

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-305-88-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

The SF-115 cover page for N1-305-07-001 states, "This schedule supersedes all existing BPA schedules and cancels all pending BPA schedule jobs currently with the National Archives and Records Administration. All the existing 1153 items in the BPA retention manual are cross walked to the new large aggregation schedule and the crosswalk is attached." Use the agency manual numbers in the N1-305-07-001 crosswalk to identify the new item superseding items in this schedule.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-305-88-1

DATE RECEIVED

7/27/88

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Energy

2. MAJOR SUBDIVISION

Bonneville Power Administration

3. MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Ed Nugent /DOE

5. TELEPHONE EXT.

586-3288

DATE

7/14/88

ARCHIVIST OF THE UNITED STATES

Janice Schmidt /BPA

FTS 429-4072

Claudia Miller

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

7/18/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]

D. TITLE

Departmental Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

The attached Bonneville Power Administration records manual consisting of 10 parts, of which part 800, made up of the records schedules, is submitted for disposition approval.

Department of Energy concurs with BPA's recommendation.

*Copies sent to agencies
NCF, NNA
8/2/89*

BPA RECORDS MANUAL

CHAPTER

810

BUDGET

FILE GUIDE AND RETENTION SCHEDULE

BU-1

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
U	<u>BUDGET</u> Material relating to the development, presentation, and approval of BPA's yearly budget; analyses of funding and resource issues; administration and oversight of funding allocations and use of fiscal and human resources. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition. <u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.		See Disposition			A+lyr
BU-11	<u>BPA Budget Formulation</u> Material relating to the development of BPA's planning year, budget year, and outyear budgets. See also BU-13, Operating Year Resources. <u>AUTHORIZATION:</u> GRS 5/3	DRB	2yrs			2yrs
BU-11-15	<u>BPA Budget and RPAs</u> (a) The BPA Budget Instructions and the Internal Budget reports that back up the BPA Budget. Approximately 15 linear inches retained in chronological order by fiscal year with an annual accumulation of 1 linear inch. Offer to NARA in annual segments when 25 years old. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook BU-1	DRB	10yrs	15yrs	P	A+lyr

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
BU-11-15 (cont.)	<p>(b) Material relating to the preparation, analysis, presentation, and approval of BPA's Budget, Budget Review Meetings, and documentations of budget decisions.</p> <p><u>AUTHORIZATION:</u> GRS 5/4</p>	DRB	A+1yr	5yrs		A+1yr
	<p>(c) Requests for Program/Project Authorization (RPAs) are documents that communicate proposed programs/projects or significant changes in previously approved programs/projects for management approval.</p> <p><u>AUTHORIZATION:</u> GRS 5/4</p>	DRB	A+1yr	5yrs		A+1yr
BU-11-16	<p><u>FTE and MURS Systems Reports</u></p> <p>Material relating to BPA's full time equivalent (FTE) staffing and the DOE's Manpower Utilization and Reporting System (MURS) Comprehensive Report. See also MN-12, Position Management.</p> <p><u>AUTHORIZATION:</u> GRS 5/2(b)</p>	DRB	A+1yr	5yrs		A+1yr
BU-11-17	<p><u>DOE Budget</u></p> <p>(a) The DOE Budget Instructions, DOE Budget document, passback, and appeals documents. Approximately 4 linear inches retained in chronological order by fiscal year with</p>	DRB	10 yrs	15yrs	P	A+1yr

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See Section B008 for explanation of KEY items.

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FILE GUIDE AND RETENTION SCHEDULE

BU-3

DATE 04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA		
BU-11-17 (cont.)	an annual accumulation of 1 linear inch. Offer to NARA in annual segments when 25 years old.					
	<u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook BU-1					
	(b) Material relating to the preparation and presentation of BPA's budget for formal documentation to the DOE, the DOE hearings, and the DOE passback and appeals.	DRB	A+1yr	5yrs		A+1yr
	<u>AUTHORIZATION:</u> GRS 5/4					
BU-11-18	<u>OMB Budget</u>					
	(a) The OMB Budget Instructions, OMB Budget document, passback, and appeals document. Approximately 5 linear inches retained in chronological order by fiscal year with an annual accumulation of 1 linear inch. Offer to NARA in annual segments when 25 years old.	DRB	10yrs	15yrs	P	A+1yr
	<u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook BU-1					
	(b) Material relating to the preparation and presentation of BPA's budget for formal documentation to the OMB, the OMB Document Flat Book, the OMB hearings, and the OMB passback and appeals.	DRB	1yr	5yrs		A+1yr
	<u>AUTHORIZATION:</u> GRS 5/4					

