

## Request for Records Disposition Authority

Records Schedule Number DAA-0201-2020-0004

Schedule Status Approved

Agency or Establishment Western Area Power Administration

Record Group / Scheduling Group Records of the Western Area Power Administration

Records Schedule applies to Agency-wide

Schedule Subject Land Program

Internal agency concurrences will be provided No

### Background Information

The Western Area Power Administration (WAPA) is one of four power marketing administrations within the U.S. Department of Energy. The power marketing administrations market and transmit wholesale electricity from multi-use water projects. The WAPA service area encompasses a 15-state region of the central and western U.S. where more than 17,000 circuit mile transmission system carries electricity from 57 hydropower plants operated by the Bureau of Reclamation, U.S. Army Corps of Engineers, and the International Boundary and Water Commission. WAPA sells its power to preference customers such as Federal and state agencies, cities and towns, rural electric cooperatives, public utility districts, irrigation districts, and Native American tribes. These customers then provide retail electric service to millions of consumers in the West.

The following items are arranged in an aggregate, media neutral schedule. All records series/systems for each retention bucket relate to the same general function or subject matter, and assigned the same disposition. Included is a crosswalk that maps each of WAPA's current series and electronic systems to the appropriate bucket item. This schedule establishes disposition authority for all WAPA records in the specific program area described and it supersedes all previous WAPA retention schedules (unless otherwise noted) and it should be applied retroactively to all extant records. There are numerous records covered under the below items, and compiling an exhaustive list would not be possible; it should not be considered a complete and exclusive listing of all pertinent documents. Headquarters, regional, field offices and other business operations are responsible for creating detailed file plans to note all records they create and maintain as well as specific cutoff and other implementing instructions unique to each record.

WAPA's Land program is responsible for developing and administering a program for the acquisition and management of land

and land rights required for WAPA's electric power transmission system. In carrying out this program, the Lands function has the sole responsibility within WAPA for the acquisition and management of land and land rights and authorizing the acquisition, sale, transfer or disposition of WAPA's real property. The Lands function is a joint effort between Headquarters and the Regions. In addition to providing policy and technical guidance, HQ Lands staff provides direct assistance to Regional staff when necessary to complete large or complex acquisitions. They also negotiate memorandums of understanding and interagency agreements with other federal agencies and support public forums, workshops, and similar meetings. In addition, the Lands function assists in the completion of real property transactions by providing appraisal services, preparing real estate documents, coordinating legal review and title review, maintaining land and building records, preparing all condemnation assemblies and coordinating with other Federal agencies.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0201-2020-0004

Sequence Number	
1	Land Administrative Records. Disposition Authority Number: DAA-0201-2020-0004-0001
2	Land Acquisition and Disposition Records. Disposition Authority Number: DAA-0201-2020-0004-0002
3	Land Management Records Disposition Authority Number: DAA-0201-2020-0004-0003
4	Significant Land Records Disposition Authority Number: DAA-0201-2020-0004-0004

## Records Schedule Items

Sequence Number	
1	<p><b>Land Administrative Records.</b></p> <p>Disposition Authority Number      <b>DAA-0201-2020-0004-0001</b></p> <p>Data and documents recording routine transactions and activities of an administrative nature for Land Program – related activities. Records include but are not limited to general land program correspondence, internal reports for project tracking, appraisal services contracts, land support contracts, project and repayment close outs, and other related records.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?           <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-201-85-1 / 7/A</b> <b>N1-201-85-1 / 7/B</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>End of fiscal year, completion of contracts, or closure of associated financial transactions.</b></p> <p>Retention Period                      <b>Destroy 6 years after cutoff, but longer retention is authorized if required for business use.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Land Acquisition and Disposition Records.</b></p> <p>Disposition Authority Number      <b>DAA-0201-2020-0004-0002</b></p> <p>Land Acquisition and other land transaction case files covering the sale, transfer, acquisition, disposition of land for WAPA lands are acquired through purchase or condemnation, exchange, transfer, grant, or other statutory means. Also includes abstract or certificate of title documenting WAPA real property ownership. Copies of associated surveys and plats, and Federal land rights records including MOU's,</p>

Interagency Agreements, grants, special use permits, right-of-way reservations, withdrawals, and other related records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
N1-201-85-1 / 2  
N1-201-85-1 / 5/A  
N1-201-85-1 / 5/B  
N1-201-85-1 / 4  
N1-201-85-1 / 9

#### Disposition Instruction

Cutoff Instruction Upon transfer of land tract by WAPA to new owner, or abandonment, dismantlement, disposal, or removal of asset, facility, or structure from Federal inventory.

Retention Period Transfer certificates of title/conveyances to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, and other liens: Destroy remaining materials 10 years after cutoff.

#### Additional Information

GAO Approval Not Required

#### Land Management Records

Disposition Authority Number DAA-0201-2020-0004-0003

Records documenting the management of land required for WAPA's electric power transmission system. Records pertaining to uses of land which require a permissive authority that is issued to, or by WAPA. Damage claims; MOUs/MOAs with Federal agencies; out grants and other records. Case records of applications, agreements, numbered contracts, map copies, and related correspondence permitting the crossing or use of land either by WAPA or by WAPA to other entities (governmental or private concerns wishing to cross or under-cross WAPA rights-of-way).

