

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO.

NI-305-91-2

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

DATE RECEIVED

12-11-90

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Department of Energy (DOE)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION
Bonneville Power Administration (BPA)

4. NAME OF PERSON WITH WHOM TO CONFER
Records Management Section (SSTD)

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*Kathleen Lipscomb, Records Officer
P.O. Box 3621, Portland, OR 97208*

FTS 429-5367

9/2/92

*Act 5
Claude J. Walker*

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 _____ 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

12/6/90

J. A. Ruatto

*Departmental Records
Officer*

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The attached <u>BPA Records Manual</u> Part 800 items are new or revised:</p> <p>ED-15-11. ED-16 thru ED-16-19. ED-17-11. ED-25. ED-26 thru ED-26-15 ED-28-11. EX-11-15. FI-20-15 thru FI-20-19. FI-27-11. FI-29 thru FI-29-13. MA-12-12 thru MA-12-14. OP-13-11. PE 11-13. PM 14-24 thru PM 14-26. SS 19. SU-12-12(a). SU-12-12(c) thru SU-12-12(e). SU 12-16. SU-15-18. SU-16-14 thru SU-16-15.</p> <p><i>Copies sent to agency, NSR, NCF, NIA 9/18/92</i></p>		

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
ED-14-11	<u>AC Interties</u> Material relating to alternating current (AC) intertie facilities. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	E	A+lyr	3yrs		A
ED-14-12	<u>DC Interties.</u> Material relating to the direct current (DC) intertie facilities. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	E	A+lyr	3yrs		A
ED-15	<u>Transmission Lines</u> Material relating to the planning, design, and construction of transmission lines. Case file by name of transmission line. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	EF	A+lyr	3yrs		A
ED-15-11	<u>Drawings</u> All BPA numbered drawings showing the design and construction of transmission lines and structures. <u>AUTHORIZATION:</u> Recommendation of Management	SSTD	A			A
ED-15-12	<u>Construction Data Books</u> Reduced-size drawings, site data, stringing data and instructions, and similar construction specifications in book form. <u>AUTHORIZATION:</u> SF 115 NC-305-76-1 approved September 15, 1976	EF	A+6yrs			S

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES
			IN OFFICE	STORAGE	
ED-15-33	<p><u>Switches</u> Manufacturers design criteria and drawings; photographs, specifications, and design drawings related to new and existing transmission disconnect switches.</p> <p><u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989</p>	EF	A+1yr		S
ED-16	<p><u>Photogrammetry</u> Photography-related material relating to planning, surveying, designing, constructing, and maintaining transmission facilities serving the BPA system. Includes base maps/manuscripts and digital data.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A+1yr		A
ED-16-11	<p><u>Aerial Photographs</u> Photographic negatives used in designing, constructing, and maintaining BPA's transmission facilities. Approximately 189 linear feet retained in chronological order (from 1949) with an annual accumulation of 3 linear feet. Offer to NARA in annual segments 5 years after negatives have reached inactive status at BPA.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p> <p><i>see next page</i></p>	EFB	A	P	A

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Z - ORIGINATING OFFICE

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FILE GUIDE AND RETENTION SCHEDULE: ENGINEERING, DESIGN, AND CONSTRUCTION

Date: July 14, 1992

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			IN OFFICE	BPA	FBC

ED-16-11

Aerial Photographs

Photographic negatives used in designing, constructing, and maintaining BPA's transmission facilities.

Approximately 189 linear feet retained in chronological order (from 1949) with an annual accumulation of 3 linear feet. Transfer to National Archives when no longer needed for regular current business as described in 36 CFR 1228.180.

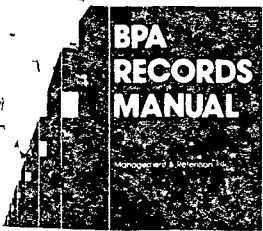
BPA will review records at five-year intervals beginning in 1997 to determine if they may be transferred. If transfer is not feasible, BPA will provide the certification required by 36 CFR 1228.180.

AUTHORIZATION: Recommendation of NARA with BPA concurrence as reflected in 1992 correspondence.

