

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-305-04-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-15-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>4 Aug 2005</i>	ARCHIVIST OF THE UNITED STATES <i>Lisa Holland</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	EX-13-12 General Inquiries Requests for information and responses to inquiries that do not reference the Freedom of Information Act (FOIA) and which are not affected by the Privacy Act. Includes critical and sensitive information requests, detailed map requests and non-disclosure agreements. (SF 115 NI-305-88-1 approved July 14, 1989) The above is the proposed version. Changes are: Add "Includes critical and sensitive information requests, detailed map requests and non-disclosure agreements." Change the retention from Destroy when 3 months old To: Destroy two years after date of reply.	SF 115 NI-305-88-1 approved July 14, 1989	
2.	FW-24-14 Solicitation Project Proposals Documentation, correspondence, and material related to submission of projects proposed for funding by BPA. Documents of funded or successful proposals are transferred to FW-25 when projects are formalized through contract award or other specific action. All unfunded projects remain in FW-24-14. See also EX-15-18. <i>Retention Schedule: Destroy when 13 years old.</i> <i>In Office: Active + 2 years and then destroy.</i>	This is a new item.	<i>cc: Agency NR</i>
		<i>per telecon M R Kerg, 8/1/05</i>	

3.	<p>FW-26 Hatchery Documentation of artificial production of fish, BPA-funded hatcheries, and other artificial production facilities. Includes data regarding locations, construction, surveys, annual fish production, and water quality; information on reprogramming fish from hatchery site to other locations and on offsite acclimation of fish for release; material on the diseases and pathology of fish and BPA studies about same; documentation of fish quality and physiology; and the data concerning fish body functions, such as growth migration behavior, sea water tolerance, condition, blood chemistry, and reproduction. As of fiscal 1991, operation and maintenance of specific facilities are carried out by contract.</p> <p><i>Retention Schedule: Cut off at end of calendar year. Destroy 7 years after cutoff per MCKery e-mail 8-1-05</i></p> <p>In Office: Active + 2 years. Records Storage: 5 years and then destroy.</p> <p>Change: FW-26-11, FW-26-12, FW-26-14, FW-26-15 and FW-37 are combined into FW-26. The proposal is to add the following to FW-26-11, FW-26-12, FW-26-14, FW-26-15: Records Storage: 5 years and then destroy. FW-27 keeps the same retention, i.e., In Office: Active + 2 years. Records Storage: 5 years and then destroy.</p>	SF 115 NI-305-90-2 approved June 17, 1991	
4.	<p>FW-29 Hydro Information on processes of spilling water at dams for fish passage. Information specific to the trucking and barging of fish and the facilities used for this specific type of transportation. Material on the passage survival of salmonids up/downstream through reservoirs. Information on streamflows for fish and wildlife benefit.</p> <p><i>Retention Schedule: Destroy when 10 years old. per MCKery e-mail 8-1-05</i></p> <p>In Office: Active + 2 years. Records Storage: 4 years and then destroy.</p> <p>Change: Combine FW-30, FW-31 and FW-32 with FW-29. Retention changed to most conservation, the previously approved FW-32 retention, which is: In Office: Active + 2 years. Records Storage: 4 years and then destroy.</p>	SF 115 NI-305-90-2 approved June 17, 1991	

Added per phone conversation
w/RO 3/15/04

5. 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 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.

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
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EX-13-12	General Inquiries Requests for information and responses to inquiries that do not reference the Freedom of Information Act (FOIA) and which are not affected by the Privacy Act. Includes critical and sensitive information requests, detailed map requests and non-disclosure agreements. (SF 115 N1-305-88-1 approved July 14, 1989) PENDING NARA APPROVAL	CIEL KEW TRS Z
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Retention Schedule:
Destroy two years after date of reply.

EX-13-13	FOIA Responses Responses to inquiries that cite the Freedom of Information Act (FOIA). Responses include the original request and a copy of all material sent to the requester. (SF 115 N1-305-88-1 approved July 14, 1989) (a) Responses granting access to requested records; responses to requests for nonexistent records; responses to requests with inadequate descriptions; and requests for which agency reproduction fee is not paid. Based on GRS 14/11(1) and (2).	KDP
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Retention Schedule:
Destroy 2 years after date of reply.

(b) Responses denying, in part or total, access to requested records. Based on GRS 14/11(3).

Retention Schedule:
Destroy 6 years after date of reply.

(c) Appeals to BPA responses to FOIA requests. Base on GRS 14/12. (SF 115 N1-305-88-1 approved July 14, 1989)

Disposition: *Destroy 6 years after final determination by BPA, 6 years after the time at which a requestor could file suit, or 3 years after final adjudication by the courts, whichever is later.*

EX-13-14	Public Involvement Reading Room Documents relating to the development, operation, and services of the BPA Public Involvement Reading Room, which provides information to the public including requests for educational materials. (SF 115 N1-305-90-1 approved October 13, 1990)	CIEL
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Retention Schedule: *In Office: 5 years or Superseded 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**FW-24-14 Solicitation Project Proposals**

KEW

Documentation, correspondence, and material related to submission of projects proposed for funding by BPA. Documents of funded or successful proposals are transferred to FW-25 when projects are formalized through contract award or other specific action. All unfunded projects remain in FW-24-14. See also EX-15-18

PENDING NARA APPROVAL

Retention Schedule:***In Office: Active + 2 years and then destroy.*****FW-25 Fish and Wildlife Projects**

KEW

Material related to planning and coordination of specific projects. See also EX-11-15, Publications; the final report on each BPA fish and wildlife (FW) project is issued as a *BPA-numbered publication*. (SF 115 N1-305-94-01 approved October 24, 1994)

Retention Schedule:***In Office: 3 years Records Storage: 3 years and then destroy.*****FW-26 Hatchery**

KEW

Documentation of artificial production of fish, BPA-funded hatcheries, and other artificial production facilities. Includes data regarding locations, construction, surveys, annual fish production, and water quality; information on reprogramming fish from hatchery site to other locations and on offsite acclimation of fish for release; material on the diseases and pathology of fish and BPA studies about same; documentation of fish quality and physiology; and, the data concerning fish body functions, such as growth migration behavior, sea water tolerance, condition, blood chemistry, and reproduction. As of fiscal year 1991, operation and maintenance of specific facilities are carried out by contract. (SF 115 N1-305-90-2 approved June 17, 1991)

PENDING NARA APPROVAL

Retention Schedule:***In Office: Active +2 years Records Storage: 5 years and then destroy.*****SEE
BACK**

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 official file.

BPA Storage at Headquarters for inactive records.

Federal Records Center (FRC) in Seattle – off-site inactive records storage.

FILE
CODE

RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION

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

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BPA Storage at Headquarters for inactive records.

Federal Records Center (FRC) in Seattle – off-site inactive records 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.