

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-305-06-4</i>		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>6/1/06</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		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WITHDRAWN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> 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 April 5, 2006		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 GRS OR SUPERSEDED JOB CITATION	10.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)	
	<p><u>PM-14-24 Non-Federal Generating Projects</u></p> <p>Non-Federal Generating Projects includes but not limited to billing information, budget information and COTR authorizations. (Cowlitz Falls Project/Trojan).</p> <p>Retention Schedule: Retain in office for 3 years and then destroy.</p> <p><u>Attachment 1.</u> <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.</u></p> <p>The above is to be scheduled Media Neutral.</p>				

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 in 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.

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 records storage

Federal Records Center (FRC) in Seattle: Off-site inactive records storage for Federal records.