

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-305.94.2	DATE RECEIVED 9.20.94
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CORPORATE SERVICES			
3. MINOR SUBDIVISION RECORDS MANAGEMENT			
4. NAME OF PERSON WITH WHOM TO CONFER David P. Penk Records Officer	5. TELEPHONE 503-230-4367	DATE 6-9-95	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>5</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/12/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>See attached new BPA records series.</p> <p>EQ-12-11</p> <p>EQ-20-13</p> <p>EQ-25</p> <p>ED-20-13</p> <p>OP-30-11</p> <p>Copies sent to agency, NSR, NCF, NIA 6/14/95</p>		

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			STORAGE			
			IN OFFICE	BPA FRC	OTHER COPIES (IN OFFICE)	
<b>ED-20-13</b>	<b>Fiber Optics</b> Material relating to development and use of fiber optics technology throughout BPA's power system. Includes potential commercial applications. Often connected with BPA's microwave systems. Does not include experimental or unique technology. See also ED-20-12, Microwave System.					
	(a) Policy documentation. Includes information about changes and potential changes in BPA's communications systems and marketing surplus capacity. May encompass records originating elsewhere in BPA that are transferred to EEC as the central repository for documentation of BPA's fiber optics policy and implementation.	TET	5 yrs	P	5yrs	
				<b>PENDING</b>		
	(b) Documentation not related to policy or implementation of policy. Includes routine correspondence (not policy statements), planning documents, reports, project development, and statements of intent.	TET	5 yrs	3yrs <b>PENDING</b>	5yrs	
	<b>AUTHORIZATION:</b> Recommendation of Management BPA Contact: Carol Larvick, TET, x4319 Changes to add (a) and (b) based on NARA recommendations by Steve Ourada in December 22, 1994, appraisal report.					

**KEY:** A - ACTIVE    P - PERMANENT    S - SUPERSEDED/OBSOLETE    X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)    Z - ORIGINATING OFFICE

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EQ-12-11	<p><b>Environmental Standards and Procedures</b> Documentation of procedures designed to instruct BPA personnel in specific actions which will assure that BPA's construction, operations, and maintenance activities are planned and conducted in ways that minimize adverse effects on the environment.</p> <p><b>AUTHORIZATION:</b> Recommendation of Management BPA contact: Bob Kiser, MMP, x2044</p>	MMP	S PENDING		5yrs	S

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EQ-20-13	<p><b>Clean Air Act</b> Material relating to (a) attainment of National Ambient Air Quality Standards; (b) emissions of criteria pollutants; (c) mobile sources (auto emissions and standards); (d) hazardous air pollutants; (e) acid rain; (f) permits; and (g) stratospheric ozone depletion. Offices of Record include AJ, EFBG, PG, MMP, RMG, SRMF, and Area Office Environmental Offices (xD). See also EQ-25, Air Quality.</p> <p><b>AUTHORIZATION:</b> Recommendation of Management BPA contacts: Debra Forslund, AJP, x5701</p>	Z	3yrs		47yrs A PENDING	

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EQ-25	<p><b>Air Quality</b> Documentation of BPA's air-related work not covered under EQ-20-13, Clean Air Act such as indoor air, control equipment, and greenhouse gasses. Offices of Record include AJ, EFBG, PG, MMP, RMG, SRMF, and Area Office Environmental Offices (xD). See also EQ-20-13, Clean Air Act.</p>	Z	3yrs		47yrs	A

**AUTHORIZATION:** Recommendation of Management  
BPA contacts: Debra Forslund, AJP, x5701

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				STORAGE BPA	FRC	OTHER COPIES (IN OFFICE)
OP-30-11	<p><b>Generation and Load Databooks</b></p> <p>Generation to BPA by plants, monthly totals, and maximums; yearly maximum generation by plants; maximum generation; NW Power Pool generation and loads, monthly average and maximums, yearly maximum generation and loads, and maximum generation and load record; BPA main system loads; transfer customer loads; reductions in interruptible loads; pool transactions consisting of actual and scheduled interchange, and storage interchange; daily plant elevation, flow, and gross generation records; daily natural flow data.</p> <p><b>Disposition:</b> Store on site for 5 years; then microfilm. Destroy hard copy. Review microfilm in 20 years; destroy when no longer needed for reference.</p> <p><b>Authorization:</b> BPA Records Schedule and Files Handbook PO-3. BPA Contact: Dick Barton, MGHU, x8765 (ref Lola Phillips, Bruce MacKay)</p>	PS	See Disposition	PENDING	A	

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