NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-305-07-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/1/2025

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remains active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-305-07-001 / 22/B is superseded by DAA-0305-2024-0001-0001

N1-305-07-001 / 14/ B is superseded by DAA-0305-2025-0001-0001

N1-305-07-001 / 14/C is superseded by DAA-0305-2025-0001-0003

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 12/1/2025 N1-305-07-001

REQUEST FOR RECORDS DISPOSITION AUTHORITY		` }	JOB NUMBER 101-305-07-/			
		RCHIVES & RECORDS II ROAD COLLEGE PA		Date received	8/4	0/07
1. FROM (Age Bonn		ablishment) Power Administration	n	NC	OTIFICATION	TO AGENCY
Office of the Chief Information Officer 3. MINOR SUBDIVISION			disposition reque	est, including that may b	ons of 44 U.S.C. 3303a, the amendments, is approved be marked "disposition not lumn 10.	
Records Man 4. NAME OF PE		TH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	1	OF THE UNITED STATES
Mary Rose K	Terg		503-230-5456	Eliston	Alla	Went
records pro needed afte	ertify that oposed for er the re of Title 8	at I am authorized to act or disposal on the attacher etention periods specified of the GAO Manual for not required	t for this agency in matters period page(s) are not needed; and that written concurrent r Guidance of Federal Agencies is attached; or	ed now for the bunce from the Ge	ísiness for th	his agency or will not be unting Office, under the
DATE		SIGNATURE OF AGENC		TITLE		
August 1, 20	07	mary oc	ose Keng		ords Office	er
7. ITEM NO.			ND PROPOSED DISPOSITION	9. GRS SUPERSEI CITAT	DED JOB	10. ACTION TAKEN (NARA USE ONLY)
1.	for all of This so cancels National existing walked crossw specific	of the Bonneville Power thedule supersedes all so all pending BPA school Archives and Record 1153 items in the BPI to the new large aggrealk is attached. Unles	exible (big bucket) schedule or Administration's records. I existing BPA schedules an edule jobs currently with the ds Administration. All the PA retention manual are crostregation schedule and the ss a specific medium for a II items in this schedule are	d ss		•
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Bonneville Power Administration Comprehensive Records Disposition Schedule

Note: Modified per stakeholder review and with consent of BPA records officer. 12/04/2007

1. Power Generation Records

Data and documents recording activities and Bonneville Power Administration (BPA)-approved records systems that track and manage power generation records. These activities and systems manage and monitor program strategy, planning, investment, development, performance, and maintenance of the power assets of the Federal Columbia River Power System. These activities and systems include, but are not limited to, studies, research, subagreements, operational emergencies, hydro generation efficiency and expansion, and budget planning and analysis.

a. Data and documents recording power generation-related analyses, research, and planning-related reports and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording activities relating to the management of the Federal Columbia River Power System hydro assets, which include assessing and managing risk, performance targets and resource requirements, capital investment, maintenance management, and operational emergencies. Activities also include, but are not limited to, benchmarking studies, new hydro projects and technologies, subagreements, communications, and biological opinions. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 5 years and no later than 7 years after the records are closed.

2. Power and Transmission Requests, Tracking, and Reporting Records

Data and documents recording activities and BPA-approved records systems that track and manage power and transmission requests. These activities and systems can maintain and monitor marketing and customer contact and profile information including customer credit research and management. These activities and systems may forecast estimated revenues, power usage, load usage, and resource requirements and generate and track record of decision information for sales.

a. Data and documents recording power and transmission request-related reports, analyses, planning, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording analyses, studies, reviews, forecasts, comments, statistics, and information on process development, customer relations, sales, and other power and transmission request-related functions having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording rights, interests, disputes, regulatory compliance, or other power and transmission request-related business activities that create rights and obligations that are still enforceable after the records are closed. These include contracts, agreements, billing materials, standards, policies, forecasts, transactions, customer relations records, associated development files and correspondence, and other records produced by related activities.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording substantive reports, analyses, studies, and aggregations of data concerning energy conservation, alternative energy generation, generation and load forecasting, costs and rates analyses, international issues, treaties, and other power and transmission request-related functions having a long-term forecasting or analysis business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

- **e.** Data and documents recording the establishment and implementation of long-term policies and procedures relating to power and transmission request-related activities governing the sale, exchange, transmission, and storage of energy and the supporting infrastructure that document significant decisions, policies, procedures, and commitments that may be in effect for many years. These records contain sales and metering support documentation, intertie policy and procedure development, long-term contract billing information, materials relating to formal standing agreements such as the Pacific Northwest Coordination Agreement, and other records produced by related activities.
 - 1. Documentation on the establishment and implementation of long-term policies and procedures governing the sale, exchange, transmission, and storage of energy and the supporting infrastructure. These records document the enterprisewide organization, policies and procedures, program management and development, and implementation of power and transmission request-related activities.

TEMPORARY: Destroy no sooner than 20 years and no later than 50 years after the records are closed.

2. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, power and transmission request-related substantive policy and

procedural decisions, new and advanced technologies and methodologies, the development and implementation of policies and procedures issued under the authority of the Administrator of the BPA for delivering power, maintaining the environment, and interacting with customers but not usually for particular cases. These records contain power and transmission request-related feasibility studies on new power projects and transmission grid development, final audits and reports by outside oversight entities, long-term environmental studies and assessments including environmental impact statements and supporting documentation, and the development and implementation of agreements under the provisions of treaties. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 20 to 25 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

3. Power Sales and Marketing Records

Data and documents recording activities and BPA-approved records systems that track and manage power sales and marketing. These activities and systems can maintain and monitor the Transmission Rate Case, rate filings and hearings, rate analysis model, forecasts, analyses and resource strategy, and the Slice Computer Application.

a. Data and documents recording rate analysis, resource strategy data, supply pricing and model request-related reports, analyses, forecasting, historical data, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording resource strategies, analyses, studies, reviews, statistics, requests and information on resource strategy, rate analyses, historical data, and Energy Northwest projects having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording rights, analyses, U. S. projects, and forecasts, including rate, revenue, and out year forecasts.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording substantive projections, historical trends, analyses, and transmission rate case reports having long-term value even after closed, superseded, updated, or replaced. These records also contain the rate case schedules, charts, filings, and hearings.

TEMPORARY: Destroy when 50 years old.

4. Transmission Load Records

Data and documents recording activities and BPA-approved records systems that monitor, maintain, forecast, measure, and report upon transmission load. These activities and systems pertain to routing, scheduling, forecasting, metering, load statistical models, maintenance, resource requirements, and other activities associated with the transmission system.

a. Data and documents recording transmission load-related operational and maintenance standards, instructions, procedures, and practices; status and maintenance; requirements and guidance; testing and analyses; planning; and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the status of transmission load equipment, transmission load allocation, alarm systems, system maintenance and monitoring activities, and automated systems, such as the Real-time Operation Dispatch and Scheduling (RODS). These records may include transmission load data and documentation supporting the planning, design, and construction of transmission lines, substations, control system additions, and routine communications and correspondence, not including those of major system trouble, accidents, and other unusual conditions. These records may also contain technical information used as the basis for service and operation agreements, engineering usage studies, logs, guidelines, standards, procedures, and instructions. These transmission load-related records have a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 5 years after the records are closed.

c. Data and documents recording rights, interests, disputes, regulatory compliance, market monitoring, and price mitigation activities. Records include customer correspondence, standing orders for special operating conditions, materials supporting operations and interaction with other transmission control entities, industry restructuring pricing methodologies, liability and risk management studies, benefit and cost studies, implementation and interpretation of transmission tariffs, transmission operating

agreements, regional load adequacy studies, and supporting materials for other transmission load-related business activities that create rights and obligations that are still enforceable after the records are closed.

TEMPORARY: Destroy no sooner than 6 years and no later than 10 years after the records are closed.

d. Data and documents used to record substantive reports, analyses, studies, aggregations of data, long-term load and resource forecasting, blackout restoration procedures, intertie access issues, policies and contracting, enterprisewide BPA electrical system logs, long-term generation and load statistics, storage and flow information, power interruptions, and other significant events and statistics. Records also include transmission load communications and correspondence concerning major system trouble, accidents, and other unusual conditions. These records document transmission load-related functions having a long-term forecasting or analysis business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 10 years and no later than 30 years after the records are closed.

5. Agency Management and Policy Development Records

Data and documents recording activities and BPA-approved records systems that document BPA-wide management decisions and activities regarding organizational structure, staffing, functional responsibilities, regulatory compliance, resource allocation, and policy development. Records may include plans, studies, and recommendations; draft policies with review comments; minutes of meetings; transcripts of public hearings; public comments; Federal Register notifications; BPA annual and other activity reports; and reports of internal and external audits.

a. Data and documents recording agency management-related reports, analyses, planning, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording agency management-related functions including internal, ad hoc, and informal committee formation and management; program-level management improvement analyses, studies, and reviews; BPA relations with professional organizations; technical architecture and facilities configurations; and similar management and policy development functions having short-term business purposes for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 6 years after the records are closed.

c. Data and documents recording management, program, and fiscal audits including those by the BPA inspector general and the Government Accountability Office; external and formal committee formation and management; program-level policy, practices, and procedures development; and productivity measurement and reporting.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, substantive policy and procedural decisions, the development and implementation of policies and procedures issued under the authority of the Administrator of BPA, the history of BPA including annual reports, Office of Management and Budget and congressional budget requests with supporting documents, substantial changes to BPA's organizational structure or leadership, staffing, agency-level organizational analyses, and reorganization activities. These records provide unique information on issues of national or international importance and have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 20 to 25 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

6. Law and Litigation Records

Data and documents recording activities and BPA-approved records systems that track and manage law and litigation records. These activities and systems maintain and monitor legal issues about personnel matters; litigation; treaties; methodology; rates development, hearings and ratemaking; tort claims; conservation and environment programs; fish and wildlife; and contracting. These records also document internal legal consultation, advice, and policy and rule development case files and notices.

a. Data and documents recording law-related manuals, research and request-related reports, analyses, forecasting, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording analyses, studies, reviews, comments, and information on legal issues about employee claims including appeals and grievances. These also include settlement of land claims having a short-term business purpose for reference or documentation after the records are closed. These data and documents do

not record or document financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording litigation, including securities fraud; patents, copyrights, and trademarks; and personal injury and property damage. These records also document interactions with Energy Northwest on nuclear power projects and tort claims.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents used to report upon legal issues and questions about conservation programs and projects; power sales contracts and power customers; procurement; and transmission services. These records also document internal management issues such as conflict of interest, insurance and bankruptcies, government travel, budgets, and other financial issues.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

- **e.** Data and documents recording the legal and regulatory activities associated with BPA ratemaking, fish and wildlife, environment, litigation, acquisition and management of land rights, resource acquisition, and planning and operation of the power and transmission systems.
 - 1. Data and documents recording legal issues concerning BPA ratemaking. These records document the processes of acquisition and management of land for BPA's use, legal interpretations of BPA fiscal and accounting practices and financial issues involving project amortization, U.S. Department of the Treasury repayment, revenue requirements, separate accounting, and other financial goals and practices related to BPA ratemaking having a short-term business purpose for reference or documentation after the records are closed.

TEMPORARY: Destroy no sooner than 20 years and no later than 55 years after the records are closed.

2. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, interpretation of law; legislation; related activities issued under the authority of the Administrator for BPA for complying with legal laws and regulations; and litigation that established a precedent for changing policy, received extensive media coverage, or resulted from a significant controversy. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 20 to 30 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5

years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

7. Human Resources Records

Data and documents recording activities and BPA-approved records systems used to administer and record personnel actions, employee awards, position management, benefit management, staff scheduling, performance management, and recruitment activities. Records are maintained in a commercial human resources management system.

a. Data and documents recording personnel administration activities including employee recruitment, position classification assessment, selection, and employment offers; competitive and noncompetitive employment processes and programs; priority placement programs, personnel actions, employee associations, and employee reassignments and transfers; voluntary separations and reductions in grade/rank/pay; and reduction-in-force (RIF) registers on which no action has been taken.

Included are records and systems used to track personnel data such as employee position numbers, position titles, personal histories, and individual employee records that are not included in the employee's official or supervisor's personnel folders or otherwise covered by NARA's General Records Schedule for civilian personnel records. These data and documents are used for reference and support information and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording human resources planning, recruiting, personnel actions, and performance management activities. Included are notifications of personnel action not maintained in employee personnel files; records documenting initial employment, promotions, transfers, separations, financial disclosure and conflict of interest statements; and career counseling activities. Also included are records documenting agreements between the Office of Personnel Management and BPA to authorize recruitment and rating for BPA positions, employment suitability criteria, classification studies and surveys, as well as special emphasis programs managed by BPA's equal employment opportunity office. These records have a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 4 years after the records are closed.

c. Data and documents recording substantive reports, analyses, studies, and aggregations of data concerning human resources planning and policy development and

implementation. Records include materials relating to the BPA merit promotion plans, cultural and diversity programs, and BPA's Pluralism Council. Also included are records associated with employee services programs such as smoking cessation, the fitness facility and childcare, the employee assistance program, psychological testing and evaluation, and counseling of employees and their families. These data and documents record activities related to employee recruitment, testing and evaluation, placement, management, compensation, Office of Workers' Compensation Programs claims, promotion, and services having a long-term business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 5 years and no later than 12 years after the records are closed.

d. Data and documents recording significant position management as it applies to BPA's mission. Included are studies, analyses, and plans pertaining to the design of an efficient organizational framework, position design, planning and tracking staffing levels, and staffing cost controls.

TEMPORARY: Destroy no sooner than 25 years after the records are closed.

8. Training Records

Data and documents recording activities and BPA-approved records systems that manage, facilitate, track, schedule, and report upon BPA-sponsored employee training and development. These systems may perform computer-based training and produce training content evaluations and analyses.

a. Data and documents recording the production of training manuals, syllabi, textbooks, substantive handouts, audiovisual aids, and other aids used for BPA-sponsored training. These records support reference and information activities and have no further business purpose once superseded, updated or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the establishment, operation, delivery, and evaluation of institutionalized BPA training programs, such as new employee orientation programs, and management development programs. These records also include correspondence, memoranda, agreements, authorizations, analyses, reports, requirement reviews, plans, and objectives relating to BPA training courses and programs having a short-term business purpose for reference or documentation after the records are closed. These data and document do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy 5 years after the records are closed.

