

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-305-02-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-29-2003</i>	
1. FROM (Agency or establishment) Bonneville Power Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Information Systems			
3. MINOR SUBDIVISION Information Services			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Rose Kerg	5. TELEPHONE NUMBER 503-230-5456	DATE <i>11-25-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>5</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE July 19, 2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Rose Kerg</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
RT RT-11 RT-12 RT-13 RT-14 RT-15 RT-16 RT-17 RT-18 RT-19 RT-20 RT-21 RT-22 RT-23 RT-24 RT-25 RT-26 RT-27 RT-28	Regional Transmission Organization (RTO) Market Monitoring/Price Mitigation (RTO) Congestion Management/Cataloguing (RTO) Scheduling Coordinator (RTO) Operations (RTO) Pricing (RTO) Planning/Expansion (RTO) Billing and Settlements (RTO) Inter-Regional Transmission Organization (Seams) Issues (RTO) Benefit/Cost (RTO) Liability and Risk Management (RTO) Generation Integration/Load Integration (RTO) Tariff (RTO) Ancillary Services (RTO) Transmission Operating Agreement (RTO) Governance (RTO) Paying Agent (RTO) Canadian Participation (RTO) Taxation (RTO)		
<i>cc: Agency, NR</i>			

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FILE
CODE

RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION

OFFICE OF
RECORD/ORIGIN

THIS ENTIRE CHAPTER IS PENDING NARA APPROVAL

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| RT | <p>Regional Transmission Organization (RTO)
 Material relating to the development, implementation, and management of RTO West. Data is media neutral and may be recorded on paper, film, tape, disk, or CD ROM.</p> <p>Disposition: In accordance with instructions for specific material described by the following related subjects.</p> | T |
| RT-11 | <p>Market Monitoring/Price Mitigation (RTO)
 Reports and supporting materials used to document market monitoring and price mitigation policies, procedures, rules, orders and other activities about or related to RTO West. This includes RTO West's interactions with the Seams Steering Group Western Interconnection (SSGWI) and Federal Energy Regulatory Commission (FERC) and other related coordination or oversight entities.</p> <p><i>Retention Schedule:</i>
 <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p> | T |
| RT-12 | <p>Congestion Management/Cataloguing (RTO)
 Reports and supporting materials used to document (1) mechanisms and procedures used under RTO West to manage, clear, and price transmission congestion; (2) cataloguing of Pre-Existing Transmission Agreements; and (3) resolution of cataloguing disputes.</p> <p><i>Retention Schedule:</i>
 <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p> | T |
| RT-13 | <p>Scheduling Coordinator (RTO)
 Reports, rules, policies and other supporting materials related to scheduling coordinators, including the BPA RTO West Scheduling Coordinator's role. Scheduling Coordinators (SC) are entities that are certified by RTO West and are financially and operationally qualified to do business with RTO West. This information includes: operational, financial, policy, technical, Seams and implementation information.</p> <p><i>Retention Schedule:</i>
 <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p> | T |

See Section 800 8 in the BPA Records Manual for definitions of KEY terms

A – Active **P – Permanent** **S – Superseded/Obsolete** **Z – Originating Office**
Office of Record/Origin: generator or recipient responsible for retaining the official file.
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**FILE GUIDE AND RETENTION SCHEDULE: REGIONAL TRANSMISSION
New Chapter: July 9, 2002**

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
RT-14	<p>Operations (RTO)</p> <p>Reports, policies, procedures, methodologies and other information related to the Operational aspects of RTO West. This includes technical, financial, policy and procedural information related to assuring safe, reliable transmission system operations by RTO West and its participating transmission owners. Also included is information related to operations and interaction with other transmission control entities via the Seams Steering Group Western Interconnection (SSGWI), North American Energy Reliability Council (NERC) and Federal Energy Regulatory Commission (FERC) and other related coordination or oversight entities and groups.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-15	<p>Pricing (RTO)</p> <p>Documents, spreadsheets, and other material used to develop the RTO West pricing methodology, including Company Rates, Grid Management Charge, Transfer Charges, Export Charge, and Losses.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-16	<p>Planning/Expansion (RTO)</p> <p>Reports and supporting materials used to document the analysis of the capability of the transmission system and the study of alternatives to meet the future needs of the system for commercial, adequacy and/or reliability purposes.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-17	<p>Billing and Settlements (RTO)</p> <p>Reports and supporting materials used to document how RTO West will complete financial transactions with system users. It will cover the process in which RTO West will send records to each Scheduling Coordinator (SC) regarding the transactions they have done with and through RTO West (both in terms of MWhr quantities and associated costs) for the SC to validate or dispute and then will be followed up with a dispute resolution process and ultimately, invoicing for payment.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T

See Section 800.8 in the BPA Records Manual for definitions of KEY terms

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RT-18	<p>Inter-Regional Transmission Organization (Seams) Issues (RTO) Reports and supporting materials used to document inter-regional transmission organization "Seams" issues, policies, procedures, rules, orders and other activities involving RTO West. This includes RTO West's interactions with the Seams Steering Group Western Interconnection (SSGWI) and Federal Energy Regulatory Commission (FERC) and other related coordination or oversight entities.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-19	<p>Benefit/Cost (RTO) Reports and supporting materials used to document benefit and cost studies performed under the direction of RTO West and/or BPA.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-20	<p>Liability and Risk Management (RTO) Material relating to RTO West Risk Management, reports and supporting materials used to document review of program areas for liability and susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-21	<p>Generation Integration/Load Integration (RTO) Reports, analyses, procedures and supporting materials related to interconnection and integration of generation and load through RTO West processes.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-22	<p>Tariff (RTO) Reports, analyses, policies, procedures and supporting materials related to the development, filing, implementation and interpretation of the RTO WestTariff.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T

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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
RT-23	<p>Ancillary Services (RTO) Reports and analysis of various RTO West proposals for the provision of Ancillary Services to transmission customers and the supply of generation inputs to RTO West.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-24	<p>Transmission Operating Agreement (RTO) Reports, analyses, policies, procedures and supporting materials related to the development, filing, implementation and interpretation of the Transmission Operating Agreement (TOA) between BPA and RTO West.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-25	<p>Governance (RTO) Reports, analyses, policies, procedures related to governance of RTO West, including its Board of Trustees, Board Advisory Committee, and Subcommittees.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-26	<p>Paying Agent (RTO) Reports, policies, rules and other materials related to Paying Agents, their duties and purposes.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T
RT-27	<p>Canadian Participation (RTO) Reports, analyses, policies and other materials related to the interrelationship of RTO West with Canadian entities, including transmission providers, customers and regulatory authorities.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 1 year Records Storage: 5 years, and then destroy.</i></p>	T

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RT-28	Taxation (RTO) Reports, analyses, decisions and other materials related to taxation of RTO West.	T
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Retention Schedule:

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Electronic Mail and Word Processing System Copies

Electronic copies or records that are created on electronic systems and used solely to generate a recordkeeping copy of the records covered by the other items on this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, and dissemination.

- (a) Copies that have no further administrative value after the recordkeeping copy is made.
1. Copies maintained by individuals in personal files or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies maintained by individuals in personal electronic mail systems.

Electronic mail messages will be destroy automatically when 90 days old.

- (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

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