

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>111-305-05-6</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>4/4/02</i>	ARCHIVIST OF THE UNITED STATES <i>Allen 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 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 GRS OR SUPERSEDED JOB CITATION	10.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.	Generation Supply Chapter Please see attachment 1 for the following: Power Billing Phase 11/PDOC		
2.	Metering Function Review <u>Attachment 2.</u> <u>The standard language about Electronic Mail and Word Processing System copies as it appears in the final item of each chapter in the BPA Records Manual.</u> The above is to be scheduled Media Neutral.		

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
PC-17	<p>Power Billing Phase 11/PDOC Material related to the development, management, implementation and review of the Power Billing Phase II/PDOC. PDOC is designed as the centralized database of power billing interval data (metering, power and transmission schedules). PDOC achieves and maintains data integrity and stability by furnishing timely and accurate data to the Power Billing System (PBS). Materials include budget management documents, spreadsheets, actual or projected timelines, scopes, charters, etc.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 6 years and then delete/destroy.</i> <i>Active means as long as the project is in production.</i></p>	PGM
PC-18	<p>Metering Function Review Material related to the development, management, implementation and review of the Metering Function Review (MFR). MFR identifies current and future needs for metering data in the agency and eliminates unnecessary duplication of metering processes, data and systems. It includes data collection, calculation, maintenance, storage and distribution. Materials include budget management documents, spreadsheets, actual or projected timelines, scopes, charters, etc.</p> <p style="text-align: center;">PENDING NARA APPROVAL</p> <p><i>Retention Schedule:</i> <i>In Office: Active + 6 years and then delete/destroy.</i> <i>Active means as long as the project is in production.</i></p>	PGM

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 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**Electronic Mail and Word Processing System Copies**

Electronic copies or 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, and 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.

GRS 20
Items 13 &
14

Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies maintained by individuals in personal electronic mail systems.

Electronic mail messages 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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