9. Procurement, Billing, Budget, and Accounting Records

Data and documents recording activities and BPA-approved records systems that track and manage procurement, billing, budget, and accounting records. These activities and systems may maintain and monitor financial statements and ledgers, treasury borrowing, contract management, claims and losses, and wildlife agreements.

a. Data and documents consisting of procurement-related manuals; billing, budget and accounting request-related reports; analyses; forecasting; and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording procurement, billing, budget, and accounting analyses; studies; reviews; statistics; requests; and information on staff planning, capital projects, purchases and repairs, goods and services, reimbursables, and operating plans having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording rights; analyses; statutory requirements; and financial, contractual, and other enforceable obligations including commitments, payroll, collections, disbursements and trust agreements, and expenditure documentation.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording reports containing substantive projections, historical trends, and analyses having long-term value even after closed, superseded, updated, or replaced. These records also contain contract compliance, revenue and receipts, bond refinancing, depreciation summaries, and repayment to the U. S. Treasury information.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

- **e.** Data and documents recording the establishment and implementation of wildlife agreements, bond financing and refinancing information, and information on depreciation and costs for the major components of BPA's power and transmission infrastructure.
 - 1. Data and documents recording the establishment and implementation of wildlife agreements, summary bond financing and refinancing information used to provide information for new bond issues and answer questions about previous bond issues, and information on depreciation, replacement cost, and Federal Energy Regulatory Commission design and cost information for the major components of the BPA's power and transmission infrastructure.

TEMPORARY: Destroy no sooner than 20 years and no later than 50 years after the records are closed.

2. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, wildlife agreements containing loss assessments, mitigation actions, and the implementation of policies and procedures issued under the authority of the Administrator of BPA for maintaining the environment and complying with environmental laws and regulations. These records document the BPA activities that established a precedent for changing policy, received extensive media coverage, resulted in significant controversy, were the subject of extensive litigation, and/or provided unique and significant information on fish, wildlife, and habitats. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 20 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

10. Property Asset Management Records

Data and documents recording activities and BPA-approved systems that inventory, administer, and report upon real and personal property owned by BPA. Records include information on property, location, rights-of-way, facility names, property assignment and distribution, property status, and property values.

a. Data and documents recording correspondence, inquiries, reports, property inventories, custodial records, operating procedures, project plans, estimates, appraisals, and other supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording activities relating to the policy and management of real and personal property. Documents include, but are not limited to, correspondence, inventories, survey reports, studies, equipment requests, property loans, acquisition of operations and maintenance records, disposal records, property relief certificates, and investigative reports.

TEMPORARY: Destroy no sooner than 1 year and no later than 7 years after the records are closed.

c. Data and documents recording land policies with other Federal agencies and state and local governments and other non-Federal entities. Documents include case files pertaining to land acquisitions, survey notes, land rights granted others, land usage,

outgrants, permits and rights-of-way, original legal conveyance instruments, title policies, legal opinions, appraisals, and other related data. These records also include survey notes, computations, and supporting documents used to create maps.

TEMPORARY: Destroy no sooner than 12 years and no later than 35 years after the records are closed.

d. Data and documents having significant value used in the creation of maps and transmission line designs and having a long-term business purpose after the records are closed. Records include survey notes and survey control documents, benchmark (BM) lists, point-on-tangent (POT) lists, survey adjustment records, original documents about right-of-way and related survey topics, and legal documents.

TEMPORARY: Review records annually and destroy no earlier than 25 years and no later than 100 years after the records are closed.

11. Facilities, Equipment, and Vehicles Records

Data and documents recording activities and BPA-approved records systems that track and manage facilities, equipment, and vehicle records. These activities and systems can maintain, track, diagnose, inventory, and report upon facilities, equipment, and vehicles (including aircraft). Activities and systems may include operational logs, usage statistics, facility and equipment management status reports, construction case files, engineering drawings, specifications, lab and problem reports, change requests, and test results.

a. Data and documents consisting of construction-related manuals, engineering standards and practices, research and request-related reports, analyses and design, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording analyses, studies, reviews, comments, and information on the planning, design, and construction support of substations, radio stations, and repeater stations; interties and interconnections; transmission lines; fiberoptics infrastructure; structures and towers; and high-voltage equipment. These records include facilities management, engineering drawings, system planning, lab test reports, geotechnical, right-of-way maintenance, quality control, and related materials having a short-term business purpose for reference or documentation after the records are closed, superseded, updated, or replaced. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording the sale of high-voltage substations and high-voltage equipment, construction of fiber optics, energy sales agreements, and inspection reports.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Aerial photographs including negative film cans, contact prints, and digital files recording the design, construction, and maintenance of the transmission infrastructure and other facilities serving the BPA system.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

- **e.** Data and documents recording quality assurance, BPA specifications, and access roads and line crossings.
 - 1. Data and documents recording monitoring and control quality assurance activities including policy program guides and related regulatory requirements. These data and documents include master copies of BPA specifications, roads, bridges, and culverts in the construction support of transmission lines.

TEMPORARY: Destroy no sooner than 20 years and no later than 60 years after the records are closed.

2. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, long-term policies on fiber optics and other equipment and facility advanced technologies and BPA's enterprisewide policies and procedures for equipment and facilities in their role of governing the sale of energy. These records document the significant evolution of BPA's strategic infrastructure and have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 20 to 25 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

12. Environmental Compliance Records

Data and documents recording activities and BPA-approved records systems that track and facilitate the creation of documentation concerning BPA's compliance with environmental laws and regulations. These activities and systems may facilitate, document, and track BPA environmental planning, analysis, and compliance actions, including NEPA-driven environmental assessments and mitigation, pollution prevention and abatement, hazardous waste management policies and procedures, and fish and wildlife programs.

a. Data and documents recording environmental compliance-related reports, analyses, planning, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording coordination, reference, working materials, and facilitative communications and comments upon environmental assessments, protection, mitigation, and enhancements of facilities, environmental compliance policies, fashion resource requirements, procedures, and other activities having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record plans, policies, or financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy 5 years after the records are closed.

c. Data and documents used to record environmental plans, reviews, analyses, policies, mitigation, projects, wildlife mitigation and rights, interests, disputes, regulatory compliance, or other power and transmission request-related business activities that create rights and obligations that are still enforceable after the records are closed. These include contracts, agreements, billing materials, standards, policies, forecasts, transactions, customer relations records, and associated development files, correspondence, and other records produced by related activities.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

d. Data and documents used to record substantive environmental reviews, assessments, reports, analyses, studies, and aggregations of data concerning compliance with environmental laws, regulations, and policies as they relate to protection, mitigation, and enhancement of wildlife affected by hydroelectric activities; pollution prevention and abatement including hazardous waste management; aquatic nuisance species; and other plans and cooperative agreements used to ensure BPA's environmental compliance or document cooperation with other agencies and organizations having a long-term monitoring, analysis, or business purpose after the records are closed.

TEMPORARY: Destroy 30 years after the records are closed.

e. Data and documents recording the establishment and implementation of long-term policies and procedures relating BPA's compliance with environmental laws and regulations needing long-term retention because they document significant decisions, policies, and environmental response activities and procedures that may be in effect for many years. These records document environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other related activities having a long-term reference, regulatory, or research and information value long after the records are closed.

1. Data and documents recording environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other activities having long-term reference, regulatory, or research and informational value long after the records are closed.

TEMPORARY: Destroy no sooner than 50 years and no later than 55 years after the records are closed.

2. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other activities providing information on BPA's effects on the environment, fish, and wildlife. These records document the BPA activities that established a precedent for changing policy, received extensive media coverage, resulted in significant controversy, were the subject of extensive litigation, and/or provided unique and significant information on fish, wildlife, and habitats. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 15 to 30 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

13. Energy Conservation Records

Data and documents recording activities and BPA-approved record systems that track and manage energy conservation records. These activities and systems can maintain program development, implementation plan, and program management records. These activities and systems may include, but are not limited to, marketing studies, research, evaluations, and strategies general to all or several conservation issues or programs.

a. Data and supporting documents recording the BPA's energy conservation activities that are used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording programs offering financial incentives to utilities and consumers that make generation, transmission, and the end-use of electricity more efficient or that displace electricity with renewable resources. Records also include lost opportunities having a short-term business purpose for reference or documentation after

the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy 3 years after the records are closed.

c. Data and documents recording legal correspondence and background data relating to BPA's conservation programs, and documents related to congressional issues regarding energy conservation and BPA's participation in the National Energy Policy.

1. Data and documents recording legal correspondence and background data relating to BPA's conservation programs, congressional issues regarding energy conservation, and BPA's participation in the National Energy Policy.

TEMPORARY: Destroy when 13 years old.

2. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document agency-level energy conservation resources issues, policies, long-term contracting correspondence, and other records establishing significant agencywide policies and procedures governing the sale and conservation of energy. These records document processes that applied new and advanced technologies and methodologies for energy conservation, received extensive media attention, resulted in significant controversy, and/or were the subject of extensive litigation. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 20 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

14. Safety and Risk Management Records

Data and documents recording activities and BPA-approved records systems that manage, facilitate, track, and report upon safety regulations, policies, standards, and procedures. These data and documents record activities pertaining to inspections, violations, accidents, and incidents resulting in fatalities. Records include data and documents relating to BPA's internal risk management activities (e.g., enterprise risk management, transmission risk management, and transacting and credit risk management).

a. Data and documents recording safety-related regulations, reports, analyses, forecasts, assessments, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording safety-related activities pertaining to employee drug and alcohol test procedures and results, safety and risk management tracking and accountability, and day-to-day safety operations having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations or commitments.

TEMPORARY: Destroy 3 years after the records are closed.

c. Data and documents recording activities associated with record inspections, appraisals, audits, studies, tests, analyses, reports, recommendations, models, methodologies, activities of safety and risk management committees, and other information maintenance relating to safety and risk management. These records include technical, financial, policy, procedural, and other records produced by safety and risk management activities with enforceable rights and interests after the records are closed.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording incidents resulting in the death of a Federal employee or contractor performing duties for BPA or the death of a third party that occurs in a BPA vehicle, at a BPA facility, or on a BPA right-of-way.

TEMPORARY: Destroy no sooner than 75 years after the records are closed.

15. Security Records

Data and documents recording activities and BPA-approved records systems that are used to administer, track, and maintain BPA's physical security activities. Activities include employee badge issuance, tracking, and verification. Systems also maintain and track parking assignments, building and room access control, and security clearances for employees and contractors.

a. Data and documents consisting of security-related manuals, systems documentation, reports, planning, maintenance, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents used to record security-related statistics, tracking and accountability information, facility security information, security surveys and inspections, routine incidents, studies, analyses, reviews, and information on day-to-day security operations having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 6 years after the records are closed.

c. Data and documents used to record investigation of incidents involving vandalism, theft, explosions, fires, accidents, and other security-related events. These records consist of incident case files with supporting documentation and correspondence, incident statistical reports, crime witness information, and other information documenting exceptional or unique security incidents.

TEMPORARY: Destroy 10 years after the records are closed.

16. Document Management and Workflow Records

Data and documents recording activities and BPA-approved records systems used to maintain, track, and report upon records retention and disposition; electronic files and document management; document routing; and document analysis. Systems include applications that manage document flow and maintenance for collaboration and workflow including project submission and analysis.

a. Data and documents that track, maintain, report upon, and provide reviews of documents and records. These data and documents are used for reference and information and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the tracking, maintenance, registering, reporting, routing, and reviewing of other documents and records. These data and documents provide evidence of management and administrative controls, mandated reviews and information collection activities, classified document handling, and document management and workflow activities providing useful or required information after the records have been superseded, updated, replaced, or closed.

TEMPORARY: Destroy no sooner that 3 years and no later than 7 years after the related records have been downgraded, transferred, or destroyed.

17. News Releases and Publications Records

Data and documents recording activities and BPA-approved records systems used to document the formal and informal relationships between BPA and outside interests. These activities and systems may authorize, generate, distribute, and store record and nonrecord copies of BPA news releases, publications, and other materials relating to BPA efforts to inform and involve public officials, private individuals, and other external entities.

a. Data and documents recording the formal and informal relationships between BPA and outside interests, including the public and news media. These include records documenting activities to keep the public informed, manage news media contacts, plan

and schedule publications, develop style guidelines, and manage publishing and printing processes. These records are used for reference and support information and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the planning, implementation, and management of external relations with the public, the news media, governmental bodies and officials, and local energy councils. Policy, procedures, processes, and systems regarding audiovisual and photographic materials are included, as are audiovisual and photographic materials that have no long-term value beyond the express purpose for which they were created. These data and documents include requests for information that do not reference the Freedom of Information Act or the Privacy Act and BPA's responses; public education and outreach activities; and materials documenting shortterm activities and procedures meant to inform and involve the public. These records also document requests submitted to BPA by the public for resources to promote understanding of BPA policies, programs, and issues, including requests for funding, sponsorships, and the creation of working committees. These records document policies, procedures, reports, evaluations, memorandums of agreement or understanding, and correspondence. These data and documents do not include customer files or contracts or document financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 5 years after the records are closed.

c. Data and documents recording activities related to planning, implementation, and evaluation of BPA-sponsored or co-sponsored public conferences or symposia.

TEMPORARY: Destroy 10 years after the records are closed.