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ED-16-12	<p><u>Photogrammetric Work Requests</u> Material relating to requests for photogrammetric transmission line surveys, danger tree studies, tower studies, contour maps, access roads, photogrammetric digital data, photomaps and photomosaics, special purpose image processing products/services, remote sensing studies.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	3yrs			A
ED-16-13	<p><u>Analytical Stereoplotter Systems</u> Correspondence, reports, and other data about BPA's stereoplotter systems.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A			A
ED-16-15	<p><u>Remote Sensing</u> Material relating to collection and analysis of remotely-sensed data.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	3yrs			S
ED-16-16	<p><u>Topographic Mapping</u> Project files including base maps (manuscripts), digital photogrammetric data, "hardshells," prints, film positives, survey data, and notes about topographic/planimetric mapping performed by or for BPA.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A	3yrs	20yrs	A

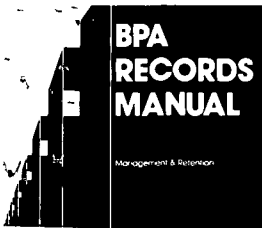
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X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE



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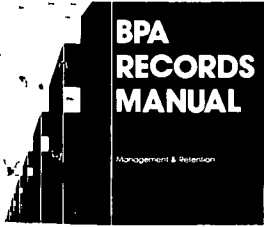
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ED-16-15 ***	<p><u>Remote Sensing</u> Material relating to collection and analysis of remotely-sensed data.</p> <p><u>Disposition:</u> BPA is only beginning to accrue records in this series. Only a few samples sets of satellite data existed at BPA in May 1991 for NARA review. Due to the nascent character of this records series, no retention period is being approved. No destruction of any records under this series is authorized. NARA will review the records series by 1993 for further action.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	See Disposition.			
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KEY	A - ACTIVE	x - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
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	See Section 800 8 for explanation of KEY terms	



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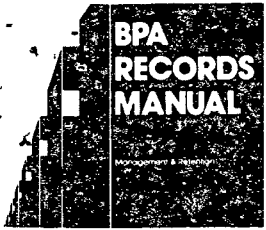
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ED-16-16 ***	<p><u>Topographic Mapping</u> Project files including base maps (manuscripts), "hardshells," prints, film positives, survey data, and notes about topographic/planimetric mapping performed by or for BPA.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A	3yrs	20yrs	A
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ED-16-19	<p><u>Right-of-Way Clearing Study</u> Documentation of photogrammetric danger tree studies and BPA clearing design. See also LA-15, Maintenance Trees.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	3yrs			A
ED-17	<p><u>Stations</u> Material relating to the planning, design, and construction of stations, including substations, radio stations, gaging stations, repeater stations. Includes Control Project Diagrams. Case file by name of station.</p> <p><u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989</p>	EE	A+1yr			S
ED-17-11	<p><u>Drawings</u> All BPA numbered drawings showing the design and construction of stations.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	SSTD	A			A
ED-17-12	<p><u>Station Design</u> Material relating to general design and construction of stations. File all specific records in case file by station name.</p> <p><u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989</p>	EE	A+1yr			S

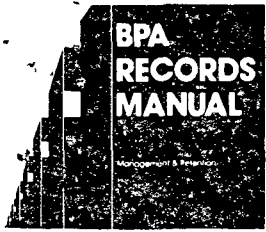
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ED-24-18	Control System Development Support Material relating to control system support projects. AUTHORIZATION: SF 115 N1-305-88-1 approved July 14, 1989	EEP	A+1yr		S
ED-25	System Electrical Data Books Source data on all interconnected Northwest electrical systems. AUTHORIZATION: BPA Records Schedule & Files Handbook ED-36	EOF	S		S
ED-26	Survey and Mapping Field notes, survey data, computations, and other supporting data used to create BPA's hardshell maps. Also, general documentation, such as correspondence and reports, about BPA's survey and mapping function. AUTHORIZATION: Recommendation of Management	EFB	A+1yr	2yrs	A+1yr
ED-26-11	Cadastral, Location Line, and Control Surveys Survey notes and related documents such as survey control documents, benchmark (BM) lists, point-on-tangent (POT) lists, survey adjustment records (L-lines), and coordinates used to create hardshell maps and to design transmission lines. Approximately 120 linear feet retained in alphabetical order by project name with an annual accumulation of 10 linear feet. Offer to NARA in annual segments when 100 years old.	EFB	A	P	A

