

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-305-05-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/15/05</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>4/6/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alma 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>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 September 7, 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 GRS OR SUPERSEDED JOB CITATION	10.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> - Power Marketing Chapter for:</p> <p>PM-17 Slice PM-17-11 Slice Customer Relations PM-17-12 Slice Contract Development, Negotiation, and Administration PM-17-13 Slice True-Up PM-17-14 Slice Operations PM-17-15 Slice Transmission Issues PM-17-16 Slice Dispute Resolution PM-17-17 Slice Computer Application Transactional Information</p> <p>PM-17-18 Slice Computer Application (SCA)</p> <p>PM-17-19 SCA Documentation</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 PM chapter of the BPA Records Manual.</p> <p>Please note: The above is to be scheduled Media Neutral.</p>	<p>Based on GRS 20/5</p> <p>Based on GRS 20/11</p>	

24 copies sent to Agency, NR

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FILE GUIDE AND RETENTION SCHEDULE: POWER MARKETING

Last Revision Date: September 7, 2005

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
PM-17	<p>Slice Material relating to the Slice of the System product which is based upon a customer's annual net firm requirements load and mapped to provide power in the shape of BPA's generation from Federal System Resources over the year. Materials include rates information, Slice studies, etc. The Slice system means the Federal generating resources that support the sale of Slice Output.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PS
PM-17-11	<p>Slice Customer Relations Material relating to interactions with Slice customers such as meetings, meeting notes, correspondence, forecast explanations, etc.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PS
PM-17-12	<p>Slice Contract Development, Negotiation, and Administration Material relating to Slice contract development, negotiation, and administration.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PS
PM-17-13	<p>Slice True-Up Materials relating to the Slice True-up. True-up is the annual reconciliation of annual costs versus forecasted costs. Materials include budgets, billing, correspondence, handouts, adjustment summaries, etc.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PS

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 (Headquarters): Inactive records storage

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

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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
PM-17-14	<p>Slice Operations Material relating to energy transfer, dynamic scheduling, Slice Storage Deviation Account (SSDA) and update to customers. Slice Storage Deviation Account means an account that reflects the ability to schedule its Slice output amounts in a manner that either places energy into storage or removes energy from storage.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PS
PM-17-15	<p>Slice Transmission Issues Material relating to Slice TBL or PBL Transmission issues such as operating reserves, ancillary services, etc.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PS
PM-17-16	<p>Slice Dispute Resolution Material relating to Slice Dispute Resolution.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PS
PM-17-17	<p>Slice Computer Application Transactional Information Material relating to scheduling transactional data and other communications via automated processes, scheduling requests and approvals, communication of operational limits, communication of actual operational conditions and customer operations.</p> <p style="text-align: right;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>Active Plus 6 years and then destroy.</i> <i>Active means the life of the contract.</i></p>	PGS

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PM-17-18	<p>Slice Computer Application (SCA) Scheduling data that is pertinent to Slice activity. Based on GRS 20/5.</p> <p><i>Retention Schedule:</i> <i>Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</i></p>	JSC GRS
PM-17-19	<p>SCA Documentation Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of media) relating to a master file or database that has been authorized for destruction by the GRS or a NARA-approved disposition schedule. Based on GRS 20/11.</p> <p><i>Retention Schedule:</i> <i>Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the system output is needed to protect legal rights, whichever is latest.</i></p>	JSC GRS

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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.

GRS 20
News 13 &
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- 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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