- **d.** Data and documents consisting of BPA-numbered publications, records documenting BPA's long-term public involvement efforts, news releases and scripts of media presentations, significant speeches of the agency Administrator and senior officials, and audiovisual and photographic materials having long-term reference or informational value.
 - 1. Documentation on the establishment and implementation of long-term policies and procedures relating to BPA-numbered publications, news releases and media presentations, significant speeches by the BPA Administrator and senior management staff, and audiovisual/photographic materials of enduring value.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

2. Historically significant records identified by the BPA program/project manager in consultation with the BPA Records Officer. These records document significant aspects of the BPA's public involvement policy, procedures, and activities; official news releases and scripts of media presentations; and speeches of the BPA Administrator and senior agency officials on topics relating to the agency's

mission, programs, or activities. These records also include audiovisual and photographic materials that document substantive and mission-related BPA activities. These records document or illustrate activities or topics that are a precedent or basis for agency level policy change, are involved in extensive litigation, or receive widespread media attention. Records also include record copies of BPA-numbered publications produced by or for the agency and made available to the public. These records include one-time reports and studies, policy-making publications, and publications created to educate the public about BPA. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer textual records to NARA 20 to 30 years after the records are closed. If the recordkeeping copy is in electronic form, transfer to NARA in 5 year blocks when the most recent record in the block has been closed for 5 years. Transfer electronic records in accordance with NARA regulations and procedures in place at the time of transfer, and destroy BPA program copy when no longer needed.

NOTE: The final determination of the value of these records rests with NARA. Records found not to have research value will be destroyed.

18. Digital Maintenance Records

Data and documents recording activities and BPA-approved records systems that monitor, maintain, diagnose, connect, and report upon other digital systems and applications, including telecommunications and messaging. These activities and systems provide such services as security, data verification and validation, software version control, and printing routing and control. These activities and systems may also act as a communications link between two or more other systems.

a. Data and documents recording the administration, maintenance, and allocation of information technology, including service requests, systems access requests and inquiries, assignments, assistance and help requests, systems security-related manuals, systems documentation, routine maintenance, reference, and other supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the oversight, and compliance with, information technology policies, directives, and plans; system configuration, maintenance, administration, security, and planning; and data resource management and data standardization having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy when 3 years old or 1 year after plan, policy, system, or report is superseded, updated, or replaced.

c. Data and documents recording the administration, maintenance, and allocation of information technology resources that document accountability for fiscal, security, regulatory, performance, investigative, or other issues that have continuing research, reference, and accountability value even after closed, superseded, updated, or replaced. These data and documents may document exceptional or unique digital maintenance incidents and initiatives such as Y2K compliance records.

TEMPORARY: Destroy no sooner than 6 years and no later than 10 years after the records are closed.

d. Data and documents recording systems documentation for permanent electronic systems including data systems specifications, file specifications, code books, record layouts, user guides, and output specifications.

PERMANENT: Transfer a copy of current systems documentation to NARA when transferring the associated permanent electronic system.

19. Geographic Information Systems (GIS) Records

Data and documents recording activities and BPA-approved records systems used to create and maintain maps and spatial diagrams for a variety of programmatic and administrative purposes including transmission routing, planning studies, fish and wildlife projects, other natural resources-related studies, and power generating resource projects. Systems include systems that facilitate the conversion of existing maps, aerial photographs, and other media for importation into the GIS.

a. Data and documents created during GIS conversion and facilitation by applications and activities used to assist with the creation and conversion of GIS data. (This item does not apply to existing spatial data sources used to create base maps, such as photographs, hard copy maps, aerial photographs, and remotely-sensed imagery.)

TEMPORARY: Destroy when layers have no further business purpose or once superseded, updated, or replaced.

b. Data layers

1. Data layers created by outside entities such as the U.S. Forest Service, the U.S. Geological Survey, and the Bureau of Land Management that are not significantly altered by BPA.

TEMPORARY: Destroy when layers have no further business purpose or once superseded, updated, or replaced.

2. Data layers and associated metadata uniquely created or significantly altered by BPA. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks when records are 10 years old in accordance with NARA regulations and procedures in place at the time of transfer.

20. Computer Assisted Design (CAD) Records

Data and documents in BPA-approved records systems created by computer assisted design applications (CAD) to design, access, store, print, and retrieve design specifications and drawings for BPA equipment, transmission lines, and structures.

a. Data and documents created during CAD activities and used solely to assist with the creation, modification, and conversion of CAD data, designs, and drawings. (This item does not apply to existing sources that were input, traced, or scanned into a CAD system.)

TEMPORARY: Destroy when data and documents have no further business purpose or once superseded, updated, or replaced.

- **b.** Computer Assisted Design Files
 - 1. Application-specific (native) CAD files containing plans and profiles associated with a signed record copy of a drawing stored as hardcopy or stored in an electronic document management system or BPA's electronic records management system.

TEMPORARY: Destroy when plans and profiles have no further business purpose or once superseded, updated, or replaced.

- c. Digitally signed drawings in image file format such as PDF or TIFF
 - 1. Drawings that depict equipment, objects, and structures that are not directly and significantly related to the BPA's power generation, power transmission, and mitigation activities or depicting multiple identical objects and structures, such as transmission towers.

TEMPORARY: Destroy 10 years after the equipment, object or structure ceases to exist or is transferred out of BPA custody or destroy when no longer needed, whichever is later.

2. Historically significant drawings identified by the BPA program/project manager in consultation with the BPA Records Officer depicting equipment, objects, and structures that are directly and significantly related to the BPA's power generation, power transmission, and mitigation activities or that depict new, initial, or one-of-a-kind designs for BPA essential mission-related equipment, objects, and structures. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer drawings with appropriate legends and metadata to NARA in 5-year blocks when the records are 20 years old in accordance with NARA regulations and procedures in place at the time of transfer. Permanent documents with digital signatures must contain a human readable representation of the name(s) associated with the signatures.

- **d.** Legends containing metadata describing the meaning of the various line styles and other aspects and conventions of drawings.
 - 1. Legends associated with temporary drawings as defined in item c(1) above.

TEMPORARY: Destroy when no longer applicable to any drawings or when superseded, updated, or replaced.

2. Legends associated with permanent drawings as defined in item c(2) above.

PERMANENT: Transfer legends with associated drawings to NARA.

21. Web Records

Data and documents recording activities and BPA-approved records systems containing static and dynamically generated Internet and Intranet content management files and utilities used to maintain Web page content, links, and e-mail addresses and used to monitor and report upon web page access statistics. Systems also include portals that provide access to other recordkeeping systems.

a. Content management files such as written, graphical, video, and/or audio representation and the associated automated tools that assist in the design, display, and operation of Web pages including scripts, style sheets, and templates. These data and documents are the access points to agency data bases, document repositories, announcements, and notices and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the monitoring, control, and maintenance of Web servers and reporting upon Web content, usage, and technical performance. These records include statistical information on users, load, technical performance, and related records having a short-term business purpose for reference or documentation after the records are closed, superseded, updated, or replaced. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 3 years after the records are closed.

c. Data and documents recording the initiation, or transactions during, a Web-based business transaction or delivery of service that provide contextual information for transactions logged or recorded in a data base and that provide the necessary context for financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 6 years and no later than 10 years after the transactional records are closed.

22. Weather and Streamflow Data Systems

Data and documents recording activities and BPA-approved records systems that track, forecast, model, aggregate, and report upon weather and streamflow information. These data and documents support power generation forecasts, load forecasts, BPA-specific weather reporting, and records of decisions. The information is aggregated from National Oceanic and Atmospheric Administration weather station data, National Climatic Data Center historic data, U.S. Geological Survey streamflow data sets, and BPA stations and gages and is used to provide daily operations and seasonal planning information.

a. Data and documents recording weather and streamflow-related reports, analyses, forecasts, models, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording weather and streamflow-related reports, analyses, forecasts, models, and supporting records having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record or document financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents used to record weather and streamflow-related reports, analyses, forecasts, and models that document rights, interests, disputes, regulatory compliance, or other power and transmission request-related business activities that create rights and obligations that are still enforceable after the records are closed. These records include contracts, agreements, standards, policies, forecasts, records of decisions for rates and supply, correspondence, and other records produced by related activities.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents used to record substantive reports, analyses, studies, and aggregations of data concerning weather, streamflow, snowpack, and related phenomena having a long-term forecasting, analysis, or business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

23. Reference Records

Data and documents recording activities and BPA-approved records systems that track and manage staff directories; mailing and distribution lists; library holdings and access

information; dictionaries of terms, acronyms, and abbreviations; and other reference information maintained or collected by the BPA.

a. Data and documents recording requests for the production and maintenance of BPA mailing and distribution lists, staff directories and phone listings, and similar activities. These materials are used for reference and information and have no further business purpose once superseded, updated or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording reference activities and tools such as media clippings and articles pertaining to the BPA; dictionaries of terms, acronyms, and abbreviations specific to and/or used by the BPA; and other reference information maintained or collected by the BPA. Also included are data and documents relating to the BPA library such as inventories, catalogs, and finding aids having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy 2 years after the records are closed.

24. GRS. Record Covered by NARA's General Records Schedule

Data and documents recording activities and BPA-approved records systems covered by NARA's General Records Schedules, see http://www.archives.gov/records-mgmt/ardor/records-schedules.html.

Bonneville Power Administration Large Aggregation Flexible Schedule Cross Walk December 4, 2007

Existing Schedule Item		Large Aggregation Item	Electronic
BU-11	BPA Budget Formulation	GRS	
BU-11-15a	BPA Budget and RPAs - Call Memos	5/d	
BU-11-15b	BPA Budget and RPAs - Budget Review Meeting	s GRS	
BU-11-15c	BPA Budget and RPAs - Requests for Program/F Authorizations	Project 9/b	
BU-11-15d	BPA Budget and RPAs - Printouts from Budget F System (BFS)	ormulation 9/b	
BU-11-16a	FTE Planning - Internal BPA Formulation of Prog Levels	ram/Org 9/b	
BU-11-16b	FTE Planning - Approval of FTE Proposals	9/ b	
BU-11-16c	FTE Planning - Incoming DOE Requests and BP	A Responses 7/b	
BU-11-18a	OMB Budget - OMB Budget Instructions	5/d	
BU-11-18b	OMB Budget - Presentation of BPA's Budget to t	he OMB 9/b	,
BU-11-19a	Congressional Budget - Congressional Budget Ir	nstructions 5/d	
BU-11-19b	Congressional Budget - Congressional Budget Ir	nstructions 9/b	
BU-13	Operating Year Resources	. 9/b	₩.
BU-13-11	OMB Apportionment	9/b	
BU-13-13	BPA Allocations	9/b	
BU-13-14	Operating Year Plans	. 9/b	\checkmark
BU-13-15	Outlays	9/b	
BU-13-16	Reception and Representation Fund	9/ b	
BU-13-17	Capital Analyses	9/b	· •
BU-13-18	Program and Reporting Analyses	9/b	$\overline{\mathbf{V}}$
BU-14	Program Resource Requirements	9/b	
BU-14-11	Capital Equipment Resource Requirements	9/b	
BU-14-13	Fish and Wildlife Resource Requirements	12/b	

Existing Schedule Item		Large Aggregation Item	Electronic
BU-14-14 '	General and Administrative Resource Requireme	ents 9/b	
BU-14-16	Planning Council Resource Requirements	9/b	
BU-14-19	Reimbursable Resource Requirements	9/b	
CN-11	Conservation Marketing	13/b	
CN-12	Conservation Programs	13/b	
CN-13	Agricultural Sector	12/b	
CN-14	Commercial Sector	13/b	
CN-15	Industrial Sector	13/b	
CN-16	Residential Sector	13/b	
CN-17	Utility Sector	13/b	
ED-11	Engineering Standards and Practices	11/a	•
ED-11-11	Insulation Coordination	11/a	
ED-11-12	Inductive Coordination and Interference	11/a	
ED-11-13	Audible Noise and Radio Interference	11/a	
ED-11-14	Electrical Effects	11/a	
ED-12	Research, Development, and Demonstration	11/b	
ED-12-12	Advisory and Exchange Committees	17/b	\checkmark
ED-12-13	Technical Reports	11/b	
ED-12-14	Laboratory Test Reports	11/b	\checkmark
ED-12-15	System Tests	11/b	
ED-13	Work Orders	11/b	
ED-13-11	Project Data	11/c	
ED-14	Interties and Interconnections	11/b	
ED-14-11	AC Interties	11/b	
ED-14-12	DC Interties	11/b	
ED-15	Transmission Lines	11/b	\checkmark
ED-15-11	Drawings	11/b	\checkmark
	•		

Existing Schedule Item		Large Aggregation Item	Electronic
ED-15-12	Construction Data Books	11/c	
ED-15-13	Transmission Line Design	11/b	V
ED-15-14	Conductors, Hardware, and Accessories	11/b	~
ED-15-15	Structures and Towers	11/b	\checkmark
ED-15-16	Insulators	11/b	\checkmark
ED-15-17	Line Crossings	11/e/1	
ED-15-19	Underground Power Cables	11/b	$\overline{\checkmark}$
ED-15-20	Airway Lighting and Obstruction Markings	11/b	☑
ED-15-22	Grounding and Lightning Protection	11/a	✓
ED-15-23	Corrosion	11/a	
ED-15-24	Access Roads	11/e/1	
ED-15-25	Geotechnical	11/b	
ED-15-26	Construction Specifications	11/b	V
ED-15-27	Material Specifications and Evaluation	11/b	\checkmark
ED-15-28	Stringing Instructions	11/c	
ED-15-29	Line Loadings	11/b	
ED-15-30	Line Ratings	11/a	\checkmark
ED-15-31	Conductor Clearance	11/b	•
ED-15-32	Electrical Clearance Analysis	11/b	
ED-15-33	Switches	11/b	
ED-17	Stations	11/b	✓
ED-17-11	Drawings	11/b	\checkmark
ED-17-12	Station Design	_. 11/b	✓
ED-17-13	HVDC Terminals	11/a	
ED-17-14	High-Voltage Equipment	11/a	V
ED-17-15	Substation Data Systems	11/b	
ED-17-16	Substation Metering & Telemetering	11/b	✓