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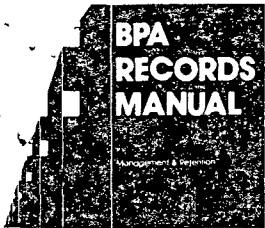
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ED-26-11 (cont.)	<p><u>AUTHORIZATION:</u> Recommendation of Management. The recommended retention period is based on the 1976 BPA Records Schedule & Files Handbook item ED-19(a). Experience shows that the 50 years cited in the 1976 BPA Records Handbook is not adequate. Many facilities are still in use after 50 years. BPA engineers believe that 100 years is a more reasonable period for the records to be under BPA's care and control; like land records, cadastral surveys may form a useful link for future research and perspective and should be considered for permanent Federal retention.</p>				
ED-26-12	<p><u>Preliminary Lines and Topography Surveys</u> Survey notes and other data on preliminary lines, profile levels, bench levels, cross sections, topography, and access roads.</p> <p><u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-19(b)</p>	EFB	A	20yrs	A+lyr
ED-26-13	<p><u>Tower Site Surveys</u> Field survey notes and other supporting engineering data on preliminary transmission tower siting studies.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A+2yrs	3yrs	A+lyr

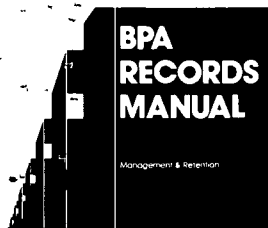
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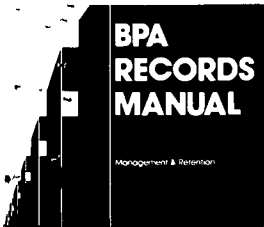
FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
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ED-26-11	<p><u>Cadastral, Location Line, and Control Surveys</u> Survey notes and related documents such as survey control documents, benchmark (BM) lists, point-on-tangent (POT) lists, survey adjustment records (L-lines), and coordinates used to create hardshell maps and to design transmission lines.</p> <p>Disposition: Transfer hardcopy records to FRC 2 years after records reach inactive status at BPA. Transfer documents shall include a detailed box listing (inventory), including project name and other data to facilitate/ensure adequate review every 25 years. BPA will review the documents every 25 years and authorize destruction of records no longer needed after each review. All records shall be destroyed 100 years after reaching inactive status. (BPA may retain a microfilmed or imaged (nonhardcopy) convenience copy if desired.) See NARA memo of July 12, 1991.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A+2yrs	98yrs* *See Disposition.	A
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See Section 800.8 for explanation of KEY terms



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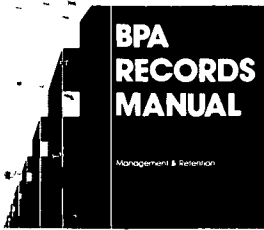
FILE GUIDE AND RETENTION SCHEDULE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
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ED-26-14 /	<p><u>Plan and Profile Hardshell Maps</u> Original computed drawings of transmission rights-of-way and facility sites showing surrounding topographic and planimetric features. Hardshell maps are a compilation of all information used to create the plan and profile maps ("engineering drawings") classified under ED-15-11 and ED-17-11.</p> <p>*** <u>Disposition:</u> Transfer hardcopy records to FRC 2 years after records reach inactive status at BPA. Transfer documents shall include a detailed box listing (inventory), including project name and other data to facilitate/ensure adequate review every 25 years. BPA will review the documents every 25 years and authorize destruction of records no longer needed after each review. All records shall be destroyed 100 years after reaching inactive status. (BPA may retain a microfilmed or imaged (nonhardcopy) convenience copy if desired.) See NARA memo of July 12, 1991.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB EFC	A+2yrs		98yrs* *See Disposition.	A+1yr
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ED-26-15	<p><u>Supporting Survey Records</u> Original documents about rights-of-way and related survey topics and copies of legal documents not specifically identified as cartographic or survey records which are obtained or used in the original land survey as basic data to create the hardshell maps described in ED-26-14.</p> <p>***</p> <p><u>Disposition:</u> Transfer hardcopy records to FRC 2 years after records reach inactive status at BPA. Transfer documents shall include a detailed box listing (inventory), including project name and other data to facilitate/ensure adequate review every 25 years. BPA will review the documents every 25 years and authorize destruction of records no longer needed after each review. All records shall be destroyed 100 years after reaching inactive status. (BPA may retain a microfilmed or imaged (nonhardcopy) convenience copy if desired.) See NARA memo of July 12, 1991.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A+2yrs	BPA	FRC	98yrs* *See Disposition.	A+1yr

