

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0305-2025-0001

Status: APPROVED  
Date Approved: 11/18/2025

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## General Information

Agency or Establishment	Bonneville Power Administration
Record/Scheduling Group	0305 - Records of the Bonneville Power Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Risk Management Records
Additional Schedule Information	<p>Bonneville Power Administration (BPA) has embedded risk management into existing practices and business processes becoming part of BPA's culture. BPA uses a risk-based approach that uses an overall risk portfolio, tolerance for specific risks, and overall risk management capability as key inputs to strategy development and execution planning. The Transacting, Credit, Insurance Risk Management organization maintains records of transaction, credit, and insurance risk management that documents oversight of the market, financial and operational risks associated with BPA's primary commercial transaction activity and administers BPA insurance program and conducts general risk assessment projects. The Enterprise Risk Management (ERM) manages records that documents maintenance of BPA's ERM framework, program, and infrastructure to effectively manage its full range of risks on an integrated and agency-wide basis.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0305-2025-0001

Item #	Title	Disposition
0001	Risk Program Records	Temporary
0002	Transaction, credit, and insurance risk management records.	Temporary
0003	Enterprise Risk Management Records	Temporary

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Records Schedule Items

DAA-0305-2025-0001-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Risk Program Records		
Item Description	Records of administrative activities relating to the management of the Risk Program and risk management committees.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Manual Title	Bonneville Power Administration Comprehensive Records Disposition Schedule		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-305-07-001 / 14/B	Yes	Supersedes only those records related to risk management.	
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Cut off at end of Fiscal year.		
Retention Period	Other: Destroy 6 years after cutoff, but longer retention is authorized if needed for business use.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

DAA-0305-2025-0001-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Transaction, credit, and insurance risk management records.		
Item Description	Records documenting transaction, credit, and insurance risk management. Records may include Daily Risk Reports, Credit Reports, and Insurance Losses and Claims.		
Is this item media neutral?	Yes		

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Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Manual Title	Bonneville Power Administration Comprehensive Records Disposition Schedule
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Other: Destroy 3 to 7 years after cutoff, but longer retention is authorized if needed for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0305-2025-0001-0003	STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Enterprise Risk Management Records	
Item Description	Records relating to the assessment and management of risk that could impact BPA's objectives. Records include identification, analysis, evaluation, and treatment of risk and establishing risk tolerance and the inclusion of the identified risks when making decisions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Manual Title	Bonneville Power Administration Comprehensive Records Disposition Schedule	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation

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N1-305-07-001 / 14/C	Yes	Supersedes only those records relating to risk management.
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Other: Destroy 7 years after cutoff, but longer retention is authorized if needed for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	11/18/2025



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.