

Request for Records Disposition Authority

Records Schedule Number DAA-0201-2020-0007

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 Maintenance Program Records

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 (with some exceptions) 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.

The WAPA maintenance program encompasses several areas and generates a variety of records. In addition to direction and policy for

power systems maintenance, the program includes a mission-related Electric Power Training Center and Craft training program to train electric power workers in related crafts. The main focus is to maintain WAPA transmission lines, manager rights-of-way on WAPA land, maintain substations, switching stations, meters and relays, the power system control, other related facilities, and customer equipment located within the Division's geographic responsibility.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0201-2020-0007

Sequence Number	
1	Power System Maintenance Records
1.1	Minimum Term Power System Maintenance Records Disposition Authority Number: DAA-0201-2020-0007-0001
1.2	Intermediate Term Power System Maintenance Records Disposition Authority Number: DAA-0201-2020-0007-0002
1.3	Maximum Term Power System Maintenance Records Disposition Authority Number: DAA-0201-2020-0007-0003
2	Power System Craft Training Program Records. Disposition Authority Number: DAA-0201-2020-0007-0004
3	Significant Power System Maintenance Records. Disposition Authority Number: DAA-0201-2020-0007-0005

Records Schedule Items

Sequence Number	
1	<p>Power System Maintenance Records</p> <p>Maintenance-related records retained outside of the asset management information system. Records relate to facility, space, repair, and equipment inspection, maintenance, and service records for the maintenance of equipment and facility structures. Records include, but are not limited to: maintenance and inspection logs and reports, and other supporting records for testing, inspection, repair, and replacement activities for equipment, assets and power system structures. Rights-of-way maintenance records (including access roads, encroachments, and vegetation management). Periodic inspections and maintenance actions made by field stations on transmission lines. Power facilities maintenance standards and instructions development; building and power maintenance within substations, microwave and communications sites.</p>
1.1	<p>Minimum Term Power System Maintenance Records</p> <p>Disposition Authority Number DAA-0201-2020-0007-0001</p> <p>Records of maintenance-related interactions maintained outside of the asset management information system that are not required (for operational purposes) beyond a minimal period after cutoff.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-201-88-1 / 18</p> <p>Disposition Instruction</p> <p>Cutoff Instruction When asset is taken out of service, or specific physical location is no longer owned by WAPA (end of the period of operating usefulness to WAPA).</p> <p>Retention Period Destroy 6 years after cutoff, but longer retention is authorized if required for business use.</p> <p>Additional Information</p>

1.2	<table> <tr> <td>GAO Approval</td><td>Not Required</td></tr> <tr> <td colspan="2">Intermediate Term Power System Maintenance Records</td></tr> <tr> <td>Disposition Authority Number</td><td>DAA-0201-2020-0007-0002</td></tr> <tr> <td colspan="2">Records of maintenance-related interactions maintained outside of the asset management information system that are required to be maintained for an established period of time for regulatory compliance purposes (North American Electric Reliability Corporation--NERC, and Federal Energy Regulatory Commission—FERC).</td></tr> <tr> <td>Final Disposition</td><td>Temporary</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr> <tr> <td>GRS or Superseded Authority Citation</td><td>N1-201-88-1 / 18</td></tr> <tr> <td colspan="2">Disposition Instruction</td></tr> <tr> <td>Cutoff Instruction</td><td>When asset is taken out of service, or specific physical location is no longer owned by WAPA (end of the period of operating usefulness to WAPA).</td></tr> <tr> <td>Retention Period</td><td>Destroy 15 years after cutoff, but longer retention is authorized if required for business use.</td></tr> </table>	GAO Approval	Not Required	Intermediate Term Power System Maintenance Records		Disposition Authority Number	DAA-0201-2020-0007-0002	Records of maintenance-related interactions maintained outside of the asset management information system that are required to be maintained for an established period of time for regulatory compliance purposes (North American Electric Reliability Corporation--NERC, and Federal Energy Regulatory Commission—FERC).		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	N1-201-88-1 / 18	Disposition Instruction		Cutoff Instruction	When asset is taken out of service, or specific physical location is no longer owned by WAPA (end of the period of operating usefulness to WAPA).	Retention Period	Destroy 15 years after cutoff, but longer retention is authorized if required for business use.
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Final Disposition	Temporary																										
Item Status	Active																										
Is this item media neutral?	Yes																										

