

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO.

NI-305-90-1

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

6/15/90

1. FROM (Agency or establishment)

Department of Energy

2. MAJOR SUBDIVISION

Bonneville Power Administration

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Kathleen Lipscomb

5. TELEPHONE EXT.

8-429-5625

DATE

10/17/90

ARCHIVIST OF THE UNITED STATES



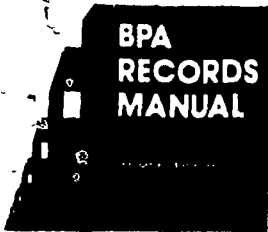
6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 13 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>6-15-90</i>	<i>Jean F. McKee</i>	Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	See attached		
<i>Copies sent to agency, NNA, NNT 10/23/90</i>			



FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
	BPA	FRC				
ED-11-12	 <u>Inductive Coordination and Interference</u> Material relating to the placement, design, construction, operation, and maintenance of BPA facilities in conformity with harmoniously adjusted methods that will prevent inductive interference. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34 	EO	S			S
ED-11-13	 <u>Audible Noise and Radio Interference</u> Material relating to audible noise and radio interference from BPA facilities. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34 	EE	S			S
ED-11-14	 <u>Electrical Effects</u> Material relating to electric and magnetic fields from BPA facilities. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34 	EES	S			S
ED-11-12	<u>Research, Development, and Demonstration</u> Material relating to research, development, and demonstration projects and authorities. <u>AUTHORIZATION:</u> Recommendation of Management	AN	A+2yrs	2yrs		S

PENDING

KEY

- A - ACTIVE
 - P - PERMANENT
 - S - SUPERSEDED/OBSOLETE
 - * - FIRST LETTER IN AREA OFFICE ROUTING (L T U W)
 - Z - ORIGINATING OFFICE
- See Section B00B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	OFFICE OF RECORD STORAGE		
				BPA	FRC	
ED-12-12	<p><u>Advisory and Exchange Committees</u> Material relating to meetings and exchange of information with other local, national, and international research and development groups or committees.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	AN	A+2yrs	2yrs	S	
			PENDING			
ED-12-13	<p><u>Technical Reports</u> Final technical reports as a result of research and development projects.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	AN	A+2yrs	2yrs	S	
			PENDING			
ED-12-14	<p><u>Laboratory Test Reports</u> Material relating to monitoring and testing of BPA facilities and activities. Includes final test reports done by BPA's laboratory. See also OP-19-11, Fault Tests, and ED-18-11, Test Data.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EL	A+1yr		A	
			PENDING			
ED-12-15	<p><u>System Tests</u> Material relating to staged system tests conducted on the energized transmission system. See also OP-19, Tests.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EL	A+1yr		A	
			PENDING			

KEY
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 P PERMANENT Z ORIGINATING OFFICE
 S SUPERSEDED/OBSOLETE



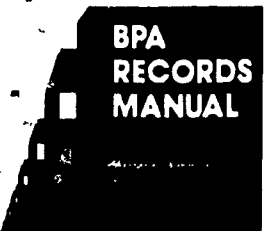
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FILE GUIDE AND RETENTION SCHEDULE

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
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			IN OFFICE	STORAGE		
			BPA	FRC		
EX-11-11 (cont.)	(j) Dictation tapes and recordings made exclusively for transcription or notetaking. Disposition: Destroy immediately after use. AUTHORIZATION: GRS 21/47	Z	See Disposition			
EX-11-12	<u>History/Annual Reports</u> Material reflecting BPA history and including BPA Annual Reports. Approximately 1 1/2 linear feet of paper files are stored in the work area with an accumulation of 1 1/2 inches per year. Offer to NARA in 5-year blocks when 20 years old. AUTHORIZATION: GRS 16/13(e)	ALM SSL	20yrs		P	A+1yr
EX-11-13	<u>Media Contacts</u> Records of current contacts for all media and approximate extent and kind of audience reached by the different news and public affairs media; schedules of news deadlines and style guidelines. AUTHORIZATION: Recommendation of Management	ALM	A+3mos			A+3mos
EX-11-14	<u>News, Radio, and TV Releases</u> Copies of news releases, scripts of radio and television presentations. (Radio and TV materials are retained by SSG.) Approximately 10 linear feet of paper and audiovisual material	ALM PJS SSG	A+4yrs		P	A+1yr