Existing Schedule Item		Large Aggregation Item	Electronic
ED-17-17	Static Volt-Ampere Reactive Compensator	11/b	
ED-18	System Construction	11/b	
ED-18-11	Test Data	11/a	
ED-18-12	Energization .	11/a	\checkmark
ED-18-13	As-Constructed Schematic Drawings	11/a	
ED-19	Engineering Environmental Considerations	11/b	· •
ED-19-12	Spill Prevention Control & Countermeasure	11/b	
ED-19-13	Weather	11/b	\mathbf{Z}
ED-19-14	Terrain	11/a	
ED-20	Communication Protection	11/b	. 🗖
ED-20-11	Protective Relaying	11/b	ledown
ED-20-12	Microwave System	11/b	V
ED-20-13a	Fiber Optics -Policy Documents	11/e/2	
ED-20-13b	Fiber Optics - Non policy related	11/c	
ED-20-13c	Fiber Optics-fiber optics infrastructure	11/b	
ED-21	System Planning	11/b	lacksquare
ED-21-11	Customer Utility	11/b	\checkmark
ED-21-12	Loads	11/b	
ED-21-13	Resources	11/b	\checkmark
ED-21-14	Capacitor Switching	11/b	
ED-21-15	Dynamic Braking	11/b	
ED-21-16	DC Modulation	11/b	
ED-21-17	Fast Valving	11/b	
ED-21-18	Generator Dropping	11/b	
ED-21-19	Single-Pole Relaying	11/b	
ED-21-20	Load Representation	11/b	
ED-22	System Analysis Methods	11/b	V

Existing Schedule Item		Large Aggregation Item	Electronic
ED-22-11	Power Flow Program	. 11/b	
ED-22-12	Transient Stability Program	11/b	
ED-22-13	Electromagnetic Transient Program	11/b	
ED-23	System Reliability Criteria	11/b	
ED-24	Remedial Action Schemes & Control Systems	11/b	
ED-24-16	HVDC Control Systems	11/b	
ED-24-17	Other Control Systems	11/b _.	
ED-25	System Electrical Data Books	11/a	
ED-27	Geographic Information System	19/b/2	
ED-28	Softcopy	11/a	
ED-30	Substation Structures and Foundations	11/a	
ED-31	Building Facilities Design & Construction Support	11/a	
ED-32	Structural Engineering, Analysis and Design	11/a	
EQ-12	Environmental Coordination	12/b	\checkmark
EQ-12-11	Environmental Standards and Procedures	12/b	. 🗆
EQ-13	Environmental Assessments	12/e/2	\checkmark
EQ-14	Environmental Impact Statements	12/e/2	
EQ-14-11	Supplemental Analyses (SA)	12/e/2	, •
EQ-15	Categorical Exclusions	12/b	
EQ-16	Environmental Reviews	12/b	
EQ-17	Environmental Audit and Appraisal	12/e/1	
EQ-17-11	Management Appraisals	12/c	
EQ-17-12	Functional Appraisals	12/c	
EQ-17-13	Field Appraisals	12/e/1	\checkmark
EQ-17-14	Internal Audits	12/c	\checkmark
EQ-18-11a	Resource Conservation and Recovery Act -	12/e/1	V

Existing Schedule Item Large		ation Item	Electronic
EQ-18-11b	Resource Conservation and Recovery Act - RCRA Test Results/Analyses	12/e/1	
EQ-18-11c	Resource Conservation and Recovery Act - Operating Records Closure Plans	12/e/1	
EQ-18-12	Toxic Substance Control Act	12/e/1	
EQ-18-13	Comprehensive Environmental Response Comp & Liab	12/e/1	
EQ-18-13a	Comprehensive Environmental Response Comp - Agreements/Related Material	12/e/1	
EQ-18-13b	Comprehensive Environmental Response Comp - Documentation on CERCLA	12/e/2	
EQ-18-14	Uniform Hazardous Waste Manifests	12/e/1	
EQ-18a	Hazardous Waste Management - General Documentation About Management	12/b	
EQ-18b	Hazardous Waste Management - Documentation of BPA's Actions	12/e/1	
EQ-19	Environmental Contaminants	12/a	
EQ-20	Other Regulatory Actions	12/e/1	
EQ-20-11	Clean Water Act	12/e/1	•
EQ-20-12	Safe Drinking Water Act	12/e/1	
EQ-20-13	Clean Air Act	12/e/1	
EQ-21	Endangered Species Act	12/e/2	
EQ-22	ESA Section 4 Listing & Recovery Plan	12/d	V
EQ-23	ESA Section 7 Consultations	12/d	~
EQ-24	ESA Section 10 Permits	12/d	
EQ-25	Air Quality	12/e/1	
EQ-26	Aquatic Nuisance Species (ANS)	12/c	
EQ-26-11	ANS Passage Through Hydropower Plants	12/c	
EQ-26-12	ANS Mitigation-Planning	12/c	
EQ-27	Cultural Resources	12/d	\checkmark
EQ-27-11	Cultural Resource Support to FCRPS Program	12/e/1	. 🗷

Existing Schedule Item		rge Aggregation Item	Electronic
EQ-27-12	Compliance with Section 106 of NHPA	12/e/1	$\overline{\mathbf{Z}}$
EX-11-11	Audiovisual/Photography	17/b	
EX-11-11a	Audiovisual/Photography - Photographs, Images, Original Graphic Art	ginal 17/d/2	
EX-11-11b	Audiovisual/Photography - Routine Audiovisual Produ	uctions GRS	
EX-11-11e	Audiovisual/Photography - Personnel Identification Pl	notographs GRS	
EX-11-11f	Audiovisual/Photography - Line and Halftone Negativ	es 17/a	
EX-11-11g	Audiovisual/Photography -Line Copies of Graphs and	Charts GRS	
EX-11-11h	Audiovisual/Photography -Routine Surveillance Foots	age GRS	
EX-11-11j	Audiovisual/Photography - Dictation Tapes and Reco	rdings GRS	
EX-11-12	History/Annual Reports	5/d	V
EX-11-13	Media Contacts	17/b	. 🗆
EX-11-14	News, Radio, and TV Releases	17/d/2	\(\right\)
EX-11-15	Publications	17/d/2	✓ i
EX-11-16	Speeches	17/d/2	
EX-11-17	Press Clippings	23/b	
EX-12-11	Conferences/Symposiums	17/c	
EX-12-12	Commendations/Criticism	GRS	
EX-12-13a	Requests for Public Involvement/Understanding - Acc Programs	cepted 17/b	
EX-12-13b	Requests for Public Involvement/Understanding - Rej Proposals	ected 17/b	
EX-12a	Public Involvement - Short-Term Activities	17/b	
EX-12b	Public Involvement - Long-Term Activities	17/d/1	
EX-13	Public Information	17/b	
EX-13-11	Educational Activities	17/b	
EX-13-12	General Inquiries	17/b	$ \mathbf{Z}$
EX-13-13a	FOIA Responses - Responses Granting Access	GRS	

Existing Schedule Item		Large Aggregation Item	Electronic
EX-13-13b	FOIA Responses - Responses Denying Access -	GRS	
EX-13-13c	FOIA Responses - Appeals to Responses	GRS	
EX-13-14	Public Involvement Reading Room	17/b	
EX-13-15	Visitors	15/b	
EX-13-16	Congressional Hearings	5/d	
EX-14	Special Events	17/b	
EX-15	External Relations	17/b	
EX-15-11	Foreign	17/b	
EX-15-12	Federal	17/b	
EX-15-13	State	, 17/b	
EX-15-14	Municipalities	17/b	
EX-15-15	Tribal	17/b	
EX-15-16	Utility Organizations	17/b	\checkmark
EX-15-17	Industries	17/b	
EX-15-18	Northwest Power Planning Council	17/b	
EX-15-19	Other Councils	17/b	
EX-15-20	Public Individuals, Groups, & Organizations	17/b	Z
FI-11	Journal Vouchers	GRS	
FI-11-11	Operations Accounting	9/b	. 🗆
FI-11-12	Conservation Accounting	9/c	
FI-12-11	Plant Record Ledgers	9/e/1	
FI-12-12	Plant Construction Records	9/c	
FI-12-13	Depreciation Summaries and Memorandum Adjust	stments 9/e/1	. \Box
FI-13	Property Accounting	GRS	
FI-13-11	Property Relief Certificates	10/b	
FI-13-12	Property Survey Reports	10/b	
FI-13-13	Custodian Authorization	10/a	

Existing Sc	hedule item Lar	ge Aggregation Item	Electronic
FI-13-14	Custodian Account Reviews	GRS	
FI-13-15	Personal Property Financial Control Reports	9/c	
FI-13-17	Personal Property Accounting System Procedures	10/a	
FI-14	Financial Statements and Agreed Upon Procedures (A	AUPs) 9/a	\checkmark
FI-16	Treasury Schedules	9/b	
FI-16-11	1099 Reporting	GRS	✓)
FI-17	Expenditure Documentation	GRS	$\overline{\checkmark}$
FI-17-11	Purchase Card Receipts	GRS	
FI-18	Time and Attendance Reporting	GRS	V
FI-18-11	T & A Supporting Documents	GRS	✓
FI-19	Payroll	7/a	
FI-19-11	Payroll Operations -Individual Accounts	GRS	
FI-19-12	Employee Payroll Folders	GRS	
FI-19-13	Bond Purchases	GRS	
FI-19-14	Payroll Processing	GRS	
FI-19-15	Payroll Processing Final Edit	GRS	
FI-19-16	Payroll Control Registers	GRS	
FI-19-17	Payroll Changes	GRS	
FI-19-18	Payroll Schedules	GRS	
FI-19-19	Payroll Administration Reports	GRS	. \square
FI-19-20	Taxes	GRS	
FI-19-21	Retirements	GRS	
FI-19-22	Insurance, Charitable, and Other Deductions	GRS	
FI-20	Non-Treasury Financing	9/c _.	
FI-20-11	Non-Treasury Financing Negotiations	9/c	
FI-20-12	Non-Treasury Financing Implementation	9/c	
F1-20-16	Multi-District Litigation 551	6/c	

Existing Scl	nedule Item	Large Aggregation Item	Electronic
FI-20-17	Reserve Fund	9/c	
FI-20-18	Third-Party Debt Instruments	9/c	
FI-20-19	Supply System Bond Refinancing	9/e/1	
FI-21	Cash Management	9/a	
FI-21-11	Banking	9/b	
FI-21-12a	Treasury Borrowing - Bonds	9/c	
FI-21-12b	Treasury Borrowing - Other Related Documents-	9/a	
FI-21-12c	Treasury Borrowing - Financial Planning	9/c	
FI-21-13	Cash Flow	9/c	
FI-22a	Credit Management - Collection Documents	9/b	
FI-22b	Credit Management - Other Related Documents	9/a	
FI-23	Revenue and Receipts	9/e/1	
FI-25	Cost Analyses	9/c	
FI-26	Bonneville Enterprise System (BES)	9/b	
FI-26-11	Bonneville Enterprise System (BES) Accounts Pa	yable 9/b	
FI-26-12	Bonneville Enterprise System (BES) Internal Con	trols 9/b	
FI-26-13	Bonneville Enterprise System (BES) A-127	9/b	
FI-26-15	PeopleSoft (PS) General Ledger (GL)	9/b	
FI-26-16	ADP Resource Management Reporting System	9/b	
FI-26-17	Bonneville Enterprise System (BES) Change Con	trol 9/b	
FI-27a	Average System Cost Determination - RASA and	ETCA 9/c	. 🗆 ,
FI-27b	Average System Cost Determination - Residentia Program	l Exchange 9/c	
FI-28	Revenue Requirements	9/b	
FI-29	Repayment	9/e/1	
FI-29-11	Separate Accounting	9/e/1	
FI-29-12	Replacements	9/e/1	

Existing So	hedule Item	arge Aggregation Item	Electronic
FI-29-13	Net Debt	9/c	
FJ-30	Trust Funds	9/c	
FI-31	Fish and Wildlife Credits	9/c	
FW-24	Columbia Basin Fish and Wildlife Program	12/c	
FW-24-11	Provincial Review & Decision Letters	12/c	
FW-24-12	Subbasin Planning	12/c	
FW-24-13	Research Monitoring and Evaluation (RM&E)	12/c	
FW-24-14	Solicitation Project Proposals	4/d	
FW-25	Fish and Wildlife Projects	12/c	☑
FW-29	Hydro	12/c	
FW-32	Water Budget	12/c	
FW-39	Wildlife -Mitigation & Planning	12/c	•
FW-39-12	Wildlife Agreements	9/e/2	
IR-11	IT Program Direction	5/b	✓
IR-11-11	IT Policies and Guidelines	5/c	\checkmark
IR-11-12	IT Standards and Procedures	5/c	
IR-11-13	Enterprise Architecture Records	18/c	\checkmark
IR-11-14	Legal and Regulatory Compliance Records	18/c	$ \mathbf{Z} $
IR-11-15a	Oversight and Compliance Files-Performance meas & benchmarks	urements 18/b	
IR-11-15b	Oversight and Compliance Files-all other oversight a compliance records	3 18/b	
IR-12	Systems Planning	18/c	_
IR-12-11	Information Technology (IT) Program Planning Reco	ords 18/c	
IR-13	Technical Reviews	18/c	
IR-14	Automated Systems Security	18/b	$\overline{\mathbf{Z}}$
IR-15	Equipment Technology & Office Automation	18/c	· 🗆
IR-16	Telecommunications	18/a	

