

Request for Records Disposition Authority

Records Schedule Number DAA-0201-2020-0008
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 Power Operations 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 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 Western Area Power Administration (WAPA) operates a power system infrastructure to deliver electrical power to customers.

Operations dispatchers match resources (generation) to demand and delivery schedules, monitor and maintain system voltage, validate delivery schedules with each of the other scheduling entities, verify that delivery schedules for customers are balanced, and document the scheduling of energy from an energy supplier and the reservation to transmit that energy. All of these activities follow procedures and protocols established by the North American Electric Reliability Council (NERC), and Western Electricity Coordinating Council (WECC).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	1	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0201-2020-0008

Sequence Number	
1	Short Term Power System Operations Records Disposition Authority Number: DAA-0201-2020-0008-0001
2	Routine Power System Operations Records Disposition Authority Number: DAA-0201-2020-0008-0002
3	Power System Operational Control Records Disposition Authority Number: DAA-0201-2020-0008-0003
4	Audit and Reliability Compliance records for Power System Operations Disposition Authority Number: DAA-0201-2020-0008-0004
5	Transmission Services Records for Power System Operations. Disposition Authority Number: DAA-0201-2020-0008-0005
6	Long Term Power System Operations Records Disposition Authority Number: DAA-0201-2020-0008-0006
7	Significant Power System Operations Records. Disposition Authority Number: DAA-0201-2020-0008-0007

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1013 411">Short Term Power System Operations Records</p> <p data-bbox="345 432 1151 464">Disposition Authority Number DAA-0201-2020-0008-0001</p> <p data-bbox="345 489 1422 674">Routine data, reports, drafts, interim, and supporting documents recording operations-related interactions of a minor nature. Records include, but are not limited to records that document the development and implementation of transmission operations tools, Real-time Assessments (RTA), and copies of general logs of operations.</p> <p data-bbox="345 695 919 726">Final Disposition Temporary</p> <p data-bbox="345 747 850 779">Item Status Active</p> <p data-bbox="345 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 818 978">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 data-bbox="345 999 818 1083">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1104 1005 1167">GRS or Superseded Authority Citation N1-201-88-1 / 18</p> <p data-bbox="345 1209 659 1241">Disposition Instruction</p> <p data-bbox="345 1262 1032 1293">Cutoff Instruction End of Fiscal Year.</p> <p data-bbox="345 1314 1471 1388">Retention Period Destroy 3 years after cutoff, but longer retention is authorized if required for business use.</p> <p data-bbox="345 1430 659 1461">Additional Information</p> <p data-bbox="345 1482 951 1514">GAO Approval Not Required</p>
2	<p data-bbox="345 1545 964 1577">Routine Power System Operations Records</p> <p data-bbox="345 1598 1154 1629">Disposition Authority Number DAA-0201-2020-0008-0002</p> <p data-bbox="345 1650 1520 1957">Data and documents recording administrative activities relating to the management of the electric power assets. Includes operations staff qualification and 'completion of training' records, transmission logs entered as WAPA is operating the grid, and system operation diagrams, Training development lesson plans, individual learning tasks, slides, training handouts, etc. Transmission planning standard operating guide and power restoration drill protocols. Transmission planning dynamic study reports (statistical) submitted to outside entities (such as Southwest Power Pool), or to internal WAPA customers. Reports sent to outside entities in fulfillment</p>

of Open Access Transmission Tariff (OATT) and periodic studies: short term, reliability, one-time, seasonal (recurring); small studies such as for outages, line removal scenarios, and so forth. Technical committee documents where WAPA participates or authors and annual transmission planning reports and assessments for North American Electric Reliability Corporation.

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 End of Fiscal Year, completion of study or report, or separation of employee.

