

**Request for Records Disposition Authority**

Job Number *NT-201-09-1*

To: **National Archives and Records Administration (NARA)  
Denver, CO 80228**

Date Received *4/22/09*

1. From (Agency or establishment)  
U S Department of Energy,  
Western Area Power Administration

2 Major Subdivision  
Corporate Services Office

3 Minor Subdivision  
Financial Management, A8200

**Notification to Agency**  
In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer  
Susane Silva

5 Telephone  
720-962-7175

Date  
*90-7-09*

Archivist of the United States  
*Adrienne Thomas*

**6. 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 on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required       is attached       has been requested

Signature of Agency Representative  
*Susane C. Silva*

Title  
Records Officer

Date (mm/dd/yyyy)  
04/15/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p><b>Western Area Power Administration (Western) Business Information Decision Support System (BIDSS)</b></p> <p>BIDSS is Western's integrated financial management system used to efficiently manage business processes, collect payments, originate disbursements, account for assets, liabilities, expenditures, revenue and other financial transactions. BIDSS is an Oracle based system with module applications that are built on a unified information architecture. The information architecture helps provide a single definition of our customers, suppliers, employees and other aspects of our business. BIDSS enables Western to share unified financial information across our agency. BIDSS is Western's official financial management system used to account for and track financial processes in Budget, Fiscal Operations, General Accounting, Financial Reporting, Regional Finance Offices, and Procurement.</p> <p>BIDSS supports the Western mission to market and deliver reliable, cost-based hydroelectric power and related services within a fifteen state region of the central and western United States. Western is one of four power marketing administrations within the U.S. Department of Energy</p>		

Item #	Title/Description	Retention & Disposition
1	<p><b>INPUT/SOURCE RECORDS:</b> Data is input to BIDSS from a variety of source documents. Some paper input records, such as Accounts Payable invoices, are scanned into BIDSS and electronically attached to the BIDSS transaction. However, most of the other paper records are used as source documents for input of specific information into BIDSS. The hardcopy paper documents serve as the original source document in support of the BIDSS transaction. When an auditor wants to review a specific electronic BIDSS transaction the original hardcopy source document can be provided to the auditor. The hardcopy documents contain signatures, approvals, and other information that is not contained in BIDSS.</p> <p><b>a. Financial:</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable billing and collection</li> <li>• Accounts Payable including Vendor set-up documentation and Taxpayer Identification Numbers (TIN)</li> <li>• Cash transactions/records received from the U S Treasury via CashLink</li> <li>• Permanent Change of Station (PCS) relocation vouchers</li> <li>• Temporary Duty (TDY) travel vouchers</li> <li>• General Ledger Journal Vouchers (GLJV)</li> <li>• Module-based Journal Vouchers</li> <li>• Financial Statement Documents such as Generating Agency data files and Financial Statement Adjustments</li> <li>• Appropriation Allotment Documents such as Department of Energy (DOE) Allotments and Western suballotment journal vouchers (18 CFR 125.3)</li> </ul> <p><del><b>b. Routine Procurement Documents</b></del></p> <p><del>(1) Transactions that exceed the simplified acquisition threshold</del></p> <p><del>(2) Transactions at or below the simplified acquisition threshold</del></p> <p><b>c. Stores, Plant, and Cost Accounting Documents</b> Includes Plant Completion Reports with all supporting documentation (18 CFR 125.2g)</p>	<p><b>TEMPORARY.</b> Destroy or delete in agency no less than 10 years after the close of the fiscal year involved. Subsequent reviews every 5 years, or until no longer needed to support reconciliation efforts, whichever is later.</p> <p>Supersedes GRS 6, 1A and GRS 7, 3</p> <p><del><b>TEMPORARY.</b> Destroy no less than 6 years and 3 months after final payment (GRS 3, item 3-3a(1)(a))</del></p> <p><del><b>TEMPORARY.</b> Destroy 3 years after final payment (GRS 3, item 3-3a(1)(b))</del></p> <p><b>TEMPORARY.</b> Review every 25 years. Destroy or delete in agency no less than 2 years after facility is permanently removed from service, all removal and restoration activities are completed, and all costs are retired from the accounting.</p>

