

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO **NI-56-86-5**

DATE RECEIVED **7-23-86**

1 FROM *(Agency or establishment)*

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
**Department of the Treasury
Office of the Secretary, Admin. Operations Div**

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Clerk's Office

4 NAME OF PERSON WITH WHOM TO CONFER
**Shirley A. Parran *S.A.P.*
OS Records Officer**

5 TELEPHONE EXT
566-9820

DATE **2-10-87** ARCHIVIST OF THE UNITED STATES
Frank S. Bunker

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 16 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
7-18-86	<i>Shirley A. Parran</i>	<i>Chief, Clerk's Office</i>

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The Secretary of the Treasury, pursuant to the terms of Public Law 99-190 (the Fiscal Year 1986 Continuing Resolution "Making Further Continuing Appropriations for Fiscal Year 1986 and other purposes" ("CR")), was charged with terminating the affairs of the U.S. Synthetic Fuels Corporation (SFC). This responsibility included the termination of all activities of the SFC by April 18, 1986, the disposal of all SFC assets (including all furniture and Corporation records) and the discharge of the obligations of the SFC under legally binding agreements or commitments to provide financial assistance entered into by the SFC prior to December 19, 1985 (the date of enactment of the CR).</p> <p>The U.S. Synthetic Fuels Corporation was a quasi-government agency created by the Energy Security Act, Public Law 96-294, which was signed on June 30, 1980. The Corporation's function was to foster development of a commercial-scale domestic synthetic fuels industry by providing financial assistance to sponsors of private-sector projects. The bulk of the work performed by the Corporation's staff centered on the evaluation of project proposals and subsequent negotiation and monitoring activities.</p> <p><i>copies to agency, NCF, NNS, NMF 7-13-87</i></p>	<p>All changes to this schedule have been approved by:</p> <p><i>William S. Sturgis</i> NARA Appraiser</p> <p><i>Shirley A. Parran</i> Agency Representative</p>	

Comprehensive Records Control Schedule for All Records
Created by the U.S. Synthetic Fuels Corporation (SFC).

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<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>
1.	<u>Synthetic Fuels Corporation Board of Directors (BRD),</u> The Act provides that the powers of the Corporation shall be vested in the Board of Directors, except those functions, powers, and duties vested in the Chairman by or pursuant to the Act. Arranged Chronologically. (1980-1986) Consists of: Committee Minute books and meeting notebooks (all Board Committees); Minute Books, Delegations of Authority Files; Minute Books of Open and Closed Sessions, Project Briefings; Project documentation papers delivered to the Board (Seep Ridge & Union Projects); Old Board briefing books; Compendium of Board resolutions, minute books; Public Disclosure decisions on Board minutes. <u>DISPOSITION:</u> PERMANENT. Transfer to the Washington National Records Center immediately. Offer to NARA January 1998. 14 cf

ITEM NO. DESCRIPTION OF ITEM

2. Chairman of the Board (CHG).

Chairman. The Chairman of the Board shall be the chief executive officer of the Corporation, shall preside at all meetings of the Board of Directors, shall be responsible for management and direction of the Corporation, shall appoint such employees as may be necessary for the transaction of the Corporation's business, and may discharge such employees, shall prepare, approve, and submit to Congress the administrative budget and shall have such additional functions, powers, and duties as may be delegated to the Chairman of the Board from time to time. The Vice Chairman, the President, and the Vice President, General Counsel, and Secretary shall report to the Chairman.

Arranged Chronologically. (1980-1986)

- a. Incoming Chronological Files: Originals of incoming correspondence, contains no substantive materials.

DISPOSITION: 56-86-49 Boxes 1-11 destroy immediately.

- b. ~~a~~ Chairman of the Board (CHG): Speeches; Meeting Files; Outgoing Chron Files; Calendars; 56-86-49 Boxes 12-47.

Arranged by subject and thereunder chronologically 1980-86.

