

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0008

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	Legal and Legislative Program
Additional Schedule Information	<p>SEPA General Counsel provides legal services on matters concerning all aspects of power marketing and transmission, development of power rates, finance, property management, construction, supply and service contracts, personnel and related programs, labor relations, and functions or activities assigned to SEPA. It performs all legal services and coordinates all activities in connection with SEPA's legislative program; prepares all legal opinions and performs research in rendering legal advice to all program officials in administering their respective programs; review and advice concerning adverse personnel actions and legal representation in Equal Employment Opportunity Committee formal hearings and before the Merit Systems Protection Board. Counsel also provides all legal services relating to labor relations, makes legal determinations and prepares all legal documents relating to acquisition and disposal of lands and interests in lands, relocation claims, land use, and environmental matters, and it performs all legal services in connection with power marketing, transmission and facilities contracts, power rates, and related documents. This program also processes tort claims and employee claims filed with SEPA, provides all legal services relating to procurement and property management, including review and interpretation of contracts, review and advice concerning bid protests, and legal representation before the Energy Board of Contract Appeals. The program also affords legal representation and services in connection with any litigation or agency hearings involving SEPA, as well as serving appropriate liaison and assistance to the Attorney General and the Department of Energy General Counsel in court litigation.</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: 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

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Outline of Records Schedule Items for DAA-0388-2024-0008

Item #	Title	Disposition
0001	Legal and Legislative Short-Term Records	Temporary
0002	Routine Legal and Legislative Records	Temporary
0003	Minor Legal Cases and Issues Records	Temporary
0004	Major Legal Cases and Issues Records	Temporary
0005	Significant Legal and Legislative Records	Permanent

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Records Schedule Items

DAA-0388-2024-0008-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Legal and Legislative Short-Term Records	
Item Description	Supporting data and documents for legal and legislative functions that have short-term business value and do not record financial, contractual, or other enforceable obligations and commitments. Included, but are not limited to: <ul style="list-style-type: none"> • attorney working files and subject files • subpoena response records • case/matter tracking/calendaring system records • announcements of public meetings • hearings • investigations • filings, and • legal opinions and advice on administrative matters. 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	11.1-010	
Manual Title	Legal and Legislative Short-Term Records	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Item	Explanation
N1-388-00-001 / 6/C	No	in Part?
N1-388-00-001 / 8	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

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GAO Approval Required	No
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DAA-0388-2024-0008-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Routine Legal and Legislative Records	
Item Description	Data and documents created in administering legal and legislative activities that are routine in nature. Includes but not limited to drafts and supporting documentation for changes made to legal and legislative work products, records of proposed rule development, and routine and administrative- matter litigation records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	11.1-011	
Manual Title	Routine Legal and Legislative Records	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Items	Explanation
N1-388-00-001 / 6/B	No	Item Superseded in Part?
N1-388-00-001 / 6/D	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at close of case or final adjudication on appeal, as appropriate, or any other final action that is 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-0388-2024-0008-0003	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Minor Legal Cases and Issues Records
Item Description	Data and documents recording litigation of a minor nature not directly related to the operation of mission functions of SEPA, as determined by the General Counsel. Cases of this type include, but are not limited to: <ul style="list-style-type: none"> • those involving securities fraud • patents, copyrights, and trademarks • personal injury and property damage • personnel actions, grievances, and adverse action appeals
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	11.1-012
Manual Title	Minor Legal Cases and Issues 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: Upon termination of case, or subsequent appeals and other final decisions, or other closure actions that are unique to the individual record.
Retention Period	Other: Delete or destroy 20 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-0388-2024-0008-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Major Legal Cases and Issues Records

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Item Description	<p>Legal case records that concern areas and subjects related to major functions and activities of the agency, as determined by the General Counsel.</p> <p>Cases of this type include, but are not limited to, those involving:</p> <ul style="list-style-type: none"> • ratemaking • environment, • litigation • acquisition and management of land rights • the planning and operation of the power and transmission systems. <p>Records include, but are not limited to cases related to:</p> <ul style="list-style-type: none"> • power sales contracts, • power customers, • procurement, and • transmission services, • claim case files where SEPA is a party including torts, personal injury, damage to property, settlement agreements, rate making, land acquisition, environment, etc. • NOTE: Precedent-setting cases, as selected by the General Counsel, are covered under item 11.1-014. 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	11.1-013	
Manual Title	Major Legal Cases and Issues 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 / 5/B	No	
N1-388-00-001 / 6/A	No	
N1-388-00-001 / 7	No	
N1-388-00-001 / 9	No	
N1-388-00-001 / 10	No	
N1-388-00-001 / 11	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	

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Cutoff Instructions	Other: Cut off upon termination of case, or subsequent appeals and other final decisions, or other closure actions that are unique to the individual record.
Retention Period	Other: Delete or destroy 50 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-0388-2024-0008-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Legal and Legislative Records
Item Description	Records identified by the SEPA General Counsel (in consultation with the SEPA Records Officer) as having continuing retention value beyond the legal and operational uses by GC. These records document substantive legal and legislative precedents, opinions, litigations, and rulemaking. Includes, but are not limited to rulemaking records, significant reports and final products generated by the Legal and Legislative programs of SEPA, and any SEPA work products relating to legal cases and litigations that meet the following criteria: establish a precedent for changing policy; receive extensive media coverage; generate significant controversy; relate to proposed and enacted State legislation case files involving SEPA; and relate to actions filed against SEPA, or by SEPA, in either an administrative agency or a court.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	11.1-014
Manual Title	Significant Legal and Legislative 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 / 3	No
N1-388-00-001 / 4/A	No

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N1-388-00-001 / 4/B	No
N1-388-00-001 / 5/A	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case is closed
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	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	12/19/2024