

MAY 21 2008 *WNE*

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>	JOB NUMBER N1-115-08-9
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To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received <i>5/21/08</i>
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1. FROM (Agency or establishment) Department of the Interior	<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>5/19/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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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 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,

is not required       is attached; or       has been requested.

DATE May 19, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate	TITLE Bureau Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<u>Supervisory Control and Data Acquisition (SCADA) Systems.</u>  The Bureau of Reclamation IT System portfolio includes fourteen SCADA systems. These systems collect real time data used to operate and maintain water storage, water conveyance, and hydroelectric power production at facilities in 17 western states. Real-time data is acquired from instrumentation, sensors, and equipment control interfaces that monitor river basin gauging stations, dams, canals, power plants, switchyards, pumping plants, control centers, and associated supporting facilities. The data and information collected supports mission-related program goals such as Safety of Dams; flood control; water delivery for irrigation, municipal, and industrial use; hydropower generation; and environmental mitigation		

*Set 10/19/08 copy to agency, scanned copy to NRE*

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p><b>INPUTS.</b>  SCADA systems receive real time data from a variety of automated instrumentation that monitors conditions ranging from milliseconds to hours. This data is captured, analyzed, and over-written as required by preset system parameters. Additional data may be manually entered by facility operators to control processes and functional outputs such as water flow, water releases, power generation, equipment operation, and in response to facility alarms.</p> <p>a. Real-time data received from automated instrumentation</p> <p>b. Manual data entered by facility operator</p> <p>c. Real-time data transmitted from other Government agency systems.</p>	<p><b>TEMPORARY.</b></p> <p>Automatically deleted when new data is collected, updated, and previous data is over written. (GRS 20, item 2b)</p> <p>Delete when data has been entered into master files and verified, or when no longer required to support master file reconstruction or serve as backup, which ever is later (GRS 20, item 2b).</p> <p>Delete when data has been entered into master files and verified, or when no longer required to support master file reconstruction or serve as backup, which ever is later. (GRS 20, 2c)</p>
2	<p><b>MASTER FILES.</b>  SCADA systems vary in size ranging from 50,000 data points for the largest power plant to a few hundred for a water conveyance system. The real-time data provides current status or reservoirs, rivers, canals, dams, and hydropower production. This data may also be used to monitor hydrometeorological conditions, water quality, and the operating state of equipment in water and power facilities. Each SCADA system maintains its real-time data to operate its assigned facilities.</p>	<p><b>TEMPORARY.</b>  Delete when data is over written, or has become obsolete or superseded or when processed and converted to an output. Migrate current data to new software systems as necessary for continued use.</p>
3	<p><b>OUTPUTS.</b>  System outputs may consist of summarized daily, weekly, or monthly reports of operations, system analysis, or conditions including logs of alarms and events, and system logs. Outputs may include transmission of real-time data to other Government systems and agencies.</p>	<p><b>TEMPORARY.</b>  Convert to record format as defined in the Information Management Handbook. Delete when no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 4.)</p>
4	<p><b>SYSTEM DOCUMENTATION RELATING TO THE MASTER FILES.</b>  SCADA system documentation consists of both technical reference such as user guides, tech manuals, and system procedures, and system plans, including security, contingency, risk</p>	<p><b>TEMPORARY.</b>  Migrate to new system as necessary. 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</p>

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	management, and configuration management.	protect legal rights, whichever is later. (GRS 20, item 11a(1)).
5	<p><b>BACKUPS OF FILES</b></p> <p>a. Periodic backups of key data and information are performed by each SCADA system as determined by the criticality of the data collection and use, and level of system automation.</p> <p>b. Historic backup data required to replicate conditions existing at time of incident or event.</p>	<p><b>TEMPORARY.</b></p> <p>Delete when the identical data and information have been deleted, or when replaced by a subsequent backup file. (GRS 20, item 8b.)</p> <p>Delete when no longer needed for administrative, legal, audit, forensic or other operational purposes.</p>