INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-305-03-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-305-07-001.

Date Reported: 11/10/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST	FOR RECORDS DISPOS	SITION AUTHORITY	JOB NI		5-03	<i>α</i> − <i>μ</i>
To: NATI	ONAL ARCHIVES & RECORDS	ADMINISTRATION	Date re	ceived	<u> </u>	
	ADELPHI ROAD COLLEGE PA	ark, md 20740-6001	6	- 2 -	200	3
	ency or establishment) eville Power Administration			NO	TIFICATION '	TO AGENCY
2. MAJOR SU Information	BDIVISION Systems		dispositio	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		
3. MINOR SU Information					drawn" in col	
4. NAME OF PE Mary Rose 1	ERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER 503-230-5456	DATE SlZZ	107		OF THE UNITED STATES
I hereby c records pr needed af	CERTIFICATION certify that I am authorized to ac coposed for disposal on the attache fter the retention periods specific of Title 8 of the GAO Manual for is not required	ed page(s) are not needed; and that written concurre	ded now for nce from 1 S,	r the bu the Gen	siness for the	his agency or will not be nting Office, under the
DATE		Y REPRESENTATIVE		TITLE	-	
May 23, 2003	America R	me Kerg		Record	ls Officer	
7. ITEM NO.		ND PROPOSED DISPOSITION	SU	9. GRS PERSED CITATIO	ED JOB	10. ACTION TAKEN (NARA USE ONLY)
	The attached temporary records Manual as new item follows: ED-30, ED-31, and ED-32 EQ-26, EQ-26-11, EQ-26-12	ns. The attached are as				
	IR-11, IR-11-11, IR-11-12, IF IR-28, IR-29, and IR-29-11.	1-22-11, IN-27, IN-27-11,				
	TM-13, TM-14, TM-15, TM-1 TM-27, TM-29, TM-30, TM-3 TM-35, TM-36, and TM-38					
A 5.	131/07 Copies.	Set to Agent	NR			
11	5-109 ^V PREVIC	OUS EDITION NOT USABLE		S	ANDARD	FORM 115 (REV. 3-91

5	. * 810	FILE GUIDE AND RETENTION SCHEDULE: ENGINEERING, DESIGN, AND CONSTRUCTION	Page: 810/ED 21 OF 22
		SUPPORT	Last Revision Date: May 1, 2003
	FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN

ED-30	Substation Structures and FoundationsTNFMaterial relating to design and construction support of substation structures and foundations.TNF
Ø	a) Substation work.b) Seismic Design and Mitigation work.
	Retention Schedule: In Office of Record: Active, and then destroy per phone conversation with Mary Rox Kerg 103103
ED-31	Building Facilities Design and Construction SupportTNFMaterial relating to design and construction support of building facilities and site utilities. See also MA-12-14, TLM Equipment and Materials.TNF
3) (4)	a) Architectural work.b) Engineering work.
	Retention Schedule: In Office of Record: Active, and then destra
ED-32	Structural Engineering, Analysis and DesignTNFMaterial related to structural analysis and design of other facilities not covered by other file codes. See also MA-12-14, TLM Equipment and Materials.TNF
(A) (b)	 a) Microwave Facilities – Towers work. b) Access Road Bridge work.
	Retention Schedule: In Office of Record: Active, and then destroy

S - Superseded/Obsolete

Z – Originating Office

Office of Record/Origin: Generator or recipient responsible for retaining the record file. BPA Storage (Headquarters) inactive storage Federal Records Center (FRC) (Seattle) off-site inactive records storage.

