

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0007

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	Environmental Retention Program
Additional Schedule Information	<p>The Department of Energy environmental mission provides specialized support in the technical aspects of groundwater, surface water, soil quality protection, spill containment and cleanups, migratory bird, eagle, and endangered species protection, and cultural resources. Records created under this program demonstrate compliance with the National Environmental Policy Act of 1969 (NEPA), the Clean Water Act (CWA), Clean Air Act (CAA), Endangered Species Act (ESA), Migratory Bird Treaty Act (MBTA), the Bald and Golden Eagle Protection Act (BGEPA), and the Rivers and Harbors Appropriation Act. NEPA requires all federal actions to undergo a review and disclosure of the environmental impacts of those actions. The environmental function works to protect sensitive ecosystems by preventing, controlling, and abating environmental pollution and, when possible, enhancing the environment. The environment function has the following major components:</p> <ul style="list-style-type: none">• Cultural Resources• Biology and Natural Resources• Environmental Planning• Environmental Compliance
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: 6

Number of Temporary disposition items: 5

Number of Permanent disposition items: 1

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-0388-2024-0007

Item #	Title	Disposition
0001	Short-Term Environmental Program Records and Environmental Reviews for Other Agencies	Temporary
0002	Routine Environmental Program Records	Temporary
0003	Environmental Monitoring and Control Records	Temporary
0004	National Environmental Policy Act (NEPA) Compliance Files	Temporary
0005	National Historic Preservation Act (NHPA) Sections 106 and 110 Compliance Files	Temporary
0006	Significant Environmental Program Records	Permanent

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Records Schedule Items

DAA-0388-2024-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Short-Term Environmental Program Records and Environmental Reviews for Other Agencies	
Item Description	Records created by SEPA in the course of reviewing NEPA documents produced by other agencies regarding projects where another agency is the project lead. Also includes working papers, and other environmental-related records of short-term value.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	10.1-010	
Manual Title	Short-term Environmental Program Records and Environmental Reviews for Other Agencies	
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 / 24/D	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year or the completion of any final action, 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.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0388-2024-0007-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Routine Environmental Program Records	

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Item Description	Includes, but not limited to, data and documents recording coordination, working materials, and facilitative communications about environmental assessments, protection, mitigation, and enhancements of facilities. Environmental administrative records such as agreements, billing materials, standards, policies, forecasts, transactions, customer relations records, and associated development files, correspondence, and other records produced by related activities. Also includes environmental monitoring and compliance records for minimal-risk, low-yield pollutants, and hazardous materials.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	10.1-011	
Manual Title	Routine Environmental Program 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 / 24/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the Fiscal Year in which created, or upon completion of associated project or activity, whichever is later.	
Retention Period	Other: Destroy 7 years 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-0388-2024-0007-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Environmental Monitoring and Control Records

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Item Description	<p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with Federal, state, and local environmental laws and regulations such as the Clean Water Act (CWA), Clean Air Act (CAA), Resource Conservation and Recovery Act (RCRA), and the Emergency Planning and Community Right-to-Know Act. Also includes records documenting policy, instructions and guidance for oversight and coordination of compliance with environmental statutes; records documenting general pollution prevention and abatement activities; environmental compliance-related reports, analyses, planning records; records outlining environmental assessment and evaluation methodologies; and environmental baseline documentation. Records include but are not limited to:</p> <ul style="list-style-type: none">• General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation of a temporary nature filed by subject as they relate to environmental monitoring and control.• Reports relating to environmental monitoring and control, including those created as a joint venture or in cooperation with other Government agencies and ones created by outside agencies regarding SEPA activities, projects, and programs. Includes preliminary, final, or summary.• General files including correspondence, memorandums, e-mail and other documentation relating to SEPA's internal storage and disposal of hazardous materials. Including:<ul style="list-style-type: none">• studies, investigations, proposals, reviews, reports, plans, and similar documentation• Site remediation and cleanup supporting documentation• underground storage tanks installation and closure• used oil and similar petroleum-based products• spill prevention and control• record of destruction or disposal• Hazardous Waste Manifests• asbestos• other Waste Records• inspections• RCRA Procurements Hazardous Waste Contracts / PWS/COR• Hazardous Materials Business Plans / Tier II Reporting• EPCRA Training Records• air Permits• permit Conditions Recordkeeping
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- inspections
- permits / SWPPP documentation
- reporting
- well Records • tank Placement & Removal Records
- P2 Reporting
- Energy Star Reporting
- environmental Liabilities
- Certificates of destruction and trucking manifests for disposal of hazardous substances and wastes
- General files including correspondence, memorandums, e-mail and other documentation relating to SEPA’s program compliance and management of the CWA. These include:
 - o Reports, studies, investigations, plans, and program reviews, etc.
 - o Safe drinking water
 - o Section 402 permits issued by Corps of Engineers
 - o National Pollutant Discharge Elimination System (NPDES) permits
 - o state issued permits
 - o Program monitoring activities involving the discharge of pollutants into waters and waterways controlled by the United States.
 - o Section 404 Permits and documentation involving the discharge of dredged or fill materials into navigable waters of the United States.
- General files including correspondence, memorandums, e-mail and other documentation relating to SEPA’s program compliance and management of the CAA. These include:
 - o Reports, studies, investigations, plans, and program reviews, etc.
 - Case files including correspondence, memorandums, e-mail and other documentation relating to SEPA’s management of the Rivers and Harbors Appropriation Act.

