

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-305-04-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-10-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Chief Information Officer			
3. MINOR SUBDIVISION Records Management			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Rose Kerg	5. TELEPHONE NUMBER 503-230-5456	DATE <i>3/11/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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>2</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 March 3, 2004	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Attachment 1 This two-page attachment shows the current Title, Description and Retention Schedule to ED-13, ED-13-11 and ED-17-17 of the Engineering, Design and Construction Support chapter of the BPA Records Manual. It also shows the NARA job number, the proposed change and the justification. Attachment 2 The standard language about Electronic Mail and Word Processing System copies as it appears in the final item in the ED chapter of the BPA Records Manual. Attachment 3 Definitions of "Active" and Superseded/Obsolete" that pertain to Bonneville Power Administration's business.		

Please note: The above is to be scheduled Media Neutral.

SA 3/15/05 copies sent to Agency, NR

Attachment 1

File Code	Existing Title, Description and Retention Schedule	NARA Job Number	Proposed Change	Justification
ED-13	<p>Work Orders Material relating to project estimates. Construction Project Authorizations (CPAs), and project completions. Case file by work order number.</p> <p>Retention Schedule: In Office: 10 years FRC: 40 years</p>	SF 115 NC-305-76-1 approved September 15, 1976	<p>Work Orders Material related to project estimates.</p> <p>Retention Schedule: In Office: Active BPA Records Storage: 5 years and then destroy. <i>Active means until the project is completed or closed.</i></p>	<p>The client determined that the retention schedule decided upon in 1976 is unrealistic. The current need is to keep these records five years after they become inactive.</p> <p>CPA's are no longer done.</p>
ED-13-11	<p>Project Data Background material for ED-13, Work Orders. Includes preliminary material not included in Work Orders, working notes, and diagram, and other correspondence.</p> <p>Retention Schedule: In Office: Active + 2 years BPA Storage: 3 years FRC: 5 years</p>	SF 115 NC-305-76-1 approved September 15, 1976	<p>Project Data Background material to ED-13, Work Orders. Includes, but not limited to, preliminary material not included in Work Orders, working notes, and diagram, and other correspondence.</p> <p>Retention Schedule: In Office: Active + 5 years Records Storage: 3 5 years and then destroy. <i>Active means until the project is completed or closed.</i></p>	<p>Since this is background material to the work orders, it's not necessary to retain this material any longer than the work order records.</p> <p>In many cases, material generated under work orders and project data becomes part of the contract file.</p> <p><i>Per Kerg 12/8/04 email</i></p>

Per Kerg 12/8/04 email.

Per Kerg 12/8/04 email

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File Code	Existing Title, Description and Retention Schedule	NARA Job Number	Proposed Change	Justification
ED-17-17	<p>Static Volt-Ampere Reactive Compensator Material relating to the engineering design, construction and planning of static volt-ampere reactive (VAR) compensation (SVC) systems. Includes memorandums, specifications, BPA service area coordination, detailing, environmental, and similar material. Does not include contract records.</p> <p>Retention Schedule: In Office: 5 years FRC: 30 years</p>	<p>SF 115 NI-305-92-1 Approved April 26, 1993</p>	<p>Static Volt-Ampere Reactive Compensator Material relating to the engineering design, construction and planning of static volt-ampere reactive (VAR) compensation (SVC) systems. Includes memorandums, specifications, BPA service area coordination, detailing, environmental, and similar material. Does not include contract records.</p> <p>Retention Schedule: In Office: Active plus 5 years and then destroy.</p>	<p>Client determines that the records should be kept for five years after the compensator becomes inactive.</p>

*Review business need of record annually.
Cut off records when equipment is removed from inventory.*

Active pertains to the equipment's planning, design, construction, energization, operation, maintenance, and storage until it is removed from inventory due to retirement or if the equipment is no longer maintained by BPA. Per Kerg 9/27/04 email.

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.

Added per tele - conversation
w/ RO
3/15/04