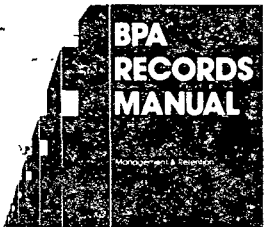
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See Section 800.8 for explanation of KEY terms



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ED-28	<p><u>Image Processing System</u> BPA's image processing system (IPS) is a data collecting tool to provide baseline information for many transmission facilities and other functions. Data is stored electronically although records include hardcopy like correspondence, reports, and background material about image processing systems, methods, and projects. The IPS came from the research and development sector in 1985. As of 1990, continued development of the IPS as a production tool is anticipated. Forecasted application areas include digital photomaps, spatial data for the Geographic Information System (GIS), and image classification (such as land use). The IPS is integrated with the computer-assisted mapping (CAM) system (ED-29) (also called CAD, computer-assisted design), the GIS (ED-27), stereoplotter systems, and surveys. The electronic data is continually updated.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	A			A
ED-28-11	<p><u>Photomaps/Photomosaics</u> All types of BPA photomaps and photomosaics generated by the Image Processing System (IPS). Includes right-of-way maintenance photomaps, danger tree photomaps, and photomaps/photomosaics for issues such as new transmission facility projects, substation sites, and environmental studies. (Formerly ED-16-20.)</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EFB	S			S

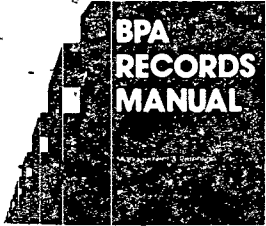
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			BPA	FRC		
FI-20-14	<p><u>Reimbursements</u> Material relating to financial planning for reimbursements received by BPA from outside entities for work and services provided by BPA.</p> <p>AUTHORIZATION: SF 115 N1 305-88-1 approved July 14, 1989</p>	DRF	A+3yrs		3yrs	A+1yr
FI-20-15	<p><u>Alternative Financing of Fish and Wildlife Facilities</u> Studies conducted or received by BPA that address the potential costs and benefits associated with alternative methods of financing fish and wildlife facilities, including fish bypass screens at Federal Columbia River Power System (FCRPS) projects.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRF PJ	A+3yrs		3yrs	A+1yr
FI-20-16	<p><u>Multi-District Litigation 551</u> Material relating to securities fraud litigation arising out of the default by the Washington Public Power Supply System (WPPSS) on nuclear power projects 4 and 5. Commonly referred to as "MDL 551."</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRF	A+3yrs		3yrs	A+1yr

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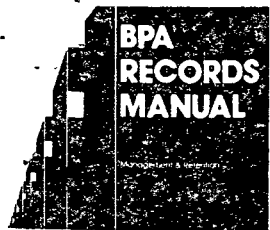
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			OFFICE OF RECORD			OTHER COPIES IN OFFICE
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EX-11-14	News, Radio, and TV Releases Copies of news releases, scripts of radio and television presentations. (Radio and TV materials are retained by SSG.) Approximately 10 linear feet of paper and audiovisual material is stored in the work areas with a yearly accumulation of 3 linear feet. Offer to NARA when 25 years old. AUTHORIZATION: SF 115 NC 305 76-1 approved September 15, 1976	ALM PJ SSG	A+4yrs		P	A+1yr
EX-11-15	<u>Publications</u> Record copy of each BPA-numbered publication. A record set (one printed copy of each publication) is sent to the Seattle Federal Records Center annually for transfer to the regional office of NARA. BPA's Office of External Affairs (AL) ensures that a complete set is transmitted to BPA's Records Management Section (SSTD) for shipment to FRC. BPA's library (SSL) maintains a set of all BPA-numbered publications, as a local history of BPA's work. Distribution is made upon request to professional, technical, and educational organizations, as well as to the public, while the documents are in print. Annual accumulation is about 3 linear feet. AUTHORIZATION: Recommendation of Management	AL SSTD	A		P	A
EX-11-16	<u>Speeches</u> Copies of speeches by the Administrator and senior officials that affect BPA program activities. Approximately 9 linear feet of paper files are stored in the work area. Annual	SSL PJ ALM	A+4yrs		P	A+1yr