Retention Period Destroy 7 years after the records are closed, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Power System Operational Control Records

Disposition Authority Number DAA-0201-2020-0008-0003

Records documenting continuous operations of the WAPA transmission system through the use of real-time computer systems and communication networks to monitor, maintain and manage the transmission, distribution and interchange of electric power and energy within an assigned geographic area of WAPA's high voltage power grid. Includes alarm records, dispatch records, dynamic estimates of firm energy load requirements based on current trends, weather forecasts and historical data operational data or condition readings. Supervisory Control and Data Acquisition (SCADA) data. Reliability coordinator interactions (unrelated to specific "Compliance" actions) concerning strategic rather than tactical operation of the grid (big picture).

Final Disposition Temporary

Item Status Active

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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 overwritten, obsolete, superseded; when processed and converted to an output; or when no longer needed for business, audit, or other operational use.**

Retention Period **Destroy/delete after cutoff, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Audit and Reliability Compliance records for Power System Operations

Disposition Authority Number **DAA-0201-2020-0008-0004**

Copies of records acquired from operational programs and accumulated for the purpose of demonstrating WAPA compliance with legal and regulatory rules, statutes, and other requirements relating to the operation and maintenance of the bulk electric system (BES). Records include, but are not limited to audit findings, corrective action record, and evidence of completion of actions. Deficiencies tracking records for Open Access Transmission Tariff (OATT), evidentiary copies of records acquired from various WAPA programs and provided to auditors. Evidence documentation submitted to the North American Electric Reliability Council (NERC) and the 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**

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GRS or Superseded Authority Citation N1-201-88-1 / 18

Disposition Instruction

Cutoff Instruction End of Fiscal Year in which audit takes place.

Retention Period Destroy 10 year(s) after Records are closed

Additional Information

GAO Approval Not Required

Transmission Services Records for Power System Operations.

Disposition Authority Number DAA-0201-2020-0008-0005

Transmission services include point-to-point service (transmission between points of receipt and delivery), and Network Integration Transmission Service (delivering capacity and energy over a transmission network). This program mainly conducts studies and inspections to assess WAPA's Transmission System capability and adequacy, and to recommend replacement or repairs as required. Studies, assessments, and analysis reports are the main record products. Open Access Same-Time Information System (OASIS) available transmission data for customers to view and apply for power interconnection or transmission service. Open Access Transmission Tariff (OATT) studies and open access applications to WAPA. Records of standing groups with transmission capability (for regional cross coordination).

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

Disposition Instruction

Cutoff Instruction When study is finalized.

Retention Period Destroy 20 years after the records are closed, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

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Long Term Power System Operations Records

Disposition Authority Number DAA-0201-2020-0008-0006

Documentation used to record substantive reports, analyses, studies, aggregations of data, long-term load and resource forecasting, blackout restoration procedures, intertie access issues, policies development, long-term generation and load statistics, storage and flow information, power interruptions, and other significant events and statistics.

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 report, study, or analysis is finalized, or date of event.

Retention Period Destroy 50 years after the records are closed, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

7

Significant Power System Operations Records.

Disposition Authority Number DAA-0201-2020-0008-0007

Records of major policy and procedural decisions about how the transmission system is operated. Also records describing new and advanced WAPA power system transmission technologies and methodologies. Records of major operational events such as after-action reports of widespread blackouts and restart of systems, and reports of significant damage to equipment due to natural or human-made causes. Statistical and narrative reports of WAPA-wide operations and results (e.g. delivery of power to customers, timeliness, goals achieved, etc.)

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 **When document is superseded or undergoes update.**

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	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 **When document is superseded or undergoes update.**

