

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-305-96-2	DATE RECEIVED 7-31-96
1. FROM (Agency or establishment) BONNEVILLE POWER ADMINISTRATION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION CORPORATE SERVICES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT BPA/CGIR			
4. NAME OF PERSON WITH WHOM TO CONFER DAVID PENK	5. TELEPHONE 503-230-5367	DATE 2-25-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 \_\_\_\_ 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 7/24/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>David P Penk</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	PM-11-17, Billing Source Data		
2	PM-11-19, Billings		

**CGIR/911-2**

cc: Official File - CGIR (MN-14-2-2, SP 115 Job NI-305-96-2)

MAR - 6 1997 *MHV* Copy to: Agency  
NR-S. Roley

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			STORAGE			OTHER
			IN OFFICE	BPA	FRC	COPIES (IN OFFICE)
PM-11-17	<b>Billing Source Data</b> Data obtained by BPA to form and support customer bills. Formerly entitled Meter Slips. Source data for PM-11-19, Billings.	SF				A
	(a) Electronic data. Note: Electronic storage began with 1995 data; imaging and storage on CD ROM began in 1996.	SF	1yr		20yrs	PENDING
	(b) Hardcopy meter slips, Demand Graph (DG) charts, Print Demand (PD-57), tapes, and other hardcopy data.	SF	1yr		20yrs	PENDING
	<b>AUTHORIZATION:</b> Recommendation of Management Based on life of power contracts and BPA's business and legal need to retain billing source information for life of related contracts. <b>Point of contact:</b> Steve Westmoreland, x3582. [Former AUTHORIZATION: SF 115 NC-305-76-1 approved September 15, 1976]					

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			STORAGE			OTHER COPIES (IN OFFICE)
			IN OFFICE	BPA FRC		
PM-11-19	<p><b>Billings</b> Copies of BPA's customers' bills, related notes, and correspondence. NOTE: Hardcopy is record copy. As of 1996, microfilm no longer produced; electronic convenience [backup] copy is retained off-site by BPA as a vital record; backup copy retained no longer than record copy. See also FI-23, Revenue and Receipts, for accounts receivable copy of bill and accounting data. See also PM-11-17, Billing Source Data.</p> <p><b>AUTHORIZATION:</b> SF [15 NC-305-76-1 approved September 15, 1976] Based on life of power contracts and BPA's business and legal need to retain billing information for life of related contracts. Retention is unchanged. <b>Point of contact:</b> Steve Westmoreland, x3582.</p>	SF	1yr	20yrs	A	<b>PENDING</b>