

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-08-12	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/01/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 2/13/09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas
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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE July 31, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> signed 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Bureau of Reclamation Water Management Information System (BORWMIS). BORWMIS is a portfolio of decision-making tools used in the acquisition, processing, and long-term storage of water data in the Western United States and additional border and territorial sites. The BORWMIS system provides automated hydrological modeling support for advanced planning and decision-making related to issues of water supplies, storage, diversion, allocation, and usage associated with Reclamation projects. The system is also used to provide comprehensive operational support and analytical information management to Reclamation's partners, stakeholders, and other Federal, State, and Local agencies regarding their water resource management activities.		

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p>INPUTS. Data is input from a variety of sources: Raw data 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 and in major river basins. 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 users based on requirements. Data files automatically transferred from other federal, State, and local 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>

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2	<p>MASTER FILES. Day to day scheduling of reservoir operations. Physical processes (e.g., stream flow, bank storage, and solute transport), stream flow hydrographs, climate observations, water supply, water quality, and a broad range of resource management data.</p>	<p>TEMPORARY. Retain in agency and migrate to new hardware/software for as long as data is required to support Mission-related activities.</p>
3.	<p>OUTPUTS. Reports are generated by pulling data from accessible tables. BORWMIS output reports are generated by individual users and retained under other records series. Reports provides comprehensive, essential management, operational support and analytical information to Reclamation's regional and area offices, as well as other federal, state and local agencies and water and irrigation districts. Some select data output from the modeling activities can be made available depending on the nature of the study. Meteorological and stream flow data are, in some cases, public domain.</p>	<p>TEMPORARY. 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, 3b.)</p>
4.	<p>SYSTEM DOCUMENTATION. Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to BORWMIS master files other related electronic records.</p>	<p>TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, 11a[1])</p>
5.	<p>BACKUP TAPES. Quarterly, monthly, weekly, and daily backups.</p> <p>(A) Incremental backups nightly.</p>	<p>TEMPORARY.</p> <p>(A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 20, 8b.</p>

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	(B) Full system (level 0) on a weekly and biweekly backup basis.	(B) Destroy or delete when second back up is verified as successful or when no longer needed for system restoration, administrative, legal, or audit purposes whichever is later. GRS 20, 8b.