

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-305-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-25-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>4/25/05</i>	ARCHIVIST OF THE UNITED STATES <i>Albin W...</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 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>TM-32 sent May 23, 2003 as follows:</p> <p>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, preschedule, and real-time functions.</p> <p>Retention Schedule: a. Recordkeeping copy: Paper. Destroy when superseded or when six years old, whichever is later. b. Electronic recordkeeping copy. Store on line for one year, then scan to a compact disk and retain for an additional five years or until business practice and/or policy is superseded.</p> <p>PROPOSED REVISION TO TM-32 is as follows:</p> <p>Transmission Policy, Business Practices, and Procedures. Transmission business practices and procedures (external and internal). Business practices are written policies and guidelines developed within the Transmission Business Line (TBL) to clarify and implement provisions of Bonneville's Open Access Transmission Tariff (OATT).</p>	SF 115 NI-305-03-04 pending NARA approval.	

	<p>TBL's Transmission and Ancillary Service Rate Schedules (transmission rates), orders of the Federal Energy Regulatory Commission (FERC), or to establish TBL policy as required in the course of business.</p> <p>Procedures (internal and external) are written instructions to help customers perform a task or set of tasks when interacting with a TBL organization; or which facilitate daily operations of groups in the Transmission Marketing (TM) organization.</p> <p>Retention Schedule: Destroy when superseded or when six years old, whichever is later.</p>		
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Please note: The above is to be scheduled Media Neutral.

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 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

FRC – Federal Records Center

NARA – National Archives and Records Administration

1) In Office of Record/Origin

2) BPA Storage

3) FRC

4) Other Copies – in Other Office