PENDING

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PART
A FILE GUIDE AND RETENTION SCHEDULE

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE		IN OFFICE
			BPA	FRC		
EX-11-17	Press Clippings Copies of material appearing in the press concerning BPA policies and activities.	ALM	A+2yrs			A
	AUTHORIZATION: BPA Records Schedule and Files Handbook PRI/7					
EX-12	<u>Public Involvement</u> Material relating to BPA public involvement activities and procedures. An original Public Record is maintained by the program organization according to the retention period set for its subject classification, unless delegated to ALP					
	(a) Material relating to short-term activities and procedures concerning BPA's effort to involve the public in BPA issues.	ALP	A+5yrs			A+1yr
	(b) Material that supports BPA public involvement policy and long-standing procedures which impact the rights of individuals. Approximately 2 linear feet of paper files are stored in the work area with an accumulation of 4 inches per year. Offer to NARA in 5-year blocks when 20 years old.	ALP	A+10yrs		P	A+1yr
	<u>AUTHORIZATION:</u> Recommendation of Management. BPA has a unique and overriding public involvement directive through Public Law 96-501. Records document establishment of substantive policy and procedures.					

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See Section 800B for explanation of KEY items.



CHAPTER

810

TITLE
EXTERNAL ISSUES

PART
FILE GUIDE AND RETENTION SCHEDULE

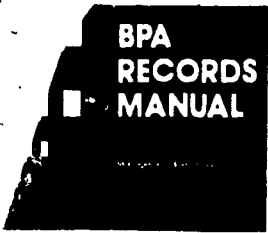
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04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			IN OFFICE	OFFICE OF RECORD STORAGE		OTHER COPIES IN OFFICE
				BPA	FRC	
-12 (cont.)	Permanent retention will permit documentation of BPA's efforts to uphold the constitutional rights of citizens for challenge and historical record.					
EX-12-11	 <u>Conferences/Symposiums</u> Planning, implementation, and evaluation of BPA sponsored or co-sponsored public conferences or symposiums. Published proceedings assigned BPA publication numbers are retained according to EX-11-15. <u>AUTHORIZATION:</u> DOE 16/12(a)(3)(a) 	Z	A+2yrs	8yrs	A	
EX-12-12	<u>Commendations/Criticism</u> Unsolicited comments from the public or other organizations on BPA activities including public involvement efforts and programs, and other programs or policies for which a request for comments is not issued. <u>AUTHORIZATION:</u> GRS 14/7	Z	3mos		3mos	
EX-12-13	<u>Requests for Public Involvement/Understanding</u> (a) Proposals submitted to BPA by the public requesting BPA resources to further any public involvement process or public understanding of BPA programs and issues. Includes funding requests (for example, intervenor funding), sponsorships, and creation of working committees.	ALP	A+5yrs		A+1yr	

PENDING

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
EX-12-13	(b) Rejected proposals. AUTHORIZATION: Recommendation of Management	ALP	A+1yr			A+1yr
EX-13	<u>Public Information</u> Material of formally designated information office relating to the creation and dissemination of information designed to help the public or an elected official understand BPA programs and policies. May include confidential information. AUTHORIZATION: GRS 14/2 as adapted for FERC	AL	5yrs or S			A+1yr
EX-13-11	<u>Educational Activities</u> Material relating to cooperative educational programs and projects with private groups, educational agencies and organizations, and State and other Federal agencies. AUTHORIZATION: Soil Conservation Service (SCS) 260/13	Z	A+3yrs			A
EX-13-12	<u>General Inquiries</u> Requests for information and responses to inquiries that do not reference the Freedom of Information Act (FOIA) and which are not affected by the Privacy Act. AUTHORIZATION: GRS 14/3	Z	3mos			3mos

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PART
FILE GUIDE AND RETENTION SCHEDULE

