

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>11-305-03-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-8-2002</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>1-24-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>9</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 GRS OR SUPERSEDED JOB CITATION	10.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)
PA PA-11 PA-11-11 PA-11-12 PA-11-13 PA-11-14 PA-11-15 PA-11-16 PA-11-17 PA-11-18 PA-11-19 PA-11-20 PA-12 PA-12-11 PA-12-12 PA-12-13 PA-12-14 PA-12-15 PA-12-16 PA-12-17 PA-12-18 PA-13	Power Assets Federal Columbia River Power System Asset Management Planning Federal Columbia River Power System Strategy Facility Asset Plan Development Federal Columbia River Power System Business Transformation Program Hydro System Performance Measurement Hydro Benchmarking Studies Value of Power Products Federal Columbia River Power System Communications Federal Columbia River Power System Management Meetings Joint Operating Committees (JOC) and Subcommittees Committee Memberships Federal Columbia River Power System Capital Program Federal Columbia River Power System Capital Program Management Hydro Optimization Hydro Generation Efficiency Hydro Generation Expansion Reliability Investments for Hydro Generation Small Capital Investments Fish Capital Investments Capital Subagreements Federal Columbia River Power System Operations and Maintenance Program  <i>cc NR</i>		<i>- BPA request that the records be scheduled in media neutral format. 11/20/02 [Signature]</i>

PA-13-11	Federal Columbia River Power System Operations and Maintenance Budget Management		
PA-13-12	Maintenance Management		
PA-13-13	Generating Unit Outage		
PA-13-14	Federal Columbia River Power System Operational Emergencies		
PA-13-15	Federal Columbia River Power System Hydro Projects		
PA-14	New Technologies Research and Development		
PA-14-11	Advanced Hydro Turbine Research		
PA-14-12	Turbine Passage		
PA-15	Transmission Issues		
PA-15-11	Transmission Support		
PA-16	Irrigation Issues		

FILE  
CODE

RECORDS SERIES, TITLE, DESCRIPTION, &amp; DISPOSITION

OFFICE OF  
RECORD/ORIGIN**THIS ENTIRE CHAPTER IS PENDING NARA APPROVAL**

<b>PA</b>	<b>Power Assets</b>	<b>PGF</b>
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Material relating to management of Power Assets of the Federal Columbia River Power System. Data may be recorded on various media including paper, film, tape, disk, or CD ROM. The official copy is only on one medium, paper, unless otherwise specified.

Disposition: In accordance with instructions for specific material described by the following related subjects.

<b>PA-11</b>	<b>Federal Columbia River Power System Asset Management Planning</b>	<b>PGF</b>
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Category of activities relating to the management of Federal Columbia River Power System hydro assets.

***Retention Schedule:***

*In Office: Active + 3 years    Records Storage: 2 years, then destroy.*

<b>PA-11-11</b>	<b>Federal Columbia River Power System Strategy</b>	<b>PGF</b>
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Materials related to defining the long-term direction of the hydro assets in context of an externally defined market landscape. Includes efforts to assess and manage risk at Federal Columbia River Power System projects.

***Retention Schedule:***

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<b>PA-11-12</b>	<b>Facility Asset Plan Development</b>	<b>PGF</b>
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Project specific and system level plans to describe the particular performance targets and resource requirements for meeting the goals of the Federal Columbia River Power System strategy.

***Retention Schedule:***

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<b>PA-11-13</b>	<b>Federal Columbia River Power System Business Transformation Program</b>	<b>PGF</b>
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Materials related to the business transformation program that focuses on closing performance gaps of the Federal Columbia River Power System. Includes assessments and initiatives.