Existing Sc	hedule item Larg	ge Aggregation Item	Electronic
IR-16a	Telecommunications - Logs of Long Distance Telepho	ne Calls 18/b	
IR-16b	Telecommunications - Other Than Specific Telecommunication Function	18/a	
IR-17	Database Management	18/c	
IR-18	Software Development and Maintenance	18/a	
IR-18a	Software Development and Maintenance	18/b	
IR-18b	Software Development and Maintenance - Hardcopy F Listings, Reports Electronic Code	Program 18/b	
IR-19	Computer Operations	18/c	
IR-20	Liaison	· 18/c	
IR-21	Computer Assistance	18/c	\mathbf{Z}
IR-21-11a	IT Customer Service Files-help desk information recor	ds 18/b	
IR-21-11b	IT Customer Service Files-logs,reports	18/a	
IR-22	Resource Proposals	18/b	
IR-22-11	TBL Resource Proposals	18/b	$\overline{\mathbf{Z}}$
IR-23	IT Capital Projects	18/b	
IR-23-11	IT Capital Investment Records	. 18/c	
IR-24	ADP Coordination	18/c	
IR-25	Library Services	18/a	
IR-26	Year 2000 (Y2K)	18/c	
IR-26-11	Program Mangement Documentation	18/c	
IR-26-12	Individual System Documentation	18/c	
IR-27	Data Resource Management	18/b	
IR-27-11	Electronic Data -	GRS	
IR-28	Hardware Lifecycle and Maintenance	18/b	
IR-29	Commercial Software	18/c	
IR-29-11	License and Maintenance Agreements (Commercial S	oftware) 18/b	
IR-30	IT Project Investment Management	18/c	\checkmark

Existing So	chedule Item Large /	Aggregation Item	Electronic
IR-31	IT Asset Inventory Files	18/b	. 🗆
IR-31-11	IT Asset and Configuration Management Files	18/b	
IR-31-12	Routine IT Maintenance Records	18/b	
IR-32	System Backups Tapes	18/a	
IR-32-11	System Tape Library Records	18/a	
IR-32a	Incremental Backup Tapes	18/a	
IR-32b	Full Backup Tapes	18/a	
IR-33	Files Related to Maintaining the Security of Systems and	Data 18/b	
IR-34	User Identification, Profiles, Authorizations, and Password	l Files 18/a	
IR-34a	Systems Requiring Special Accountability	18/c	
IR-34b	Routine Systems	18/a	
IR-35	Incident Handling, Reporting, Follow-up Records	18/b	
IR-36	IT Operations Records	18/a	
IR-36a	IT Operations Records-workload schedules & reports	18/b	: 🗆
IR-36b	IT Operations Records-problem repors	18/b	
IR-36c	IT Operations Records	18/b	
IR-37	Financing of IT Resources and Services	18/a	
IR-37a	Financing of IT Resources and Services-performance criticagreements	eria 18/b	□ .
IR-37b	Financing of IT Resources and Services-third-party service management	es 18/b	
IR-37c	Financing of IT Resources and Services-charges and pay tracking records	ment 18/b	
LA-11	General Project Management	10/a	\checkmark
LA-11-11	Project Plans	10/a	
LA-11-12	Project Estimates	10/a	
LA-12	Appraisal	10/a	
LA-13	Title and Payment	10/a	

Existing Sc	hedule Item	Large Aggregation Item	Electronic
LA-14	Land Acquisition	10/a	
LA-15	Maintenance Trees	10/b	
LA-16	Disposal and Release of Easement	10/a	
LA-17	Land Management	10/a	
LA-17-11	Outgrants	10/a	
LA-18	Land Policies with Federal Agencies	10/a	
LA-19	Land Policies with State and Local Governments	10/a	
LA-20a	Land Information System	10/a	
LA-20b	Land Information System	18/a	
LA-22	Right-of-Way	10/d	
LA-23	Photogrammetry	11/a	
LA-23-11	Aerial Photographs	11/d .	
LA-23-12	Photogrammetric Work Requests	11/b	
LA-23-13	Analytical Stereoplotter Systems	18/a	,
LA-23-15	Topographic Mapping	10/d	
LA-23-16	Right-of-Way Clearing Study	. 10/b	
LA-24	Survey and Mapping	10/d	
LA-24-11	Cadastral, Location Line, & Control Surveys	10/d	
LA-24-12	Preliminary Lines & Topography Surveys	10/d	
LA-24-13	Tower Site Surveys	. 10/d	
LA-24-14	Plan And Profile Hard Shell Maps	10/d	·
LA-24-15	Supporting Survery Records	´ 10/d	
LA-25	Photomaps/Photomosaics	10/a	
LA-26	Computer-Assisted Mapping	20/a	
LW-15	Legal Issues about Laws and Legislation	6/d	□ .
LW-16	General Counsel's Dealings w/Public & Private G	ps 6/d	
LW-17	Legal Issues about Internal Management	6/d	

Existing So	hedule item	Large Aggregation Item	Electronic
LW-18	Legal Issues about Personnel Matters	6/b	
LW-19	Personal Injury and Property Damage	6/c	
LW-19-11	Tort Claims	6/c	
LW-19-12	Employee Claims	9/c	. 🗆
LW-20	Litigation	6/e/1	
LW-20-11	BPA Litigation	6/e/1	
LW-20-12	Non-BPA Litigation	6/e/1	
LW-21	Legal Issues about Conservation	13/c/1	
LW-21-11	BPA Conservation Programs	. 6/d	
LW-21-12	Congressional Issues about Conservation	13/c/1	
LW-22	Legal Issues about Environment	6/e/1	
LW-22-11	BPA Responses to Environmental Policies	6/e/1	
LW-22-12	BPA Responses to Federal Environmental Acts	6/e/1	
LW-22-13	Federal Environmental Matters	6/e/1	
LW-22-14	State & Local Environmental Matters	6/e/1	
LW-22-15	Environmental Quality Matters	6/e/1	
LW-22-16	Public Involvement Issues About Environmental Q	uality 6/e/1	
LW-22-17	Project-Related Environmental Legal Issues	6/e/1	
LW-23	Legal Issues about Fish and Wildlife	6/e/1	
LW-23-11	Fish and Wildlife Law	6/e/1	
LW-24	Legal Issues about the Power Business Line	6/d	
LW-24-11	Power Services	6/d	
LW-24-12	Transmission Services for Power Sales	6/d	
LW-25	Legal Issues about Resource Management	6/e/1	
LW-25-11	Treaties with Canada	6/e/2	
LW-26	Legal Issues about Contracting	6/d	
LW-26-11	Procurement Matters	6/d	

Existing Sci	hedule Item	Large Aggregation Item	Electronic
LW-26-12	Contracting Other Than Procurement	6/d	
LW-26-13	Intellectual Property	6/c	
LW-27	Legal Issues about Land Rights	6/e/1	
LW-27-11	Acquisition and Management of Land Rights	6/e/1	
LW-27-12a	Settlement of Land Claims -	6/b	
LW-27-12b	Settlement of Land Claims More Than \$500	6/a	
LW-28	Legal Issues about BPA Ratemaking	6/e/1	
LW-28-11	BPA Rate Hearings	6/e/2	
LW-28-12	Federal Energy Regulatory Commission Review	6/e/1	
LW-28-13	Courts' Review	6/e/1	
LW-28-14	Average System Cost Review	6/e/1	
LW-28-15	General Power Rates Development	6/e/1	
LW-28-16	General Transmission Rates Development	6/e/1	
LW-28-17	Ratemaking Repayment	6/e/1	
LW-29	Legal Issues about WPPSS	6/e/2	
LW-29-11	WPPSS Litigation	6/e/2	
LW-30	Legal Issues about Transmission Services	6/d	
MA-11	Substation Maintenance	4/a	
MA-11-12a	Substation Equipment and Materials - Material Us Maintenance	sed for 4/a	V
MA-11-12b	Substation Equipment and Materials - Voltage an Transformer Temperature	d 4/b	
MA-12	Transmission Line Maintenance	4/b	✓
MA-12-11	Right-of-Way Maintenance	11/b	
MA-12-12	Wood Poles	11/b	
MA-12-13	Non-wood Poles	11/b	
MA-12-14	TLM Equipment and Materials	11/b	
MA-13	Power System Control Communications	11/b	

Existing Sc	hedule Item	Large Aggregation Item	Electronic
MA-13-11	PSC Communications Equipment	11/b	
MA-14	System Protection and Control	4/b	
MA-14-11	SPC Equipment	4/b	· 🔲
MA-16	Maintenance Improvement and Efficiency Activitie	s 4/b	
MA-16-12	Maintenance VerTeam Studies	4/b	
MA-16-13	Performance Level Guides	4/b	. 🗆
MA-17	BPA Work Standards, Guides, and SPIFs	4/b	\checkmark
MA-19	Construction Interties	4/b	
MA-20	Power System Construction	4/b	
MA-20-11	Construction Fiber Optics	11/c	
MN	Management	5/b	\checkmark
MN-11a	Organization	5/d	
MN-11b	Organization	5/d	
MN-12	Position Management	7/d	
MN-13	Activity Reports	5/b	\checkmark
MN-14a	Manuals/Handbooks	5/d	$ \mathbf{Z} $
MN-14b	Manuals/Handbooks	GRS	
MN-15	Long Range Goals and Strategic Choices	5/b	$\overline{\mathbf{Z}}$
MN-15-11	Annual Management Plan	5/b	
MN-16-11a	A-76 Review	GRS	
MN-16-11b	A-76 Review	GRS	
MN-16a	Management Analyses/Studies -	5/d	
MN-16b	Management Analyses/Studies	5/b	
MN-17	Audits	5/b	
MN-17-11	Audits by BPA	5/c	V
MN-17-12	Audits by Department of Energy (DOE)	5/c	
MN-17-13	Audits by General Accounting Office (GAO)	5/c	

Existing Sc	hedule Item	Large Aggregation Item	Electronic
MN-17-16	DOE Audit Report Tracking System	5/c	
MN-17-18	Audits by Inspector General	5/c	. 🗆
MN-18	Productivity	5/b	
MN-20	Technology and Innovation	5/b	
OP-11	Dispatch	4/b	
OP-11-11	Logs	4/d	
OP-11-12a	Recordings	4/d .	
OP-11-12b	Recordings	4/b	
OP-11-13	Daily Interruption Reports	4/d	
OP-11-14	Standing Orders	4/c	
OP-11-15	Loop Flow Curtailment Procedures	4/a	
OP-12	Outages	4/b	
OP-12-11	Planned Outages	4/b	
OP-12-13	Applications for Outages	4/b	
OP-13	Operation of Interties and Interconnections	4/b	
OP-13-11	Interchange Schedules, Logs, and Outages	4/d	
OP-14	Joint Operating and Coordination Agreements	4/a	
OP-15	Security Application Programs	4/b	
OP-15-11	Voltage Control	4/c	
OP-15-12	Power Flow	4/c	
OP-15-13	Contingency Selection - Fast Outage Program	4/c	
OP-15-14	Stability - Transient Energy Function	4/b	
OP-16	Stability Control Schemes	4/b	
OP-16-11	Under-Frequency Load Shed/Load Dropping	4/b	
OP-16-14	Pacific Intertie Stability Control Schemes	4/b	
OP-16-15	Open Loop Operation	4/b	
OP-16-16	Stability Control Intertie Monitor	4/b	

Existing Sc	hedule Item	Large Aggregation Item	Electronic
OP-16-18	Boundary & BC Hydro Schemes	4/b	
OP-16-19	Chief Joseph Brake	4/b	
OP-16-20	Lower Snake/Grand Coulee Line Loss Schemes	4/b	. 🗆
OP-16-21	Colstrip Integration Control Scheme	4/b	
OP-16-22	Bellingham Area Load Trip Scheme	4/b	
OP-16-23	Puget Sound Voltage Stability Control Scheme	4/b	
OP-16-24	Under-voltage Loadshedding	4/b	
OP-17	System Restoration	4/b	
OP-17-11	Remote Synchronization Scheme	4/b	
OP-17-12	Dead Bus Clearing Scheme	4/b	
OP-17-13	System Restoration Tests	4 /d	
OP-18	Substations	4/b	
OP-18-15	Gas Insulated Substation	4/a	
OP-18-16	Annunciators	4/b	
OP-19	Tests	4/b	
OP-19-11	Fault Tests	4/b	
OP-19-12	Switching Tests	4/b	
OP-19-13	Transformer Tests	4/b	
OP-19-14	Fast Power Change Tests	4/b	
OP-19-15	Startup Tests	4/b	
OP-19-16	110-kV Tests	4/b	
OP-19-18	Series Capacitor Tests	4/b	
OP-19-19	Northwest Power Pool (NWPP) Tests	4/b	,
OP-20	Voltage & Loads	4/b	
OP-20-11	Capacitors	4/b	
OP-20-14	Voltage Schedules	4/a	
OP-20-15	Transformers	4/a	

Existing So	hedule Item	Large Aggregation Item	Electronic
OP-20-16	Load Curtailment	4/a	
OP-20-19	Voltage Charts	4/b	
OP-20-20	Puget Sound Voltage Stability	4/b	
OP-20-21	WILSWA Voltage Stability	4/c	
OP-21	Control Centers	4/b	
OP-21-11	Dittmer Control Center	4/b	
OP-21-12	Eastern Control Center and Munro Control Cente	r 4/b	
OP-21-13	Software Security	15/a	
OP-21-14	Emergency Standby Power/Uninterruptible Powe	r Supply 4/a	
OP-21-15	Fire Protection	4/a	
OP-21-16	Human Factors Design	` 4/c	
OP-21-17	Contingency Plans	14/a	
OP-21-18	Interutility Control Center Communication Protoco	ol (ICCP) 4/a	
OP-21-19	Spokane (Munro) Control Center	4/b	. 🗆
OP-22	Automatic Generation Control	4/a	
OP-22-11	AGC Interim Spinning Reserve	. 4/b	_ ·
OP-22-12	AGC Powerhouse Data Acquisition System	4/b	
OP-22-15	AGC Cost of ServiceLoad Following	4/b	
OP-22-16	Numbers/Energy Accounting	4/c	
OP-22-17	Meter Check	4/c	
OP-22-18	AGC & Line Load Charts	4/b	
OP-22-19	Telemetry Alternate Route Requirements	4/b	
OP-22-20	Mid-Columbia Coordination	4/b	
OP-22-22	AGC at Spokane (Munro) Control Center	4/b	
OP-23	Frequency & Time Synchronization	4/c	
OP-23-11	System Time Synchronization	4/b	
OP-24	Meter, Relay, and Metering	4/b	

