

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-305-05-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-15-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>6/12/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen [Signature]</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 August 5, 2005	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 GRS OR SUPERSEDED JOB CITATION	10.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.	<p>Please see <u>attachment 1</u> - Fish and Wildlife Chapter which includes: FW Fish and Wildlife FW-24 Columbia Basin Fish and Wildlife Program FW-24-11 Provincial Review & Decision Letters FW-24-12 Subbasin Planning FW-24-13 Research Monitoring and Evaluation (RM&E) FW-25 Fish and Wildlife projects FW-32 Water Budget FW-39 Wildlife-Mitigation and Planning FW-39-12 Wildlife Agreements</p> <p><u>Attachment 2</u> The standard language about Electronic Mail and Word Processing System copies as it appears in the final item in the FW chapter of the BPA Records Manual.</p> <p>Please note: The above is to be scheduled Media Neutral.</p>		

At 6/12/07 copies sent to Agency, NWRM, NR

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FILE GUIDE AND RETENTION SCHEDULE: FISH AND WILDLIFE

Last Revision Date: August 5, 2005

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
FW	<p>FISH AND WILDLIFE Material relating to implementation of BPA's fish and wildlife program, including resources and policies. Data may be recorded on various media including paper, film, tape, disk, or diskette or in ERMS. The official copy is only on one medium, paper unless otherwise specified. All records in this chapter are scheduled in media neutral format.</p> <p>Disposition: In accordance with instructions for specific material described by the following related subjects.</p>	
FW-24	<p>Columbia Basin Fish and Wildlife Program Implementation of the Northwest Power Planning Council's Columbia Basin Fish and Wildlife Program (hereinafter referred to as the <i>Council's Program</i>). See also EX-11-15, Publications. The final report on each BPA fish and wildlife project is issued as a <i>BPA-numbered publication</i>.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Destroy when 10 years old.</i></p>	KEW
FW-24-11	<p>Provincial Review & Decision Letters Final documents with amendments to the Council's Program.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Destroy when 10 years old.</i></p>	KEW
FW-24-12	<p>Subbasin Planning Material on system subbasin planning.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Destroy when 10 years old.</i></p>	KEW
FW-24-13	<p>Research Monitoring and Evaluation (RM&E) Material on monitoring and evaluation programs developed in response to Section 204 of the Council's Program</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Destroy when 10 years old.</i></p>	KEW

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
FW-25	<p>Fish and Wildlife Projects 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 <i>BPA-numbered publication</i>.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Destroy when 6 years old.</i></p>	KEW
FW-32	<p>Water Budget Information on stream flows for fish and wildlife benefit.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule</i> <i>Destroy when 15 years old.</i></p>	KEW
FW-39	<p>Wildlife-Mitigation and Planning Impacts to wildlife species and habitats BPA activities dealing with wildlife mitigation and enhancement actions; identification and quantification of wildlife losses and the development of mitigation plans; and information on fish populations used in either fish management or mitigation and accounting of fish losses - includes census.</p> <p><i>Retention Schedule: Destroy when 10 years old.</i></p>	KEW
FW-39-12	<p>Wildlife Agreements Includes loss assessments and mitigation actions.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Keep in official office of record for 20 years and then send to NARA to be kept permanently.</i></p> <p><i>If electronic, earlier transfer is authorized per 36 CFR 1228.28(b)(1) 8/5/07</i></p>	KEW

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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 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.

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.

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