810	[•] FILE GUIDE AND RETENTION SCHEDULE: ENGINEERING, DESIGN, AND CONSTRUCTION SUPPORT	Page: 810/ED 22 OF 22 Last Revision Date: May 1, 2003
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 s used solely to generate a recordkeeping copy of the records the other items on this schedule. Also includes electronic c records created on electronic mail and word processing systemaintained 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 of personal directories on hard disk or network drives, shared network drives that are used only to produce recordkeeping copy. Destroy/delete within 180 days after the recordkeeping been produced. 2. Copies maintained by individuals in personal electronic systems. Electronic mail will be destroyed automatically when the second second	covered by sopies of tems that are ne or other and copies on the $g copy has GRS \supseteq 0Hens 13 + 14onic mail$
	(b) Copies used for dissemination, revision, or updating the maintained in addition to the recordkeeping copy.	at are
	Destroy/delete when dissemination, revision, or updating	is completed.

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

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE (RECORD/ORIG
EQ-26	Aquatic Nuisance Species (ANS) Materials relating to development and implementation of policy and procedures for Aquatic Nuisance Species that threaten the diversity or abundance of native species and listed endangered species.	PGF
	Retention Schedule: PENDING NARA APPROVAL In Office: Active + 2 years Records Storage: 4 years, then destroy.	
EQ-26-11	ANS Passage Through Hydropower Plants Documentation of the computer model, including development and operation, that evaluates the effect of options available and mitigation of invasive species at hydropower operations and other related stations.	PGF
	Retention Schedule:PENDING NARA APPROVALIn Office: Active + 2 yearsRecords Storage: 4 years, then destroy.	
EQ-26-12	ANS Mitigation/Planning BPA activities dealing with ANS mitigation, enhancement actions, identification and quantification of losses and the development of mitigation plans.	PGF
	Retention Schedule: PENDING NARA APPROVAL In Office: Active + 2 years Records Storage: 4 years, then destroy.	
EQ-27	Cultural Resource PENDING NARA APPROVAL Materials relating to cultural resource compliance for BPA projects, such as Transmission and Power projects, FCRPS program, Cultura Resource program, and Fish and Wild Life program.	
	Retention Schedule: In Office: Active + 5 years Records Storage: 25 years and then destroy.	

FILE GUIDE AND RETENTION SCHEDULE: ENVIRONMENTAL QUALITY

Page: 810/EQ 12 OF 12

	Last Revision Date:	<u>April 4, 2003</u>
FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
CODE	 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 on 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 thared 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. 	GRS 20 Herns 13+14
	Destroy/delete when dissemination, revision, or updating is	

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FILE GUIDE AND RETENTION SCHEDULE: INFORMATION RESOURCES Last Revision Date: April 18, 2003

FILE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF
CODE		RECORD/ORIGIN

IR INFORMATION RESOURCES

Material relating to the development and implementation of policy, standards, and procedures for information management activities. Includes material relating to system software and hardware, computer operations, telecommunications, office automation, and library services. In this Chapter, "ADP" means automated data processing. Data may be recorded on various media including paper, film, tape, disk, or diskette. The record is only on one medium, paper unless otherwise specified. Generally, only paper and microforms are accepted for storage to assure future access.

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

IR-11	IT Program Direction	TI
	Information that defines a strategic direction for implementation of	TIS
	business process automation objectives.	

PENDING NARA APPROVAL

(7) Retention Schedule:

In Office: Active + 5 years, and then destroy.

IR-11-11 IT Policies and Guidelines Directives that serve to accomplish a consistent and uniform approach in

establishing and managing a technology program throughout the business enterprise.

PENDING NARA APPROVAL

Retention Schedule: In Office: 3 years or until expires. Records Storage: 7 years, and then destroy.

IR-11-12IT Standards and ProceduresTIInformation that sets the limiting parameters from within which the
computing environment must be architected and managed.TIS

PENDING NARA APPROVAL

Retention Schedule:

V In Office: 3 years or until expires. Records Storage: 7 years and then destroy.