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998. 27 cf

3. Office of the President (PDN)

President. The President shall be the chief operating officer of the Corporation, shall assist the Chairman in the discharge of the Chairman's duties, shall oversee the activities of the Vice President-Finance, Vice President-Technology and Engineering, Senior Vice President-Projects, Vice President-Contract Management, and Vice President-Administration.

ITEM NO.

DESCRIPTION OF ITEM

3.
(Cont.)

Office Subject Files: Records created in the office relating to duties of the President, consists of the Executive Vice President's files; President's subject and chronological files and trip/speech files.

Arranged by subject and thereunder chronologically 1980-83.

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998. 9 cf

~~4~~

~~Office of the Inspector General (IGO)~~

~~Arranged by subject and thereunder chronologically 1980-86.~~

~~a. Audit Case Files: Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consist of audit reports, correspondence, memoranda, and supporting working papers. *GRS 25/4*~~

~~DISPOSITION: Cut off file at end of fiscal year after close of case. Destroy 8 years after cutoff.~~

~~b. Semi-annual Report to the Congress Files: Reports prepared by the statutory OIGs and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the six month periods ending March 31 and September 30. For details on the composition of these reports, see Section 5, Public Law 95-452, as amended by P.L. 97-252. *GRS 25/2a*~~

~~DISPOSITION: PERMANENT. Cut off upon transmission to the Congress. Offer to NARA in 10 year blocks when 10 years old. 2 cf~~

~~c. Policy and Procedures Files.~~

~~DISPOSITION: PERMANENT (*GRS 25/1a*).~~

ITEM NO.

DESCRIPTION OF ITEM

5. Office of the General Counsel Legal Services Group-(LSG)

Vice President, General Counsel and Secretary, and Legal Services Group. The Vice President, General Counsel and Secretary shall be the chief legal officer of the Corporation and shall be responsible for management and direction of the Legal Services Group. The Legal Services Group shall furnish legal counsel, and legal representation of the corporation, shall keep minutes of all meetings of the Board of Directors, be the custodian of the seal of the Corporation and give proper notice of the meetings of the Board of Directors.

Arranged by subject and thereunder chronologically 1980-86.

LSG Subject Files: Records consist of EEOC Cases; General LSG files re: Administration; Government-related documents including DOE Memo of Understanding and President's Private Sector Survey; N. Caliner (consultant) files; Dow Files; Cool Water Files; Price Guarantee Commitment Files; Project Monitoring Files; 1984 Invoices; Forest Hill Documents; Financial Disclosure Reports--active files of Board members, officers and staff (A-Z); Chronological files; General Standards of Conduct Files; Administrative (personnel) matters; Secrecy Agreements (A-Z); lists of Participating Organizations; Inactive Financial Disclosures; and Administrative Manuals.

DISPOSITION: ~~PERMANENT. Transfer to the WNRC immediately. Offer to NARA in January 1998.~~

~~29 of~~ Destroy January 2006

ITEM NO. DESCRIPTION OF ITEM

6. Vice President-External Relations and the External Relations Group (ERG)

Vice President-External Relations and the External Relations Group. The Vice President-External Relations shall be responsible for management and direction of the External Relations Group. The External Relations Group shall coordinate communications with the press and the Legislative Branch of the Federal Government.

Arranged by subject and thereunder chronologically 1980-86.

- a. Videotapes on Union Oil, Cathedral Bluffs, Time-Life, Cool Water, Cool Water Goes On-Line; David Brinkley Show on Energy and OPEC, Synfuels Retreat.

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January ~~1998~~ ¹⁹⁹⁰
NOTE: As per SFC these files are under special GAO review per Congressional Request. 56-86-61 1 cf.

- b. Responses to Congressional requests on Personnel issues from Director, Personnel and Staff; Congressional correspondence and indices; Congressional Transcripts; Congressional Chronological Files/Memoranda of SFC Staff Members; Industry Correspondence. Industry Outreach Program Chronological Files and all issues of the Catalyst; and correspondence drafted by External Relations Group.

DISPOSITION: PERMANENT. Transfer to WNRC immediately, Offer to NARA January 1998. 19 cf

- c. SFC and SFC-Related Congressional Hearings. 4 cf

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998.