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	1 GB	100 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
11/09/2020	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/07/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/07/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Destroy 50 years after the records are closed.	Completion of study	6209.011	Hoover consolidation.	Unscheduled	N/A	
DAA-0201-2020-0008-0004	Audit and Reliability Compliance records for Power System Operations	TEMPORARY Destroy 10 year(s) after Records are closed	End of Fiscal Year in which audit takes place	6210.001	Western Systems Coordinating Council (WSCC). [Now Western Electricity Coordinating Council. Regional Entity responsible for compliance monitoring and enforcement and oversees reliability planning and assessments]	Unscheduled	N/A	
DAA-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Destroy 50 years after the records are closed.	End of Fiscal Year in which report was accumulated	6210.002	Water conditions reports (drought reports).	Unscheduled	N/A	
DAA-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability Compliance-related Records	TEMPORARY Destroy 10 years after the records are closed.	End of FY in which study is published	6411	Transmission System Reliability. Studies of power transmission and reserve transmission requirements power pooling flows, voltage levels, stability losses, loads, and other similar matters.	N1-201-86-1,PSF-2	TEMPORARY. Destroy in agency when 10 years old or no longer needed for reference, whichever is sooner.	
DAA-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Destroy 50 years after the records are closed.	End of Fiscal Year in which study completed	6412	Interconnected Intertie System Studies. Material generated in studies of interconnected system feasibility and operations	N1-201-86-1, PSF-2	TEMPORARY. Destroy in agency when 10 years old or no longer needed for reference, whichever is sooner.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6413	Power Statistics. Listings of plants, lines, and other information including yearbooks of the Federal Energy Regulatory Commission.	N1-201-86-1, PSF-3	TEMPORARY. Destroy in agency when superseded or no longer needed	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
							for reference, whichever is sooner.	
DAA-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Destroy 50 years after the records are closed.	End of Fiscal Year in which records were accumulated	6420	Water System Management. Records of regulation of rivers, reservoirs, and dams in connection with the generation of energy, including forms recording water elevation storage, releases, and other similar information.	N1-201-86-1, PSF-4	TEMPORARY. Destroy in agency when 5 years old or no longer needed for reference, whichever is sooner.	
DAA-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Destroy 50 years after the records are closed.	End of Fiscal Year in which study completed	6422.001	Studies of the effects of prior use of water on downstream generation of energy or pumping including correspondence in instances where a subordination agreement does not emerge.	N1-201-86-1, PSF-5a	TEMPORARY. Destroy in agency when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	When no longer needed	6422.003	Interference calculations, hand or computer generated.	Unscheduled	N/A	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.001	Area control charts.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.014	Conservation studies; electric power resources, copies.	(N1-201-88-1, EMM-17)	TEMPORARY. Destroy when no longer needed for reference.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.015	Control performance criteria surveys (power pooling).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 2 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When overwritten, obsolete, superseded; when processed and converted to an output; or when no longer needed for business, audit, or other operational use	6530.016	Customer load sheets.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 6 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When overwritten, obsolete, superseded; when processed and converted to an output; or when no longer needed for	6530.017	Daily logs; dispatching offices when not summarized.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
			business, audit, or other operational use					
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When overwritten, obsolete, superseded; when processed and converted to an output; or when no longer needed for business, audit, or other operational use	6530.018	Daily logs; dispatching offices when summarized, summary sheets only.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.019	Daily logs; daily sheets at receiving office.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When overwritten, obsolete, superseded; when processed and	6530.020	Data processed applications; source or input data.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 6 months old.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
			converted to an output; or when no longer needed for business, audit, or other operational use					
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When overwritten, obsolete, superseded; when processed and converted to an output; or when no longer needed for business, audit, or other operational use	6530.021	Data processed applications; meter charts or book used as source/input data.	(N1-201-88-1, EMM-18)	TEMPORARY. Use retention instruction appropriate to the chart or book.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other	6530.024	Demand reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 6 years old.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
			operational use					
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	Once current and two preceding reports are available.	6530.025	Differential relay reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain current and two preceding reports.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.026	Dispatching board histories and technical records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.027	Dispatcher's logs.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	Once current and two preceding reports are available.	6530.028	Distance relay reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain current and two preceding reports.	
DAA-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Retention: Destroy 50 years after the records are closed.	When no longer needed for reference.	6530.030	Economic benefit studies; benefits from electrical power resource development.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