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**FILE GUIDE AND RETENTION SCHEDULE: PBL - GENERATION SUPPLY**  
**Last Revision Date: July 18, 2002**

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
PA-11-14	<p><b>Hydro System Performance Measurement</b>            Specific performance measures and targets which measure progress towards meeting hydro program goals. <del>This includes databases for tracking and reporting on performance.</del> <i>- Deleted per agency's request 11/21/02 [Signature]</i></p> <p><b>Retention Schedule:</b>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-11-15	<p><b>Hydro Benchmarking Studies</b>            Hydro benchmarking studies and other materials that compare Federal Columbia River Power System assets performance against the assets of other utilities.</p> <p><b>Retention Schedule:</b>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-11-16	<p><b>Value of Power Products</b>            Analysis to define the economic value of increments of availability, efficiency, and capacity. Ancillary services are also considered.</p> <p><b>Retention Schedule:</b>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-11-17	<p><b>Federal Columbia River Power System Communications</b>            Tools such as newsletters, videos, and presentations that disseminate information among the U.S. Army Corps of Engineers, U.S. Bureau of Reclamation, and BPA.</p> <p><b>Retention Schedule:</b>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-11-18	<p><b>Federal Columbia River Power System Management Meetings</b>            Minutes and other information on meetings that are at the executive or mid-management level of all three Federal Columbia River Power System agencies.</p> <p><b>Retention Schedule:</b>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF

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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
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<b>PA-11-19</b>	<b>Joint Operating Committees (JOC) and Subcommittees</b> Materials related to the conduct of the BPA/U.S. Bureau of Reclamation Joint Operating Committee and the BPA/U.S. Army Corps of Engineers Joint Operating Committee including meeting notes, charters, reports, etc.	<b>PGF</b>
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<b>PA-11-20</b>	<b>Committee Memberships</b> Participation in industry trade associations (e.g. Canadian Electric Association, Electric Power Research Institute, National Hydropower Association) who collaborate on projects of common interest.	<b>PGF</b>
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<b>PA-12</b>	<b>Federal Columbia River Power System Capital Program</b> General information regarding the development, management, and review of the Federal Columbia River Power System Capital Investment Program, as implemented under the provisions of National Environmental Policy Act 1992- Section 2406, two Memorandums of Agreement between BPA and the U.S. Bureau of Reclamation and U.S. Army Corps of Engineers, and the Asset Management Strategy. File contents would include all materials generated regarding this program that are of a general or overview nature not appropriately filed in the secondary categories under this project.	<b>PGF</b>
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**Retention Schedule:****In Office: Active + 3 years Records Storage: 2 years, then destroy.**

<b>PA-12-11</b>	<b>Federal Columbia River Power System Capital Program Budget Management</b> Materials used to develop out-year budgets, capital spending requests, supporting documentation, and Capital Investment Review Process for the Federal Columbia River Power System Capital Investment Program. Materials include budget management documents, spreadsheets and actual or projected obligations, expenditures, etc. Documents regarding budget management processes or analyses using budget information are also included.	<b>PGF</b>
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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
<b>PA-12-12</b>	<p><b>Hydro Optimization</b>            Materials associated with research, development, and operations at existing units, projects or the system that improve the efficiency at which hydropower generation is produced. Project specific subagreements are filed separately.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	<b>PGE</b>
<b>PA-12-13</b>	<p><b>Hydro Generation Efficiency</b>            Materials associated with the large capital investments on improving generation efficiency at existing projects or units within a project. Actions such as turbine retrofits or replacements are examples of this type of activity. Project specific subagreements are filed separately.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	<b>PGF</b>
<b>PA-12-14</b>	<p><b>Hydro Generation Expansion</b>            Materials associated with large capital investments to evaluate, plan, review and implement construction that expands or enlarges the generation capacity at existing Federal Columbia River Power System projects or development of new Federal project sites within the Federal Columbia River Power System geographical area. Project specific subagreements are filed separately.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	<b>PGF</b>
<b>PA-12-15</b>	<p><b>Reliability Investments for Hydro Generation</b>            Materials associated with large capital investments that are directed to improving the generation reliability and/or availability of existing Federal Columbia River Power System units or projects. Project specific subagreements are filed separately.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	<b>PGF</b>