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE		
			BPA	FRC	IN OFFICE	
EX-13-14	<p><u>Public Involvement Reading Room</u> Documents relating to the development, operation, and services of the BPA Public Involvement Reading Room which provides information to the public.</p> <p><u>AUTHORIZATION:</u> GRS 14/2 as adapted for PERC</p>	ALP	5yrs or S			A+1yr
EX-13-15	<p><u>Visitors</u> Visitor logs and other documentation of public visits including preparation, itineraries, tour arrangements, and related correspondence.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	Z	A+3yrs			A
EX-13-16	<p><u>Congressional Hearings</u> Provisions for information for decisionmaking regarding policy and issues conducted through congressional hearings including background information, BPA formal testimony, questions and answers, contract data and summary, memorandums of understanding (MoUs), previous and pending correspondence, and biographies.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	ALG	A+1yr	4yrs		A+1yr
EX-14	<p><u>Special Events</u> Material for informational and honorary events, and evaluations of their effectiveness. Includes preparation, publicity, and participation. May include a variety of media.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) 260/15</p>	Z	A+3yrs			A

PENDING

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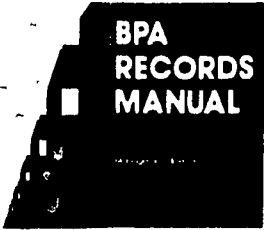
See Section 800B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD STORAGE		OTHER COPIES IN OFFICE
			IN OFFICE	BPA	
	<p><u>MANAGEMENT</u> Records accumulated by individual organizations that relate to internal administrative activities rather than the functions for which the organization exists. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition		A+1yr
MN-11	<p><u>Organization</u> Organizational charts and reorganization proposals. Approximately 1 linear foot of paper files are stored in the work area with an accumulation of 1 linear inch per year. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> GRS 16/13(a)</p>	SM	A+5yrs		P S
MN-12	<p><u>Position Management</u> Material dealing with the use made of positions in performing an organization's mission. Includes studies relating to design of efficient organization framework, including position design, planning and tracking of staffing levels, and staffing cost controls. Approximately 1 linear foot of paper files are stored in the work area with an accumulation</p>	SM	A+5yrs		P S

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See Section B008 for explanation of KEY items.

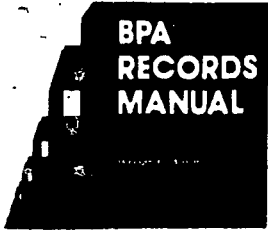


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			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE	IN OFFICE	
			BPA	FRC		
MN-12 (cont.)	of two to three folders per year. Offer to NARA in 5-year blocks when 20 years old. See also BU-11-16, FTE and MURS Systems Reports. <u>AUTHORIZATION:</u> GRS 16/13(a)					
MN-13	<u>Activity Reports</u> Periodic (monthly) reports of work in progress reflecting activities, status, and accomplishments. <u>AUTHORIZATION:</u> DOE 16/8(b)(1)(a)	Z	2yrs	1yr	A	
MN-14	<u>Manuals/Handbooks</u> Formal directives distributed as circulars, handbooks, or in manual form announcing changes to BPA policies and procedures. Case file by issuing organization (which is the Office of Record). (a) Issuances and background material related to BPA program functions. Accumulation of material varies throughout the agency. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> GRS 16/1(a) (b) Issuances and background material related to such administrative functions as travel, procurement, and budget. <u>AUTHORIZATION:</u> GRS 16/1(c) <i>GRS 16/a</i>	Z	A+1yr	P	S	
		Z	S		S	

PENDING

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CHAPTER

810

POWER MARKETING

FILE GUIDE AND RETENTION SCHEDULE

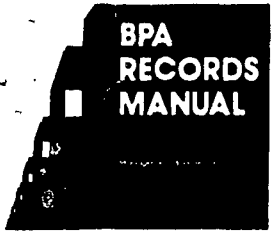
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04-15-86
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES
			IN OFFICE	STORAGE BPA FRC	
11-19 (cont.)	Disposition: Store on site 1 year then microfilm and send hard copy to FRC for 8 years. Destroy microfilm 20 years, and hard copy 8 years, after end of year originated.				
	AUTHORIZATION: BPA Records Schedule & Files Handbook POM-16				
PM-12	<p><u>Power Transactions</u> Material relating to type of power transaction including policies, procedures, and developmental material. File here or use the following subjects as needed. Within tertiary subjects, case file alphabetically by customer name or numerically by customer number. Collection includes approximately 10 linear feet maintained in numerical or alphabetical order. Annual accumulation is 2 linear feet.</p> <p>(a) Correspondence and other material establishing BPA policies and procedures governing the sale of energy.</p> <p><u>Disposition:</u> Transfer to FRC when no longer active and offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p> <p>(b) Correspondence regarding format and content of energy sales agreements, prototype agreements, letter agreements, and other related matters, EXCEPT when concerning a specific contract.</p>	PM	See Disposition		A

