

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-305-04-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-15-2004</i>	
1. FROM (Agency or establishment) Bonneville Power Administration		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Chief Information Officer			
3. MINOR SUBDIVISION Records Management			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Rose Kerg	5. TELEPHONE NUMBER 503-230-5456	DATE <i>3-30-04</i>	ARCHIVIST OF THE UNITED STATES <del>WITHDRAWN</del>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE March 9, 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Rose Kerg</i>		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	<del>MA-15 System Maintenance Information System</del> Material relating to the System Maintenance Information System (SMIS).  (a) Hardcopy program listings and reports that track changes to SMIS applications as they are developed and updated. Current (and occasionally one older generation) hardcopy is retained.  <b>Retention Schedule:</b> <b>In Office: Active</b> <b>BPA Records Storage: 2 years and then destroy.</b>  <b>Change Retention from 2 to 7 years.</b>  <b>New retention schedule will be:</b> <b>In Office: Active</b> <b>BPA Records Storage: 7 years and then destroy.</b>  <b>JUSTIFICATION: The client advises that 2 years is not long enough and that seven years is more appropriate.</b>  (b) Electronic data are updated continuously. Only current version is maintained.  Retention Schedule: <b>In Office: Active</b> <b>(No change to this).</b>	Authorization: Based on GRS 20/2(a)	<del>WITHDRAWN</del> <i>3-30-04</i>

*NARA Approval Not Needed*

*cc Agency, DR*

Added per phone call  
w/20 3/15/04

**2. Electronic Mail and Word Processing System Copies**

Electronic copies of records that are created on electronic systems and used solely to generate a recordkeeping copy of the records covered by the other items on this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- (a) Copies that have no further administrative value after the recordkeeping copy is made.
1. Copies maintained by individuals in personal files or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

***Destroy/delete within 180 days after the recordkeeping copy has been produced.***

2. Copies maintained by individuals in personal electronic mail systems.

***Electronic mail will be destroyed automatically when 90 days old.***

- (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

***Destroy/delete when dissemination, revision, or updating is completed.***

## 810 FILE GUIDE AND RETENTION SCHEDULE: MAINTENANCE &amp; CONSTRUCTION

Last Revision Date: December 5, 2003

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
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<del>MA-14-11</del>	<del>SPC Equipment Material relating to System Protection &amp; Control. See also ED-24-18, Control System Development Support. (SF 115 NC-305-76-1 approved September 15, 1976)</del>	<del>TF TNC</del>
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*Retention Schedule:**In Office: Superseded Records Storage: 2 years, and then destroy.*

MA-15	System Maintenance Information System Material relating to the System Maintenance Information System (SMIS).	TOIS
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(a) Hardcopy program listings and reports that track changes to SMIS applications as they are developed and updated. Current (and occasionally one older generation) hardcopy is retained.

**PENDING NARA APPROVAL:**

Change retention from 2 to 7 years.

*Retention Schedule:**In Office: Active Records Storage: 7 years, and then destroy.*

(b) Electronic data are updated continuously. Only current version is maintained.

*Retention Schedule: In Office: Active*

<del>MA-16</del>	<del>Maintenance Improvement and Efficiency Activities Material relating to studies, analyses, and actions taken to improve the reliability of the equipment of the power system. Includes studies to streamline administrative and maintenance work procedures and procedures to ensure that equipment is not over – or under-maintained. Also includes steps for implementation of employee suggestions related to maintenance of the power system. (SF 115 N1-305-88-1 approved July 14, 1989)</del>	<del>TF TFI TFP TN</del>
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*Retention Schedule:**In Office: Active plus 5 years, and then destroy.*

MA-16-11	O&M Data Collection Studies Material relating to streamlining administrative requirements for field personnel. (SF 115 N1-305-88-1 approved July 14, 1989)	TB
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*Retention Schedule:**In Office: Active plus 5 years, and then destroy.*

See Section 800.8 in the BPA Records Manual for definitions of KEY terms.

A – Active

P – Permanent

S – Superseded/Obsolete

Z – Originating Office

Office of Record/Origin: Generator or recipient responsible for retaining the record file.

BPA Records Storage (Headquarters) inactive storage. Federal Records Center (FRC) (Seattle) off-site inactive records storage.

**810 FILE GUIDE AND RETENTION SCHEDULE: MAINTENANCE & CONSTRUCTION**  
**Last Revision Date: December 5, 2003**

FILE  
CODE

RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION

OFFICE OF  
RECORD/ORIGIN

**Electronic Mail and Word Processing System Copies**

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**BPA Records Storage (Headquarters) inactive storage. Federal Records Center (FRC) (Seattle) off-site inactive records storage.**

## Attachment 3

### BPA's definitions for "Active" and "Superseded/Obsolete"

#### A - Active:

- Current year (fiscal or calendar); or
- Life of equipment; or
- Period prior to final payment of a contract; or
- Period prior to close or final report of a case; or
- Period before completion of a project.
- On separation or transfer of employee.
- Until regularly scheduled audit occurs.
- Useful life of an engineering drawing.

#### S - Superseded/Obsolete:

- Material becomes outdated as related new material is developed; or
- New material replaces or revokes old material; or
- Material no longer of use or no longer needed by BPA; or
- Material about such issues as equipment, projects, and programs that are discontinued or canceled; or
- Material about outmoded equipment, technology or procedures; or
- Material about terminated committees or activities.