		Longer retention is authorized if required for business use						
DAA-0201-2020-0008-0005	Transmission Services Records for Power System Operations.	TEMPORARY Destroy 20 years after the records are closed, but longer retention is authorized if required for business use.	When entitlement is no longer in force.	6530.033	Entitlement records. (Assume this means hydropower entitlements. WAPA schedule does not provide context on how the records are used.)	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when entitlement is no longer in force.	
DAA-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability Compliance-related Records	TEMPORARY Destroy 10 years after the records are closed.	Close of investigation	6530.037	Error and miscue investigations and reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.038	Fault current data.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 2 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.039	Generation charts, station logs, etc.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	When superseded	6530.043	Hot-line procedures and forms (switching operations).	(N1-201-88-1, EMM-18)	TEMPORARY. Retain current revision only.	
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	End of FY	6530.044	Hourly load curves.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.049	Interchange charts.	(N1-201-85-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.050	Interchanges; MWs and MVARs.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	
DAA-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Destroy 50 years after the records are closed.	Completion of interconnection	6530.051	Interconnection of power systems.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference, but no longer than 50 years.	
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	Completion of study	6530.052	Interference studies.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.053	Listings; power facilities and related work papers.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
	Short Term Records						superseded or obsolete.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.055	Magnetic tapes and printouts.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 year old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	End of operating usefulness of asset	6530.061	Microwave operations; instruction books and drawings.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	End of operating usefulness of asset	6530.062	Microwave operations; instruction books and drawings.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related equipment is retired or disposed.	
DAA-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability Compliance-related Records	TEMPORARY Destroy 10 years after the records are closed.	Close of investigation	6530.064	Miscue investigation reports (incident reports).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or	6530.067	Network analyzer; studies and reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
			other operational use					
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.068	Network analyzer; working data and incidental matters.	(N1-201-88-1, EMM- 18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY in which plan expires	6530.072	Operating plans; annual.	Unscheduled.	N/A	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.073	Optimized transmission tower spotting (hand or computer generated).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	End of operating usefulness of asset	6530.074	Oscillographs (breaker time travel).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when related breaker is retired or disposed.	
DAA-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability	TEMPORARY Destroy 10 years after the records are closed.	End of FY	6530.075	Outage reports; at reporting office.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
	Compliance-related Records							
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.076	Outage reports; all other locations.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.078	Power allotments and obligations (hand or computer generated).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 6 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	When superseded by new instructions	6530.079	Power operation instructions.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain current instruction only.	
DAA-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability Compliance-related Records	TEMPORARY Destroy 10 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.080	Power operation reports; forms other than the PO&M series, at Headquarters.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy annual reports when 10 years old.	
DAA-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability	TEMPORARY Destroy 10 years after the records are closed.	When no longer needed for business, audit, or	6530.081	Power operation reports; forms other than the PO&M series, at other locations.	(N1-201-88-1 EMM-18)	TEMPORARY. Destroy when 3 years old.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
	Compliance-related Records		other operational use					
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.082	Power operating tabulations, miscellaneous.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.083	Power pooling records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	When superseded	6530.084	PSD or Standard Operating Procedures (SOP) or instructions.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain current edition only.	
DAA-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability Compliance-related Records	TEMPORARY Destroy 10 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.085	Power system coordinating reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability Compliance-related Records	TEMPORARY Destroy 10 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.086	Power system reliability records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.087	Radio conversation recordings.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 month old, unless required as part of an investigation, in which case retain for the same time as the investigation file.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.088	Radio frequency use reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.089	Recording instrument charts.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance	TEMPORARY	When superseded	6530.091	Relay data sheets.	(N1-201-88-1, EMM-18)	TEMPORARY. Retain current sheet only.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