PENDING

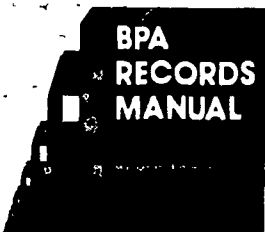
KEY	A - ACTIVE	X - FIRST LETTER IN AREA OFFICE ROUTING (L T U W)
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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
PM-12 (cont.)	<p><u>Disposition:</u> Destroy when superceded, no longer required for reference, or when 10 years old, whichever is sooner.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>		PENDING			
PM-12-11	<u>Power Sales</u>	PM	See PM-12	Disposition		
PM-12-12	<u>Storage</u>	PM	See PM-12	Disposition		
PM-12-13	<u>Exchange</u>	PM	See PM-12	Disposition		
PM-12-14	<u>Exchange Transmission</u>	PM	See PM-12	Disposition		
PM-12-15	<u>Service and Exchange</u>	PM	See PM-12	Disposition		
PM-12-16	<u>Trust/Customer Service Reimbursable</u>	PM	See PM-12	Disposition		
PM-12-17	<u>Operation and Maintenance</u>	PM	See PM-12	Disposition		
PM-12-18	<u>Transmission</u>	PM	See PM-12	Disposition		
PM-12-19	<u>Transfer</u>	PM	See PM-12	Disposition		
PM-12-20	<u>Voltage Regulator</u>	PM	See PM-12	Disposition		
PM-12-21	<u>Lease</u>	PM	See PM-12	Disposition		

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
PM-12-22	<u>Cogeneration</u>	PM	See PM-12	Disposition		
PM-12-23	<u>Other Power Transactions</u>	PM	See PM-12	Disposition		
PM-12-24	<u>Residential Purchase and Exchange</u>	PM	See PM-12	Disposition		
PM-12-25	<u>Conservation</u>	PM	See PM-12	Disposition		
PM-12-26	<u>Purchase</u>	PM	See PM-12	Disposition		
PM-12-27	<u>Residential Exchange</u>	PM	See PM-12	Disposition		
PM-12-28	<u>Intertie Assured Access</u>	PM	See PM-12	Disposition		
PM-12-29	<u>Construction</u>	PM	See PM-12	Disposition		
PM-12-30	<u>Emergency</u>	PM	See PM-12	Disposition		
PM-13	<u>Rates</u>	PML	See	Disposition		
	<u>Disposition:</u> See PM-13 tertiary subjects for disposition.					
PM-13-11	<u>Responses to Power Planning Council Requirements</u> Case file by section/subsection of the Act. <u>AUTHORIZATION:</u> Recommendation of Management	PML	S	3yrs	S	

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CHAPTER

810

SUPPLY SERVICES

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FILE GUIDE AND RETENTION SCHEDULE

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
SU	<p>SUPPLY SERVICES Material relating to procurement, materials management, and quality assurance. Includes material relating to procurement contracts, purchase orders, and such issues as their negotiation, award, provisions, and termination. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p> <p><u>AUTHORIZATION:</u> SP 115 NI-305-88-1 approved July 14, 1989</p>		See Disposition		A+1yr	
SU-11	<p>Unique Procurement Issues Material tracking procurement-related issues not identified with a specific BPA contract.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management These records provide an orderly means to identify and use significant research material on recurring procurement issues not logically retained with other records series.</p>	AE	A+3yrs		A	
SU-12	<p>Routine Procurements Contracting documents with original signatures. See also PI-17, Vouchers.</p> <p><u>AUTHORIZATION:</u> SP 115 NI-305-88-1 approved July 14, 1989</p>	BSDG	A+1yr	5yr, 3m	A+1yr	

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