- d. Legislative History of the U.S. Synthetic Fuels Corporation. 4 cf

DISPOSITION: ~~PERMANENT~~ ^{Destroy January 1998.} Transfer to WNRC immediately. ~~Offer to NARA January 1998.~~

- e. Press Releases and Media Advisories; Interview Notes, Mailing Lists, Letters to Editors; Press Kit Material, Fact Sheets and Charts.

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998. 8 cf

<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>
6. (Cont.)	<p>f. Published Transcripts of SFC related Congressional Hearings at which SFC officials testified.</p> <p><i>Destroy January 1998.</i></p> <p>DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998. 2 cf</p> <p>g. Speeches made by various members of the Corporation.</p> <p><u>DISPOSITION:</u> PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998. 4 cf</p>
7.	<p><u>Vice President-Technology and Engineering and Engineering Group.</u></p> <p><u>Vice President-Technology and Engineering and Engineering Group.</u> The Vice President Technology and Engineering shall be the chief technical officer of the Corporation and shall be responsible for Management and direction of the Technology and Engineering Group. The Technology and Engineering Group shall evaluate the technical and engineering aspects of projects.</p> <p>Arranged by subject and thereunder chronologically 1980-86.</p> <p><u>Technology and Engineering Group (TEG)</u></p> <p>a. TEG Personnel Files; Environmental Issues; Project Monitoring; Department of Defense, Department of Energy, Department of Transportation Files; Congressional Issues; GAO Materials.</p> <p><u>DISPOSITION:</u> PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998. 1 cf</p> <p>b. Various Administrative Files re: Correspondence Chairman's Office, President, Policy Development, Information Management Group, and the Board; Congressional Issues and Papers and Reports.</p> <p><u>DISPOSITION:</u> PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998. 1 cf</p>

ITEM NO. DESCRIPTION OF ITEM

7c. ~~b~~ Alphabetical grouping A-Z of information on various companies, agencies, labs and societies relating to the Synthetic Fuels industry and information on various processes, i.e., gasification and liquefaction.

DISPOSITION: ~~Temporary. Transfer to WNRC immediately. Destroy when 5 years old January 1992.~~ *PERMANENT. Offer to NARA January 1992*

d. ~~a~~ Various reference documents concerning resources: Shale, Peat, Butanol, Tar Sands, Hydrogen, Methanol, Oil Mining and Acid Rain, Heavy Oil, Coal Cleaning, H-Coal, Coal-Water Mixtures, Coal-Oil Mixtures, Coal Pyrolysis, and Coal Slurry. Various technical papers and reports not specific.

DISPOSITION: ~~Temporary. Transfer to WNRC immediately. Destroy when 5 years old January 1992.~~ *PERMANENT. Offer to NARA January 1992.*

e. ~~d~~ Chronological Files 1984-85, Limited Distributed Log, Travel Files; Axelrod Chron Files 1981-84; Information on Conferences and Seminars Attended 1984-86. Various speeches and Presentations on SFC; Axelrod's Chron Logs from 1981-Present.

DISPOSITION: ~~Temporary. Transfer to WNRC immediately. Destroy when 5 years old January 1992.~~ *PERMANENT. Offer to NARA January 1992*

F. ~~e~~ Environmental Group (ENV)

These files consist of Project Files; Great Plains Vol. I & II; and Keystone Project Vol. I & II; and Seep Ridge Project Files. Also includes Environmental Monitoring Policy Quarterly Report 1985 (1st Quarter).

DISPOSITION: ~~PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998.~~ *Destroy January 1998.*

NOTE: As per SFC staff, these files were under special GAO review per Congressional request. Accession No. 56-86-60 2 cf Boxes No. 1 & 2.

ITEM NO. DESCRIPTION OF ITEM

7. g1. Environmental Monitoring Policy
(Cont.) Recommendations and Comments.

DISPOSITION: PERMANENT. Transfer to WNRC immediately and offer to NARA January 1998. Volume: 1/4 cu. ft. Arrangement: chronological.