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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
PA-12-16	<p><b>Small Capital Investments</b> Materials associated with all small capital program actions managed as a part of the direct-funded Operations and Maintenance program.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-12-17	<p><b>Fish Capital Investments</b> Materials associated with the U.S. Army Corps of Engineers' congressional-appointed fish and wildlife mitigation program for the Federal Columbia River Power System. Likewise, any capital activities for fish and wildlife undertaken by the U.S. Bureau of Reclamation or other Federal agencies would be filed here. Materials associated with capital investments stemming from current Biological Opinions would be included. Budget and repayment analyses for fish and wildlife investments would also be included.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-12-18	<p><b>Capital Subagreements</b> Case files of all documents related to individual and system-wide subagreements between BPA and the U.S. Army Corps of Engineers and BPA and the U.S. Bureau of Reclamation.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-13	<p><b>Federal Columbia River Power System Operations and Maintenance Program</b> General information regarding the development, management, and review of the Federal Columbia River Power System Operations and Maintenance Program, as implemented under the 1997 Direct Funding Memorandum of Agreement with U.S. Bureau of Reclamation and the 1998 Memorandum of Agreement with the U.S. Army Corps of Engineers.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF

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PA-13-11	<p><b>Federal Columbia River Power System Operations and Maintenance Budget Management</b></p> <p>Materials used to develop out-year budgets, Operations and Maintenance budget requests, supporting documentation, and budget process development for the Federal Columbia River Power System Operation and Maintenance Program. Materials include budget management documents, spreadsheets and actual or projected obligations, expenditures, etc. Documents regarding budget management processes and analyses are also included.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-13-12	<p><b>Maintenance Management</b></p> <p>Materials related to maintenance management for the Federal Columbia River Power System Operations and Maintenance Program.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
<del>PA 13 13</del>	<p><del><b>Generating Unit Outage</b></del></p> <p><del>Materials related to development, implementation and management of the unit outage database.</del></p> <p><del>(a) Planning</del></p> <p><del>(b) Management</del></p> <p><del><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></del></p>	<del>PGF</del>
PA-13-14	<p><b>Federal Columbia River Power System Operational Emergencies</b></p> <p>Policy-related documents, letters, memos, etc., covering a requested modification of the operation of the hydro system by BPA. Such correspondence would generally be between BPA and the U.S. Army Corps of Engineers, U.S. Bureau of Reclamation, or other Federal or public interest groups. Internal memoranda could also be covered. The need to modify operations would be necessary to deal with critical supply situations.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF

*Withdrawn  
10/8/02 tcs*

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PA-13-15	<p><b>Federal Columbia River Power System Hydro Projects</b> Case files of all materials related to individual hydro projects operated by the U.S. Bureau of Reclamation and the U.S. Army Corps of Engineers excluding case files of all capital subagreements of each hydro project.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-14	<p><b>New Technologies Research and Development</b> Research into new technologies to try and advance power generation technology and operations.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-14-11	<p><b>Advanced Hydro Turbine Research</b> Research coordinated by the Department of Energy with the U.S. Army Corps of Engineers, U.S. Bureau of Reclamation, BPA, industry, and other utilities to try and advance turbine technology and improve fish passage.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-14-12	<p><b>Turbine Passage</b> Research coordinated by the U.S. Army Corps of Engineers trying to improve fish passage through Columbia River projects. Includes materials and documents related to the 1% criteria research program.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PGF
PA-15	<p><b>Transmission Issues</b> Materials related to hydropower and transmission issues such as system reliability.</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	PG

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<b>PA-15-11</b>	<p><b>Transmission Support</b>            Materials related to Transmission support including Western System Coordinating Council (WSCC) compliance, Automatic Generation Control (AGC), etc. Includes monthly reports BPA submits to Western Systems Coordinating Council.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	<b>PGF</b>
<b>PA-16</b>	<p><b>Irrigation Issues</b>            All files/materials related to irrigation load buy-down programs or any non-project related irrigation issues.</p> <p><i>Retention Schedule:</i>  <i>In Office: Active + 3 years    Records Storage: 2 years, then destroy.</i></p>	<b>PGF</b>

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FILE  
CODE

RECORDS SERIES, TITLE, DESCRIPTION, &amp; DISPOSITION

OFFICE OF  
RECORD/ORIGIN**Electronic Mail and Word Processing System Copies**

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

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