

REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NUMBER *11-305-99-1*

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

DATE RECEIVED *6-1-99*

1. FROM (Agency or establishment)
Bonneville Power Administration

2. MAJOR SUBDIVISION
Shared Services

3. MINOR SUBDIVISION
Information Services - CIL

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 Adisposition not approved or Awithdrawn in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER
Mary Rose Kerg

5. TELEPHONE
503-230-5456

DATE
6-1-01

ARCHIVIST OF THE UNITED STATES
[Signature]

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 1 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
April 16, 1999

SIGNATURE OF AGENCY REPRESENTATIVE
Mary Rose Kerg

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	IR-26 Year 2000 (Y2K)		
	IR-26-11 Program Management Documentation		
	IR-26-12 Individual System Documentation		

115-109
6/1/99 Cyto: Agency, NR, name

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

FILE GUIDE AND RETENTION SCHEDULE: INFORMATION RESOURCES

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	RETENTION PERIOD				
		OFFICE OF RECORD	STORAGE			
			IN OFFICE	BPA	FRC	OTHER COPIES (IN OFFICE)
IR-26	<p>Year 2000 (Y2K) Material relating to the Year 2000, common to all departments. Start of retention period is 1/1/2000.</p> <p>Retention Schedule: (a) Recordkeeping copy. Destroy 10 years from 1/1/2000. (b) Electronic copies. Delete after recordkeeping copy has been produced.</p>	Z				<p>PENDING NARA APPROVAL</p>
IR-26-11	<p>Program Management Documentation Material related specifically to BPA's Y2K program. Start of retention period is 1/1/2000.</p> <p>Retention Schedule: (a) Recordkeeping copy. Destroy 10 years from 1/1/2000. (b) Official electronic copy. Destroy 10 years from 1/1/2000. (c) Other electronic copies. Delete after recordkeeping copy and official electronic copy have been produced.</p>	KGI				<p>PENDING NARA APPROVAL</p>
IR-26-12	<p>Individual System Documentation Material related specifically to BPA's Y2K program. Case file by system. Start of retention period is 1/1/2000.</p> <p>Retention Schedule: (a) Recordkeeping copy. Destroy 10 years from 1/1/2000. (b) Official electronic copy. Destroy 10 years from 1/1/2000. (c) Other electronic copies. Delete after recordkeeping copy and official electronic copy have been produced.</p>	KGI				<p>PENDING NARA APPROVAL</p>

See Section 800.8 for definitions of KEY terms.

KEY: A - ACTIVE P - PERMANENT S - SUPERSEDED/OBSOLETE Z - ORIGINATING OFFICE

Y2K.DOC

see revision per 4/18/01 email

FILE CODE
RECORD

RECORD SERIES, TITLE, DESCRIPTION & DISPOSITION

OFFICE OF

1.
IR-26

Year 2000 (Y2K)

Z

Material relating to the Year 2000, common to all departments.

Start of retention period is 1/1/2000

Retention Schedule:

(a) Recordkeeping copy. Destroy 10 years from 1/1/2000.

(b) Electronic copies. Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

2.
IR-26-11

Program Management Documentation

DI

Material related specifically to BPA's Y2K program.

Start of retention period is 1/1/2000.

Retention Schedule:

(a) Recordkeeping copy. Destroy 10 years from 1/1/2000.

(b) Official electronic copy. Destroy 10 years from 1/1/2000.

(c) Other electronic copies. Delete after recordkeeping copy and official Electronic copy have been produced unless needed longer for revision or dissemination.

3.
IR-26-12

Individual System Documentation

DI

Material related specifically to BPA's Y2K program.

Case file by system. Start of retention period is 1/1/2000.

Retention Schedule:

(a) Recordkeeping copy. Cutoff files at project completion. Maintain onsite.

Destroy 10 years after cutoff, or when the system or system component is superseded or retired, whichever is later.

(b) Official electronic copy. Delete after recordkeeping copy has been produced unless needed longer for revision or dissemination.

(c) Other electronic copies. Delete after recordkeeping copy and official electronic copy have been produced.