4	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-201-85-1 / 3
	Disposition Instruction	
	Cutoff Instruction	Completion of associated actions, or disposal of related asset, structure, or facility.
	Retention Period	Dispose of 2 years after cutoff, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	Significant Land Records	
	Disposition Authority Number	DAA-0201-2020-0004-0004
	Policies governing the acquisition and subsequent utilization of land and rights-of-way, and other related land matters. Precedent setting decisions and annual reports concerning land rights, acquisition, use and disposal. Summary data showing land rights information and historical activities resulting from property right acquisitions, licenses, transfers, exchanges, permits, out grants, encroachments, and land disposals.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-201-85-1 / 1

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

#### Non-electronic Textual Records

Cutoff Instruction

End of fiscal year, upon publication, or when superseded.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

### Additional Information

First year of records accumulation 1979

What will be the date span of the initial transfer of records to the National Archives?

From 1979 To 2005

How frequently will your agency transfer these records to the National Archives?

Unknown

Ideally every year, but as hardcopy versions of permanent Land records diminish, the volume and frequency of transfer may change. The annual accumulation figure below is an estimate.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	20 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

#### Electronic Records

Cutoff Instruction

End of fiscal year, upon publication, or when superseded.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

### Additional Information

First year of records accumulation **2000**

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2005**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Maps and Charts**

Cutoff Instruction **End of fiscal year, upon publication, or when superseded.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

### Additional Information

First year of records accumulation **1979**

What will be the date span of the initial transfer of records to the National Archives? **From 1979 To 2005**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		



Paper		
Microform		
Hardcopy or Analog Special Media	36 map containers	12 map containers

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
12/26/2019	Certify	Christopher Magee	Agency Records Officer	Western Area Power Administration - Agency Wide
03/18/2020	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/28/2020	Submit For Certification	Christopher Magee	Agency Records Officer	Western Area Power Administration - Agency Wide
04/29/2020	Certify	Christopher Magee	Agency Records Officer	Western Area Power Administration - Agency Wide
09/24/2020	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/15/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/15/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

## Crosswalk: Land Program Bucket Schedule DAA-0201-2020-0004 and Current WAPA Schedules

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0004-0001	Land Administrative Records	TEMPORARY. Destroy 6 years after cutoff	Final payment of the related purchase order	6465.002	Appraisal services contracts, reference copy of purchase order, and related appraisals secured under the order.	N1-201-85-1, LAU-7b	TEMPORARY. Destroy in agency 3 years after final payment of the related purchase order.	
DAA-0201-2020-0004-0001	Land Administrative Records	TEMPORARY. Destroy 6 years after cutoff	End of FY	6465.001	Title directories, purchase orders, voucher number record books, check receipts, and other similar material used for reference purposes.	N1-201-85-1, LAU-7a	TEMPORARY. Destroy in agency when superseded or obsolete.	
DAA-0201-2020-0004-0002	Land Acquisition and Disposition Records	TEMPORARY. Destroy 10 years after cutoff	Upon transfer of land tract by WAPA to new owner, or abandonment, dismantlement, disposal, or removal of asset, facility, or structure from Federal inventory.	6461	Land Acquisition Case Files	N1-201-85-1, LAU-2 and GRS 5.4, 020	TEMPORARY. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	
DAA-0201-2020-0004-0002	Land Acquisition and Disposition Records	Retain until cutoff.	Transfer of land to new owner	6463.001	Appraisal Reports - Original notes	N1-201-85-1, LAU-5a	TEMPORARY. Destroy in agency 2 years after data is transferred to a final ownership format.	
DAA-0201-2020-0004-0002	Land Acquisition and Disposition Records	Retain until cutoff.	Transfer of land to new owner	6463.002	Final ownership data of tracts.	N1-201-85-1, LAU-5b	TEMPORARY. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.	
DAA-0201-2020-0004-0002	Land Acquisition and Disposition Records	TEMPORARY. Destroy 10 years after cutoff	Upon transfer of land tract by WAPA to new owner, or abandonment,	6467	Indexes. Manual or computer-generated name indexes of basic acquisition data (ownership of land), crossing or other similar permits, licenses, easements and	N1-201-85-1, LAU-9	TEMPORARY. Destroy when superseded or obsolete.	

			dismantlement, disposal, or removal of asset, facility, or structure from Federal inventory.		grants, appraisal reports, and other similar records.			
DAA-0201-2020-0004-0002	Land Acquisition and Disposition Records	TEMPORARY. Destroy 10 years after cutoff	Upon transfer of land tract by WAPA to new owner, or abandonment, dismantlement, disposal, or removal of asset, facility, or structure from Federal inventory.	6462	Appraisal Reports and Related Correspondence	N1-201-85-1, LAU-4	TEMPORARY. Destroy in agency 3 years after related acquisition is completed.	
DAA-0201-2020-0004-0003	Land Management Records	TEMPORARY. Dispose of 2 years after cutoff, but longer retention is authorized if required for business use.	Completion of associated actions, or disposal of related asset, structure, or facility.	6461	Crossing agreements	N1-201-85-1, LAU-3	TEMPORARY. Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	
DAA-0201-2020-0004-0004	Significant Land Records	Permanent. Transfer to NARA 15 years after cutoff.	Publication date, end of FY	6460	Land Use and Acquisition General Correspondence, Policy, Procedures	N1-201-85-1, LAU-1	PERMANENT. Transfer to NARA 15 years after cutoff.	HQ Land Program.