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	See Section 800 B for explanation of KEY terms	



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FI-27-11	<p><u>Residential Exchange Invoicing</u> Detailed backup accounting records for the BPA's Residential Exchange Program. Includes exhibits and other supporting documents in the Residential Purchase and Sale Agreement (RPSA) and Exchange Transmission Credit Agreement (ETCA) contracts. See also PM-11-14, Contracts, Original and Master Authenticated, and FI-17, Vouchers.</p> <p><u>AUTHORIZATION: RECOMMENDATION OF MANAGEMENT</u> The retention period for FI-27-11 is justified as follows: The RPSA and ETCA contracts allow utilities to request metering adjustments. There is no limit on the period when an adjustment may be requested except the life of the contract, which is 20 years. The contract states in Section 6 that records shall be retained at least 5 years. Both BPA and the utilities expect the records to be readily available those 5 years. BPA analysts require quick access during this period. Summary information has not proved adequate; details are needed for utility reviews and for metering and billing adjustments. The life of the contract plus a 3-year administrative period for auditing is proposed for the total retention period. The distribution of the retention period as shown is recommended for efficient business practice.</p>	DREF	6yrs	3yrs	14yrs	A
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FI-20-17	<p>Reserve Fund Material relating to debt service reserve funds maintained for outstanding third-party financing arrangements including Washington Public Power Supply System (WPPSS) bonds.</p> <p>AUTHORIZATION: Recommendation of Management</p>	DRF	A+3yrs	3yrs	A+1yr
FI-20-18	<p>Third-Party Debt Instruments Material relating to the Washington Public Power Supply System (WPPSS) and other entities about BPA's backing for third-party debt instruments.</p> <p>AUTHORIZATION: Recommendation of Management</p>	DRF	A+3yrs	3yrs	A+1yr
FI-20-19	<p>Supply System Bond Refinancing Material relating to the refunding program jointly pursued by the Washington Public Power Supply System (WPPSS) and BPA to refund high-interest debt with lower-interest refunding debt issues. Current bonds are due by year 2018.</p> <p>AUTHORIZATION: Recommendation of Management The retention period is based on the life of the bonds plus a reasonable storage period that is considered by professional financial analysts necessary to meet BPA's potential informational needs to research the bond sale issue for similar, future action and to answer questions about the 1990 and earlier bond sales.</p>	DRF	A+3yrs	3yrs 24yrs	A+1yr

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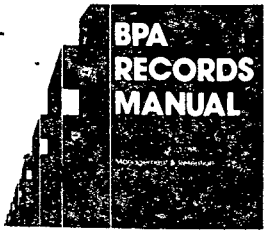
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See Section 400.8 for explanation of KEY terms.

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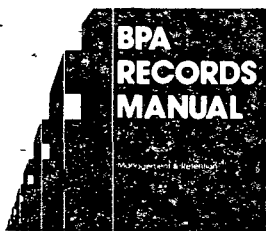
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FI-28	<p>Revenue Requirements Material relating to total costs which BPA must recover through its rates, such as interest, amortization, and operating expenses. See also PM-13-13, Wholesale Power Rate; PM-13-14, Transmission Power Rate; and PM-16, Rate Filings and Hearings.</p> <p>AUTHORIZATION: SF 115 N1 305 88 1 approved July 14, 1989</p>	DRFR	A+5yrs			A
FI-29	<p>Repayment Material relating to BPA's methods, practices, and balances owed the U.S. Treasury to repay the Government for its investment in the Federal Columbia River Power System (FCRPS). Includes repayment policy formulation and studies, adequacy of proposed rates pursuant to studies on the effects of FERC regulations, alternative repayment methodologies, and program or policy changes on revenue requirements. See also PM-13-13, Wholesale Power Rate; PM-13-14, Transmission Power Rate; and PM-16, Rate Filings and Hearings.</p> <p>AUTHORIZATION: Recommendation of Management Requirements for BPA's repayment of the Federal investment in the Federal Columbia River Power System (FCRPS) are specified in public law. Materials relating to repayment provide documentation and support for BPA's adherence to the statutory requirements and FERC regulations. These records document the establishment of substantive policies and procedures. Retention of these materials allows orderly access to information which</p>	DRFR	6yrs		15yrs	A