- g2. Project files, phase I and II; annual reports; general subject files; environmental law material; miscellaneous reports and studies for TSCA/ENV contract provisions; consultant files; ENV chronological files; miscellaneous water studies and reports; EIS water monitoring review meeting notes; small and disadvantaged businesses; state and local contact information.

DISPOSITION: TEMPORARY. Transfer to WNRC immediately. Destroy when 5 years old (January 1992).

- h1. Environmental Group (ENV) project files. Environmental Monitoring Policy Outlines submitted by project sponsors; comments by interested parties; and correspondence between sponsors and the SFC.

DISPOSITION: TEMPORARY. Transfer to WNRC immediately. Destroy when 5 years old (January 1992).

- h2. State and local relations material. Briefing books, meeting agendas, reports, and meeting background information.

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA in January 1998. Volume: 2 cu. ft. Arrangement: by state or region.

- | <u>ITEM NO.</u> | <u>DESCRIPTION OF ITEM</u> |
|-----------------|---|
| 7.
(Cont.) | <p>i. <u>Policy Development Group (PDG)</u> NOTE:
This office was abolished in March 1985.</p> <p>These files consist of Policy Development Proposals-Recommended Comprehensive Strategy (RCS); RCS Presentations; Policy Development Board materials; Project selection Criteria/Solicitation materials; Major Resources assessments; Budget, Resource Evaluations; Congressional Testimony; Industry Contacts; Programmatic Briefing Interim Report; Technology Assessments; Economic Analysis; Regional Issues Assessment on Health and Safety; Global Environmental and Industry Analysis; National Security/Policy Initiative Analysis; RCS Data from Finance; and RCS Communications (Chron) and Briefing Background notebooks.</p> |

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998.

Accession No. 56-86-52 Boxes ~~25~~ 30-34, 36, 38, ~~45~~⁴⁴-50, 52-71, and 76. Total 35 cf.

- j. Policy Development Group (PDG). These files consist of correspondence with the public, Congress, private groups and organizations; Chronological files of Staff Members and working papers.

DISPOSITION: Temporary. Transfer to WNRC immediately. Destroy when 2 years old January 1989.

- | <u>ITEM NO.</u> | <u>DESCRIPTION OF ITEM</u> |
|-----------------|---|
| 8. | <p><u>Senior Vice President-Projects and Projects Group.</u> The Senior Vice President-Projects shall be responsible for management and direction of the Projects Group. The Projects Group shall manage and coordinate the project award process, drawing on the expertise of the Finance, Technology and Engineering and Legal Services Group as necessary.</p> <p><u>Central Project Files (CPF)</u></p> <p>The CPF was the Corporation's primary centralized repository for project specific records and documentation. These files were maintained in an effort to preserve an accurate, comprehensive record of SFC project evaluation, negotiation, awards, and monitoring of projects receiving assistance. These files also served as a reference collection of project-specific information for use by the SFC Staff, and for review and audit by the appropriate internal and external parties.</p> <p>Arranged by Project (1980-86)</p> |
| 8a1. | <p>Non-current records of projects that were funded, received letters of intent to fund, or otherwise received extensive consideration prior to abolition of the SFC.</p> <p><u>DISPOSITION:</u> PERMANENT. Offer to the National Archives January 1998. Volume: 550 cu. ft. Arrangement: by project. <i>approximately</i></p> |
| a2. | <p>Project records relating to discharge of legally binding agreements after abolition of the SFC.</p> <p><u>DISPOSITION:</u> PERMANENT. Cut off files every three years and send to FRC. Offer to the National Archives in five year blocks when 12 years old. Volume: approximately 30 ft. Annual accumulation: approximately 2 ft. Arrangement: by project.</p> |

ITEM NO. DESCRIPTION OF ITEM

~~8. (Cont.) a. Great Plains: Parachute Creek-Union; Cool Water; Dowsyn; Forest Hill; and Union Oil Files.~~

~~DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998.
NOTE: As per SFC Staff, these files were under special GAO review per Congressional Request. 60 cf~~