Is this item media neutral? Yes

Is this item a Big Bucket? No

MANUAL CITATION

Agency Code 10.1-012

Manual Title Environmental monitoring and control records.

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities? Yes

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-388-00-001 / 24/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon completion of associated project or final action, whichever is later.
Retention Period	Other: Destroy 20 years after completion of associated actions, or final action, whichever is later. Longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0007-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	National Environmental Policy Act (NEPA) Compliance Files
Item Description	Records documenting environmental reviews conducted by SEPA and required for proposed major federal actions that have the potential to affect the quality of the environment from initiation through research, development, design, testing, and completion, as required by regulations as NEPA, Clean Water Act (CWA), Clean Air Act (CAA), Endangered Species Act (ESA), Migratory Bird Treaty Act (MBTA), the Bald and Golden Eagle Protection Act (BGEPA), and the Rivers and Harbors Appropriation Act, concluding in an environmental analysis and agency decision. Records include correspondence, memorandums, e-mail and other required documentation.

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There are three main types of environmental review documents. 1) An EIS is a type of environmental review document. SEPA uses an EIS to prepare a Record of Decision (ROD). 2) Environmental Assessments (EA) are another type of environmental review document. SEPA uses an EA to prepare a Finding of No Significant Impact (FONSI). 3) SEPA-prepared checklists for actions are Categorically Excluded from further NEPA review. This type of document is typically called a CX. NEPA documentation requires a review of their adequacy about 5 years after they are finalized.

Records documenting SEPA review of projects that may affect endangered species and records documenting SEPA activities in monitoring migratory birds or eagles for compliance. Includes project review of endangered species impacts conducted by SEPA, such as biological assessments, and US Fish and Wildlife Service (USFWS) concurrence with these reviews, such as biological opinions. (Take and adverse-affect documentation are scheduled under item ENV-0006.) Records include, but are not limited to:

- Case files including correspondence, memorandums, e-mail, and other documentation relating to SEPA's NEPA compliance activities. Including:
 - o environmental Reviews
 - o categorical Exclusion (CX) Checklists
 - o environmental Assessments (EA)
 - o findings of No Significant Impact (FONSI)
 - o draft and Final Environmental Impact Statements (EIS)
 - o Decisions, consultations, reviews, comments, and related materials relating to SEPA's environmental activities including Interagency Agreements.

- Case files including correspondence, memorandums, e-mail and other documentation relating to SEPA's management of the ESA. Including:
 - o Reports, studies, assessments, research, and program reviews.
 - o Biological surveys, including plant and animal censuses.
 - o Section 7 consultations, including Biological Assessments (BA) and Biological Opinions (BO).
 - o Cooperation with other governmental agencies, states, etc. to enhance fish and wildlife populations and habitat.