2	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	N1-201-88-1 / 18
	Disposition Instruction	
	Cutoff Instruction	When asset is taken out of service, or specific physical location is no longer owned by WAPA (end of the period of operating usefulness to WAPA).
	Retention Period	Destroy 25 years after cutoff, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	Power System Craft Training Program Records.	
	Disposition Authority Number	DAA-0201-2020-0007-0004
	Records documenting mission-related, specialized training for apprentices and craftsman-in-training. Records include, but are not limited to: Authorization, Agreement and Certification of Training (SF-182) and similar records; competencies; Electric Power Training Center (EPTC) instructional and attendance records; skills assessments; training statistics; EPTC operational records; logistics and coordination documents; mandatory training tracking and reporting files; course modules and lessons; monthly records for electricians, electronic equipment technicians, linemen, meter and relay technicians, and communications technicians; course materials, such as instructor guides, syllabi, presentations and videos; plans, registrations, reports and program evaluations; and student, class, EPTC, or instructor evaluations.	
	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

3	Disposition Instruction	
	Cutoff Instruction	End of the fiscal year, upon completion of course, or publication of training curricula.
	Retention Period	Destroy 10 years after cutoff, but longer retention is authorized if required for business use.
	Additional Information	
	GAO Approval	Not Required
	Significant Power System Maintenance Records.	
	Disposition Authority Number	DAA-0201-2020-0007-0005
	Strategic plans, program oversight, decisional records (such as those of maintenance committees), records of procedures that provide direction for carrying out critical maintenance processes, policies for the maintenance program, and other similar records.	
	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
	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, or when superseded or updated.	
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	5 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, or when superseded or updated.**

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	2 GB	100 MB
Paper		
Microform		

Hardcopy or Analog Special Media		
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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
11/05/2020	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/23/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/24/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/24/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Crosswalk of Proposed Maintenance Bucket Schedule DAA-0201-2020-0007 and Current WAPA Schedules (Ver. 7-24-2020)

(Items below cover records not maintained in the electronic Maintenance System. For records in Maximo, use N1-201-09-001)

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superceded Authority Retention	Superceded Retention	Office of Record (Permanent Records)
DAA-0201-2020-0007-0002	Intermediate Term Power System Maintenance Records	TEMPORARY: 15 years from cutoff	When superseded	6530.002	Authorities; internal delegations of specific design	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	When superseded	6530.003	Authorities; internal delegations of specific design and specifications work preparation, other offices.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0007-0004	Power System Craft Training Program Records	TEMPORARY: 10 years from cutoff	When superseded	6530.004	Bare hand training; administrative and training course materials	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0007-0004	Power System Craft Training Program Records	TEMPORARY: 10 years from cutoff	Completion of course	6530.005	Bare hand training; employee records. (EPTC copy)	(N1-201-88-1, EMM-18)	TEMPORARY. Keep with employee HR records.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.009	Bushing power factor test reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain for life of equipment.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.010	Calculating boards; reports or studies.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of FY	6530.011	Calculating boards; administrative records	(N1 201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.012	Carrier current instruction books, drawings, and test sheets	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.013	Circuit breaker inspection reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term	TEMPORARY:	End of operating	6530.029	Doble test reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy	

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(Items below cover records not maintained in the electronic Maintenance System. For records in Maximo, use N1-201-09-001)

	Power System Maintenance Records	6 years from cutoff	usefulness of equipment				when the related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of equipment	6530.031	Electric power revenue meter demand charts and readings.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 6 years old.	
DAA-0201-2020-0007-0004	Power System Craft Training Program Records	TEMPORARY: 10 years from cutoff	End of FY	6530.032	Electric Power Training Center; activities, correspondence, and reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Use a retention instruction appropriate to the subject.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.034	Equipment failure reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when related equipment is disposed or retired.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.035	Equipment trouble reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when related equipment is disposed or retired.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.036	Equipment unavailability correspondence/reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 2 years old.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.041	High-voltage DC insulation test reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	Completion of report	6530.042	Hoover Reports 12E, 12E2, and similar data; other than Headquarters.	(Non-record)	Destroy when no longer required for reference.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.045	Inspection reports, circuit breakers, and other equipment.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance	TEMPORARY: 6 years from	End of operating usefulness of	6530.046	Instrument records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	

