

JUL 15 2008 WF

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-08- 11	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-12-08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	a. TELEPHONE NUMBER 303-445-2058	DATE 3/27/09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas
b. 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE July 08, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Central Valley Operations Decision Support System (CVDSS). The Central Valley Operations Decision Support System is a data management system for water and power operations data of the nation's largest water project, the Central Valley Project in California. CVDSS supports the Department of the Interior (DOI) Resource Use mission area, " <i>Manage natural resources to promote responsible use and sustain a dynamic economy</i> ", and the following mission goals: 1) <i>Deliver water consistent with applicable State and Federal law, in an environmentally responsible and cost-efficient manner</i> ; 2) <i>Manage or influence resource use to enhance public benefit, responsible development, and economic value - Hydropower</i> . In addition, CVDSS supports the Expanded E-Government element of the President's Management Agenda by providing Central Valley Project water and power operations information for citizens, federal, state, and local government agencies. The Central Valley Operations Decision Support System is comprised of two applications: a) the Central Valley Operations Scheduling System (CVOSS) and b) Historical Archive and Reports Database Management System (HAR).		

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p>INPUTS.</p> <p>Data is input from a variety of sources: <u>Raw data</u> is automatically transferred from a supervisory control and data acquisition (SCADA) system collecting real-time data from sensors, transducers, meters, gauges and equipment embedded in Bureau of Reclamation water and power facilities (e.g., dams, powerplants, pumping plants, canals, etc.), and remote telemetry stations installed at reservoirs, major river basins, and the San Francisco Bay/Sacramento-San Joaquin Delta. Data automatically calculated from the raw data (e.g., total inflows and outflows, hourly and daily averages, daily and monthly totals, and daily high, low, and mean values). Manual data entry to the system is performed by Central Valley Project operators and technical staff. Data files automatically transferred from other federal agency systems.</p> <p>a. Electronic data entered during update process.</p> <p>b. Real-time data received from other Government agency systems.</p>	<p>TEMPORARY. For manually entered data delete when data has been entered into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later. Real-time data are automatically over written as the instrumentation data is updated. (GRS 20, item 2b)</p> <p>TEMPORARY. Delete when data has been imported into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later. (GRS 20, 2c)</p>
2	<p>MASTER FILES.</p> <p>Master files consist of data documenting water operations of Central Valley Project facilities, power operations of Mid-Pacific Region facilities, and modeling project hydraulic and power system characteristics.</p> <p>a. Central Valley Project water and power operations date from October 1943 to the present. The relational database contains reservoir levels, inflows, storages, releases, evaporation and precipitation, river flows and stages, water quality readings, canal flows, pumping quantities, hydroelectric power production statistics, power system performance metrics, SCADA system performance metrics, calculates total inflows and outflows,</p>	<p>PERMANENT. Transfer a copy of the master files to NARA during the first quarter of the new calendar year on a three year basis in accordance with NARA transfer guidance in effect at the time of transfer. (Migrate Master Files to new technology and software for as long as Reclamation operates the Central Valley Project.)</p>

