

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-201-86-1	DATE RECEIVED 11-04-85
1. FROM (Agency or establishment) US Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Western Area Power Administration		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Division of Engineering Development and Coordination			
4. NAME OF PERSON WITH WHOM TO CONFER James Labriola	5. TELEPHONE EXT. FTS-327-7466	DATE 10-6-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Bunk</i>

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence: is attached, or is unnecessary

B. DATE 10/28/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>KHA Paik</i>	D. TITLE Director of Management Systems Analysis
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
PSF-1 thru 17	Engineering, Civil and Electrical Design, Construction and Inspection drawings, and related records created or received by Western Area Power Administration in connection with official activities. The records are described in further detail on the attached pages (PSF-1 thru PSF-6).		

copies to agency (2)

(33 items)

POWER SYSTEMS AND FACILITIES

June 12, 1987

<u>Item</u>	<u>Description of Records</u>	<u>Retention Instructions</u>
PSF-1	<u>POWER SYSTEM DEVELOPMENT</u> <i>reports</i> (a) Correspondence related to preparation of feasibility and costs for the development of energy and transmission systems. (b) Final reports at Headquarters (c) Final reports, all other copies	Temporary. Destroy in agency when a final report is issued or when the material is either superseded or voided, whichever is sooner. Permanent. Offer to NARA when 10 years old, (12 ft ³ on hand; 1/2 ft ³ accumulation per year) Temporary. Destroy in agency when no longer required for reference.
PSF-2	<u>POWER SYSTEM RELIABILITY</u> Studies of transmission and reserve requirements, power pooling flows, voltage levels, stability losses, loads, inter-connection of systems, and other similar matters.	Temporary. Destroy in agency when no longer required for reference or when 10 years old, whichever is sooner.
PSF-3	<u>POWER SYSTEM STATISTICS</u> Lists of plants, lines, and other information including Yearbooks of the Federal Energy Regulatory Commission (FERC).	Temporary. Destroy in agency as superseded or when no longer required for reference, whichever is sooner.
PSF-4	<u>POWER AND WATER SYSTEM MANAGEMENT</u> Records of regulation of rivers, reservoirs, and dams in connection with the generation of energy; including forms recording water elevations, storage, releases, and other information.	Temporary. Destroy in agency when no longer required for reference or when 5 years old, whichever is sooner.
PSF-5	<u>POWER INTERFERENCE</u> (a) Studies of the effects of prior use of water on downstream generation of energy or pumping and including correspondence in instances where a subordination agreement does not emerge. (b) Subordination agreements and related correspondence.	Temporary. Destroy in agency when 10 years old. Temporary. Destroy in agency 1 year after termination.

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<u>Item</u>	<u>Description of Records</u>	<u>Retention Instructions</u>
PSF-5 (Cont.)	(c) Interference calculations, hand or computer generated.	Temporary. Destroy in agency when 1 year old.
PSF-6	<u>WATER RIGHTS</u> Records dealing with the acquisition or protection of water rights, controversies, and similar subjects when the generation of energy.	Permanent. Offer to NARA when 10 years old. 12 cubic feet on hand; no accumulation.
	(a) When Western is directly involved.	Permanent.
	(b) When Western is not directly involved.	Temporary. Destroy in agency when 10 years old.
PSF-7	<u>CONSTRUCTION AND ENGINEERING RECORDS</u>	
	(a) Administrative records concerning overall or periodic programs (10-year, 5-year, etc.) of planning and construction, and including moratoriums on or acceleration of construction programs, and other similar matters.	Temporary. Destroy in agency when 5 years old.
	(b) Construction Progress Reports, L-29 or equivalents A comprehensive monthly report documenting construction activities of an Area or other Western location.	Temporary. Destroy in agency when 10 years old.
PSF-8	<u>OFFICIAL COST ESTIMATES</u> of capital improvements and requirements including the records of the Architect/Engineer.	Temporary. Destroy when the related contract file is destroyed.

POWER SYSTEMS AND FACILITIES

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<u>Item</u>	<u>Description of Records</u>	<u>Retention Instructions</u>
PSF-9	<u>FACILITY DEVELOPMENT REPORTS</u>	
(a)	Records of planning, design, construction progress, budgeting, apportionment of funds, land acquisition progress, and other similar information.	Temporary. Destroy in agency as superseded or when related construction has been completed, whichever is sooner.
(b)	<u>FACILITY CASE FILES</u> Correspondence documenting the planning, design, development, construction, operation, and maintenance of power system facilities, related structures and features; such as, Administrative Buildings Dispatching Centers Garages Microwave Stations Relocation of structures Substations Switchyards Transmission Lines Warehouses	Temporary. Cutoff when 10 years old and transfer to FARC. Authorize destruction of the material by FARC when the facility is no longer owned by the Federal Government.
(c)	<u>DESIGN DATA</u> Consists of engineering calculations of facility location, layout plans, foundation estimates, steel quantities, structural strengths, trenching and earth work, equipment installations, architectural considerations, landscaping, provisions for access, and other similar data.	Temporary. Transfer to FARC when 20 years old and authorize destruction at FARC when the facility is no longer owned by the Federal Government.
PSF-10	<u>CONSTRUCTION CONTRACT CASE FILE</u> Correspondence and other material related to tracking and management of construction, servicing, and installations progress under specification or contract requirements. Include work scheduling, inspection reports, correspondence leading to extra work orders, work order changes, and other similar matters.	Temporary. (a) Over \$2,000 destroy 6 years, 3 months after contract is settled. (b) Under \$2,000 destroy 3 years after contract is settled.

