


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-305-04-2</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>3/22/04</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>3</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 2, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	PE-53-11 Personal Injury Material relating to medical and investigatory records about on-the-job injuries whether or not a claim for compensation was made, excluding copies filed in the Official Personnel Folder and copies submitted to the Department of Labor. See also PE-44, Injury Compensation. Based on GRS 1/31. (SF 115 NI-305-88-1 approved July 14, 1989) RETENTION SCHEDULE CHANGE Change from: In Office: Active BPA Records Storage: 3 years and then destroy. To: Cut off upon termination of compensation or when deadline for filing a claim has passed. Destroy 6 years after cut off. Justification: The program office advises that destruction 6 years after cut off is appropriate.	(SF 115 NI-305-88-1 approved July 14, 1989)	

SA 3/29/05 copies sent to Agency, NR

<p>2.</p>	<p>PE-53-12 Fatalities Material relating to incidents resulting in the death of a Federal employee or contractor performing duties for BPA; also, material relating to the death of a third party which occurs in a BPA vehicle, at a BPA facility, or on a BPA right-of-way. See Also PE-44, Injury Compensation.</p> <p>RETENTION SCHEDULE CHANGE</p> <p>Change from: In Office: Active BPA Records Storage: 3 years and then destroy.</p> <p>To: <i>Destroy</i> Cut off when case becomes inactive. Review when 75 years old.</p> <p>Justification: The program office advises that retaining fatality records while active plus 3 years before destruction is inadequate. Fatalities need to be kept a long time so they recommend 75 years.</p>	<p>SF 115 NI 305-88-1 Approved July 14, 1989</p> <p><i>Per Kerg email, 12/13/04 </i></p>	
<p>3.</p>	<p>PE-53-17 Safety Management Reports of inspections, appraisals, audits, studies, tests, and pertinent correspondence maintained by the Safety Office covering unsafe conditions, hazards of criticality, fire hazards, fires, and explosions at BPA work-sites. See also SS-18-15, Vandalism, Theft, and Other Incidents.</p> <p>RETENTION SCHEDULE CHANGE</p> <p>Change from: In Office: 3 years BPA Records Storage: 2 years and then destroy.</p> <p>To: In Office: 3 years BPA Records Storage: 7 years and then destroy.</p> <p>Justification: The Safety Office advises they want to keep these records a total of 10 years to meet their business needs.</p>	<p>SF 115 NI 305-88-1 approved July 14, 1989</p>	

4.	<p>PE-54 Drug and Alcohol Testing Material relating to the mandatory Drug and Alcohol Program. Included are employee drug and alcohol testing notices, test results, and supporting documents. Case file by individual.</p> <p>Retention Schedule: Destroy 5 years after separation or transfer of employee.</p>	<p>This is a new item.</p>	<p>Withdrew per Kerg email, 9/29/04 [Signature]</p> <p>Crossed off schedule - Apply GRS 1/36</p>
5.	<p>PE-55 Hearing Examinations Material relating to employee hearing examinations.</p> <p>Retention Schedule: Destroy 60 years after employee separation.</p>	<p>This is a new item.</p>	<p>Withdrew per Kerg email. 12/09/04 [Signature]</p> <p>Crossed off schedule - Apply GRS 1/36 21</p>
6.	<p>PE-56 Vaccinations Material relating to vaccinations and declination of vaccinations.</p> <p>Retention Schedule: Destroy 60 years after employee separation.</p>	<p>This is a new item.</p>	<p>Withdraw per Kerg email. 12/09/04 [Signature]</p> <p>Crossed off schedule - Apply EMF, GRS 1/21</p>

Please note: All of the above records at to be scheduled Media Neutral.

Attachment 1. Pages from the BPA Records Manual where the above file codes, descriptions and retentions are found.

See Attachment 2, Electronic Mail and Word Processing System Copies.
This applies to all records in the Personnel Chapter.