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	<p>hourly and daily averages, daily and monthly totals, and daily high, low and mean values. The data is used by Reclamation to plan reservoir releases and water supply allocation, support resource modeling, prepare compliance reports to maintain water permits, monitor power program performance, and record performance statistics for a major supervisory control and data acquisition system.</p>	
	<p>b. Electronic logbook of Central Valley Project control center operations from November 2003 to the present. Controlled Unclassified Information – Relational database tables contain information manually entered by control operators and hydro-system controllers to log operations and maintenance activities, operational events, or unusual incidents at dams, power plants, pumping plants, and associated facilities. The data is used by Reclamation to prepare technical reports.</p>	<p>TEMPORARY. Retain in agency for the life of the asset or for as long as Reclamation operates the Central Valley Project. [GRS 20, 3b(4)] (Previously scheduled under N1-115-94-8, item PRJ 20.00). Migrate to new technology and software as required.</p>
	<p>c. Central Valley Project hydropower generation long-term and short-term forecasting models. Relational database of Central Valley Project hydraulic and power system operating constraints, hourly unit generation and reserves schedules, proprietary optimization and simulation tools for long-term resource planning and short-term generation scheduling.</p>	<p>TEMPORARY. Delete model data when the proprietary Central Valley Project power system model is retired in FY 2009. Generation schedule data will be retained for 30 years.</p>
3.	<p>OUTPUTS. Reports generated from data stored in the system. CVODSS does not electronically store reports. Reports are output in multiple formats for official use</p> <p>a. Paper reports attached to official correspondence or retained in binders for staff technical reference purposes.</p> <p>b. Portable Document Format (pdf) file that is attached to official e-mail transmittals or automatically transferred to the Reclamation public web server for Internet access.</p>	<p>PERMANENT. Use IMH—PRJ-2.00, (N1-115-07-2).</p> <p>PERMANENT. Transfer a copy of the PDF files to NARA during the first quarter of the new calendar year on a three year basis in accordance with NARA transfer guidance in effect at the time of transfer. (GRS 20, 3.1; previously scheduled under N1-115-94-8, item PRJ 13.00) (Delete automatically transferred PDF files data upon completion of electronic transfer to server for posting on public web page.)</p>

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	<ul style="list-style-type: none"> c. Standard Hydrometeorological Exchange Format (SHEF) for automated transmission to other federal, state, and local agencies. d. Forecasts generated from short-term and long-term resource optimization and simulation runs. 	<p>TEMPORARY. Delete automatically transmitted data upon completion of electronic transmission to other agencies.</p> <p>TEMPORARY. Delete data from modeling runs when output is no longer needed or the proprietary Central Valley Project power system model is retired.</p>
4.	<p align="center">SYSTEM DOCUMENTATION</p> <ul style="list-style-type: none"> a. Central Valley Project water and power operations database dictionary, layout, and Standard Hydrometeorological Exchange Format (SHEF) code definitions. Technical references (e.g., system user guides, technical manuals, system procedures, and vendor technical references and user guides for commercial-off-the-shelf products used in the system). b. System plans (e.g., Controlled Unclassified Information – configuration management, contingency, and risk management plans). c. System plans relating to security. 	<p>PERMANENT. Transfer to National Archives with permanent records to which the documentation relates (items 2a and 3b above) in accordance with NARA transfer guidance in effect at the time of transfer. (GRS 20, 11a[2])</p> <p>TEMPORARY. Destroy or delete at the end of the system lifecycle. (GRS 20, 11a[1]).</p> <p>TEMPORARY. Destroy/delete 1 year after system is superseded. at the end of the system lifecycle. (GRS 24, 5).</p>
5.	<p align="center">BACKUP TAPES</p> <p>Updates of the technology components of the CVOIDSS are planned and performed by the Central Valley Operations Office to support business requirements and agency performance goals. An automated backup/recovery system is installed to electronically backup system software and databases according to annual schedules.</p> <ul style="list-style-type: none"> a. Daily incremental backup tapes store all essential production and development system files that were created or altered since the preceding backup. Incremental backup tapes are not removed from the backup device, allowing system files to be recovered from the end of any day for the previous month. b. Weekly full backup tapes store the entire production system. The on-site full 	<p>TEMPORARY. For items 5a-5c:</p> <ul style="list-style-type: none"> a. Backups related to permanent master files (2a) and outputs (3b): delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied. (GRS 20, 8a) b. Backups related to disposable master files and outputs (above): delete when the identical records have been deleted, or when replaced by a subsequent backup file.

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	<p>backup tapes allow files to be recovered from the end of any week for five weeks. Full backup tapes are cloned and stored off-site.</p> <p>c. Monthly full backup tapes store the entire production system. Monthly full backup tapes are stored off-site and allow the recovery of system files from the end of any month.</p>	<p>NOTE:</p> <ul style="list-style-type: none"> - Recycle daily incremental backup tapes after 60 days. - Recycle weekly full backup tapes after 5 weeks. - Monthly full backup tapes will not be recycled. These tapes will be retained off-site and deleted when the identical records have been deleted, or when replaced by a subsequent backup file.