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See Section B000 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
BU-11-19	<u>Congressional Budget</u> (a) The Congressional Budget Instructions, Congressional Budget documents, and Appropriation Subcommittee reports. Approximately 6 linear inches retained in chronological order by fiscal year with an annual accumulation of 1 linear inch. Offer to NARA in annual segments when 25 years old. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook BU-1 (b) Material relating to the preparation and presentation of BPA's budget for formal documentation to the Congress, the Congressional Document Flat Book, the Congressional hearings, and Congressional report language. <u>AUTHORIZATION:</u> GRS 5/4	DRB	10yrs	15yrs	P	A+1yr
		DRB	A+1yr	5yrs		A+1yr
BU-13	<u>Operating Year Resources</u> Material relating to the administration and oversight of BPA's operating year budget through the allotment of funds and the monitoring and analysis of the use of fiscal and human resources. <u>AUTHORIZATION:</u> GRS 5/3	DRB	2yrs			2yrs

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See Section B00B for explanation of KEY terms.

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BUDGET

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FILE GUIDE AND RETENTION SCHEDULE

BU-5

DATE 04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA		
13-11	<u>OMB Apportionment</u> Material relating to the distribution made by the OMB of amounts available for obligation in the BPA Fund account into amounts available for specified periods, activities, projects or combinations thereof. The amounts so apportioned are limits for the stated period. <u>AUTHORIZATION:</u> GRS 5/5(a)	DRB	5yrs			A+1yr
BU-13-12	<u>DOE Allotment</u> Material relating to the "advice of allotment" from DOE. An "advice of allotment" is a Departmental transaction which transfers the OMB apportionment to BPA in the form of an obligational authority. BPA then allocates among its programs and other activities. <u>AUTHORIZATION:</u> GRS 5/5(a)	DRB	5yrs			A+1yr
BU-13-13	<u>BPA Allocations</u> Material relating to allocations issued to Assistant Administrators for their Offices, authorizing them to incur obligations for their programs. <u>AUTHORIZATION:</u> GRS 5/5(a)	DRB	5yrs			A+1yr

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See Section 800.8 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			BPA
BU-13-14	<u>Operating Year Plans</u> Material relating to the preparation, presentation, and management of decisions and agreements about the Offices' resource-related Annual Plans and the Start-of-Year (SOY) Plans. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook BU-5	DRB	2yrs			2yrs
BU-13-15	<u>Outlays</u> Material relating to BPA's outlays, receipts and net outlays. For budget purposes, outlays include both cash and non-cash (such as net billing) transactions. <u>AUTHORIZATION:</u> GRS 5/3	DRB	2yrs			2yrs
BU-13-16	<u>Reception and Representation Fund</u> Material relating to expenses authorized under this fund expressly for and by BPA's Administrator. <u>AUTHORIZATION:</u> GRS 5/3	DRB	2yrs			2yrs
BU-14	<u>Program Resource Requirements</u> Material relating to the fiscal and human resource requirements and related issues for accomplishing and maintaining BPA's programs. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs			A+1yr

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See Section 800 B for explanation of KEY terms.

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DATE 04-15-88

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
14-11	<p><u>Capital Equipment Resource Requirements</u> Material relating to resource requirements for and related issues on purchase of capitalized equipment that supports all BPA programs. Includes automated data processing (ADP) general purpose equipment costing \$1,000 and greater; office furniture and equipment; and all BPA-developed ADP application software of \$100,000 and greater capitalizable nature.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRB	A+2yrs			A+1yr
BU-14-12	<p><u>Energy Conservation Resource Requirements</u> Material relating to resource requirements for and related issues on BPA's Energy Conservation Program. Includes home energy efficiency, commercial energy efficiency, street lighting, utility distribution system loss reduction, industrial technological transfers, passive solar energy applications and conservation measures for new home and commercial building construction.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRB	A+2yrs			A+1yr
BU-14-13	<p><u>Fish and Wildlife Resource Requirements</u> Material relating to resource requirements for and related issues on protection, mitigation, and enhancement of fish and wildlife affected by hydroelectric facilities on the</p>	DRB	A+2yrs			A+1yr

