



## Changes to Operations (OP) for NARA approval

File Code	Existing Title and Description	NARA Job Number	Proposed Change	Justification
OP-11-14	<b>Standing Orders</b> Dispatcher guides for special operating conditions.	SF 115 NI-305-88-1 approved July 14, 1989	Change retention from: Superseded to <i>In Office: Until superseded. Records Storage: 10 years and then destroy.</i>	The superseded version needs to be kept 10 years for reference and in case of inquiry.
OP-12	<b>Outages</b> Procedures and records for equipment outages required by coordination through BPA outage dispatcher as outlined in BPA Reliability Criteria and Northwest Power Pool (NWPP) Operating Manual.	SF 115 NI-305-88-1 approved July 14, 1989	Change retention from: Superseded to <i>In Office: 3 years and then destroy.</i>	Records need to be kept longer than superseded, for reference in case of inquiries.
OP-12-11	<b>Planned Outages</b> Computer-generated reports.	SF 115 NI-305-88-1 approved July 14, 1989	Change retention from: Superseded to <i>In Office: 3 years, and then destroy.</i>	Client determined that an exact timeframe of 3 years is more specific.
OP-12-12	<b>Requirements for Outages</b>	SF 115 NI-305-88-1 approved July 14, 1989	Change retention from: Superseded to <i>In Office: 3 years, and then destroy.</i>	Client determined that an exact timeframe of 3 years is more specific.

File Code	Existing Title and Description	NARA Job Number	Proposed Change	Justification
OP-13	<p><b>Operation of Interties and Interconnections</b>  Material relating to operating interties and interconnections. File alphabetically by line name. See also ED-14, Interties, and RP-15, Planning for Interties and Interconnections.</p>	SF 115 N1-305-88-1 approved July 14, 1989	<p>Change retention from: Active + 1 year to</p> <p><i>In Office: Active + 3 years, and then destroy.</i></p>	Active + 1 year is not long enough. Active + 3 years is more appropriate.
OP-16	<p><b>Stability Control Schemes</b>  Also known as Remedial Action Scheme and Special Protection Schemes by Western Energy Coordinating Council (WECC) and North American Electric Reliability Council (NERC). The schemes control dynamic energy imbalances when sudden changes in generation or transmission separations occur. See also ED-24, Remedial Action Schemes and Control Systems.</p>	SF 115 N1-305-88-1 approved July 14, 1989	<p>Change retention from: Superseded to</p> <p><i>In Office: Superseded + 5 years, and then destroy.</i></p>	The client advised that these records are important and should be kept for an additional five years after they become superseded.

File Code	Existing Title and Description	NARA Job Number	Proposed Change	Justification
OP-16-11	<b>Under-Frequency Load Shed/Load Dropping</b> A NWPP-coordinated program. Includes Area correspondence to identify customer load to drop.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-12	<b>Import Contingency Load Trip Scheme</b> Material relating to AC intertie import stability conditions and trips industrial load.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-13	<b>Industrial Load Drop Signaling System</b> Material relating to manual load drop due to inadequate system reserves.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-14	<b>Pacific Intertie Stability Control Schemes</b>	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-15	<b>Open Loop Operation</b> Variation of OP-16-14 for direct current (DC) intertie operations when 500-kV system is open in Los Angeles	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.

File Code	Existing Title and Description	NARA Job Number	Proposed Change	Justification
OP-16-16	<b>Stability Control Inertie Monitor</b> Variation of OP-16-14 for stability control inertie monitor (SCIM); new controller to replace Grizzly Substation control/logic scheme.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-17	<b>Generator Dropping—Libby Substation</b> Material relating to local controls for special stability problems	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-18	<b>Boundary &amp; BC Hydro Schemes</b> Material relating to controls to maximize Seattle City Light (SCL) Boundary generation on three Boundary Bell 230 kV lines.	SF 115 N1 305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.

File Code	Existing Title and Description	NARA Job Number	Proposed Change	Justification
OP-16-19	<b>Chief Joseph Brake</b> Material relating to several special conditions which require mitigation of more complex controls.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-20	<b>Lower Snake/Grand Coulee Line Loss Schemes</b> Material relating to local controls to prevent instability for multiple contingencies.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-21	<b>Colstrip Integration Control Scheme</b> Material relating to transmission and generation constraints to maximize Colstrip transfers.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
OP-16-22	<b>Bellingham Area Load Trip Scheme</b> Material relating to the Bellingham area load trip scheme (BALTS); local scheme to account for contingencies in Canada and PSPL line outages.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.

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<b>OP-16-23</b>	<b>Puget Sound Voltage Stability Control Scheme</b> Material relating to the control scheme to prevent voltage collapse in the Puget Sound Area.	SF 115 N1-305-94-1 approved October 24, 1994	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
<b>OP-16-24</b>	<b>Under-Voltage Loadshedding</b> Material relating to relays set to trip load when voltage goes below set points.	SF 115 N1-305-94-1 approved October 24, 1994	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
<b>OP-17</b>	<b>System Restoration</b> A plan to restore service after local or regional blackouts	SF 115 N1-305-88-1 approved July 15, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
<b>OP-17-11</b>	<b>Remote Synchronization Scheme</b> Material relating to aid to quickly synchronize islanded area via Supervisory Control and Data Acquisition (SCADA).	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.