Existing Sc	hedule Item	Large Aggregation Item	Electronic
OP-24-11	Revenue Metering Systems	4/b	
OP-24-13	Oscillographs	4/b	
OP-25	Monitoring Systems	4/b	
OP-25-11	Control Systems Monitor	4/b	
OP-25-16	Power System Disturbance Monitor	4/b	
OP-25-17	Sequence of Events Monitor/Recorder	4/b	
OP-25-18	Voltage Monitoring Program	4/b	
OP-25-19	Powerhouse Response Test	4/b	
OP-25-21	Hydromet/GOES	4/b	
OP-25-22	Fault Locator Acquisition Recorder	4/b	
OP-25-23	Geomagnetic-induced Current Monitoring	4/b	
OP-26	Real-Time Operation Dispatch and Scheduling	4/b	
OP-26-14	Microwave Communication System	4/b	
OP-26-15	RODS Performance	4/a	
OP-26-16	RODS Software Policy and Procedures	4/a	
OP-26-17	Rotary Account Database	4/a	
OP-26-18	RODS Hardware	4/b	
OP-26-21	Front End Reconfiguration	5/b	
OP-26-22	RODS Display System	4/c	
OP-27	Supervisory Control and Data Acquisition	4/b	
OP-27-15	SCADA Remote Terminal Units	4/a	
OP-27-17	Sequential Automatic Switching	4/a	
OP-27-18	SCADA Backup for Emergencies	4/c	
OP-27-19	Southern Idaho Control	4/b	
OP-27-20	Dittmer SCADA	4/b	
OP-27-22	Munro SCADA	4/b	
OP-28	Microwave Transfer Trip/Telephones	4/c	

Existing Sc	hedule Item Large	Aggregation Item	Electronic
OP-29	System Protection Relaying	4/c	
OP-30-11	Generation and Load Databooks	4/d	
OP-30a	Operations Information Program (magnetic tape)	4/a	
OP-30b	Operations Information Program	4/c	
OP-31	Reliability	4/b	
OP-31-11	Reliability Operating Plan	4/b	
OP-32	Operating Bulletins	4/a	
OP-33	Facility Sales - Substations	9/b	
OP-33-11	Low Voltage Substations	9/c	
OP-33-12	High Voltage Substations and High Voltage Equipment	11/c	
PA-11	Federal Columbia River Power System Asset Manageme Planning	nt 1/b	
PA-11-11	Federal Columbia River Power System Strategy	1/b	
PA-11-12	Facility Asset Plan Development	1/b	
PA-11-13	Federal Columbia River Power System Business Transformation Program	1/b	
PA-11-14	Hydro System Performance Measurement	1/b	
PA-11-15	Hydro Benchmarking Studies	1/b	
PA-11-16	Value of Power Products	1/b	
PA-11-17	Federal Columbia River Power System Communications	1/b	
PA-11-18	Federal Columbia River Power System Management Mee	etings 1/b	
PA-11-19	Joint Operating Commi:ttee (JOC) and Subcommittees	1/b	
PA-11-20	Committee Memberships	1/b	
PA-12	Federal Columbia River Power System Capital Program	1/b	
PA-12-11	Federal Columbia River Power System Capital Program Budget Management	1/b	
PA-12-12	Hydro Optimization	1/b	
PA-12-13	Hydro Generation Efficiency	1/b	

Existing Sc	hedule Item L	arge Aggregation Item	Electronic
PA-12-14	Hydro Generation Expansion	1/b	
PA-12-15	Reliability Investments for Hydro Generation	1/b	
PA-12-16	Small Capital Investment	1/b	
PA-12-17	Fish Capital Investments	1/b	
PA-12-18	Capital Subagreements	1/b	
PA-13	Federal Columbia River Power System Operations Maintenance Program	and 1/b	
PA-13-11	Federal Columbia River Power System Operations Maintenance Budget Management	and 1/b	
PA-13-12	Maintenance Management	1/b	
PA-13-13	Generating Unit Outage	1/b	
PA-13-13a	Generating Unit Outage - Planning	1/b	
PA-13-13b	Generating Unit Outage - Management	1/b	
PA-13-14	Federal Columbia River Power System Operational Emergencies	1/b	
PA-13-15	Federal Columbia River Power System Hydro Proje	ects 1/b	
PA-14	New Technologies Research and Development	1/b	
PA-14-11	Advanced Hydro Turbine Research	1/b	
PA-14-12	Turbine Passage	1/b	
PA-15	Transmission Issues	1/b	
PA-15-11	Transmission Support	1/b	
PA-16	Irrigation Issues	1/b	
PC-11	Projects, Efficiency Program	2/b	
PC-11-11	Projects, Efficiency Program Communications	2/b	
PC-16	Transmission Scheduling System	2/b	✓
PE-11-11a	Offficial Personnel Folders-Permanent Individual Er Records- (Current Employees)	mployee GRS	
PE-11-11b	Official Personnel Folders-Permanent Individual Em Records-(Transferred Employees)	nployee GRS	. 🗖

Existing Sc	hedule Item	Large Aggregation Item	Electronic
PE-11-11c	Official Personnel Folders-Permanent Individual Records (Separated Employees)	Employee GRS	
PE-11-12	Temporary Individual Employee Records	GRS	
PE-11-13	Administrative Officers'/Supervisors' Personnel	GRS	
PE-13	Personnel Management in Agencies	GRS	
PE-13-11	DOE Personnel Organization and Functions	GRS	
PE-13-12	BPA Personnel Organization and Functions	GRS	
PE-14	Reporting Requirements	GRS	
PE-15	Personnel Records Systems	7/a	
PE-16	Processing Personnel Actions	7/a	
PE-16-11	Notifications of Personnel Actions	7/b	
PE-17	Employment	7/c	
PE-18	Promotion and Internal Placement	7/c	
PE-18-11a	BPA Merit Promotion Plan - Case Files Relating	o Promotion GRS	
PE-18-11b	BPA Merit Promotion Plan - Apprenticeship/Craft Promotion Files	sman Training 7/c	
PE-18-14	Status Applicant File	7/b	
PE-18-15	Reassignments and Transfers	. 7/a	
PE-18-16	Temporary Promotions	7/a	
PE-19	Probation	7/a	
PE-19-11	New Employee Probation	· 7/a	
PE-19-12	Probation for New Supervisors and Managers	7/a	
PE-20	Recruitment, Selection, and Placement	7/a	
PE-20-11a	Priority Placement Program -	7/a	
PE-20-11b	Priority Placement Program - Case Files	7/a	
PE-20-12	Employment Applications	GRS	
PE-20-14	Suitability for Employment	7/b	
PE-21	Recruitment and Examining	· 7/a	

Existing Sc	hedule Item	Large Aggregation Item	Electronic
PE-21-11	Delegations of Examining Authority	7/b	
PE-21-13	Direct-Hire Programs	7/a	
PE-21-14	Outstanding Scholar/Bicultural Program	7/c	·
PE-21-15	Tests and Evaluations	7/c	· 🗆
PE-21-16	Certificate of Eligibles	GRS	
PE-21-17	Examining System Registers	7/b	
PE-21-18a	Certification Files - OFM Delegated Authority	· 7/c	
PE-21-18b	Certification Files - DOE and BPA Authority -	7/b	
PE-22	Qualification Requirements	7/a	
PE-23	Intern Programs	7/a	
PE-24	Training	GRS	
PE-24-18	Employee Development-Sponsored Training Prog	rams 8/b	
PE-24-19a	BPA-sponsored Training - Establishment and Operarining Courses	eration of GRS	
PE-24-19b	BPA-sponsored Training - Formal BPA-sponsored Apprenticeship Training	GRS GRS	
PE-24-20	Other-than-BPA-sponsored Training	GRS	. 🗆
PE-24-21	Training Aids/Course Contents	8/a	
PE-25	Performance Management	7/b	
PE-25-14a	Non-SES Employee Performance File System Re- Appraisals of Unacceptable Performance	cords - GRS	
PE-25-14b	Non-SES Employee Performance File System Re- Performance Records	cords - GRS	
PE-25-14c	Non-SES Employee Performance File System Re- Performance Related Records -	cords - GRS	
PE-25-14d	Non-SES Employee Performance File System Rec Other Performance Records	cords - Ali GRS	V
PE-25-14e	Non-SES Employee Performance File System Resupporting Documents	cords - GRS	•
PE-25-15a	SES Employee Performance File System Records Performance Records	GRS	
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Existing Sc	hedule Item Lar	ge Aggregation Item	Electronic
PE-25-15b	SES Employee Performance File System Records - Performance Related Records	GRS	
PE-25-15c	SES Employee Performance File System Records - A Performance Records -	Il Other GRS	
PE-25-15d	SES Employee Performance File System Records - Supporting Documents	GRS	
PE-26	Employee Awards and Recognition	GRS	
PE-26-13	Employee Suggestion Program	GRS	
PE-26-14	Employee Recognition Program	GRS	
PE-26-15	Length of Service	GRS	
PE-26-16	Letters of Commendation or Appreciation	GRS	
PE-26-17	Cash Awards	GRS .	Ċ
PE-26-18	Honor/Non-monetary Awards	GRS	
PE-27	Personnel Research and Demonstration Projects	7/a	
PE-28	Position Classification	7/a	
PE-28-12a	Position Classification Standards - Standards and Guillussed by OPM	delines GRS	
PE-28-12b	Position Classification Standards - Material Requiring Review	OPM GRS	· 🗆
PE-28-12c	Position Classification Standards - Review File	GRS	
PE-28-13	Series SubcodesGS Positions	.7/a	
PE-28-14	Position Descriptions	GRS	V
PE-28-16	Classification Appeals	GRS	
PE-28-17a	Classification Studies and Surveys - Classification Sur Reports	rvey 7/b	
PE-28-17b	Classification Studies and Surveys - Inspection, Audit Survey File	, and GRS	
PE-29	Hourly Job Evaluation	7/a	
PE-29-11	Job Standards	. 7/a	
PE-30	Pay Administration	7/a ´	

Existing So	hedule Item La	rge Aggregation Item	Electronic
PE-31	Hours and Places of Duty	7/a	
PE-32	Attendance and Leave	7/a	
PE-33	Fund-Raising and Community Outreach	7/a	
PE-34	Labor-Management Relations	GRS	
PE-34-15	Labor Unions	GRS	
PE-34-16	Labor Arbitration Decisions	GRS	
PE-34-17	Grievance and Labor Arbitration	GRS	
PE-35	Employee Organizations and Activities	7/a	
PE-36	Equal Employment Opportunity	GRS	
PE-36-11	Programs	7/b	
PE-36-12	Observances	7/b	
PE-36-13	Outreach	17/b	•
PE-36-14	Discrimination Complaints	GRS	
PE-36-15	Counseling Records	GRS	
PE-36-16	EEO Reporting	GRS	
PE-37	Political Activity of Federal Employees	7/a	
PE-38a	Financial Disclosure Requirements - Records Including Standard Form 278	ng 7/b	
PE-38b	Financial Disclosure Requirements - All Other Financial Disclosure Records	ial 7/c	
PE-39	Employee Conduct and Ethics	GRS	
PE-39-12	Conflict of Interest	7/b	
PE-39-13	Pluralism Council	7/c	
PE-41	Voluntary Separations & Reductions in Grade/Rank/F	Pay 7/a	
PE-42	Adverse Actions/Discipline	GRS	
PE-42-11	Unacceptable Performance Actions	GRS	
PE-42-12a	Reduction in Force - Registers From Which RIFAction	ns Taken 7/b	

Existing Sc	hedule Item L	arge Aggregation Item	Electronic
PE-42-12b	Reduction in Force - Registers From Which No RIF. Taken -	Actions 7/a	
PE-42-14	Grade and Pay Retention	7/b	
PE-43	Grievances and Appeals	GRS	
PE-44	İnjury Compensation	7/a	
PE-44-11	Chargeback Billings	7/c	
PE-44-12	OWCP Cases	7/c	
PE-45	Retirement System	. 7/a	
PE-46	Health Program	GRS	
PE-46-11	Individual Health Records	GRS	
PE-46-12	Health Unit Controls	GRS	
PE-46-13a	Employment-related Medical Records -	GRS	
PE-46-13b	Employment-related Medical Records	GRS	\checkmark
PE-46-13c	Employment-related Medical Records	GRS	
PE-46-14	Employee Assistance Program	7/c	
PE-46-15	Statistical Summaries	GRS	
PE-46-16	Audiometric	GRS	
PE-47	Benefits	. 7/a	
PE-47-15	Leave Transfer Program	GRS	
PE-49	Employee Services	7/c	
PE-50	Career Counseling Program	7/b	
PE-51	Rosters/Directories of Professionally Licensed Emp	loyees 7/a	
PE-52	Mobilization Readiness	7/a	
PE-53	Occupational Safety Program	14/a	
PE-53-11	Personal Injury	GRS	
PE-53-12	Fatalities	5/d	
PE-53-13	Motor Vehicle Accidents	GRS	

Existing Sc	hedule Item La	rge Aggregation Item	Electronic
PE-53-14	Employee Driving Records	GRS	- <u> </u>
PE-53-15	Employee Claims for Property Loss	GRS	, 🗆
PE-53-16	Private Party Claims	GRS	
PE-53-17	Safety Management	5/c	\checkmark
PE-54a	Drug and Alcohol Testing- Drug test plans and proce	dures GRS	
PE-54b	Drug and Alcohol Testing -Forms	7/a	
PE-54c	Drug and Alcohol Testing -selection/scheduling recor	ds 14/b	
PE-54d	Drug and Alcohol Testing	14/b	
PE-54e	Drug and Alcohol Testing - Test Results	14/b	
PE-57	Reasonable Accommodation Request Records	7/a	
PE-57-11	Reasonable Accommodation-General Files	GRS	
PE-57-12	Reasonable Accommodations-Employee Case Files	GRS	✓
PE-57-13	Reasonable Accommodations-Supplemental Files	GRS	
PE-57-14	Reasonable Accommodations-Tracking System	GRS	
PEa	Personnel-objectives, policy, procedures, and operations personnel activities	ions of GRS	
PEb	Personnel-individual employee records not included i	in OPF file 7/b	
PM-11	Customer Relations	2/a	\checkmark
PM-11-11	Contract Management System	9/a	
PM-11-12	Contract Development and Negotiation	9/a	
PM-11-13	Contract Administration	9/a	
PM-11-14a	Contracts, Original and Master Authenticated - Origin Contracts	nal Signed 2/c	
PM-11-14b	Contracts, Original and Master Authenticated - Master Authenticated Contract	er 2/e/1	
PM-11-15	Contracts, Authenticated Work Copies	2/b	
PM-11-16a	Draft Contract Material- Executed Contracts	2/b	
PM-11-16b	Draft Contract Material- Nonexecuted Contracts	2/b	