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See last page (BUREAU) for explanations of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
BU-14-13 (cont.)	Columbia River and its tributaries, in accordance with the Pacific Northwest Power Act. <u>AUTHORIZATION:</u> Recommendation of Management			PENDING		
BU-14-14	<u>General and Administrative Resource Requirements</u> Material relating to resource requirements for and related issues on BPA's executive management, financial control, regulatory compliance, accounting, and administrative services. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs	PENDING	A+1yr	
BU-14-15	<u>Associated Agencies' Resource Requirements</u> Material relating to resource requirements for and related issues on BPA's payments to the U.S. Treasury on borrowings to finance BPA's construction, energy conservation, and fish and wildlife programs. Also, material relating to repayment of the operation and maintenance (O&M) costs of thirty U.S. Army Corps of Engineers and U.S. Bureau of Reclamation power generating projects; O&M of Lower Snake River Compensation Plan Hatcheries; interest and amortization on the U.S. Bureau of Reclamation and U.S. Army Corps of Engineers capital investments in power generating facilities; and coordination agreement payments to the Federal Energy	DRB	A+2yrs		A+1yr	

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FILE GUIDE AND RETENTION SCHEDULE

PAGE BU-9

**DATE 04-15-88
DOE/NARA**

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
BU-14-15 (cont.)	Regulatory Commission (FERC). See also FI-21-12(c), Treasury Borrowing/Investing. <u>AUTHORIZATION:</u> Recommendation of Management			PENDING		
BU-14-16	<u>Planning Council Resource Requirements</u> Material relating to resource requirements for and related issues on activities of the Pacific Northwest Electric Power and Conservation Planning Council required by the Pacific Northwest Power Act. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs	PENDING		A+1yr
BU-14-17	<u>Power Marketing Resource Requirements</u> Material relating to resource requirements for and related issues on forecasting regional demand; negotiating power sales and wheeling, billing, and servicing these contracts; reviewing and establishing wholesale power and wheeling rates; and encouraging public participation in the formation of BPA policies and programs. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs	PENDING		A+1yr
BU-14-18	<u>Power Scheduling Resource Requirements</u> Material relating to resource requirements for and related issues on scheduling of power. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs	PENDING		A+1yr

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Consult Form BPPH for explanation of PLY terms.

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
BU-14-19	<u>Reimbursable Resource Requirements</u> Material relating to resource requirements for and issues related to reimbursable power purchases and reimbursable services such as construction, operation, and maintenance of transmission facilities and related utility and general support for customers and other entities. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs		A+1yr	
BU-14-20	<u>Residential Exchange Resource Requirements</u> Material relating to resource requirements for and related issues on extending the benefits of low-cost Federal power to the residential and small farm customers of investor-owned and publicly-owned utilities, in accordance with the Pacific Northwest Power Act. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs		A+1yr	
U-14-21	<u>Acquisition Resource Requirements</u> Material relating to resource requirements for and related issues on the orderly planning, acquisition, and oversight of resources, including resources purchased prior passage of the Pacific Northwest Power Act. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs		A+1yr	

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
4-22	<u>Support Services Resource Requirements</u> Material relating to resource requirements for and related issues on BPA's goods and services. Includes aircraft services; procurement services; vehicle maintenance; laboratory services; tool and equipment purchase, use, and repair; general shop services; GSA rents; and expense activities related to central automatic data processing (ADP) services and operations. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs			A+1yr
BU-14-23	<u>System Maintenance Resource Requirements</u> Material relating to resource requirements for and related issues on maintaining the facilities and equipment of BPA's transmission system. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs			A+1yr
BU-14-24	<u>System Operations Resource Requirements</u> Material relating to resource requirements for and related issues on operating the transmission lines and substations of BPA's transmission system. <u>AUTHORIZATION:</u> Recommendation of Management	DRB	A+2yrs			A+1yr

