

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 DOE - Bonneville Power Administration (BPA)

2. MAJOR SUBDIVISION
 Management Services (S)

3. MINOR SUBDIVISION
 Records Management (SSTD)

4. NAME OF PERSON WITH WHOM TO CONFER
 Kathy Lipscomb, BPA Records Officer

5. TELEPHONE
 FTS 429-5367
 503-230-5367

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-305-92-1

DATE RECEIVED
 6-9-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *Acting* ARCHIVIST OF THE UNITED STATES
 4-26-93 *Andy Huskamp Peters*

6. AGENCY CERTIFICATION

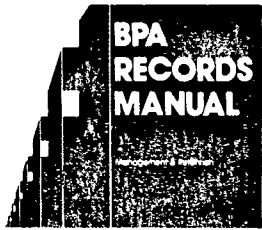
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/21/92	<i>C. J. Henley</i>	Departmental 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 GRS OR SUPERSEDED JOB CITATION	10.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	See attached for BPA records series BU-13-17 thru BU-13-20; ED-17-17; EQ-21; EX-16; and MA-11-12(b).		

Copies sent to agency, NSR, NCF, NIA 5/19/93



CHAPTER

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FILE GUIDE AND RETENTION SCHEDULE

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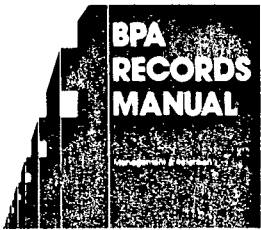
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE		
			BPA	FRC	IN OFFICE	
BU-13-17	<p><u>Capital Analyses</u> Material relating to BPA's programs which include a capital component. Includes memos, responses to special requests about capital projects. Does not include apportionment material but may include material relating to apportionments for capital.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRB	2yrs			2yrs
BU-13-18	<p><u>Program and Reporting Analyses</u> Special analyses performed for programs pertaining to operating year results. Includes memos, letters, graphs, and charts in response to special, one-time requests.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRB	2yrs			2yrs
BU-13-19	<p><u>Quarterly Review</u> Material relating to BPA's quarterly reviews developed for the BPA Policy Committee. Includes status reports for use by management with year-to-date actual obligations, updated projections of obligations, and revenue estimates for the remainder of the year. Data are used for reprogramming decisions.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRB	2yrs		WITHDRAWN	2yrs

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

x - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE
See Section 800 8 for explanation of KEY terms



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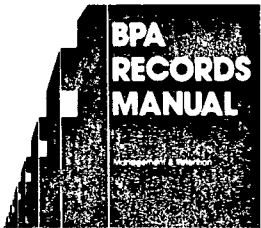
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			IN OFFICE	STORAGE	
			BPA	FRC	
BU 13-20	Internal Billings Material relating to Budget Operations' responsibilities in developing, monitoring, and changing internal billings, including topics such as overheads, loadings, user rates, distributions, and direction of effort studies. AUTHORIZATION: Recommendation of Management	DRB	2yrs	WITHDRAWN	2yrs

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ENGINEERING, DESIGN, AND CONSTRUCTION

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FILE GUIDE AND RETENTION SCHEDULE

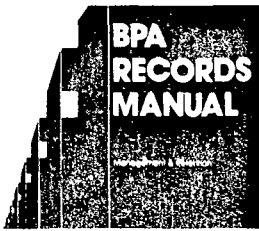
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			BPA	FRC		
ED-17-17	<p><u>Static Volt-Ampere Reactive Compensator</u> Material relating to the engineering design, construction, and planning of static volt-ampere reactive (VAR) compensation (SVC) systems. Includes memorandums, specifications, BPA service area coordination, detailing, environmental, and similar material. Does not include contract records.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	EE EO	5yrs		30yrs	A

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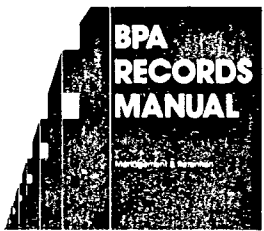
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			BPA	FRC		
EQ-21	<p><u>Endangered Species Act</u> Material relating to BPA's programs and activities that affect or affected by the Endangered Species Act (ESA). Includes public, Federal agency, or other petitions, technical information used in the decision process, the decision paper, recovery plan, and action items (as applicable). Offer to NARA in 5-year blocks when 30 years old. Annual accumulation, about 5 linear feet.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management. Due to the nature of Endangered Species Act work, BPA believes that the documentation will have future reference value to BPA and to the public.</p>	PJ	A+2yrs	3yrs	P	A

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EXTERNAL ISSUES

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FILE GUIDE AND RETENTION SCHEDULE

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EX-14

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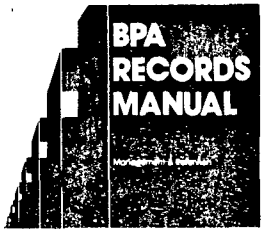
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EX-16	 <p><u>Consultation Procedures</u> Consultation procedures pursuant to the Northwest Power Act, Section 4(g)(2) for Conservation and Renewable Resources and Section 4(h)(11) for Fish and Wildlife. "Active" for records retention purposes is the period during which the consultation is occurring, prior to formalization of an agreement.</p> <p><u>AUTHORIZATION: Recommendation of Management</u> The Northwest Power Act discusses funding of projects with a life of 15 years or more. The recommended retention period should be adequate for BPA's informational needs.</p> 	AL PJ RM	A+3yrs	15yrs	A	
			WITHDRAWN			

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CHAPTER

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MAINTENANCE

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MA-11-12	<p><u>Substation Equipment and Materials</u> (a) Material relating to the equipment and material used for the maintenance of substations and non-electric plants, except as specified under (b) below. Also used for equipment performance and failure.</p> <p><u>Disposition:</u> Destroy when related equipment is disposed.</p> <p><u>AUTHORIZATION:</u> SF 115 NC-305-76-1 approved September 15, 1976</p>	MM xD	See Disposition		S
	<p>(b) Voltage and transformer temperature (including top oil and hot spot) chart recordings.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MM xD	5yrs		5yrs

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