Crosswalk of Proposed Maintenance Bucket Schedule DAA-0201-2020-0007 and Current WAPA Schedules (Ver. 7-24-2020)

(Items below cover records not maintained in the electronic Maintenance System. For records in Maximo, use N1-201-09-001)

	Records	cutoff	asset					
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.047	Instrument test records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.048	Insulation test reports (high-voltage DC).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 6 years old.	
DAA-0201-2020-0007-0004	Power System Craft Training Program Records	TEMPORARY: 10 years from cutoff	Completion of course	6530.054	Live-line training reports; employee records.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain in employee's folder.	(EPTC copy)
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.056	Maintenance procedures or schedules.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when superseded or obsolete.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.057	Meter books.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when superseded or obsolete.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.058	Meter readings; originals and microfiche.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	Completion of report	6530.059	Meter reading data used to prepare FPC-12 reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.060	Meter test charts or sheets.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related meter is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.063	Microwave operations; test sheets	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance	TEMPORARY: 6 years from	End of operating usefulness of	6530.065	Mobile units; records of.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when mobile unit is	

Crosswalk of Proposed Maintenance Bucket Schedule DAA-0201-2020-0007 and Current WAPA Schedules (Ver. 7-24-2020)

(Items below cover records not maintained in the electronic Maintenance System. For records in Maximo, use N1-201-09-001)

	Records	cutoff	asset				retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.066	Monthly logs; substation/switchyard activities.	Unscheduled. – To be Scheduled or Deleted.	Unscheduled	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.069	Oil conservation records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.070	Oil and insulation test reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.071	Oil pressure readings (circuit breakers, transformers, etc.).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when related equipment is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	Once current and two preceding reports become available.	6530.077	Overcurrent relay test reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain current and two preceding reports.	
DAA-0201-2020-0007-0002	Intermediate Term Power System Maintenance Records	TEMPORARY. Destroy 15 years after cutoff, but longer retention is authorized if required for business use.	End of operating usefulness of asset	6530.090	Relay coordination and test reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	When superseded or obsolete	6530.095	Safety records or instructions.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when superseded or obsolete.	
DAA-0201-2020-0007-0003	Maximum Term Power System	TEMPORARY: 25 years	End of operating usefulness of	6530.098	Station logs.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed	

Crosswalk of Proposed Maintenance Bucket Schedule DAA-0201-2020-0007 and Current WAPA Schedules (Ver. 7-24-2020)

(Items below cover records not maintained in the electronic Maintenance System. For records in Maximo, use N1-201-09-001)

	Maintenance Records	from cutoff	asset				for reference.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.101	Storage battery reports. (Battery Cell Readings).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when related battery is disposed.	
DAA-0201-2020-0007-0003	Maximum Term Power System Maintenance Records	TEMPORARY: 25 years from cutoff	End of operating usefulness of asset	6530.103	Substation histories and technical records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference or facility is no longer operated by Western.	
DAA-0201-2020-0007-0003	Maximum Term Power System Maintenance Records	TEMPORARY: 25 years from cutoff	End of operating usefulness of asset	6530.104	Substation logs.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference or facility is no longer operated by Western.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.112	Telemetry system histories and technical records.	(N1-201-88-1 EMM-18)	TEMPORARY. Destroy when the system is no longer operated by Western.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.114	Test reports; major equipment - general instruction.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is disposed or retired.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.115	Transformer test reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related transformer is retired or disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.116	Transmission line histories and technical records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the system is no longer operated by Western.	
DAA-0201-2020-0007-0001	Minimum Term Power System	TEMPORARY: 6 years from	End of operating usefulness of	6530.119	Unit service records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the unit is retired or	

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(Items below cover records not maintained in the electronic Maintenance System. For records in Maximo, use N1-201-09-001)

	Maintenance Records	cutoff	asset				disposed.	
DAA-0201-2020-0007-0001	Minimum Term Power System Maintenance Records	TEMPORARY: 6 years from cutoff	End of operating usefulness of asset	6530.122	Watt-hour meter tests.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related meter is retired or disposed.	