	Short Term Records	Destroy 3 years after the records are closed.						
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	End of FY in which report accumulated	6530.092	Relay systems; operation reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.094	Safe clearance records and tags.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.096	Scheduling tapes and printouts.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 6 years old.	
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	End of FY in which report accumulated	6530.097	Sequential operations reports.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 5 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.099	Statistics and reports of power operations of other agencies and public utilities.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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-0201-2020-0008-0004	Power Operations and Maintenance Audit and Reliability Compliance-related Records	TEMPORARY Destroy 10 years after the records are closed.	When no longer needed for business, audit, or other operational use	6530.100	Storage and power release reports, weekly.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of FY	6530.102	Strip Charts.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.105	Supervisory Control and Data Acquisition (SCADA) records; alarm or event reports (if not part of the Dispatcher's log).	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 year old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.106	Supervisory Control and Data Acquisition (SCADA) records; data processed printouts of COM.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 year old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When the related system is no longer	6530.107	Supervisory Control and Data Acquisition (SCADA) records; logs.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when the related system is no longer operated by Western.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
			operated by Western.					
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.108	Supervisory Control and Data Acquisition (SCADA) records; magnetic tapes.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 year old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When no longer needed for business, audit, or other operational use	6530.109	Supervisory Control and Data Acquisition (SCADA) records; scheduling tapes and printouts.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 year old.	
DAA-0201-2020-0008-0003	Power System Operational Control Records.	TEMPORARY Destroy after cutoff.	When overwritten, obsolete, superseded; when processed and converted to an output; or when no longer needed for business, audit, or other	6530.110	Switchboard instrument test reports	(N1-201-88-1, EMM-18)	TEMPORARY. Retain the current and preceding report only.	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
			operational use					
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy 3 years after the records are closed.	End of operating usefulness of asset	6530.111	Switching program forms.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when no longer needed for reference.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy no later than 3 years after the records are closed.	When 1 month old (unless required as part of an investigation, in which case retain for the same time as the investigation file).	6530.113	Telephone records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 month old unless required as part of an investigation, in which case retain for the same time as the investigation file.	
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	End of FY in which wheeling information is accumulated	6530.117	Transmission (wheeling) forms and related records.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy no later than 3 years after the records are closed.	End of FY	6530.118	Transmittal letters.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 year old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance	TEMPORARY Destroy no later than 3 years	When 1 month old (unless required as	6530.120	Voice recordings of all types.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 1 month old unless required as part of	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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
	Short Term Records	after the records are closed.	part of an investigation, in which case retain for the same time as the investigation file).				an investigation, in which case retain for the same time as the investigation file.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy no later than 3 years after the records are closed.	End of FY in which chart is created	6530.121	Voltage charts.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0002	Power System Operations Routine Records.	TEMPORARY Destroy 7 years after the records are closed.	End of FY in which wheeling information is accumulated	6530.123	Wheeling reports; monthly or other periodic types. (In electric power transmission, "wheeling" is the transportation of electric energy (megawatt-hours) from within an electrical grid to an electrical load outside the grid boundaries.)	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 10 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy no later than 3 years after the records are closed.	End of FY	6530.124	Work sheets of all types.	(N1-201-88-1, EMM-18)	TEMPORARY. Destroy when 3 years old.	
DAA-0201-2020-0008-0001	Power Operations and Maintenance Short Term Records	TEMPORARY Destroy no later than 3 years after the records are closed.	When no longer needed for business, audit, or other operational use	6560	Communication and Control Systems. Matters regarding the design and location or installation of telecommunication or remote control systems for Operating facilities including radio, supervisory control and data acquisition, telephone, telegraph, satellite, and other systems.	Unscheduled.	N/A	

Crosswalk for Power Systems Operations Bucket Schedule DAA-0201-2020-0008 and Current WAPA Schedules (Ver. 7-24-2020)

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-0201-2020-0008-0006	Power System Operations Long Term Records.	TEMPORARY Destroy 50 years after the records are closed.	End of FY of Report	6900	Power Operations Numbered Form Reports. Case files for recurring reports in numbered series such as the "PO&M - series", WAPA-1775 (Energy Deliveries and Income), the Energy Information Administrations' EIA-826, and other similar reports.	Unscheduled	N/A	