~~Central Project Files (CPF)~~

~~Arranged by Projects~~

~~b.a. CPF Files that consist of projects that received letters of intent to fund, or were otherwise at an advanced stage of development: Utah Methanol; Keystone; Seep Ridge Files.~~

~~NOTE: These files listed above were under special GAO review per Congressional request. 44 cf~~

~~Cathedral Bluffs; Paraho Files; Northern Peat; Coal, Oil, Gasification (COGA) - 1 Files; American SynCrude/Indiana; Sunnyside; Virginia Power; Memphis; Calsyn; Santa Rosa; First Colony; North Alabama; Hampshire; Colony/Tosco; Breckinridge; Means Files; Hop Kern; Enpex Syntaro; Kentucky Tar Sands; Chaparrosa Ranch; and PR Spring Files.~~

~~DISPOSITION: Temporary. Transfer to WNRC immediately. Destroy when 5 years old January 1992.~~

~~b. CPF Files that consist of projects that were either paper proposals, withdrawn projects and/or projects that were discontinued at an early stage in the process.~~

~~DISPOSITION: Temporary. Transfer to WNRC immediately. Destroy when 2 years old January 1989.~~

ITEM NO.

DESCRIPTION OF ITEM

8.
(Cont.)

a1. Project Group (PJG)

These files consist of General Office Files; Misc. Project Files; Material received from Outside SFC; Projects Group Chron Files-Binders; DOE Alternative Energy Program; Misc. Project and Non-Project related Documents; Project Team Assignments, Nomenclature, and data sheets; and Project Sponsor Contract logs--1981-85.

DISPOSITION: Temporary. Transfer to WNRC immediately. Destroy when 2 years old January 1989.

a2. Platt's Oilgram Weekly Newspapers and Index Directory to File System.

DISPOSITION: TEMPORARY. Destroy immediately. Accession 56-86-53, boxes 13-32.

9.

Vice President-Finance and Treasurer, and Finance Group. The Vice President-Finance shall be responsible for management and direction of the Finance Group. The Finance Group shall evaluate the financial aspects of projects and be responsible for the funds of the Corporation.

Arranged by Subject and thereunder chronologically 1980-86.

Finance Group (FNG)

a1. Vice President/Finance--Subject/Chronological Files (Hod Thornber); Great Plains Project-Computer Runs Generated During Negotiations and Computer Runs Supporting October 1983 Abandonment Study; Great Plains Project SFC Term Sheet Deal (July 1985); Chapparrosa Project, "Blue Book," other SPAN runs and Financial Data; Internally Generated Transmitted to Central Project File October 1985; Breckinridge Files-Direct Coal Liquefification Study and Financial

ITEM NO. DESCRIPTION OF ITEM

9. *al.* Runs-6/83; Miscellaneous Files from Finance; Computer/SPAN manuals; and Computer/AMP Time-sharing Files.

Destroy January 1998.
DISPOSITION: ~~PERMANENT. Transfer to WNRC immediately. Offer to NARA January 1998.~~

NOTE: As per SFC staff, these files were under special GAO review as per Congressional Request.

Accession No. 56-86-62 Boxes 1-10 10 cf.

- 9a2. Synfuels Project Analysis Network (SPAN) electronic records. System software, documentation, and project-specific data used by SFC to analyze various economic scenarios in relation to synthetic fuels project proposals.

DISPOSITION: PERMANENT. Offer to National Archives January 1989. Volume: approximately 13 magnetic tape reels in addition to <1 ft. of textual documentation. Annual accumulation: none.

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Finance Group (Comptroller)

- 9b. a. These are the types of records normally found in Agency's Accounting Office, i.e., budget preparations, presentation, and apportionment records; accountable officers account records; expenditure accounting records; time attendance and leave reports; terminated employee registers; and employee relocation expenses.

DISPOSITION: Temporary. Transfer to WNRC when 3 years old. Destroy January 1992.

- C.* b. Annual Audit Reports conducted by Peat, Marwick, and Mitchell and Company.