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<b>OP-17-12</b>	<b>Dead Bus Clearing Scheme</b> Material relating to aid to quickly clear a transmission path between generation and load via SCADA.	SF 115 N1-305-88-1 approved July 14, 1989.	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records are important and should be kept for an additional five years after they become superseded.
<b>OP-18</b>	<b>Substations</b> Material relating to operation of each substation.	SF 115 N1-305-88-1 approved July 14, 1989	Retention was Active + 1 year <i>In Office: Active + 5 years, and then destroy.</i>	The client determined that Active + 1 year is not adequate. Active + 5 years is more appropriate.
<b>OP-18-12</b>	<b>Small Generation Resources</b> Material relating to integration into BPA substations.	SF 115 N1-305-88-1 approved July 14, 1989	Retention was Active + 1 year <i>In Office: Active + 5 years, and then destroy.</i>	The client determined that Active + 1 year is not adequate. Active + 5 years is more appropriate.
<b>OP-20-11</b>	<b>Capacitors</b> Material relating to rating needs for various voltage applications.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client advised that these records need to be kept for an additional five years after they become superseded.
<b>OP-20-21</b>	<b>WILSWA Voltage Stability</b> Material relating to the Willamette Valley, Oregon/southwest Washington area's voltage stability.	SF 115 NI-305-88-1 Approved October 24, 1994	Change retention from 5 years to <i>In Office: Active + 10 years and then destroy.</i>	The client determined that five years in this case is not an adequate retention but Active + 10 years is sufficient.



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<b>OP-22-19</b>	<b>Telemetry Alternate Route Requirements</b> Material relating to alternate route requirements for telemetry	SF 115 N1-305-94-1 approved October 24, 1994	Change retention from In Office: 10 years to <i>In Office: Active + 5 years, and then destroy.</i>	The client advises that a 10-year retention is excessive. Active + 5 years is more appropriate.
<b>OP-22-20</b>	<b>Mid-Columbia Coordination</b> Material relating to an agreement with non-Federal dams owning entities to maximize water-use efficiency in the mid-Columbia River area.	SF 115 N1-305-94-1 approved October 24, 1994	Change retention from In Office: 10 years to <i>In Office: Active + 5 years, and then destroy.</i>	The client advises that a 10-year retention is excessive. Active + 5 years is more appropriate.
<b>OP-22-22</b>	<b>AGC at Munroe Control Center</b> Material relating to the AGC at Munroe Control Center.	SF 115 NI-305-94-1 approved October 24, 1994.	Change retention from In Office: 10 years to <i>In Office: Active + 5 years and then destroy.</i>	The client advises that a 10-year retention is excessive. Active + 5 years is more appropriate.
<b>OP-24</b>	<b>Meter, Relay, and Metering Requirements</b> and use of these systems for engineering, operations, and maintenance programs.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client determined that these records should be kept five years after they have been superseded.

File Code	Existing Title and Description	NARA Job Number	Proposed Change	Justification
OP-25-17	<b>Sequence of Events Monitor/Recorder</b> Records that show centrally the events of local and regional disturbances. Includes requirements and alarm standards. Also known as SEMM/SUDS/SER.	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Active + 5 years, and then destroy.</i>	The client determined that these records should be kept five years after they have been superseded.
OP-25-19	<b>Powerhouse Response Test Guides for minimum performance and procedures for conducting tests.</b>	SF 115 N1-305-88-1 approved July 14, 1989	Change from Superseded to <i>In Office: Superseded + 5 years, and then destroy.</i>	The client determined that these records should be kept five years after they have been superseded.
OP-25-22	<b>Fault Locator Acquisition Recorder</b> Material relating to user requirements and display features of the fault locator acquisition records (FLAR). See also OP-25-17, Sequence of Events Monitor/Recorder.	SF 115 N1-305-88-1 approved July 14, 1989	Change retention from In Office: 7 years to <i>In Office: Active + 5 years and then destroy.</i>	A retention of Active + 5 years is more specific.
OP-27-18	<b>SCADA Backup for Emergencies</b> Material relating to communication, RTU, and central site requirements.	SF 115 N1-305-95-2 approved June 13, 1996	Change retention from In Office: A + 2 years to <i>In Office: 7 years, and then destroy.</i>	The client advised that these records need to be kept for 7 years.

File Code	Existing Title and Description	NARA Job Number	Proposed Change	Justification
OP-31	<b>Reliability</b> Material relating to reliability issues connected with operation of BPA's transmission system. See also ED-23, System Reliability Criteria, and OP-26-15, RODS Performance.	SF 115 N1-305-94-1 approved October 24, 1994	Change retention from In Office: 10 years to  <i>In Office: Active + 5 years, and then destroy.</i>	Client advises that 10 years is excessive. Active + 5 years is more appropriate.
OP-31-11	<b>Reliability Operating Plan</b> Material relating to control centers' plans that meets long-term system reliability needs.	SF 115 NI-305-94-1 Approved October 24, 1994	Change retention from In Office: 10 years to  <i>In Office: Active + 5 years, and then destroy.</i>	Client advises that 10 years is excessive. Active + 5 years is more appropriate.

FILE CODE

RECORDS SERIES, TITLE, DESCRIPTION, & 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.***

See Section 800.8 of 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.***

***BPA Storage at Headquarters is inactive storage. Federal Records Center (FRC) in Seattle: off-site inactive storage.***

## Attachment 3

### BPA's definitions for "Active" and "Superseded/Obsolete"

#### A - Active:

- Current year (fiscal or calendar); or
- Life of equipment; or
- Period prior to final payment of a contract; or
- Period prior to close or final report of a case; or
- Period before completion of a project.
- On separation or transfer of employee.
- Until regularly scheduled audit occurs.
- Useful life of an engineering drawing.

#### S - Superseded/Obsolete:

- Material becomes outdated as related new material is developed; or
- New material replaces or revokes old material; or
- Material no longer of use or no longer needed by BPA; or
- Material about such issues as equipment, projects, and programs that are discontinued or canceled; or
- Material about outmoded equipment, technology or procedures; or
- Material about terminated committees or activities.