

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

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 Operations Program
Additional Schedule Information	The Southeastern Power Administration (SEPA) contracts with utilities and coordinates with the U.S. Army Corps of Engineers, who operate multiple power system infrastructures to deliver electrical power to its customers. Operations dispatchers match resources (generation) to customer requested schedules, monitor system frequency, validate delivery schedules with each scheduling entities, verify that delivery schedules for customers are balanced, and document the scheduling of energy from various energy suppliers and the reservations to transmit such energy. All of these activities follow procedures and protocols established by the North American Electric Reliability Council (NERC), and SERC Reliability Corporation (SERC).
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-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 6

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-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Outline of Records Schedule Items for DAA-0388-2024-0005

Item #	Title	Disposition
0001	Power System Operations Short Term Records	Temporary
0002	Power System Operations Routine Records	Temporary
0003	Power System Operational Control Records	Temporary
0004	Audit and Reliability Compliance- Power System Operations Records	Temporary
0005	Transmission Services Records for Power System Operations	Temporary
0006	Long Term Records Power System Operations	Temporary
0007	Significant Power System Operations Records	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Records Schedule Items

DAA-0388-2024-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Power System Operations Short Term Records	
Item Description	Routine data, reports, drafts, interim, and supporting documents recording operations- related interactions of a minor nature. Records include but are not limited to records that document the development and implementation of Real-time tools, Real-time Assessments (RTA), Operating Plans for the next day, and general logs of operations.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
MANUAL CITATION		
Agency Code	8.1-010	
Manual Title	Power System Operations Short Term Records	
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	Temporary	
Cutoff Instructions	Other: End of Fiscal Year or other final actions unique to the individual record.	
Retention Period	Other: Destroy 3 years after the records are closed. Longer retention is authorized if required for business and legal purposes.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0388-2024-0005-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Power System Operations Routine Records	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Item Description	Data and documents recording administrative activities relating to the management of the electric power assets. Includes: <ul style="list-style-type: none"> • operations staff qualification and ‘completion of training’ records • system operation logs and training development lesson plans • individual learning tasks, slides, training handouts, etc. 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
MANUAL CITATION		
Agency Code	8.1-011	
Manual Title	Power System Operations Routine 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
N1-388-00-001 / 18/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: End of Fiscal Year or other final actions unique to the individual record.	
Retention Period	Other: Destroy 7 years after the records are closed. Longer retention is authorized if required for business and legal purposes.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0388-2024-0005-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Power System Operational Control Records

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Item Description	<p>Records documenting continuous operations of the SEPA Balancing Authority through the use of real-time computer systems and communication networks to monitor, interchange of electric power and energy within an assigned geographic area. Responding to power system emergencies resulting from the loss of resources or transmission equipment Included are:</p> <ul style="list-style-type: none"> • records accumulated because of Supervisory Control and Data Acquisition (SCADA) systems <p>SCADA collection activities, including real time data used to monitor hydroelectric power disposition and acquired from instrumentation, sensors, and control and associated supporting facilities. Includes:</p> <ul style="list-style-type: none"> • dispatch records • weather forecasts, and • Historical data, operational data or condition readings. • Supervisory Control, and Data Acquisition (SCADA).
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
MANUAL CITATION	
Agency Code	8.1-012
Manual Title	Power System Operational Control Records
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	Temporary
Cutoff Instructions	Other: When overwritten, obsolete, superseded; when processed and converted to an output; or when no longer needed for business, audit, or other operational use.
Retention Period	Other: Delete after cutoff. Longer retention is authorized if required for business and legal purposes
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0005-0004

STATUS: Active

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

ITEM GENERAL INFORMATION	
Item Title	Audit and Reliability Compliance- Power System Operations Records
Item Description	Copies of records acquired from operational programs and accumulated for the purpose of demonstrating SEPA compliance with legal and regulatory rules, statutes, and other requirements relating to the operation and maintenance of the bulk electric system (BES). Records include, but are not limited to: <ul style="list-style-type: none"> • audit findings • corrective action record, and • evidence of completion of actions • evidentiary copies of records acquired from various SEPA programs and provided to auditors • evidence documentation submitted to the SERC, NERC and the Federal Energy Regulatory Commission (FERC) • NERC alerts/notifications about areas of concern
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	8.1-013
Manual Title	Audit and Reliability Compliance- records for Power System Operations
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-388-00-001 / 33/A	No
N1-388-00-001 / 33/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: End of Fiscal Year in which audit takes place, or other final closure actions that are unique to the individual record.
Retention Period	Destroy 10 year(s) after Records are closed
ADDITIONAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0005-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Transmission Services Records for Power System Operations
Item Description	Transmission services include point-to-point service (transmission between points of receipt and delivery), and Network Integration Transmission Service (delivering capacity and energy over a transmission network). Studies, assessments, and analysis reports are the main record products. Records of standing groups with transmission capability.
Is this item media neutral?	Yes
Is this item a Big Bucket?	Yes
MANUAL CITATION	
Agency Code	8.1-014
Manual Title	Transmission Services Records for Power System Operations
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	Temporary
Cutoff Instructions	Other: When study is finalized or other final closure actions that are unique to the individual record.
Retention Period	Other: Destroy 20 years after the records are closed. Longer retention is authorized if required for business and legal purposes
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0005-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Long Term Records Power System Operations

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Item Description	Documentation used to record substantive reports, analyses, studies, aggregations of data, blackout restoration procedures, intertie access issues, policies development, long-term generation, storage and flow information, power interruptions, and other significant events and statistics. These records document functions having a long-term forecasting or analysis business purpose after the records are closed.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	
MANUAL CITATION		
Agency Code	8.1-015	
Manual Title	Long Term Records Power System Operations	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-388-00-001 / 20/B	No	
N1-388-00-001 / 20/C	No	
N1-388-00-001 / 22/A	No	
N1-388-00-001 / 22/B	No	
N1-388-00-001 / 23/A/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: When report, study, or analysis is finalized, date of event, or other final closure actions that are unique to the individual record.	
Retention Period	Other: Destroy 50 years after the records are closed. Longer retention is authorized if required for business and legal purposes.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0388-2024-0005-0007	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Item Title	Significant Power System Operations Records	
Item Description	Records of major policy and procedural decisions about how the federal hydropower systems are operated. Also records describing new and advanced SEPA power system technologies and methodologies. Records of major operational events such as after-action reports of widespread blackouts and reports of significant damage to equipment due to natural or human-made causes. Transmission System Reliability studies, Interconnected Intertie System studies, power statistics, and statistical and narrative reports of SEPA-wide operations and results (e.g., delivery of power to customers, timeliness, goals achieved, etc.)	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	8.1-016	
Manual Title	Significant Power System Operations 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
N1-388-00-001 / 18/A	No	
N1-388-00-001 / 23/A/1	No	
N1-388-00-001 / 23/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff end of FY when policy is issued or study is complete.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to NARA 15 years after cutoff.	
ADDITIONAL INFORMATION		
Current Records Format	Web 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	1	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

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-0388-2024-0005

Status: APPROVED
Date Approved: 01/21/2025

Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025