Z – Originating Office

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810	FILE GUIDE AND RETENTION SCHEDULE: INFORMATION Last Revision Date:	
FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
IR-22-11	TBL Resource Proposals TBL requests for computer-related hardware or software. PENDING NARA APPROVAL	TI TIS
(1)	Retention Schedule: In Office: Active + 2 years, and then destroy.	
IR-27	Data Resource Management Material relating to the development and implementation of policy, standards, and procedures for data resource management activities.	TI TIS
	PENDING NARA APPROVAL	
(I) IR-27-11	Retention Schedule: In Office: Retain until Superseded. BPA Records Storage: 3 years, and then destroy. Electronic Data	TI
IK-2/-11	Data and database backups taken at upgrade occurrences.	TIS
	PENDING NARA APPROVAL	
(12)	Retention Schedule: In Office: 1 year Records Storage: 30 years, and then destroy.	
IR-28	Hardware Lifecycle and Maintenance All material relating to the functionality, evaluation, and use of hardware devices, its associated components, as related to functional requirements, purchase, installation, maintenance, and use.	TI TIS
	PENDING NARA APPROVAL	
(3)	Retention Schedule: In Office: Active + 2 years, and then destroy. (Active is while inventory exists)	
IR-29	Commercial Software All material relating to the functionality, evaluation, and use of Commercial Off-the-Shelf ADP software. Material relating to the justification, functional requirements, installation, maintenance, and use of Commercial Off-the-Shelf ADP software. Includes material relating to the customization or enhancements of automated systems.	TI TIS
(14)	PENDING NARA APPROVAL Retention Schedule: In Office: Active + 2 years Records Storage: 3 years, and then destroy.	

Z – Originating Office

810 FILE GUIDE AND RETENTION SCHEDULE: INFORMATIO Last Revision Date		
FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
IR-29-11	License and Maintenance Agreements (Commercial Software)	СР
	License and maintenance agreements and other associated material	DI
	relating to initial purchase, subsequent patches and upgrades, and	TI
	intermediate and final disposal of the media.	TIS
_	PENDING NARA APPROVAL	
(R	Retention Schedule:	
P	In Office: Active + 2 years and then destroy.	

(Active means before disposal of items.)

Z – Originating Office

FILE GUIDE AND RETENTION SCHEDULE: INFORMATION RESOURCES

Last Revision Date: April 18, 2003

FILE **RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION**

OFFICE OF RECORD/ORIGIN

R Page 7 of 7

Electronic Mail and Word Processing System Copies Electronic copies of records that are created on electronic systems and used solely to generate a record keeping 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. ŧ Destroy/delete within 180 days after the recordkeeping copy has been produced. GRS 20 items 13+14 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.

Z – Originating Office

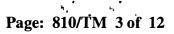
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FILE GUIDE AND RETENTION SCHEDULE: TRANSMISSION MARKETING AND SALES



Last Revision Date: May 9, 2003

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
TM-13	Fiber Optics (Contracts) Fiber Optics Contracts (including License Agreement) depict fiber optic network route agreements with various outside telecom carriers for dark fiber and other rights-of-way sources.	ТМС
16	Retention Schedule: PENDING NARA APPROVAL Retain for life of contract plus 6 years, and then destroy.	
TM-14	Personal Communications Systems (Contracts) Wireless and Personal Communications Systems (PCS) agreements (including License Agreement) which describe personal communications systems that are frequency driven by facilities such as BPA's high microwave towers and transmission line structures that give signals that required range. Handsets can combine paper, fax, telephone and data communications and may plug directly into the computers.	TMC
(1)	Retention Schedule: PENDING NARA APPROVAL Retain for life of contract plus 6 years, and then destroy.	
TM-15	Open Access Service Agreements Open Access Same Time Information System Agreements that incorporate an information network developed by the electric industry in response to FERC policy on transmission access, is intended to provide information and processes necessary for non-discriminatory access to electric transmission systems.	ТМС
(18)	Retention Schedule: PENDING NARA APPROVAL Retain for life of contract plus 6 years, and then destroy.	
TM-16	Contracts/Operations and Maintenance Agreements Relating to Construction of Transmission Lines and/or Substations Material relating to the contract portion of the construction of transmission lines and/or substations, including operations and maintenance agreements.	TMC TOC
(Ī9)	Retention Schedule: PENDING NARA APPROVAL	

