

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0388-2024-0009

Status: APPROVED
Date Approved: 11/12/2024

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	Engineering and Construction Program
Additional Schedule Information	SEPA engineering, design, and construction provides engineering services and expertise with emphasis on substation, transmission line and building designs. Services include surveying, electrical, civil, architectural, controls, communications, and studies. The group also provides expertise in computer-aided drafting (CAD) technical support and training, drafting, and digital control systems (DCS). Also, constructions services (either by SEPA or contracted to SEPA).
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: 1

Number of Temporary disposition items: 0

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-0388-2024-0009

Item #	Title	Disposition
0001	Engineering and Construction Records	Permanent

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Records Schedule Items

DAA-0388-2024-0009-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Engineering and Construction Records	
Item Description	<p>Engineering, design, and construction policy records. Requests for congressional authorization for projects for the design and construction of structures built to carry out the mission of SEPA (transmission lines and towers, substations, switchyards, and power dispatching centers).</p> <ul style="list-style-type: none">• Includes final construction reports and histories, final geological reports, and final products (e.g., drawings) for high value, mission related assets where the project is selected for its architectural, historical, and/or technological importance. Permanent records criteria are as follows:<ol style="list-style-type: none">a. Structures and facilities which are essentially original in design. (Basic design is not repeated in another SEPA structure or asset)b. Structures and facilities that are most representative of standard or repetitive designs used in more than one project.c. Structures and facilities which embody the distinguishing characteristics of either a period or a regional architectural style.d. Innovations. Buildings or facilities which include architectural or engineering innovations.e. Noted Architect. Designs by noted architects or engineers of 'proposed' and 'constructed' buildings or facilities.f. Controversial or Notable buildings or facilities which were involved in controversy regarding their design, construction, or utilization, including those that terminated because of cost overruns, safety hazards, and environmental hazards. Projects that generated industry praise, were award-winning, and/or which represented a critical addition or interconnection to the SEPA transmission grid. <p>Technological Importance</p>	

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	<p>Projects representing first-of-a-kind energy research and development, or demonstration projects of electric power transmission initiatives. Files describe how the project was designed, constructed, and altered, should be retained for a selection of the most unique structures and for a representative sample of repetitive and similar structures Engineering, design, and construction policy records. Requests for congressional authorization for projects for the design and construction of structures built to carry out the mission of SEPA (towers, substations, switchyards, and power dispatching centers).</p> <ul style="list-style-type: none"> • Includes final construction reports and histories, final geological reports, and final products (e.g., drawings) for high value, mission related assets. 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	12.1-014	
Manual Title	Significant Engineering and Construction 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 / 19/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Completion of project or when superseded.	
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	

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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	11/12/2024