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- Case files including correspondence, memorandums, e-mail and other documentation relating to SEPA’s management of the MBTA and BGEPA .
- MBTA/ FWS/ Biological Permits & Reporting

NOTE: Agency will submit an electronic copy of each SEPA prepared EIS file consisting of drafts, final, and supplemental documents filed with the headquarters Environmental Protection Agency (EPA), Office of Federal Activities only pursuant to 1506.9 of the Council on Environmental Quality (CEQ) Regulations for Implementing the National Environmental Policy Acts, as amended. (EPA Schedule N1-412-07-56/2).

Is this item media neutral? Yes

Is this item a Big Bucket? No

MANUAL CITATION

Agency Code 10.1-013

Manual Title National Environmental Policy Act (NEPA) compliance files

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 / 24/C	No	

N1-388-00-001 / 24/C

No

Is this item a deviation from the GRS? No

DISPOSITION INSTRUCTION

Final Disposition Temporary

Cutoff Instructions Cut off after completion of project or closure action, whichever is later.

Retention Period Destroy 20 year(s) after cutoff

ADDITIONAL INFORMATION

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

GAO Approval Required No

DAA-0388-2024-0007-0005

STATUS: Active

ITEM GENERAL INFORMATION

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Records Schedule Number: DAA-0388-2024-0007

Status: APPROVED
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Item Title	National Historic Preservation Act (NHPA) Sections 106 and 110 Compliance Files
Item Description	Working papers, background documentation, and other non-final records relating to activities taken to assess and address the potential effects on historic properties of undertakings carried out, assisted, licensed, permitted, or approved by Federal agencies, per requirements of the National Historic Preservation Act, Section 106 (36 CFR 800). Records may include initial reports describing the results of inventories, monitoring, resolution of adverse effects, field notes, memorandums of agreement, program alternatives, and related records maintained for reference and administrative business purposes. Prior to destruction, copies are provided to the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO) with any attendant confidentiality agreements. (Final products are filed under item 10.1-015 below.)
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	10.1-014
Manual Title	National Historic Preservation Act (NHPA) Sections 106 and 110 compliance files
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: Cut off upon cessation of SEPA's property rights, or after no longer required for business use, whichever occurs later.
Retention Period	Other: Destroy after cutoff/closure.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0388-2024-0007-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Environmental Program Records

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Item Description	
	<p>Includes environmental program policies developed and promulgated by SEPA, and annual compilations and reports regarding environmental projects and activities. Documentation of any instances where SEPA repatriated Native American human remains, cultural items, and items of cultural patrimony identified on SEPA fee-owned lands. Records include reports describing the results of inventories, monitoring, resolution of adverse effects, field notes, cultural resource site records, memorandums of agreement, program alternatives and related records. Records include, but are not limited to:</p> <ul style="list-style-type: none">• SEPA’s copies of reports describing the results of inventories, monitoring, or adverse effect resolution cultural resource site records including forms, maps, and photographs.• Archeological site reports containing studies, inventories, reports, evaluations, and surveys which identify and analyze the protection and maintenance of cultural resource sites and structures. These reports cover either newly discovered sites, or existing ones where new work is being performed, or where the site requires maintenance and preservation that includes a new site investigation. Also includes areas that were never inventoried. These reports have continuing value beyond the timeframe of the original environmental impact/assessment under which the data was first collected.• field notes• A finding of no potential to cause effects A finding of no historic properties affected.• A finding of no adverse effect• A finding of adverse effect• A memorandum of agreement (MOA) or programmatic agreement (PA) to resolve adverse effects to historic properties Other program alternatives outlined in 36 CFR 800.14. Records include:<ul style="list-style-type: none">o Records of identifying, notifying, and consulting with appropriate parties, such as State Historic Preservation Officers, Tribal Historic Preservation Officers, Indian tribes, local governments, applicants, and other consulting parties.o Public notices or other communications with the public.o Determination of area of potential effects.o Documents on identifying and valuating historic properties.o Records assessing potential for adverse effects on historic properties.

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	o Records on developing and evaluating alternatives and ways to avoid, minimize, or mitigate adverse effects on historic properties.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	10.1-015	
Manual Title	Significant Environmental Program 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 /24/E	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:10 GB	
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	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025