

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-305-06-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <b>JAN 9 2006</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE Dec. 28, 2005	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<u>Attachment 1</u> RK-11 Risk Management Charters, Policies and Procedures, RK-12 Risk Management – Insurance RK-12-11 Risk Management – Losses and Claims RK-13 Enterprise Risk Management RK-13-11 Enterprise Risk Management Committee RK-14 Transacting and Credit Risk Management RK-14-11 Transacting and Credit Risk Management Committee		
2.	<u>Attachment 2.</u> The standard language about Electronic Mail and Word Processing System copies as it appears in the final item of each chapter in the BPA Records Manual.  The above is to be scheduled Media Neutral.		

FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
<b>RK</b>	<p><b>RISK MANAGEMENT</b>                      Material relating to all aspects of risk management as it relates to BPA's internal matters. Data may be recorded on various media including paper, film, tape, disk, diskette, or in the ERMS. All records in this chapter are scheduled in media neutral format.</p> <p>Disposition: In accordance with instructions for specific material described by the following related subjects.</p>	
<b>RK-11</b>	<p><b>Risk Management Charters, Policies and Procedures</b>                      Material relating to Risk Management Charters, Policies and Procedures.</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i>  <i>Retain until superseded or becomes inactive plus 7 years; then destroy.</i></p>	<b>DB</b>
<b>RK-12</b>	<p><b>Risk Management – Insurance</b>                      Includes commercial insurance policies purchased by BPA, participation in nuclear insurance pools, certain self-insured and uninsured risks, Washington Public Power Supply System insurance program, Trojan Nuclear Power Plant insurance, and brown/black-out insurance. Based on GRS 16/14. (SF 115 NI-305-88-1 approved July 14, 1989)</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i>  <i>Retain until latter of policy expiration date plus 7 years or related claims settlement plus 7 years; then destroy</i></p>	<b>DB DBC</b>
<b>RK-12-11</b>	<p><b>Risk Management – Losses and Claims</b>                      Material relating to amounts recovered from insurance policies due to losses and other claims by BPA and financing of both property and liability loss exposure. Based on GRS 16/14(c) (SF 115 305-88-1 approved July 14, 1989)</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i>  <i>Retain until claim settled plus 7 years; then destroy.</i></p>	<b>DB DBC</b>

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 Storage at Headquarters is inactive storage. Federal Records Center (FRC) in Seattle: off-site inactive storage.



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**Electronic Mail and Word Processing System Copies**

Electronic copies of records that are created on electronic systems and used solely to generate a record keeping 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.*

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