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FI-29 (cont.)	may be required for reference and verification of BPA's historical repayment records, repayment studies, policies, and adherence to statutory and FERC requirements.					
FI-29-11	<u>Separate Accounting</u> Historical tracking of the revenues, expenses, and Federal amortization payments of the Federal Columbia River Power System (FCRPS), separated by generation, transmission, and wheeling. Separate accounting analyses are prepared consistent with the legislative requirement that BPA equitably allocate the costs of the Federal transmission system between Federal and non-Federal power users. (See FERC Order dated January 27, 1984, 26 FERC 61,096.)	DRFR	6yrs		15yrs	A
	<u>AUTHORIZATION:</u> ---Recommendation of Management					
FI-29-12	<u>Replacements</u> Material relating to the costs and timing of Federal Columbia River Power System (FCRPS) project replacements within BPA's repayment study, including generating projects and transmission plant.	DRFR	6yrs		15yrs	A
	<u>AUTHORIZATION:</u> Recommendation of Management					
FI-29-13	<u>Net Debt</u> Material relating to the increase in BPA's outstanding debt with the U.S. Treasury, new borrowing less amortization paid.	DRF	6yrs			A
	<u>AUTHORIZATION:</u> Recommendation of Management					

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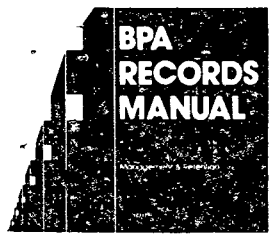
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MA-12	<u>Transmission Line Maintenance</u> Material relating to the maintenance of transmission lines such as equipment used, wood poles, towers, materials, and line upgrades. <u>AUTHORIZATION:</u> SF 115 NC-305-76-1 approved September 15, 1976	MM xD	5yrs			S
MA-12-11	<u>Right-of-Way Maintenance</u> Material relating to the maintenance of rights-of-way including access roads, encroachments, vegetation management, and clearing. See also LA-15, Maintenance Trees. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	MM xD	S+3yrs			S
MA-12-12	<u>Wood Poles</u> Documents about the maintenance of wooden transmission line poles and wooden stubs. Includes storage, preservation, and disposal issues. <u>AUTHORIZATION:</u> Recommendation of Management	MM xD	S	2yrs		S
MA-12-13	<u>Nonwood Poles</u> Documents about transmission line poles and stubs constructed of material other than wood, such as steel, concrete, and laminates. <u>AUTHORIZATION:</u> Recommendation of Management	MM xD	X	2yrs		S

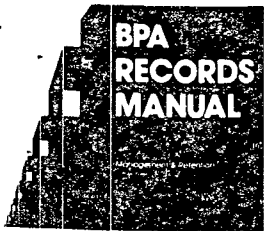
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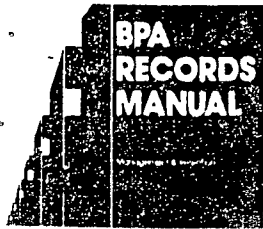
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MA-12-14	<p><u>TLM Equipment and Materials</u> Documentation of equipment and materials used in the maintenance of transmission line maintenance facilities.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MM xD	S	2yrs	S
MA-13	<p><u>Power System Control Communications</u> Material relating to the planning, programming, testing, and maintenance of the PSC function of the electrical and nonelectrical facilities. Includes general equipment files which are not specific to a brand or location.</p> <p><u>AUTHORIZATION:</u> SF 115 NC-305-76-1 approved September 15, 1976</p>	MM xD	S+2yrs		S
MA-13-11	<p><u>PSC Communications Equipment</u> Material relating to equipment specific to support the PSC program to a particular budget or account number.</p> <p><u>AUTHORIZATION:</u> SF 115 NC-305-76-1 approved September 15, 1976</p>	MM xD	S+2yrs		S
MA-14	<p><u>System Protection Maintenance</u> Material relating to the planning, programming, testing, and maintenance for the SPM function of the electrical and nonelectrical facilities.</p> <p><u>AUTHORIZATION:</u> SF 115 NC-305-76-1 approved September 15, 1976</p>	MM xD	S+2yrs		S