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<u>Item</u>	<u>Description of Records</u>	<u>Retention Instructions</u>
PSF-11	<u>SPECIFICATIONS</u> (a) Correspondence and other material generated in the preparation of specifications including work sheets and distribution records. (b) Record set of specifications	Temporary. Destroy in agency when final version is issued. Temporary. Destroy when no longer required for reference or when the related facility is no longer owned by the Federal Government.
PSF-12	<u>CONTRACTOR OR MANUFACTURER DATA</u> Instruction books, drawings, and other similar matters.	Temporary. Destroy when no longer required for reference or the equipment or facility is no longer owned by the Federal Government. Do not send to FARC.
PSF-13	<u>ABANDONED CONSTRUCTION</u> Correspondence and other material related to facilities whose construction has been abandoned, cancelled, or terminated prior to completion.	Temporary. Destroy in agency after complete accounting of expenses has occurred.
PSF-14	<u>DRAWINGS AND RELATED GRAPHICS</u> of power system facilities, related structures, and appurtenant features. (a) Original tracings. (b) Reproducibles, marked prints, and other copies of drawings in paper forms.	Temporary. Destroy in agency as superseded, voided, or when no longer required for reference, whichever is sooner. Temporary. Destroy in agency when no longer required for reference or when data has been transferred to original tracing or an aperture card.

POWER SYSTEMS AND FACILITIES

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<u>Item</u>	<u>Description of Records</u>	<u>Retention Instructions</u>
PSF-14 (Cont.) (c) Aperture Cards:	<ul style="list-style-type: none"> • Silver images, master collection at Headquarters. 	Temporary. Destroy in agency when the related facility is no longer owned by the Federal Government, or when the related activity has been completed and drawings are no longer required for reference.
	<ul style="list-style-type: none"> • Diazo or other copies 	Temporary. Destroy in agency when no longer required for reference.
	(d) Standard facility feature drawings, details of features common to features, structures, electric system facilities and including manuals of standard drawings.	Temporary. Destroy in agency as superseded or obsolete. DO NOT TRANSFER TO FARC.
	(e) Drawings and other graphics related to facilities, structures, or features which have been abandoned, cancelled, or terminated during construction.	Temporary. Destroy in agency after complete accounting for expenses has occurred.
	(f) Illustrations; serially numbered maps, charts, and diagrams of non construction-related activities or features appurtenant to power facilities (roads, streets, etc.)	Temporary. Review annually and destroy superseded or obsolete items.
PSF-15 <u>FINDING AIDS</u> Indexes or other locating aids for drawings, maps, and documents in design and construction status.		Temporary. Destroy as superseded or obsolete.
PSF-16 <u>SURVEY DATA AND NOTES</u>		
	(a) Mapping controls with ties to the National Network of Geodetic Controls which establish permanent monument controls, final location alignments, As-built data, and Cadastral Surveys of land rights with ties to monuments or private land survey markers.	Temporary. Transfer to FARC when 10 years old. Authorize destruction at FARC when the related land or facility is no longer owned by the Federal Government.

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<u>Item</u>	<u>Description of Records</u>	<u>Retention Instructions</u>
PSF-16 (Cont.)	(b) Temporary notes such as preliminary planning surveys, profiles, levels, cross-sections, layouts, staking, structure sites, leg extensions, etc.	Temporary. Destroy in agency upon final payment of related construction contract or abandonment of construction.
	(c) Final maps and drawings; such as, Control Schematic and Land Monumentation, ownership maps.	Permanent. Offer to NARA when 25 years old. (5 ft ³ on hand; 1/2 ft ³ accumulation per year.)
PSF-17	<u>GEOLOGICAL RECORDS</u>	
	(a) General correspondence regarding geological programs.	Temporary. Destroy in agency when superseded, obsolete, or 1 year after release of Final Geological Report, whichever is sooner.
	(b) Final geological reports with supporting maps and logs.	Permanent. Offer to NARA when 25 years old. (5 ft ³ on hand; 1 ft ³ accumulation per year.)
	(c) Other copies of geological reports, maps, and logs.	Temporary. Destroy in agency when no longer required for reference.