

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>701-305-06-3</i>	
1. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>JAN 9 2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
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>8</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 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 GRS OR SUPERSEDED JOB CITATION	10.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.	<b><u>Attachment 1</u></b> SS-18-11(f) Security Alarm and Access Control System Files  SS-18-11(g) Alarm System Activity Journals and Maintenance Records  SS-18-15(a) Vandalism, Theft and Other Incidents  SS-18-15(b) Incident of Security Concern Inquiry/ Investigation Files  SS-18-15(c) Federal Crime Witness Program  SS-18-19 Workgroup specific Continuity of Operations Plans	<b>Based on DOE NI-434-98-21 [DOE 8.4a]</b>  <b>Based on DOE NI-434-98-21 [DOE 8.4 d and e]</b>  <b>SF 115 NI 305-88-1 approved July 14, 1989</b> <u>Change retention to 10 years per program office request</u>	

2.	<p>SS-18-21(a) Operations Security Policies</p> <p>SS-18-21(b) Operations Security Management</p> <p>SS-18-22(a) Threat Files</p> <p>SS-18-22(b) Hazard and Penetration Files</p> <p><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.</p> <p>The above is to be scheduled Media Neutral.</p>	Based on DOE RS 8.1 NI-434-98-21	
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**FILE GUIDE AND RETENTION SCHEDULE: SUPPORT SERVICES**

Last Revision Date: October 28, 2005

FILE CODE                      RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION                      OFFICE OF RECORD/ORIGIN

**SS-18**                      **Security**                      CT

Material relating to the direction and coordinate of security plans, programs, and procedures that are required for the protection of BPA's office space, facilities, materials and equipment and for BPA employees and visitors. (SF 115 N1-305-88-1 approved July 14, 1989)

*Retention Schedule:*  
*Destroy when 3 years old*

**SS-18-11**                      **Physical Security**

Material relating to the protection of buildings, substations, vehicles, equipment, personnel and materials.

(a) Security and Protective Services Administration.                      CT  
Material relating to administration and operation of the facilities security protective services programs and related contracting. Based on GRS 18/8. (SF 115 N1-305-88-1 approved July 14, 1989)

*Retention Schedule:*  
*Destroy when 2 years old.*

(b) Survey and Inspection Files  
Reports of physical security surveys and other Department of Energy (DOE) inspections of BPA facilities which are conducted to ensure adequacy of protective and preventive measures utilized to prevent or reduce occurrences of unauthorized entry, theft, vandalism, sabotage, and to safeguard information of a classified or sensitive nature. Based on GRS 18/9. (SF 115 N1-305-88-1 approved July 14, 1989)

*Retention Schedule:*  
*Destroy when 3 years old or upon discontinuance of facility.*

(c) Facilities data sheets, including card key summaries, check sheets, and Security Officer Reports (SORs). Based on GRS 18/18(a) (SF 115 N1-305-88-1 approved July 14, 1989)

*Retention Schedule:*  
*Destroy when 1 year old.*

See Section 800 8 in the BPA Records Manual for definitions of KEY terms

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SS-18-11 (d) Central guard office master logs and Visitor Control Files. Registers, logs, and computer reports showing names of contractors, service personnel, visitors, and employees admitted to areas. Also, reports on vehicles and passengers and foreign visits and assignments. (SF 115 N1-305-88-1 approved July 14, 1989)

CT

*Retention Schedule: Destroy when 2 years old.*

(e) Files relating to accountability for keys issued.  
Based on GRS 18/16(b)

*Retention Schedule: Destroy 6 months after turn-in of key.*

(f) Security Alarm and Access Control System Files  
System Manufacturers Documentation which includes technical manuals for the equipment installed, matters relating to the security alarm system and the electronic access control system. (Based on DOE NI-434-98-21 [DOE 8.4a]).