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


810

FILE GUIDE AND RETENTION SCHEDULE: PERSONNEL

Last Revision Date: March 2, 2004

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
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PE-53-11	Personal Injury Material relating to medical and investigatory records about on-the-job injuries whether or not a claim for compensation was made, excluding copies filed in the Official Personnel Folder and copies submitted to the Department of Labor. See also PE-44, Injury Compensation. Based on GRS 1/31. (SF 115 N1-305-88-1 approved July 14, 1989)	CF CHR
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PENDING NARA APPROVAL

Retention Schedule:
Cut off upon termination of compensation or when deadline for filing a claim has passed. Destroy 6 years after cut off.

PE-53-12	Fatalities Material relating to incidents resulting in the death of a Federal employee or contractor performing duties for BPA; also, material relating to the death of a third party which occurs in a BPA vehicle, at a BPA facility, or on a BPA right-of-way. See also PE-44, Injury Compensation. (SF 115 N1-305-88-1 approved July 14, 1989)	CF L
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PENDING NARA APPROVAL

Retention Schedule:
Cut off when case becomes inactive. Review when 75 years old.

PE-53-13	Motor Vehicle Accidents Material relating to accidents involving Federal vehicles or occurring at a BPA facility or BPA right-of-way. Based on GRS 10/5. (SF 115 N1-305-88-1 approved July 14, 1989)	CF L
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Retention Schedule:
In Office: Active + 6 years and then destroy.

PE-53-14	Employee Driving Records Material relating to individual employee operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence. Based on GRS 10/4. (SF 115 N1-305-88-1 approved July 14, 1989)	CF TF
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Retention Schedule:
In Office: Active +3 years and then destroy.

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 record file.

BPA Records Storage: Inactive records storage located in the Headquarters Building.

Federal Records Center (FRC): Located in Seattle. Off-site inactive records storage for Federal records.

FILE
CODE

RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION

OFFICE OF
RECORD/ORIGIN

PE-53-15 Employee Claims for Property Loss CF
 Material relating to accountability for personal property lost or stolen.
 See also LW-12-14, Torts. Based on GRS 18/15(a). (SF 115
 N1-305-88-1 approved July 14, 1989) L

Retention Schedule:**In Office: Active +3 years and then destroy.**

PE-53-16 Private Party Claim CF
 Material relating to accountability for personal property lost or stolen.
 See also LW-12-14, Torts. Based on GRS 18/15(a). (SF 115
 N1-305-88-1 approved July 14, 1989)

Retention Schedule:**In Office: Active +3 years and then destroy.**

PE-53-17 Safety Management CF
 Reports of inspections, appraisals, audits, studies, tests, and pertinent
 correspondence maintained by the Safety Office covering unsafe
 conditions, hazards of criticality, fire hazards, fires, and explosions at
 BPA work-sites. See also SS-18-15, Vandalism, Theft, and Other
 Incidents. (SF 115 N1-305-88-1 approved July 14, 1989) TF

PENDING NARA APPROVAL**Retention Schedule:****In Office: 3 years Records Storage: 7 years and then destroy**

PE-54 Drug and Alcohol Testing CHM
 Material relating to the mandatory Drug & Alcohol Program. Included
 are employee drug and alcohol testing notices, test results, and supporting
 documents. Case file by individual.

PENDING NARA APPROVAL**Retention Schedule:****Destroy 5 years after separation or transfer of employee.**

PE-55 Hearing Examinations CF
 Material relating to employee hearing examinations. CHM

PENDING NARA APPROVAL**Retention Schedule:****Destroy 60 years after employee separation.**

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 record file.****BPA Records Storage: Inactive records storage located in the Headquarters Building.****Federal Records Center (FRC): Located in Seattle. Off-site inactive records storage for Federal records.**

810

FILE GUIDE AND RETENTION SCHEDULE: PERSONNEL

Last Revision Date: March 2, 2004

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
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PE-56	<p>Vaccinations Material relating to vaccinations and declination of vaccinations. PENDING NARA APPROVAL <i>Retention Schedule:</i> <i>Destroy 60 years after employee separation.</i></p>	CHM
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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 record file.

BPA Records Storage: Inactive records storage located in the Headquarters Building.

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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 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 record file.

BPA Records Storage: Inactive records storage located in the Headquarters Building.

Federal Records Center (FRC): Located in Seattle. Off-site inactive records storage for Federal records.