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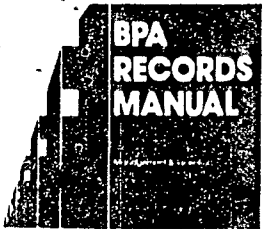
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			IN OFFICE	STORAGE		
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OP-13	Operation of Interties and Interconnections Material relating to operating interties and interconnections. File alphabetically by line name. See also ED-14, Interties, and RP-15, Planning for Interties and Interconnections.	MO	A+1yr			
	AUTHORIZATION: SF 115 N1-305-88-1 approved July 14, 1989					
OP-13-11	Interchange Schedules, Logs, and Outages All schedules, logs, outages, and similar material related to the operation of all interties and interconnections. Records constitute life study data for the BPA electrical system. Includes all forms of record material such as hardcopy and microfilm. Case file by line name.	PS	3yrs		25yrs	3yrs
	AUTHORIZATION: FERC-18CFR-125.3/23					
OP-14	Joint Operating and Coordination Agreements Agreements with other utilities and generating companies about clearance procedures, coordination of work, scheduling practices, and performing reciprocal work during emergencies. File alphabetically by name of utility or company. See also EX-15-16, Utility Organizations, and EX-15-17, Industries.	MO PS	A			
	AUTHORIZATION: SF 115 N1-305-88-1 approved July 14, 1989					

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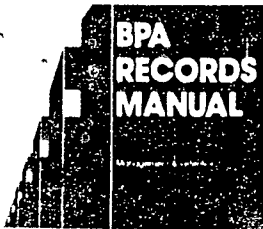
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SU-12-12	<p><u>Awards</u> Requisitions, contracts, purchase orders, leases, bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, acceptance, termination, and payment. Maintained by and for the Contracting Officer. Office of Record is usually SR. "Active" for SR is the period until final payment, or until expiration of warranty and latent defects period, or until pending issues are resolved.</p> <p>(a) Materials, supplies, equipment (other than that identified under SU-12-12 (c), (d), or (e) below), and service contracts over the small purchase limit.</p> <p><u>AUTHORIZATION:</u> RECOMMENDATION OF MANAGEMENT</p> <p>(b) Materials, supplies, equipment, and service contracts of the small purchase limit or less acquired using Small Purchase procedures identified in Parts 8 or 13 of the Bonneville Acquisition Guide (BAG).</p> <p><u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989</p> <p>(c) Contracts for Standard Power System Products. These contracts are for more than the small purchase limit and are for "off the shelf" or manufacturer's standard products, which are normally purchased without the benefit of BPA specifications, drawings, or quality assurance provisions, but by reference to a manufacturer's model or catalog number or a minimal schedule item description.</p>				A+1yr	
		SRP	A	6yr, 3mo	A+1yr	
		SRP SSL	A	3yrs	A+1yr	
		SRPD	A	10yrs	A+1yr	

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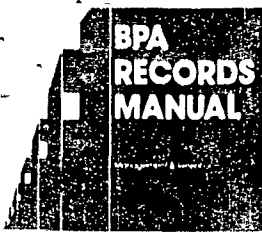
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SU-12-12 (cont.)	<p>containing the necessary salient characteristics. These products include, but are not limited to, items such as common construction materials, readily available hardware materials, raw materials for use in fabrication, and standard components (relays, panel meters, vacuum circuit breakers, low-voltage switches/wiring/communication devices, pumps, fans, personal computers, and tools).</p> <p><u>AUTHORIZATION:</u> RECOMMENDATION OF MANAGEMENT</p> <p>(d) Contracts for Transmission and Substation Materials. These contracts are for more than the small purchase limit and are for materials which must be fabricated to detailed customer requirements (that is, "with BPA specifications"). These finished materials are generally of a structural/mechanical nature and have been purchased using BPA specifications and/or drawings, industry standards, or Federal/military specifications. These materials include, but are not limited to, items such as tower steel, poles, conductors, insulators, conductor hardware, pole line hardware, dead-end structures, insulator pedestals, switch racks, bus fittings, power cable, and rolling stock.</p> <p><u>AUTHORIZATION:</u> RECOMMENDATION OF MANAGEMENT</p> <p>(e) Contracts for Substation Power Equipment. These contracts are for more than the small purchase limit, and are for equipment which must be fabricated and assembled to detailed customer requirements (that is, "with BPA</p>	SRPD	A	15yrs	A+1yr	
		SRPD	A	30yrs	A+1yr	