DISPOSITION: PERMANENT. Transfer to WNRC when 3 years old. Offer to NARA January 1998.

10. Vice President-Administration, and Administration Group. The Vice President-Administration shall be responsible for management and direction of the Administration Group. The Administration Group shall furnish administrative support to the Corporation.

Personnel (SPF) (1980-86)

- a. These files consist of records of employees on Long Term Disability.

DISPOSITION: Temporary. Dispose of when no longer needed for administrative purposes.
Do not send to FRC.

- b. a. Retirement/Savings (R/S) Pre-Establishment Correspondence; R/S Payouts and Terminations; R/S Documents; R/S Terminations, Amendments, and Other Correspondence; R/S Monthly Reports, Forfeitures, Hardships;

ITEM NO. DESCRIPTION OF ITEM

10.
(Cont.) ASB-R/S Statements of Account and Portfolio
Statements (1982-86); ASB-R/S Trial Balance
and Current Balance (1983-86); and Employee
Personnel Folders (Arranged Alphabetically
by name).

DISPOSITION: Temporary. Transfer to WNRC.
Destroy when 6 years old January 1993.

~~c. Staffing Reports (1980-86) and Personnel
Actions (1980-86).~~

~~DISPOSITION: Temporary. Transfer to WNRC.
Destroy when 3 years old January 1990.~~

*GRS 1/16
GRS 1/14a*

d. General Benefits; and Medical/Dental/Life
Materials.

DISPOSITION: Temporary. Transfer to WNRC.
Destroy when 4 years old January 1991.

e. Current SFC Personnel Policy Manuals;
Salary Information; Obsolete Personnel
Policies; ~~EEO~~; Board and Compensation
Committee materials.

DISPOSITION: Temporary. Transfer to WNRC.
Destroy when 2 years old January 1989.

~~f. EEO case files (complaints).~~

~~DISPOSITION: TEMPORARY (GRS 1/26a).~~

~~11. SFC Procurement Records Fiscal Years 1981-86~~

~~a. SFC Purchase Orders~~

~~Transactions of \$10,000 or less and con-
struction contracts under \$2,000.~~

~~DISPOSITION: Destroy 3 years after final pay-
ment. (Close file at end of the Fiscal Year,
retain 3 years and destroy, except that files
on which actions are pending shall be brought
forward to the next Fiscal Years' files for
destruction therewith.) (GRS 3 Item 4 a 2.)~~

GRS 3/42

ITEM NO. DESCRIPTION OF ITEM

11.

~~b. SFC Contracts-Fiscal Years 1981-86~~

~~Transactions of more than \$10,000 and all
construction contracts exceeding \$2,000.~~

~~DISPOSITION: Destroy 6 years and 3 months
after final payment. (GRS 3 Item 4 a 1).~~

GRS 3/4a1

12.

SFC Information Management Group Files (IMG)
(1980-86)

a. Files consist of Board Meeting Books from
Secretariat Files.

Accession No. 56-86-45 Boxes 18-19.

DISPOSITION: PERMANENT. Transfer to WNRC
immediately. Offer to NARA January 1998. 2 cf

b. Files relative to Task Force Effort to
Assess Informational Holdings Corporation-
Wide (March-April 1984); and Colony/Tosco
Documents identified during Policy Develop-
ment's 1982 Review of Files.

Accession No. 56-86-45 Boxes 1-17.

DISPOSITION: Temporary. Transfer to WNRC
immediately. Destroy when 2 years old
January 1989.

c. Automated Information Systems (AIS)/
Supplemental Materials Collection; Serial
Subscription Files; Publication Request
Files; Interlibrary Loan Records; Personal
Subject Files; Misc. Research Files; Data-
base Vendor Files and Publishers' Files.

Accession No. 56-86-45 Boxes 20-44.

Accession No. 56-86-58 Boxes 1-21.

DISPOSITION: Destroy immediately.

13.

a. Administrative Group Files (ADG) 1980-84

Management Systems Department Files (Dept.
Abolished 1984).

ITEM NO.

