

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-305-05-7</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>6/11/07</i>	ARCHIVIST OF THE UNITED STATES <i>Aller Weinstein</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 GRS OR SUPERSEDED JOB CITATION	10.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.	<u>Personnel Chapter – PE for PE-46-16</u> <u>Audiometric</u> Material relating to the supporting audiometric documentation including calibration records from the vendor and the vendor's analysis of record ability of any case. Retention Schedule: Destroy 60 years after the employee separates.		
2.	<u>Support Services Chapter – SS for SS-14-13</u> <u>Ergonomics</u> Material relating to basic and symptomatic ergonomic assessments. Ergonomic program information, individual records of ergonomic assessment findings and recommendations. Retention Schedule: Destroy when 6 years old. <u>Attachment 3. 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.		

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

810

FILE GUIDE AND RETENTION SCHEDULE: PERSONNEL

Last Revision Date: August 31, 2005

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
PE-46-15	 Statistical Summaries Statistical summaries and reports with related documents about employee health. Based on GRS 1/22. (SF 115 N1-305-88-1 approved July 14, 1989) <i>Retention Schedule:</i> <i>In Office: 2 years and then destroy.</i> 	CHM
PE-46-16	Audiometric Material relating to the supporting audiometric documentation including calibration records from the vendor and the vendor's analysis of record ability of any case. <p style="text-align: center;">PENDING NARA APPROVAL</p> <i>Retention Schedule:</i> <i>Destroy 60 years after the employee separates.</i>	CF
PE-47	 Benefits Material relating to policy and procedures governing employee benefit programs such as unemployment benefits, life insurance, health benefits (FEHB), Federal Employees Group Life Insurance (FEGLI), and dental insurance. File by name of program or by 5 Code of Federal Regulations section number. See also FI-19-22, Insurance Deductions. (SF 115 N1-305-88-1 approved July 14, 1989) <i>Retention Schedule:</i> <i>In Office: Superseded and then destroy.</i> 	CHR
PE-47-15	Leave Transfer Program Material relating to the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical certifications, and similar documentation. Based on GRS 1/37 (April 1992). See also FI-19-12, Employee Payroll Folders. Based on GRS 1/37 <i>Retention Schedule:</i> <i>Destroy 1 year after the end of the year in which the file is closed.</i>	CHM

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: Inactive records storage located in the Headquarters Building.
Federal Records Center (FRC): Located in Seattle. Off-site inactive records storage for Federal records.

810

FILE GUIDE AND RETENTION SCHEDULE: PERSONNEL

Last Revision Date: August 31, 2005

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.

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.

GRS 20
Items 13 & 14

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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
SS-14	<p>Facilities Management Material relating to the operation and maintenance of BPA-occupied buildings. Includes non-electric plant maintenance issues such as roofing, painting, and grounds care. Based on GRS 11/1. (SF 115 N1-305-88-1 approved July 14, 1989)</p> <p><i>Retention Schedule:</i> <i>Destroy when 2 years old.</i></p>	CGF
SS-14-11	<p>Parking Material relating to parking issues, including statistics, carpool background information, and problems. Based on GRS 11/4(a) (SF 115-N1-305-88-1 approved July 14, 1989)</p> <p><i>Retention Schedule:</i> <i>Destroy after 3 months.</i></p>	CGF
SS-14-12	<p>Agency Space Management Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment. Based on GRS 11/2(a).</p> <p><i>Retention Schedule:</i> <i>Destroy when 2 years old.</i></p>	CGD
SS-14-13	<p>Ergonomics Material relating to basic and symptomatic ergonomic assessments. Ergonomic program information, individual records of ergonomic assessment findings and recommendations.</p>	CGD

PENDING NARA APPROVAL

Retention Schedule:
Destroy when 6 years old.

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