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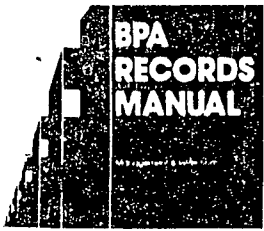
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SU-12-12 (cont.)	<p>specification"). This equipment is generally heavy electrical power apparatus or electronic systems that have been purchased with the benefit of BPA specifications, drawings, and referenced industry standards. This equipment includes, but is not limited to, items such as power transformers, reactors, power circuit breakers, interrupters, instrument transformers, microwave, control and data acquisition systems, and protective relaying systems.</p> <p><u>AUTHORIZATION:</u> RECOMMENDATION OF MANAGEMENT</p> <p><u>SUMMARY OF CHANGES:</u> Item SU-12-12(a) includes a slight change in wording in the description and a change in the retention period from A+2yrs at BPA to A and from 4yrs,3mos to 6yrs,3mos at FRC. The retention period complies with the GRS.</p> <p>Item SU-12-12(b) includes a slight change in wording in the description. Since no change is proposed in the retention period, BPA considers the item approved under the cited SF 115 unless informed otherwise.</p> <p>Items SU-12-12(c) through (e) are new. The proposed retention schedules vary from the GRS. The retention period for SU-12-12(c) through SU-12-12(e) are justified as follows: Contract files for the three categories of equipment described in (c), (d) and (e) contain much technical information not recorded elsewhere. Most of this information relates to the specifications, operating parameters, design requirements, and</p>					

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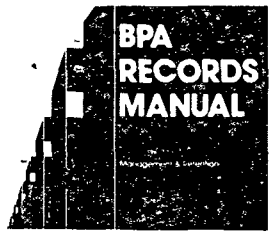
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SU-12-12 (cont.)	conditions experienced during manufacture, transportation and installation. The information is required occasionally during the service life of the equipment (which ranges up to 30 years and occasionally longer) to provide essential information during the analyses of equipment failures and if rebuilding or retrofitting the equipment becomes necessary. The information is also used during quality assurance reviews of equipment failures, reliability determinations, equipment safety evaluations, and prediction modeling.					
SU-12-13	Construction Contracts Requisitions, solicitations, mailing lists, bidder's data, bids, bid bonds, abstracts, contract, performance and payment bonds, correspondence and related papers pertaining to award, administration, acceptance, and payment. (a) Construction contracts exceeding \$2,000. (b) Construction contracts of \$2,000 and less.	MK MK MK	 A+1yr A+1yr	 5yr, 3mo 2yrs	 A+1yr	 A+1yr
SU-12-14	<u>Grants and Cooperative Agreements</u> Proposals or applications, financial assistance award, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants and cooperative agreements, allocation of funds, and project budgets. "Active" for	SRPA SRPF	A+2yrs	4yr, 3mo	A+1yr	

AUTHORIZATION: SF 115 N1-305-88-1 approved July 14, 1989



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SU-15-14	<u>Inspection and Test Plans</u> Centralized file of approved vendor inspection and test plans. Case file by vendor name and contract number. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	SRQ	S			
SU-15-15	<u>Programs for Supply Contracts</u> Quality program requirements for supply contracts. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	SRQ	2yrs			
SU-15-16	<u>Programs for Service Contracts</u> Quality program requirements for service contracts. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	SRQ	2yrs			
SU-15-17	<u>Quality Assurance Program Manuals</u> Centralized file of vendor quality assurance program manuals. Case file by vendor name. <u>AUTHORIZATION:</u> SF 115 N1-305-88-1 approved July 14, 1989	SRQ	S			
SU-15-18	<u>Qualified Bidders' Technical Information</u> Material relating to qualification of vendors and supporting data. Master copy of Qualified Bidders' List (QBL) Program. Case file by vendor name. <u>AUTHORIZATION:</u> RECOMMENDATION OF MANAGEMENT	SRQ	1yr		4yrs	

PENDING

K
E

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBsolete

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE