

FEB 08 2008 WNF

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-115-08-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/2/08	
1. FROM (Agency or establishment) Department of the Interior		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of Reclamation			
3. MINOR SUBDIVISION Information Management Division - 84-21300			
4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE 6/13/02	ARCHIVIST OF THE UNITED STATES Allen Wanta
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 needed now for the business for 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 February 5, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate		TITLE Bureau Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Bureau of Reclamation Technical Service Center Engineering Support Systems (TSCCESS) is an IT portfolio investment providing specialized engineering and scientific support to the Reclamation Technical Service Center (TSC). The TSC provides Reclamation with reimbursable services necessary for managing, protecting, and developing water and related resources. The business need that TSCCESS fulfills is to provide the technology support required in conducting scientific data collection, engineering analyses, technical reviews, and other specialized applications required for TSC to deliver products to its clients.		
<i>2/7/08 copies sent to Agency, NR, NWM</i>			

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
	<p><b>System Description.</b> TSCCESS includes specialized components for dynamic structural modeling, earthquake hazards analysis, geophysical and geologic site characterization, electrical analysis, GIS, water resources management, scientific visualization, and other technical analyses. These applications are specifically tailored to address Reclamation's infrastructure inventory. TSCCESS also includes associated technology support for security activities, technology upgrades, maintenance and repairs, software development, supplies, and replacement equipment.</p> <p>TSCCESS consists of <u>four</u> technology support components. They are TSCCESS/SEISMIC; TSCCESS/TSCWRS; TSCCESSI HRTSGAT SCADA; and TSCCESSICIVIL.</p>	
1	<p><b>TSCCESS/SEISMIC:</b> The Seismotectonics and Geophysics (SEISMIC) subsystem collects earthquake and engineering geology data needed for technical, scientific, and engineering analyses. The system monitors induced earthquakes from deep-well injection of salt brine at Reclamation's Paradox Valley, Colorado desalinization plant (Colorado River Salinity Control Project) to determine optimal injection rates and avoid damage to project facilities or nearby communities. For dam safety, the system monitors strong ground shaking from local earthquakes at Reclamation dams, and issues seismic alert messages to Reclamation personnel. Seismic data is exchanged in real-time with cooperating agencies, including the Geological Survey and universities operating seismic monitoring networks (e.g., the Universities of Utah, Washington, and Nevada). In addition to data collection, the SEISMIC system is used to perform specialized analyses including fault rupture modeling,</p>	

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	<p>seismic tomography, geophysical well-logging, seismic wave propagation, seiche-wave modeling, non-linear soil response, seismic risk assessment, geologic mapping, GIs, and scientific visualization.</p> <p><b>a. INPUTS.</b> Seismic monitoring data, engineering, geologic and geophysical data.</p> <p><del>(1) Non-electronic documents used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules.</del></p> <p>(2) Electronic records used to create or update the master file.</p> <p><b>b. MASTER FILES.</b> Contains raw seismic data; technical, scientific, and engineering analysis preliminary data; and work products.</p> <p><b>c. OUTPUTS.</b> <del>Preliminary data and work products such as draft reports, and technical and engineering analyses.</del></p>	<p><del>Disposition. Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series.</del></p> <p><b>TEMPORARY.</b> Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)]</p> <p><b>TEMPORARY.</b> Maintain in system until no longer needed for technical, scientific, and engineering analyses.</p> <p><del>Disposition. Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series in which the outputs are filed.</del></p>
2	<p><b>TCESS/TSCWRS:</b> The Technical Service Center Water Resources Services (TSCWRS) subsystem provides specialized analyses for Water Resources Services Division employees and customers. Physical data, both spatial and time series, are processed through water resource planning tool models and Geographic Information System (GIS) applications to provide comprehensive information to Reclamation's regional and</p>	

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	<p>field offices, other Federal, State and local agencies, and water and irrigation districts.</p> <p><b>a. INPUTS.</b></p> <p><del>(1) Non-electronic documents or forms used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules.</del></p> <p>(2) Electronic records used to create or update the master file.</p> <p><b>b. MASTER FILES.</b> Spatial and time-series physical data on water resources.</p> <p><del><b>c. OUTPUTS.</b> Water resource planning analysis products derived from the system and distributed to Reclamation's regional and field offices, other Federal, State and local agencies,</del></p>	<p><del>Disposition. Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series.</del></p> <p><b>TEMPORARY.</b> Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)]</p> <p><b>TEMPORARY.</b> Maintain in system until no longer needed for specialized water resource planning analyses.</p> <p><del>Disposition. Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series to which the outputs are filed.</del></p>
3.	<p><b>TCESSI HRTSGAT SCADA:</b> The Hydroelectric Research and Technical Services Group Automation Team SCADA (HRTSGAT SCADA) subsystem is used for software development for SCADA systems used to operate Reclamation facilities.</p> <p><b>a. INPUTS.</b></p> <p><del>(1) Non-electronic documents or forms used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules.</del></p>	<p><del>Disposition. Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series.</del></p>

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	<p><del>(2) Electronic records used to create or update the master file.</del></p> <p><b>b. MASTER FILES.</b> Software development files.</p> <p><b>c. OUTPUTS.</b></p>	<p><del><b>TEMPORARY.</b> Delete after information has been transferred to the master file and verified. [GRS-20, 2a(4)]</del></p> <p><b>TEMPORARY.</b> Delete when no longer needed.</p> <p><del><u>Disposition.</u> Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series to which the outputs are filed.</del></p>
4.	<p><b>TCESS/CIVIL:</b> The Civil Engineering (CIVIL) subsystem is used to perform technical and engineering analyses essential to carrying out Reclamation's mission, including structural stability analyses of concrete dams, intake towers, and spillway piers. These analyses assess structural stability under normal operating conditions as well as under potential emergency conditions such as floods and earthquakes. Such analyses are needed to determine the safety and stability of Reclamation's dams, and to determine whether adequate protection is provided to the downstream public. process finite element computations.</p> <p><b>a. INPUTS.</b></p> <p><del>(1) Non-electronic documents or forms used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules.</del></p> <p>(2) Electronic records used to create or update the master file.</p>	<p><del><u>Disposition.</u> Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series.</del></p> <p><del><b>TEMPORARY.</b> Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)]</del></p>

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	<p><b>b. MASTER FILES.</b> Engineering data.</p> <p><del>6. OUTPUTS.</del></p>	<p><b>TEMPORARY.</b> Delete when no longer needed.</p> <p><del>Disposition. Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series to which the outputs are filed.</del></p>
5.	<p><del><b>SYSTEM DOCUMENTATION.</b> Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the subsystem master files of the TSCESS system.</del></p>	<p><del><b>TEMPORARY.</b> Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. [GRS 20, 11a(1)]</del></p>
6.	<p><del><b>BACKUPS OF FILES.</b> Electronic copies of the master copies of electronic records (described above) and retained in case the master file or database is damaged or inadvertently erased.</del></p>	<p><del><b>TEMPORARY.</b> Delete when the identical records have been deleted, or when replaced by a subsequent backup file (GRS 20, 8b).</del></p>