PENDING NARA APPROVAL

*Retention Schedule:*

*Destroy when current system is upgraded or replaced.*

(g) Alarm System Activity Journals and Maintenance Records  
Includes all of the user activity and alarm activity for all of the alarm and access control system. Files consist of System activity journals containing the on-site records for alarm system activity. Records that contain all activity concerning preventative and corrective maintenance performed on the alarm system and the sub components. Files consist of maintenance requests, test reports, schedules, and maintenance activity journals. (Based on DOE NI-434-98-21 [DOE 8.4 d and e])

PENDING NARA APPROVAL

*Retention Schedule:*

*Cut off at the end of the fiscal year. Destroy three years after cutoff*

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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
SS-18-12	<p><b>Personnel Security Clearances</b></p> <p>Material relating to employee background information, criminal records, drug and alcohol abuse, misrepresentation or falsification of facts, and infractions of security regulations. Personnel security clearance case files and related indexes. Case files documenting the process of investigations on BPA employees, applicants for BPA employment, and other persons (such as those performing work for BPA under contract) for whom approval is required for access to Government facilities and/or to sensitive data, whether or not a security clearance is granted. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance. Based on GRS18/22(a) (SF 115 N1-305-88-1 approved July 14, 1989)</p> <p><i>Retention Schedule:</i>  <i>Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.</i></p>	CT TOH
SS-18-13	<p><b>Computer Security</b></p> <p>Material relating to the physical protection of computer centers and computer hardware and software. See also IR-14, Automated Systems Security. Based on GRS 18/9. (SF 115 N1-305-88-1 approved July 14, 1989)</p> <p><i>Retention Schedule:</i>  <i>Destroy when 3 years old.</i></p>	CT JB
SS-18-14	<p><b>Classified Documents</b></p> <p>(a) Protection of documents that are considered vital to National security or sensitive to BPA operations. Includes forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intro-office routing and comparable data. Also includes destruction certificates and classified inventory files/ledgers. (SF 115 N1-305-88-1 approved July 14, 1989)</p> <p><i>Retention Schedule:</i>  <i>Destroy when related document is downgraded, transferred, or destroyed.</i></p>	CT

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FILE CODE	RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION	OFFICE OF RECORD/ORIGIN
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SS-18-14 (cont.)	<p>(b) Classified Document Inventory Files Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule. Based on GRS 18/4.</p>	CT
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*Retention Schedule:**Destroy when 2 years old.*

SS-18-15	<p><b>Vandalism, Theft, and Other Incidents</b> (a) Material relating to incidents such as vandalism and theft involving BPA buildings, equipment, materials, and employees. Case file records accumulating from investigations of theft and vandalism as well as incidents of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizations. See also PE-53-17, Safety Management. Based on GRS 18/11. (SF 115 N1-305-88-1 approved July 14, 1989)</p>	CT
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PENDING NARA APPROVAL

*Retention Schedule:**Destroy when 10 years old.*

(b) Incident of Security Concern Inquiry/Investigation Files  
Records that pertain to inquiries or investigations into incidents of security concern and the corrective measures recommended and/or taken.

PENDING NARA APPROVAL

*Retention Schedule:*

*Cut off upon termination of inquiry/investigation and case is closed.*  
*Destroy 5 years after cutoff.*