FILE GUIDE AND RETENTION SCHEDULE:

Page: 810/TM 4 of 12

TRANSMISSION MARKETING AND SALES

Last Revision Date: May 9, 2003

FILE CODE	RE	CORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
TM-24 V I T A	Ac Re	pen Access Same Time Information System (OASIS) documental dministration PENDING NARA APPROVAL with Ma ecordkeeping copy: Electronic FERC required OASIS postings on Total Transfer Capability (TTC and Available Transfer Capability (ATC) values.	C)
L	(2 9)	Retention Schedule: In Office: 3 years 3 months and tuen destroy per phone conv Electronic files available on line for 90 days, then stored on back-u electronic tape for 3 years.	0
V I T A	b.	FERC required OASIS information, including that on requested transmission products, reservations and ancillary services and Capacity Benefit Margin (CBM) information.	
L	(21)	Retention Schedule: In Office: 3 years 3 months and then destroy Available on line for 90 days, then stored on back-up electronic tap for 3 years.	le
V I T A L	c.	FERC required OASIS electronic postings, including personnel transfers between business lines, standards of conduct (SOC) issue [tariff deviations, emergency situations which may impact SOC], li of system studies, OASIS host information, and OASIS access security information. Retention Schedule: In Office: 3 years 3 months, and then destroy	
		Electronic files available on line for 90 days, then stored on electro	onic

Electronic files available on line for 90 days, then stored on electronic tape for an additional 3 years.

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FILE GUIDE AND RETENTION SCHEDULE: TRANSMISSION MARKETING AND SALES

Last Revision Date: May 9, 2003

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN

TM-25 External Professional Organizations

Western Systems Coordinating Council (WSCC), Federal Energy Regulatory Commission (FERC), North American Reliability Council (NERC), Northwest Regional Transmission Association (NRTA), Western Regional Transmission Association (WRTA), and Northwest Power Pool (NWPP). Includes documentation for complying with WSCC guidelines. Standards and regulations, specific policies impacting transmission scheduling, and including correspondence, FERC Orders, filings, comments, meeting notices and other documentation from such organizations relative to specific transmission scheduling. **Note: Transmission Contracts are NOT included under this file code.**



Retention Schedule: PENDING NARA APPROVAL In Office: 4 years, and then destroy.

Electronic Files available on line for 2 years, then stored on computer disk for 2 years.

TM-26 Real-Time Transmission Scheduling

All documentation directly pertaining to the verification and delivery process of transmission products scheduling. Documentation includes real-time load sheets, and transmission schedulers' load logs and may include other documentation deemed necessary for archiving by the Realtime Manager.



TM-27

Retention Schedule: PENDING NARA APPROVAL In Office: Active Records Storage: 7 years, and then destroy.

Transmission Pre-Scheduling All documents directly pertaining to the Northwest (NW) and Southwest (SW) transmission pre-scheduling function, including electronic tags and pre-schedule faxed data from customers.



Retention Schedule:PENDING NARA APPROVALIn Office: ActiveRecords Storage: 7 years, and then destroy.