DESCRIPTION OF ITEM

13.
(Cont.)

Accession No. 56-86-46 Boxes 1-5.
Accession No. 56-86-47 Box 15.

DISPOSITION: ~~Destroy immediately.~~ *Permanent. Transfer to NARA immediately.*

b. ADG Recommended Comprehensive Strategy (RCS) Proposals and Solicitation Documents-Appendix A; RCS Proposals-Appendices A through J; and Automated Accounting System RFP.

DISPOSITION: ~~Temporary. Destroy when 5 years old January 1992.~~ *Permanent. NARA* Transfer to ~~WNRC~~ *WNRC*

c. ADG Files on Retirement Savings RFP, Medical Insurance Proposal, Search for First Outplacement Proposals; Administration Chron Files 1981-86; Relocation Proposals Investment Advisor Solicitation and Trustee Solicitation; California Counsel, Colorado, North Carolina, and Western Counsel; Cost Engineering Proposals and Automated Accounting Proposals.

DISPOSITION: Temporary. Transfer to WNRC immediately. Destroy when 2 years old January 1989.

d. ADG Correspondence Control Sheets.

Accession No. 56-86-47 Boxes 16-29.

DISPOSITION: Destroy Immediately.

14.

Administrative Public Disclosure (APD & PDX)
Public Disclosure Information Services Records

These records pertain to information services performed by the Corporation in its relation in its relations with the public; including records created in administering the public disclosure program. They consist of records maintained in the Corporation's public reading room.

a. Inquiries, replies, and related correspondence; administrative background for formal informational releases; information request slips; and appeal case files.

DISPOSITION: ~~PERMANENT. Transfer to WNRC immediately Offer to NARA in January 1998. 87 cu. ft.~~ *Destroy January 1998*

<u>ITEM NO.</u>	<u>DESCRIPTION OF ITEM</u>
14. b.	Reference copies of press releases, speeches, testimony, SFC annual reports, and board of directors documents.

DISPOSITION: PERMANENT. Transfer to WNRC immediately. Offer to NARA in January 1998. Volume: 6 cu. ft. Arrangement: by record type and chronologically thereunder.

Attachment to Synthetic Fuels Corporation Schedule (N1-56-86-5)

Application of schedule to WNRC accessions

<u>Schedule Number</u>		<u>Accession Number</u>	<u>Box Numbers</u>
1	Bd. Dir.	56-86-64	1-14
2a	Ch. Bd.	56-86-49	1-11
2b	Ch. Bd.	56-86-49	12-27
3	Pres.	56-86-48	1-9
4a	IG	56-86-44	1-11, 13-20, 23-25
4b	IG	56-86-44	21-22
4c	IG	56-86-44	12
5	Legal	56-86-55	1-29
6a	Ex. Rel.	56-86-61	1
6b	Ex. Rel.	56-86-51	5-16, 21, 23-24, 32, 36-37
6c	Ex. Rel.	56-86-51	17-20
6d	Ex. Rel.	56-86-51	22, 38-41
6e	Ex. Rel.	56-86-51	27-31, 33-35
6f	Ex. Rel.	56-86-51	25-26
6g	Ex. Rel.	56-86-51	1-4
7a	Tech/Eng	56-86-56	1
7b	Tech/Eng	56-86-56	2
7c	Tech/Eng	56-86-56	3-4
7d	Tech/Eng	56-86-56	5-6, 8-9
7e	Tech/Eng	56-86-56	7, 10-11
7f	ENV	56-86-60	1-2
7g1	ENV	56-86-50	1
7g2	ENV	56-86-50	17-40
7h1	ENV	56-86-50	2-10

<u>Schedule Number</u>		<u>Accession Number</u>	<u>Box Numbers</u>
7h2	ENV	56-86-50	11-16
7i	PDG	56-86-52	30-34, 36, 38, 44-50, 52-71, 76
7j	PDG	56-86-52	1-29, 35, 37, 39-43, 51, 72-75
8a/	Projects	56-86-39	1-128, 142-154, 173-217, 249-268, 275-300
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