Existing Scl	hedule Item	Large Aggregation Item	Electronic
PM-11-17a	Billing Source Data - Electronic Data	2/e/1	
PM-11-17b	Billing Source Data - Hardcopy records	2/e/1	
PM-11-19	Billings	2/e/1	
PM-12-11a	Power Sales .	2/e/2	
PM-12-11b	Power Sales	2/c	
PM-12-12a	Storage	2/e/2	
PM-12-12b	Storage	2/c	
PM-12-13a	Exchange	2/e/2	
PM-12-13b	Exchange	2/c	
PM-12-14a	Exchange Transmission	2/e/2	
PM-12-14b	Exchange Transmission	2/c	
PM-12-15a	Service and Exchange	2/e/2	
PM-12-15b	Service and Exchange	2/c	
PM-12-16a	Trust/Customer Service Reimbursable	5/d	
PM-12-16b	Trust/Customer Service Reimbursable	2/c	. 🗆
PM-12-17a	Operation and Maintenance	11/e/2	
PM-12-17b	Operation and Maintenance	11/c	
PM-12-18a	Transmission	2/e/2	
PM-12-18b	Transmission	2/c	
PM-12-19a	Transfer	2/e/2	
PM-12-19b	Transfer	2/c	
PM-12-20a	Voltage Regulator	5/d	
PM-12-20b	Voltage Regulator	2/c	
PM-12-21a	Lease	2/e/2	
PM-12-21b	Lease	2/c	
PM-12-22a	Congeneration	2/e/2	
PM-12-22b	Cogeneration	2/c	
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Existing Sc	hedule Item	Large Aggregation Item	Electronic
PM-12-23a	Other Power Transactions	2/e/2	
PM-12-23b	Other Power Transactions	2/c	
PM-12-24a	Residential Purchase and Exchange	2/e/2	
PM-12-24b	Residential Purchase and Exchange	2/c	
PM-12-25a	Conservation & Energy Resources Issues	13/c/2	
PM-12-25b	Conservation and Energy Resources Issues	2/c	
PM-12-26a	Purchase	2/e/2	
PM-12-26b	Purchase	2/c	
PM-12-27a	Residential Exchange	5/d	
PM-12-27b	Residential Exchange	2/c	
PM-12-28a	Intertie Assured Access	4/d	
PM-12-28b	Intertie Assured Access	2/c	
PM-12-29a	Construction	11/e/2	
PM-12-29b	Construction	2/c	
PM-12-30a	Emergency	11/e/2	
PM-12-30b	Emergency	2/c	
PM-12a	Power Transactions - Policies and Procedures Go of Energy	overning Sale 2/e/2	
PM-12b	Power Transactions - Format and Content of Ener Agreements	gy Sales 2/c	
PM-13-11	Responses to Power Planning Council Requirement	ents 3/b	
PM-13-12	Pre-Initial Proposal	3/b	
PM-13-13	Wholesale Power Rate	3/d	
PM-13-14	Transmission Power Rate	3/d	
PM-14-11a	Historical Rate Database Printouts	3/b	
PM-14-11b	Historical Rate Database Printouts	3/a	
PM-14-11c	Historical Rate Database Printouts	3/b	
PM-14-12a	Rate Analysis Model (RAM)	3/b	
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Existing Scl	hedule Item	Large Aggregation Item	Electronic
PM-14-12b	Rate Analysis Model (RAM)	3/a	
PM-14-12c	Rate Analysis Model (RAM)	3/b	
PM-14-13a	Resource Strategy	3/b	
PM-14-13b	Resource Strategy	3/a	
PM-14-13c	Resource Strategy	3/b	
PM-14-14a	Supply Pricing Model	2/b	
PM-14-14b	supply Pricing Model	3/a	
PM-14-14c	Supply Pricing Model	2/b	
PM-14-15a	Resource Decremental Costs	2/b	
PM-14-15b	Resource Decremental Costs	2/a	, 🗆
PM-14-15c	Rsource Decremental Costs	2/b	
PM-14-16a	Cost of Service Analysis	2/b	
PM-14-16b	Cost of Service Analysis	2/a	
PM-14-16c	Cost of Service Analysis	2/b	
PM-14-17a	Marginal Cost Analysis	2/b	
PM-14-17b	Marginal Cost Analysis	2/a	
PM-14-17c	marginal Cost Analysis	2/b	. 🗆
PM-14-18a	Transmission Rate Design Study	4/b	
PM-14-18b	Transmission Rate Design Study	4/a	
PM-14-18c	Transmission Rate Design Study	3/b	. 🗆
PM-14-19a	Long Range incremental Cost	3/b	
PM-14-19b	Long Range Incremental Cost	3/a	
PM-14-19c	Long Range incemental Cost	2/b	
PM-14-20a	Low Density Discount	2/b	
PM-14-20b	Low Density Discount	2/a	
PM-14-20c	Low Density Discount	2/b	
PM-14-21a	Customer Schedules and Studies	2/b	
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Existing Sc	hedule item La	arge Aggregation Item	Electronic
PM-14-21b	Customer Schedules and Studies	2/a	
PM-14-21c	Customer Schedules and Studies	2/b	
PM-14-22a	Retail Industrial Market	3/b	. 🗆
PM-14-22b	Retail Industrial Market	3/a	
PM-14-22c	Retail Industrial Market	3/b	
PM-14-23a	Energy Northwest Projects	3/b	
PM-14-23b	Energy Northwest Projects	3/a	
PM-14-23c	Energy Northwest Projects	3/b	
PM-14-24a	Non Federal Power Generating Projects	3/b	
PM-14-24b	Non Federal Power Generating Projects	3/a	
PM-14-24c	Non Federal Power Generating Projects	3/b	
PM-14a	Rate Analysis - Correspondence	3/b	
PM-14b	Rate Analysis - All Other Hardcopy, Including Comp Printouts-	uter 3/a	
PM-14c	Rate Analysis - Magnetic Tapes, Disks, and Microfilm	m 3/b	
PM-15	Rate Forecasts	3/c	
PM-15-11	Load Forecasts	4/c	
PM-15-12	Outyear Forecasts	3/c	
PM-15-13	Revenue Forecasts	3/c	
PM-16	Rate Filings and Hearings	3/d	
PM-16-11	Schedules and Charts	3/d	
PM-16-12	Ex parte	2/e/1	
PM-16-13	Official Record	3/d	
PM-17	Slice	2/ċ	, 🔲
PM-17-11	Slice Customer Relations	2/c	
PM-17-12	Slice Contract Development, Negotiation, and Admir	nistration 2/c	
PM-17-13	Slice True-Up	2/c	

Existing Sc	hedule Item La	arge Aggregation Item	Electronic
PM-17-14	Slice Operations	2/c	
PM-17-15	Slice Transmission Issues	2/c	
PM-17-16	Slice Dispute Resolution	2/c	
PM-17-17	Slice Computer Application Transactional Information	n 2/c	
PM-17-18	Slice Computer Application (SCA)	3/a	
PM-17-19	SCA Documentation	18/a	
PM-18	Voice Recordings of Supply Reservations, Pre-sched Real-time	dule and 2/e/1	
RE-11	Market Monitoring/Price Mitigation (Industry Restruct	turing) 4/c	$\overline{\checkmark}$
RE-12	Congestion Management/Cataloguing (Industry Rest	tructuring) 4/c	✓
RE-13	Scheduling Coordinator (Industry Restructuring)	4/c	
RE-14	Operations (Industry Restructuring)	4/c	\checkmark
RE-15	Pricing (Industry Restructuring)	4/c	
RE-16	Planning/Expansion (Industry Restructuring)	4/c	
RE-17	Billing and Settlements (Industry Restructuring)	4/c	
RE-18	Industry Restructuring Issues (Seams)	4/c	\checkmark
RE-19	Benefit/Cost (Industry Restucturing)	4/c	
RE-20	Liability and Risk Management (Industry Restructuring	ng) 4/c	
RE-21	Generation Integration/Load Integration (Industry Re	structuring) 4/c	
RE-22	Tariff (Industry Restructuring)	4/c	· 🗀
RE-23	Ancillary Services (Industry Restructuring)	4/c	
RE-24	Transmission Operating Agreement (Industry Restru	cturing) 4/c	
RE-25	Governance (Industry Restructuring)	4/c	
RE-26	Paying Agent (Industry Restructuring)	4/c	
RE-27	Canadian Participation (Industry Restructuring)	4/c	
RE-28	Taxation (Industry Restructuring)	4/c	
RE-29	FacilityInclusion (Industry Restructuring)	4/c	

Existing Sc	hedule item La	rge Aggregation Item	Electronic
RE-30	Resource Adequacy (Industry Restructuring)	4/c	
RK-11	Risk Management Charters, Policies and Procedures	5/c	•
RK-12	Risk Management-Insurance	9/c	$\overline{\mathbf{V}}$
RK-12-11	Risk Management - Losses and Claims	9/c	
RK-13	Enterprise Risk Management	14/c	
RK-13-11	Enterprise Risk Management Committee	14/c	$\overline{\mathbf{Z}}$
RK-14	Transacting and Credit Risk Management	14/c	
RK-14-11	Transacting and Credit Risk Management Committee	e 14/c	✓
RP-11	Power Plan Issues	2/d	
RP-12	Responses to NWPPC Two-Year Action Plan	2/d	
RP-14	Energy and Capacity Types	2/b	
RP-14-11	Firm	2/b	
RP-15-11a	Intertie Development and Use	2/e/2	
RP-15-11b	Intertie Development and Use	2/c	
RP-15-12a	Northern Interties	2/e/2	
RP-15-12b	Northern Interties	2/c	
RP-15-13a	Eastern Interties	2/e/2	
RP-15-13b	Eastern Interties	2/c	
RP-15-14a	Southern Interties	2/e/2	
RP-15-14b	Souther Interties	2/c	. 🗆
RP-15-15a	Third AC Intertie	2/e/2	
RP-15-15b	Thired AC Intertie	. 2/c	
RP-15-16a	British Columbia Hydro Issues	2/e/2	
RP-15-16b	British Columbia Hydro Issues	2/c	
RP-15a	Planning for Interties and Interconnections-Policy & F Correspondence	Procedure 2/e/2	
RP-15b	Planning for Interties and Interconnections	2/a	

Existing Sc	hedule Item L	arge Aggregation Item	Electronic
RP-16	Columbia River Treaty Issues	2/d	
RP-16-11	Canadian Projects	2/d	
RP-16-12	U.S. Projects	3/d	
RP-16-13	Agreements	2/e/2	
RP-16-14	Downstream Benefits	2/e/2	
RP-16-15	Storage NTSA (Non Treaty Storage Agreements) as Requests	nd Storage 2/e/2	
RP-16-16	Plant Data	2/a	
RP-16-17	Hydrometeorology	2/e/2	
RP-16-18a	Assured Operating Plan	2/e/2	
RP-16-18b	Assured Operating Plan	2/e/1	
RP-16-19a	Assured Operating Plan Hydroelectric Studies	2/e/2	
RP-16-19b	Assured Operating Plan Hydroelectric Studies	2/e/1	
RP-16-20a	Detailed Operating Plan	, 2/e/2	
RP-16-20b	Detailed Operating Plan	2/e/1	
RP-16-21a	Entity Report	2/e/2	· 🔲
RP-16-21b	Entity Report	2/e/1	
RP-17	Resource Acquisitions	2/c	
RP-17-11	Acquisition Methods	2/d	
RP-17-12	Small Resources Program	2/d	
RP-17-13	Lost Opportunity Resources	2/c	
RP-17-15	Pre-Construction Assistance Program	2/c	
RP-18	Economic Analysis	2/b	. 🗆
RP-18-11	Analytical Tools/Modeling Techniques	2/b	
RP-18-14	Marketing	2/c	
RP-20	Non-Federal Development at Federal Facilities	2/d	
RP-20-13	Potential Hydroelectric Power	2/e/2	

Existing Sc	hedule item	Large Aggregation Item	Electronic
RP-20-14	Efficiency Improvements	2/e/2	
RP-20-15	Options	2/e/2	
RP-21	Energy and Capacity ResourcesBasic Data	² /d	\Box
RP-21-11	Geothermal	2/d	
RP-21-12	Thermal/Fossil	2/d	. 🗆
RP-21-13	Solar	2/d	
RP-21-14	Wind	2/d	
RP-21-15	Hydroelectric	2/d	
RP-21-16	Biomass	2/d	
RP-21-17	Congeneration	, 2/d	
RP-21-19	Hydroelectric-Secondary	2/d	
RP-21-20	Conservation Methods	2/d	
RP-21-21	Potential and New Resources	2/b	
RP-21-23	Generation Equipment	2/d	
RP-22	Water Resources Basic Data	2/a	
RP-22-11	Depletion	2/a	
RP-22-12	Pumped Storage	2/a	
RP-22-13	Floods and Flood Control	2/b ·	
RP-22-14	Storage	2/b	
RP-22-15	Streamflow	· 2/e/1	
RP-22-16	Headwater/Downstream Determinations	2/d	
RP-23	Load Studies/Study Types	2/b	
RP-23-12	Peaking Studies	2/c	
RP-23-14	Load/REsource Balance	2/b	
RP-23-14a	Load/Resource Balance	2/d	
RP-23-14b	Load/Resource Balance	2/b	
RP-23-14c	Load/Resource Balance -	2/b	