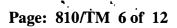
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FILE GUIDE AND RETENTION SCHEDULE: TRANSMISSION MARKETING AND SALES

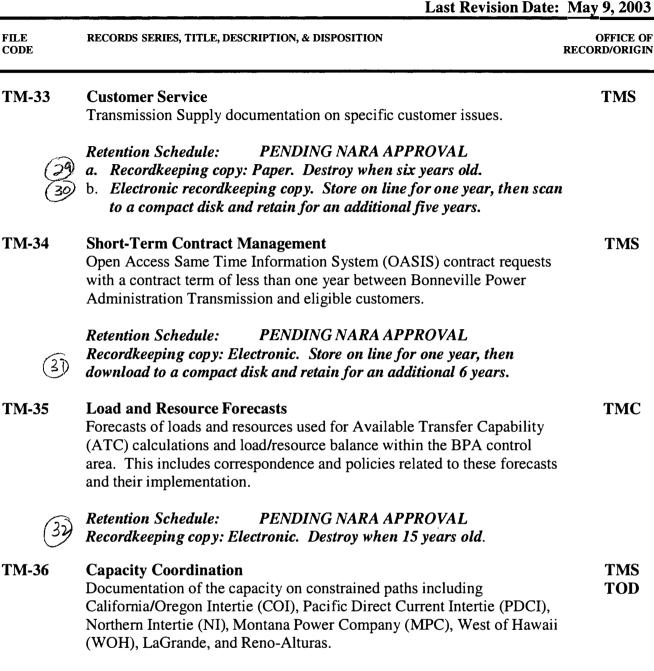


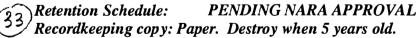
Last Revision Date: May 9, 2003

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
ТМ-29	Capacity Allocations Documentation of Transmission Contract Holder by constrained path.	TMS
6	Retention Schedule: PENDING NARA APPROVAL In Office: Active Records Storage: 7 years, and then destroy.	
TM-30	Scheduling Centers General information related to Transmission Scheduling Centers.	TMS
(27	Retention Schedule: PENDING NARA APPROVAL Recordkeeping copy: Paper. Destroy when one year old.	
TM-31	After-the-Fact (ATF) Documentation relative to requests and establishment of specific accounts for the purpose of tracking commercial transmission transactions, and resolution and settlement of ATF control area and customer accounting issues, including correspondence with customers, and various ATF reports.	TMS
(28	Retention Schedule: PENDING NARA APPROVAL In Office: Active Records Storage: 10 years, and then destroy.	
TM-32	Transmission Policy and Business Practices Transmission policies and business practices that have originated and/or have been implemented in TMS, and which facilitate daily operations of Transmission Supply. This includes policies impacting reservations, pre- schedule, and real-time functions.	TMS
	Retention Schedule: PENDING NARA APPROVAL	

See Section 800.8 in the BPA Records Manual for definitions of KEY terms. A – Active

FILE GUIDE AND RETENTION SCHEDULE: TRANSMISSION MARKETING AND SALES Page: 810/TM 7 of 12





FILE GUIDE AND RETENTION SCHEDULE: TRANSMISSION MARKETING AND SALES

Last Revision Date: May 9, 2003

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN

TM-38 Voice Recordings of Transmission Supply Reservations, Pre-schedule, and Real-time TMS TOH

Voice recordings of Transmission Supply main functions, including Reservations, Pre-schedule, Real-time, and After-the-Fact business transactions and issue resolution with customers.



Retention Schedule: PENDING NARA APPROVAL Recordkeeping copy: Electronic. Destroy when 7 years old.

FILE GUIDE AND RETENTION SCHEDULE: TRANSMISSION MARKETING AND SALES

Page: 810/TM 9 of 12

Last Revision Date: May 9, 2003

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 on 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 destro yed automatically when 90 days old. 	GRS 20 Herns 13+44
	 (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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Attachment 3

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

A - Active:

- 🖎 Current year (fiscal or calendar); or
- A 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.
- \bigtriangleup On separation or transfer of employee.
- 🖎 Until regularly scheduled audit occurs.
- 🖎 Useful life of an engineering drawing.

S - Superseded/Obsolete:

- \checkmark Material becomes outdated as related new material is developed; or
- \checkmark New material replaces or revokes old material; or
- \checkmark 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
- \checkmark Material about outmoded equipment, technology or procedures; or
- ✗ Material about terminated committees or activities.