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		<p>records unless accounting adjustments resulting from reclassification and original costs studies have been approved by the regulatory commission having jurisdiction. If the plant is sold, the associated records or copies thereof, must be transferred to the new owners (Paper and electronic inputs)</p>
2	<p><b>DATABASE/MASTER FILES</b></p> <p>BIDSS is the official Western financial system that is used for official or external auditing purposes. BIDSS does not replace the paper records described in item 1. BIDSS completes the process that originally generated the paper forms. All electronic transactions within BIDSS are retained within an Oracle Database for subsequent retrieval to support current year and historical reporting purposes. The current database contains all financial transactions beginning in FY1999, the system implementation date, through the current fiscal year. The database cannot be segmented, except by fiscal year, without destroying the integrity of the data. The database information will be converted, copied, maintained offline, or archived in such a manner that it can be retrieved and used for ongoing business purposes.</p> <ul style="list-style-type: none"> <li>a General and/or cost accounting (excluding asset accounting), financial statement, appropriation allotment, expenditure accounting, and procurement transactions</li> <li>b Fixed asset and/or plant accounting transactions</li> </ul>	<p><b>Temporary.</b> Destroy or delete in agency no less than 10 years after the close of the fiscal year involved or after the information has been converted to an alternate electronic medium and verified, whichever is later.</p> <p>Supersedes GRS 6, 1A and GRS 7, 3</p> <p><b>TEMPORARY.</b> Plant accounting electronic records will be destroyed or deleted in agency no less than 2 years after facility is permanently removed from service, all removal and restoration activities are completed, and all costs are retired from the</p>

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		<p>accounting records unless accounting adjustments resulting from reclassification and original cost studies have been approved by regulatory commission having jurisdiction (18 CFR 125 2(g))</p>
3	<p><b>OUTPUTS</b> The BIDSS output data is generally comprised of financial transaction information. The financial information can be at a very detailed level or at a higher summary level depending on how the particular query or report is formatted. In addition, BIDSS can produce an electronic file as output that is sent to other federal agencies such as IRS, Treasury, and DOE to meet various financial reporting requirements. Western does not store reports in a paper format for official record purposes. Through the use of the Database files all reports can be recreated within BIDSS. Paper reports that are generated are used for reference purposes only and are destroyed when no longer needed. In addition, BIDSS data is copied daily into a corporate data repository (CDR). Financial data is transmitted on a regular basis to the DOE consolidated Standard Accounting &amp; Reporting System (STARS) for departmental reporting purposes. The ability to create electronic outputs will be dependent on the established database retention period.</p>	<p><b>TEMPORARY.</b> Destroy or delete in agency no less than 10 years after the close of the fiscal year involved, or when no longer needed to support reconciliation efforts, whichever is later.</p> <p>Supersedes GRS 6, 1A and GRS 7, 3</p>
4	<p><del><b>SYSTEM DOCUMENTATION</b></del></p> <p><del>BIDSS documentation consists of technical references such as system user guides, system procedures, application documentation, module procedures and crib sheets. Documentation is retained for access by Western employees at <a href="http://www.int.wapa.gov/bidss/ORfedfin.htm">http://www.int.wapa.gov/bidss/ORfedfin.htm</a></del></p> <p><del>BIDSS extension source code, technical documents, and release documents are stored in a System Change Management (SCM) tool called Sarena Dimensions. This tool has an oracle database backend and is updated weekly and stored onsite.</del></p>	<p><del><b>TEMPORARY.</b> Onsite retention in a tape library for five (5) weeks. Weekly backup tapes in an offsite location for 2 months. Current version system records are retained for one year after system termination or upgrade. (GRS 20-11(a)(1))</del></p>
5	<p><del><b>BACKUP TAPES</b></del></p> <p><del>An automated backup/recovery system is installed to electronically backup production system software and databases according to schedules.</del></p> <ul style="list-style-type: none"> <li><del>• Daily incremental backup tapes store all essential production system files that were created or altered since the preceding backup. Incremental backup tapes are not removed from the backup devices.</del></li> </ul>	<p><del><b>TEMPORARY.</b> Recycle daily incremental backup tapes after 5 weeks. (GRS 20-8(b))</del></p>

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	<p><del>allowing system files to be recovered from the end of any day for the previous 5 weeks</del></p> <ul style="list-style-type: none"> <li><del>• Weekly backup tapes store the needed files to recover the entire production system. The on-site backup tapes allow files to be recovered from the end of a week for 5 weeks. Weekly backup tapes are cloned and stored off-site.</del></li> <li><del>• Monthly backup tapes store the needed files to recover the entire production system. The on-site backup tapes allow files to be recovered from the end of previous month. Monthly backup tapes are cloned and stored off-site.</del></li> </ul>	<p><del>TEMPORARY. Recycle on-site weekly tapes after 5 weeks. Recycle weekly off-site backup tapes after 2 months. (GRS-20, Item 8(b))</del></p> <p><del>TEMPORARY. Recycle on-site monthly tapes after 5 weeks. Recycle monthly off-site backup tapes after 6 months. (GRS-20, Item 8(b))</del></p>