Existing Sci	hedule Item	Large Aggregation Item	Electronic
RP-24-11	Unsolicited Proposals	2/b	
RP-24-13	Data Requests and Responses	2/b	
RP-24a	Power Projects -	2/e/2	
RP-24b	Power Projects	2/e/2	
RP-26	Utility/Customer Basic Data	2/a	
RP-26-11	Utilities	2/b	
RP-26-15a	Agricultural/Irrigation	2/b	
RP-26-15b	Agricultural/Irrigation	2/a	
RP-27	Utilization Data	2/a	
RP-27-11a	Domestic (Residential)	2/b	
RP-27-11b	Domestic (Residential)	2/a	
RP-27-12a	Commercial	2/b	
RP-27-12b	Commercial	2/a	
RP-27-15	Diversity Factors	2/b	
RP-28-11	Load Forecast Summary	· 2/b	
RP-28-12a	Residential Load Forecast	2/e/2	
RP-28-12b	Residential Loads Forecasts	2/c	
RP-28-13a	Commercial Load Forecast	2/e/2	
RP-28-13b	Commercial Load Forecast	2/c	
RP-28-14a	Industrial Load Forecast	2/e/2	
RP-28-14b	Industrial Load Forecast	2/c	
RP-28-15a	Irrigation Load Forecast	2/e/2	
RP-28-15b	Irrigation Load Forecast	2/c	
RP-28-16a	Direct Service Industry Load Forecast	2/e/2 _.	
RP-28-16b	Direct Service Industry Load Forecast	2/c	
RP-28-17a	Miscellaneous Loads Forecast	2/e/2	
RP-28-17b	Miscellaneous Loads Forecast	2/c	

Existing Sc	hedule item	Large Aggregation Item	Electronic
RP-28a	Load Forecasts	2/e/2	
RP-28b	Load Forecasts	2/c	
RP-29	Economic Forecasts	2/e/2	
RP-29-11	Summary of Economic Forecasts	2/b	
RP-29-12	National Economics Forecast	2/e/2	
RP-29-13	Regional Economics Forecast	2/e/2	
RP-29-14	Demographics of Economic Forecast	2/e/2	
RP-29-15	Economic Forecast of Fuel Prices	2/e/2	
RP-30	Comparisons of Other Forecasts	2/d	
RP-30-11	Northwest Power Planning Council Forecast	2/c	
RP-30-12	Pacific Northwest Utilities Conference Committee	Forecast 2/c	
RP-30-13	Internal Forecast	2/d	
RP-32	Conservation Issue Forecasts	2/c	
RP-32-11	Model Conservation Standards	2/c	
RP-32-12	Program Savings Estimates	2/c	
RP-33	Demand Side Management	2/c	
RP-34-11a	Direct Service Industries Short-term Forecasts	2/e/2	
RP-34-11b	Direct Service Industries Short-Term Forecasts	2/c	
RP-34-12a	Generating Publics Short-term Forecasts	2/e/2	
RP-34-12b	Generating Publics Short-Term Forecasts	2/c	
RP-34-13a	Nongenerating Publics Short-term Forecasts	2/e/2	
RP-34-13b	Nongenerating Publics Short-Term Forecasts	2/c	
RP-34-14a	Coordination Agreement	2/e/2	
RP-34-14b	Coordination Agreement	2/c	
RP-34a	Short-term Forecasts and Analyses	2/e/2	
RP-34b	Short-term Forecasts and Analyses -	2/c	
RP-35	Losses	2/c	

Existing Sc	hedule Item	Large Aggregation Item	Electronic
RP-36	Peak Loads	2/b	
RP-36-11	Load Factors	2/b	
RP-36-12	Diversity Factors	2/b	
RP-36-13	Load Shapes	2/b	
RP-37	Weather Adjustments	2/b	. \square
RP-38a	Sum of Utilities	2/e/1	
RP-38b	Sum of Utilities	2/c	
SS-11	Correspondence Management Program	16/a	
SS-11-11	Administrator's Chronological File	5/d	
SS-11-12	Controlled Mail	16/b	
SS-12	Mail Services	16/b	
SS-12-11	Mailing/Distribution Lists	23/b	
SS-13	Forms Management	16/b	
SS-14	Facilities Management	11/b	
SS-14-11	Parking	15/b	
SS-14-12	Agency Space Management	15/b	
SS-14-13	Ergonomics	14/c	
SS-15-11	Paperwork Reduction Act	16/b	
SS-15-12	Vital Records Program	16/b	
SS-15a	Records Management - Descriptive Inventories	16/b	
SS-15b	Records Management - Records Holding Reports	16/b	\checkmark
SS-15c	Records Management - Correspondence Files	16/b	\checkmark
SS-16	Reproduction/Printing	16/b	
SS-16-11	Copier Management Program	16/b	\checkmark
SS-16-12	Joint Committee on Printing Reports	15/b	
SS-18	Security	15/b	$ \checkmark $
SS-18-11a	Physical Security	. 15/b	

Existing Sc	hedule Item Large	e Aggregation Item	Electronic
SS-18-11b	Physical Security - Survey and Inspection Files	15/b	,
SS-18-11c	Physical Security- Facility data sheets	15/b	
SS-18-11d	Physical Security- Central guard office master logs and Control Files	Visitor 15/b	
SS-18-11e	Physical Security-Key accountability records	. 15/b	
SS-18-11f	Physical Security-Security Alarm and Access Control S Files	ystem 15/a	
SS-18-11g	Physical Security-Alarm System Activity Journals and Maintaintence Records	15/b	
SS-18-12	Personnel Security Clearances	15/b	
SS-18-13	Computer Security	18/b	
SS-18-14a	Classified Documents	16/a	
SS-18-14b	Classified Document Inventory Files	16/b	• 🗆
SS-18-15a	Vandalism, Theft, and Other Incidents	15/c	
SS-18-15b	Vandalism, Theft, and Other Incidents (incident of Secu Concern Inquiry/Investigation Files	rity 15/b	
SS-18-15c	Vandalizm, Theft, and Other Incidents-Federal Crime W Program	/itness 15/c	
SS-18-16	Intelligence	15/b	
SS-18-18	Emergency Management & Preparedness	15/b	
SS-18-19	Workgroup specific Continuity of Operations Plans	16/a	
SS-18-20a	Classified Document Container Security Files-lists reconcombinations	rding 16/a	, 🗆
SS-18-20b	Classififed Document Container Security Files-documer recording safe's activity	nts 16/b	
SS-18-21a	Operations Security Policies	5c	
SS-18-21b	Operations Security Management	15/b	
SS-18-22a	Technical Surveillance Countermeasures Files-Threat F	iles 15/a	
SS-18-22b	Technical Surveillance Countermeasures Files-Hazard Penetration Files	and 15/a	
SS-19	General Shops Service Request	. 11/c	

nedule item	Large Aggregation Item	Electronic
Solicitations - Unsuccessful Proposals	GRS	
Solicitations - Canceled Solicitations	9/b	
Solicitations - Unsolicited Proposals	9/b	. \square
Routine Procurements-Commercial - under \$100,	000 GRS	
Routine Procurements-Commercial - over \$100,00	OO GRS	\checkmark
Routine Procurements-Non-commercial - under \$	100,000 GRS	\checkmark
Routine Procurements-Non-commercial - over \$1	00,000 GRS	✓
Socio-Economic Programs	9/c	
Materials Management	10/b	
Inventory Management - System Equipment recor	ds 10/b	
Inventory Management - Material Requests	. 10/b	
Inventory Management - Equipment loans	10/b	
Tools and Work Equipment Requests	10/b	
Ross Stock Catalog	10/a	
Material Disposal	10/b	
Personal Property Policy	10/b	
Quality Assurance	11/e/1	
BPA Specifications	11/e/1	
Factory Surveillance Activities	11/b	
Vendor QA Surveillance Plans and QA Program M	/lanuals 11/b	
Quality Assurance Program Guide and Service Co	ontracts 11/e/1	
Construction Quality Control Inspection Reports	11/c	
Supplier Evaluation, Qualification and Certification	List 9/b	
Supplies and Equipment	GRS	
Personal Property Requisitions and Inventories	10/b	
Receiving Reports	. 11/b	
Maintenance and Repair	11/b	
	Solicitations - Unsuccessful Proposals Solicitations - Canceled Solicitations Solicitations - Unsolicited Proposals Routine Procurements-Commercial - under \$100,0 Routine Procurements-Commercial - over \$100,0 Routine Procurements-Non-commercial - under \$ Routine Procurements-Non-commercial - over \$1 Socio-Economic Programs Materials Management Inventory Management - System Equipment recor Inventory Management - Bequipment Ioans Tools and Work Equipment Requests Ross Stock Catalog Material Disposal Personal Property Policy Quality Assurance BPA Specifications Factory Surveillance Activities Vendor QA Surveillance Plans and QA Program M Quality Assurance Program Guide and Service Co Construction Quality Control Inspection Reports Supplier Evaluation, Qualification and Certification Supplies and Equipment Personal Property Requisitions and Inventories Receiving Reports	Solicitations - Unsuccessful Proposals Solicitations - Canceled Solicitations 9/b Solicitations - Unsolicited Proposals Routine Procurements-Commercial - under \$100,000 GRS Routine Procurements-Commercial - over \$100,000 GRS Routine Procurements-Non-commercial - under \$100,000 GRS Routine Procurements-Non-commercial - under \$100,000 GRS Routine Procurements-Non-commercial - over \$100,000 GRS Socio-Economic Programs 9/c Materials Management 10/b Inventory Management - System Equipment records 10/b Inventory Management - Haterial Requests 10/b Inventory Management - Equipment loans 10/b Ross Stock Catalog 10/a Material Disposal Personal Property Policy 10/b Quality Assurance 11/e/1 BPA Specifications 11/e/1 Factory Surveillance Activities Vendor QA Surveillance Plans and QA Program Manuals 11/b Quality Assurance Program Guide and Service Contracts 11/e/1 Construction Quality Control Inspection Reports 11/c Supplier Evaluation, Qualification and Certification List 9/b Supplies and Equipment GRS Personal Property Requisitions and Inventories 10/b Receiving Reports 11/b

Existing Sc	hedule Item	Large Aggregation Item	Electronic
SU-16-15	Non-Stock Office Supply System	GRS	
TM-11	Transmission Customer Relations	2/b	
TM-12	Transmission Contract Transactions	2/c	
TM-12-11	Contract Support Material	2/c	
TM-12-12	Contract Management, Development, Negotiation Contract Administration	n and 2/c	
TM-12-13a	Transmission Contracts, Original Signed Contrac	t 2/c	
TM-12-13b	Transmission Contracts, Master Authenticated Co	ontract 2/c	
TM-12-14	Terminated and/or dropped contracts	2/c	
TM-13	Fiber Optics (Contracts)	2/c	
TM-14	Personal Communications Systems (Contracts)	. 2/c	
TM-15	Open Access Service Agreements	2/c	
TM-16	Contracts/Operations and Maintenance Agreeme to Construction of Transmission Lines and/or Sub		
TM-18	Transmission Billing	· 2/d	
TM-18-11	BPA Metering Support Documentation	2/d	. 🗆
TM-19	Transmission Revenue Forecasting	2/c	
TM-20	Transmission Revenue Analysis	2/c	
TM-21	Transmission Risk Management	14/a	
TM-22	Transmission Rate Case	3/d	\checkmark
TM-23	Transmission Load Forecasting	2/c	<u> </u>
TM-24	Open Access Same Time Information System (Or Administration	ASIS) 4/b	
TM-25	External Professional Organizations	5/b	
TM-26	Real-Time Transmission Scheduling	4/c	V
TM-27	Transmission Pre-Scheduling	3/c	
TM-28	Loop Flow Curtailment Procedures	4/c	
TM-29	Capacity Allocations	4/c	

Existing Sc	hedule Item L	arge Aggregation Item	Electronic
TM-30	Scheduling Centers	4/b	
TM-31	After-the-Fact (ATF)	2/c	
TM-32	Transmission Policy, Business Practices and Proce	dures 5/b	~
TM-33	Customer Service - Recordkeeping Copy	2/c	V
TM-34	Short-Term Contract Management	. 2/c	
TM-35	Load and Resource Forecasts	4/d	
TM-36	Capacity Coordination	4/b	
TM-37	Outages and Path Capacity	4/b	
TM-38	Voice Recordings of Transmission Supply Reservations schedule, and Real-time	tions, Pre- 2/c	
TM-39	Rotary Account Support	2/b	
π	Travel And Transportation	GRS	
TT-11	Employee Travel	GRS	\checkmark
TT-11-11	Official Passports	GRS	
TT-12	TransportationPassengers and Freight	GRS	
TT-12-11	Freight Bills	GRS	
TT-12-12	Passenger Bills	GRS	
TT-12-13	BPA Rail Cars, Carrier Files, Hazardous Material	11/a	
TT-12-14	BPA Substation and Storage Yard Shipping Destina	ations 23/a	
TT-12-15	CustomsImport/Export	GRS	
TT-12-16	Freight Rates	GRS	
TT-12-17	Rail, Truck, Ship Reports & Tracing Sheets	GRS	
TT-13	Land and Sea Vehicles	GRS	
TT-13-11	Fleet Management	GRS	
TT-13-12	Assignment Records	GRS	
TT-13-13	Service Requests	GRS	
TT-14	Aircraft	11/b	

Existing Schedule Item		Large Aggregation Item	Electronic
TT-14-11	Fixed Wing	11/b	
TT-14-12	Helicopter	11/b	
TT-14-13	Flight Logs	11/b	
TT-14-14a	Aircraft Maintenance - Maintenance and Alteration	of Aircraft 11/a	
TT-14-14b	Aircraft Maintenance - Time in Service of Aircraft -	11/a	
TT-15	Fuel	. 11/b	
TT-15-11	Fuel Utilization	11/b	
TT-15-12	Fuel Logs	11/b	
TT-15-13	Fuel Inventory Report	11/b	
TT-16	Domestic Travel	GRS	
TT-17	Foreign Travel	GRS	
TT-18	Relocations	GRS	