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SS-18-15 (cont.)	<p>(c) Federal Crime Witness Program</p> <p>Matters relating to BPA's Crime Witness Program, to include informant information, reward disbursements, and any correspondence generated in support of the Crime Witness Program. Should include statistical data regarding calls received or monies paid out or geographical break down of crimes by area.</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule: Destroy when 10 years old.</i></p>	CT
SS-18-16	<p><b>Intelligence</b></p> <p>Collection of information bearing on physical and personnel security awareness programs, security of facilities and personnel, and National Security information required in the conduct of BPA's operations. Authorization for retention is by direction from DOE. (SF 115 N1 305-88-1 approved July 14, 1989)</p> <p><i>Retention Schedule: Destroy when 4 years old.</i></p>	CT
SS-18-18	<p><b>Emergency Management and Preparedness</b></p> <p>Material relating to programs and activities associated with the training and preparedness of BPA personnel for disaster management and disaster recovery. Includes plans for response to such conditions and situations as fire, serious medical emergencies, earthquake, bombs, and terrorism. Includes preparation of Continuity of Operations Plans. Includes documentation of BPA's preparation for and executive of practice disaster exercises, such as QuakEx, that test emergency procedures. Also includes material related to the administration of BPA's Emergency Evacuation Warden Program including exercises and training; also First Responders and Light Urban Search and Rescue Team. Based on GRS 18/27.</p> <p><i>Retention Schedule: Destroy 3 years after issuance of a new file plan or directive.</i></p>	CT
SS-18-19	<p><b>Workgroup specific Continuity of Operations Plans.</b></p> <p>Plans and supporting documentation on how to continue operations in a state of emergency.</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule: Destroy when superseded by an updated plan.</i></p>	CT T

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SS-18-20	<p><b>Classified Document Container Security Files.</b></p> <p>(a) Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. Based on GRS 18/7a.</p> <p><i>Retention Schedule:</i> <i>Destroy when superseded by a new form or list or upon turn-in of containers.</i></p> <p>(b) Forms placed in safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702 Security Container Check Sheet. Based on GRS 18/7b.</p> <p><i>Retention Schedule:</i> <i>Destroy 3 months following the last entry on the form.</i></p> <p><b>NOTE: Forms involved in investigations will be retained until completion of the investigation.</b></p>	CT
SS-18-21	<p><b>Operations Security Policies</b> (Based on DOE RS 8.1 NI-434-98-21)</p> <p>(a) OPSEC policies, manuals and documents used as guides in administering BPA's OPSEC Program. Includes DOE action and information papers concerning OPSEC policy.</p> <p style="text-align: right;"><b>PENDING NARA APPROVAL</b></p> <p><b>Retention Schedule:</b> <b>Cut off when superseded. Transfer to NARA 25 years after cutoff.</b></p> <p><b>Operations Security Management</b></p> <p>(b) Records relative to management and/or operation of agency and contractor OPSEC Programs including correspondence, plans, meeting minutes, audits, OPSEC WG rosters and Charters and other similar records.</p> <p style="text-align: right;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i> <i>Cut off at end of fiscal year. Destroy 5 years after cutoff.</i></p>	CT

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SS-18-22	<p><b>Technical Surveillance Countermeasures Files</b> (Based on DOE NI-434-98-21 [DOE 8/3])</p> <p>(a) Threat Files Reports of known or suspected technical and nontechnical security information, methodology, technologies used, suspected individual(s) or groups, reports of actions directed against US Government and commercial interest and/or personnel</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i> <i>Review annually. Destroy when superseded or obsolete.</i></p> <p>(b) Hazard and Penetration Files Material that provides general and specific design information on known or suspected surveillance devices, electronic anomalies, methodology, and historical technical data.</p> <p style="text-align: center;"><b>PENDING NARA APPROVAL</b></p> <p><i>Retention Schedule:</i> <i>Review every two years. Destroy when no longer needed.</i></p>	CT
SS-19	<p><b>General Shops Service Request</b> BPA Form 6400.03, General Shops Service Request, and supporting documents, BPA Form 4250.11, Purchase Request/Receiving Report; BPA Form 1540.01, Transportation Services Request that reflect activity in BPA's General Shops. Includes functions such as painting, welding, sheet metal, machine, carpentry, and plumbing. Active is the period prior to completion of the Service Request. Based on GRS 3/3(a)(1).</p> <p><i>Retention Schedule:</i> <i>In Office: A + 1 year Records Storage: 5 years, three months and then destroy.</i></p>	TEHG

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# ATTACHMENT 2.

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FILE  
CODE

RECORDS SERIES, TITLE, DESCRIPTION, & DISPOSITION

OFFICE OF  
RECORD/ORIGIN

### 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.*

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