

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-305-05-4</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Wauson</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>  1  </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 GRS OR SUPERSEDED JOB CITATION	10.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><b>Please see <u>attachment 1</u> -</b></p> <p><b>OP-33 Facility Sales – Substations</b> <b>OP-33-11 Low Voltage Substations</b> <b>OP-33-12 High Voltage Substations and High Voltage Equipment.</b></p> <p><b><u>Attachment 2</u></b> <b>The standard language about Electronic Mail and Word Processing System copies as it appears in the final item in the OP chapter of the BPA Records Manual.</b></p> <p><b>Please note: The above is to be scheduled Media Neutral.</b></p>		

*Set 6/12/07 copies sent to Agency, INR*

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
OP-33	<p><b>Facility Sales – Substations</b>            Material relating to settlement agreement, policy and methodology developed as part of the 1995 BPA rate case used to propose, negotiate and sell low voltage and high voltage substations and related equipment. Low voltage is below 34.5KV and high voltage is 34.5KV and above.</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i>  <b>Active plus 10 years and then destroy.</b>            Active means as long as Delivery Facility Sales Program is in operation.</p>	<p><b>TMF</b>  <b>TOC</b></p>
OP-33-11	<p><b>Low Voltage Substations</b>            Material relating to the sale of low voltage substations and high voltage equipment. File by substation.</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i>  <b>Destroy five years after facility is sold.</b></p>	<p><b>TOC</b></p>
OP-33-12	<p><b>High Voltage Substations and High Voltage Equipment</b>            Material relating to the sale of high voltage substations and high voltage equipment. File by substation.</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i>  <b>Destroy five years after facility is sold.</b></p>	<p><b>TMF</b></p>

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See Section 800.8 of 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 is inactive storage. Federal Records Center (FRC) in Seattle: off-site inactive storage.

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
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### 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.*

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.*