

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-08-13	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>09-23-08</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>3/27/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
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 <i>Rev.</i> December 23, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate / Signed		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 GRS OR SUPERSEDED JOB CITATION	10.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 Operations and Record-Keeping System (BOR-WORKS) The Bureau of Reclamation Water Operations and Record-Keeping System (BOR-WORKS) provides automated means of updating and tracking water delivery charge, and payment data for the Central Valley Project water contractors. BOR-WORKS 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 mission goal to " <i>Deliver water consistent with applicable State and Federal law, in an environmentally responsible and cost-efficient manner.</i> " In addition, BOR-WORKS supports the Budget Performance Integration, Expanded E-Government, Financial Performance, and Human Capital elements of the President's Management Agenda. (Revised 12-23-08)		

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1	<p>INPUTS. Data is input from a variety of sources: BOR-WORKS contains data related to water contracts including contract #, name, program, water rates, surcharges and assessments. Raw Data received from water user authorities and water district reports is manually entered into BOR-WORKS on a monthly basis. (BOR-WORKS will receive payment data from the Federal Financial System beginning Fall, 2009.)</p> <p>a. Water user authority and water district reports in non-electronic format.</p> <p>b. Water contract data, rates, and payment data transferred from an official source.</p> <p>c. Manual input of data regarding water deliveries, transfers, or exchange of related data from water contractors.</p>	<p>Temporary. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support system reconstruction, or serve as backup. (GRS 20, item 2(a)(4)).</p> <p>Temporary. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction, or serve as backup. (GRS 20, item 2b.)</p> <p>Temporary. Delete when data have been entered into the master file or database and verified, or at the end of the contract year, or upon termination of contract. (GRS 20, item 2b.)</p>
2	<p>MASTER RECORDS.</p> <p>Master files consist of data documenting water contractor delivery, charge, and payment data from January 2001 to the present, and legacy data from the prior system ('705') covering 1981-2001.</p> <p>a. Water delivery and charge data from 1981 to 2001 captured in the electronic repository, including related metadata and indexes. This data is used by Reclamation to track repayment of the Central Valley Project by water contractors and used for rate-setting purposes as a means of calculating future water rates and distributing costs.</p> <p>b. Water delivery and charge data from 2001 to present and captured in the electronic repository, including related metadata and indexes. This data is used by Reclamation to track repayment of the Central Valley Project by water contractors and used for rate-setting purposes as a</p>	<p>Temporary. Retain data in current system and migrate to new technology and software for as long as Reclamation operates the Central Valley Project.</p> <p>Temporary. Retain data in current system and migrate to new technology and software for as long as Reclamation operates the Central Valley Project.</p>

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	means of calculating future water rates and distributing costs.	
3.	<p>OUTPUTS. BOR-WORKS does not electronically store reports. Reports and statements are output in multiple formats for official use and include primarily contract financial reporting documentation.</p> <p>a. Portable Document Format (.pdf) files that include charge (obligations) and/or payment documentation for water users' project construction, operations and maintenance costs.</p> <p>b. Conversion files from BOR-WORKS to Federal Financial System for recordation of water revenue and charges.</p>	<p>Temporary. Delete or destroy with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. (GRS 20, 9)</p> <p>Temporary. Destroy or delete when no longer required for conversion or update.</p>
4.	<p>SYSTEM DOCUMENTATION</p> <p>BOR-WORKS documentation.</p> <p>a. Documentation consists of 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).</p> <p>b. System plans relating to lifecycle management. Systems management plans, e.g. capital asset plans and business case, operational analysis, and acquisition plans. Also security plans, e.g., security assessments, risk management, configuration management, contingency plans, IT security plan.</p> <p>c. Entity Relationship Diagram.</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 or at the end of the system lifecycle. (GRS 24, 5).</p> <p>Temporary. Destroy when system is updated.</p>
5.	<p>BACKUP TAPES</p> <p>Updates of the technology components of BOR-WORKS are planned and performed by the Mid-Pacific Regional Office to support business requirements and agency performance goals. An automated backup/recovery system is installed to electronically backup system software and</p>	

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	<p>databases according to 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 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. 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 back 120 days. 	<p>Temporary. Recycle daily incremental backup tapes after 14 days. (GRS 20, 8b.)</p> <p>Temporary. Recycle weekly full backup tapes after 4 weeks. (GRS 20, 8b.)</p> <p>Temporary. Monthly full back up tapes will be stored for 120 days, minimally, before recycling or destruction. (GRS 20, 8b.)</p>