organized market, shadow settlements, power billing supporting documentation, settlements and billing procedures, regulatory reports, financial costing guidance, load &amp; resource, scheduling, and pricing data, purchase power and purchase transmission invoices, counterparty checkouts, financial and contractual settlement documentation relating to the tracking, invoicing, recording, and reporting for all transactions</li> <li>• distribution of renewable energy credits associated with the generation of hydropower</li> </ul>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	7.1-011	
Manual Title	Power Marketing, Contracts, and Accounting ROUTINE Records	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-388-00-001 / 21/A	No	
N1-388-00-001 / 21/B	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

Final Disposition	Temporary
Cutoff Instructions	Other: End of fiscal year, final payment, closeout of specific settlement transaction, or any final actions that are unique to the individual record.
Retention Period	Other: 10 years after the records are closed. Longer retention is authorized if required for business and legal purposes.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0004-0003		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Power Marketing, Contracts, and Accounting Analysis Records		
Item Description	Raw Data and other evidence required for long-term study, trends, analysis, including resource studies, interchange of energy, meter data, energy management system data, settlements system data, operations system data, and rates-related energy information administration reports.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
<b>MANUAL CITATION</b>			
Agency Code	7.1-012		
Manual Title	Power Marketing, Contracts, and Accounting Analysis Records		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-388-00-001 / 22/A	No		
N1-388-00-001 / 22/B	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

Cutoff Instructions	Other: Final payment or closeout of specific settlement transaction, or other closure actions that are unique to the individual record.
Retention Period	Other: Destroy 20 years after cutoff, longer retention is authorized if required for business and legal purposes.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0004-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Power Marketing, Contracts Long Term Records
Item Description	<p>Power Contracts and Rates case materials. Updates made to contracts during the term of contract and all correspondence and other communications between SEPA and the power customers. Records of cost- based rates designed to cover annual operations and maintenance and the federal investment in the facilities, plus interest. SEPA establishes power rates sufficient to recover operating, maintenance, purchase power expenses and repay the federal government's investment in building generation and transmission facilities within lifecycle based on cost, determined per project, and re-evaluated annually. Annual rate studies determine if rates are adequate for each project.</p> <ul style="list-style-type: none"> <li>• original contracts and letter agreements: amendments, revisions, and supplements, together with correspondence of negotiation and administration, including such matters as allotment of water</li> <li>• supplemental or amendatory provisions, appendices and exhibits, letters of agreements, substantive projections, historical trends, analyses, charts, transmission and firm power rate case reports, rate case schedules, filings and hearings, rate studies, correspondence establishing rate policy, issue papers, correspondence, studies, and general information pertaining to the establishment of a power marketing policy for a specific area</li> <li>• rates-related statistical appendices, replacement books, Army Corps of Engineers (CORPS) financials, project repayment records, Interest of investment, water resource, Status of Repayment (SOR), historical documents covering rates and repayment</li> </ul>

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

- material relating to rates and repayment that provide documentation and support for adherence to the statutory requirements and FERC regulations. Memorandums of Understanding, Drought Contingency Plans, and Water Control Manuals
- pre-initial proposed rate case discussions, communication with customers and parties with proper notice, wholesale power rates, transmission power rates, rate analysis, and rate filings and hearings
- project cost (Investment) repayment impact studies
- records describing the adequacy of proposed rates pursuant to studies on the effects of FERC regulations, including alternative repayment methodologies, and revenue requirement analyses, studies, and related documentation.
- contracts entered under SEPA Power Marketing authority and includes but not limited to: Federal hydropower sales; transmission and interconnection service contracts; construction; maintenance and operation of facilities; operational arrangements; power purchases; environmental contracts; communication contracts; administrative Service contracts. Draft contracts and notes relating to contract negotiations. Original contract, amendments, and supplements, together with correspondence of negotiation and administration, including such matters as allotment of water, water sales/delivery contracts/exchange of water, water rights, and interstate compacts.
- decisional documents and correspondence to the above-mentioned contracts
- documentation related to decisions for firm power allocations, Power Marketing Policies, major customer conference and meeting records

Is this item media neutral?	Yes
-----------------------------	-----

Is this item a Big Bucket?	No
----------------------------	----

**MANUAL CITATION**

Agency Code	7.1-013
-------------	---------

Manual Title	Power Marketing, Contracts Long Term 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

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

N1-388-00-001 / 12/A	No
N1-388-00-001 / 12/B	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Expiration of contract, replacement of rate, end of transaction, or any other final actions that are unique to the individual record.
Retention Period	Other: Retain for life of the contract, rate, project, or transaction, whichever is applicable. Destroy 100 years after closure. Longer retention is authorized if required for business and legal purposes. [Subject Matter Experts to determine retention based on legal, fiscal, and operational needs.]
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0004-0005		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Significant Power Marketing and Contracts Policy and Foundational Records	
Item Description	<p>Decisional and policy direction for the Power Marketing program. Includes but not limited to plans that establish criteria that specify the conditions under which SEPA will sell. Correspondence and other material regarding SEPA legislative responsibilities relative to the twenty-two (22) Federal hydropower projects that supply energy to the SEPA marketing systems, as follows:</p> <ul style="list-style-type: none"> <li>GA-AL-SC System</li> <li>Allatoona</li> <li>Buford</li> <li>Carters</li> <li>West Point</li> <li>Walter F. George</li> <li>Robert F. Henry</li> <li>Millers Ferry</li> </ul>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

Hartwell  
Richard B. Russell  
J. Strom Thurmond  
Jim Woodruff System  
Jim Woodruff  
Kerr - Philpott System  
John H. Kerr  
Philpott  
Cumberland System  
Barkley  
Cheatham  
Old Hickory  
J Percy Priest  
Cordell Hull  
Center Hill  
Dale Hollow  
Wolf Creek  
Laurel

Includes allocations of energy, renegotiation of contracts, establishment of rates consistent with the repayment obligations associated with the operation of each of the projects and associated power plants and other related matters. Records documenting SEPA's participation in the marketing of energy from these projects, and summary records of the repayment of the Federal investment in the construction and operation of the associated power plants. Summary repayment records of the Federal investment in the construction and operation of the associated power plants.

- agreements and other records of significant interactions with external Marketing System Organizations (e.g., PJM Interconnect, MISO, etc.)
- controversial Cases leading to litigation and settlement, rate schedules used for tracking rate changes over time
- controversial rate documentation for cases leading to litigation and settlement.
- energy Services strategies, policies and procedures, technical studies, outreach and promotion (newsletters, Annual Reports, Marketing & Sales Reports, etc.), and evaluations relating to SEPA or its program with determined long-term use or value.
- historical rates schedules showing rate changes over time

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

	<ul style="list-style-type: none"> <li>• indexes and summary information about past and current customers</li> <li>• marketing policies generated by SEPA</li> <li>• Power Marketing Plans (PMPs) that establish criteria that specify the conditions under which SEPA will sell power</li> <li>• Power Marketing Plans, Rates Schedules, Power Marketing Contracts and Rates Development Policies, decision-making and policy records</li> <li>• rate development policies</li> <li>• summary repayment records of the Federal investment in the construction and operation of the associated power plants</li> </ul>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	7.1-014
Manual Title	Significant Power Marketing and Contracts Policy and Foundational Records
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-388-00-001 /13	No
N1-388-00-001 / 14/A	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off after final agency action
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
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	Still being created
Frequency of transfer	5

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

---

Are any of the records covered by this item subject to a FOIA exemption? No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0004

Status: APPROVED  
Date Approved: 12/19/2024

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Colleen Shogan	12/19/2024