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BU-14-25	<p><u>System Planning and Construction Resource Requirements</u> Material relating to resource requirements for and related issues on the continuation of construction work on transmission lines, substations and related facilities initiated in prior years; initiation of construction of system additions; and planning, research, and development for a reliable, efficient, and cost-effective regional transmission system.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRB	A+2yrs		A+1yr	

PENDING

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			IN OFFICE	STORAGE		
				BPA	FRC	
	<p><u>CONSERVATION</u> Material relating to the development, implementation, and management of energy conservation programs and activities. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition			A+lyr
CN-11	<p><u>Conservation Marketing</u> Material relating to marketing studies, research, and firms' qualifications. See also FI-11-12, Conservation Accounting, and SU-12, Routine Procurement Files.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	R xCB	A+lyr	2yrs		A+lyr
			PENDING			
CN-12	<p><u>Conservation Programs</u> Programs that offer financial incentives to utilities and consumers for measures that make the generation, transmission, and end-use of electricity more efficient; or that displace electricity consumption with renewable resources. Case file alphabetically by name of program. See also FI-11-12, Conservation Accounting, and SU-12, Routine Procurement Files.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	R xCB	A+lyr	2yrs		A+lyr
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			IN OFFICE	STORAGE		
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CN-13	<u>Agricultural Sector</u> Activities, evaluations, and strategies general to all or several conservation issues or programs in the agricultural area; includes lost opportunities. <u>AUTHORIZATION:</u> Recommendation of Management	R xCB	A+1yr	2yrs		A+1yr
			PENDING			
CN-14	<u>Commercial Sector</u> Activities, evaluations, and strategies general to all or several conservation issues or programs in the commercial area; includes lost opportunities. <u>AUTHORIZATION:</u> Recommendation of Management	R xCB	A+1yr	2yrs		A+1yr
			PENDING			
CN-15	<u>Industrial Sector</u> Activities, evaluations, and strategies general to all or several conservation issues or programs in the industrial area; includes lost opportunities. <u>AUTHORIZATION:</u> Recommendation of Management	R xCB	A+1yr	2yrs		A+1yr
			PENDING			
CN-16	<u>Residential Sector</u> Activities, evaluations, and strategies general to all or several conservation issues or programs in the residential area; includes lost opportunities. <u>AUTHORIZATION:</u> Recommendation of Management	R xCB	A+1yr	2yrs		A+1yr
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See Section B008 for explanation of KEY terms.



CHAPTER

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
C 7	<u>Utility Sector</u> Activities, evaluation, and strategies general to all or several issues or programs relating to conservation in electrical utility distribution systems; includes lost opportunities. <u>AUTHORIZATION:</u> Recommendation of Management	R xcb	A+1yr	2yrs	A+1yr	
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ENGINEERING, DESIGN, AND CONSTRUCTION

FILE GUIDE AND RETENTION SCHEDULE

ED-1

**04-15-88
DOE/NARA**

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES
			IN OFFICE	STORAGE BPA FRC	
	ENGINEERING, DESIGN, AND CONSTRUCTION Material relating to the planning, design, and construction of the power transmission system. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition. <u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.		See Disposition		A+1yr
ED-11	Engineering Standards and Practices Material relating to authorized engineering standards and practices used in the design and construction of transmission facilities. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-13	E	S		S
ED-11-11	Insulation Coordination Material relating to the practice of correlating the insulating strength of engineering equipment with expected overvoltages and with the characteristics of protective devices. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34	EO	S		S

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See Section B0010 for explanation of KE Codes.

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
ED-11-12	<u>Inductive Coordination and Interference</u> Material relating to the placement, design, construction, operation, and maintenance of BPA facilities in conformity with harmoniously adjusted methods that will prevent inductive interference. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34	BO	S		S	
ED-11-13	<u>Audible Noise and Radio Interference</u> Material relating to audible noise and radio interference from BPA facilities. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34	EE	S		S	
ED-11-14	<u>Electrical Effects</u> Material relating to electric and magnetic fields from BPA facilities. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook BD 34	EES	S		S	
ED-12	<u>Research, Development, and Demonstration</u> Material relating to research, development, and demonstration projects and authorities. <u>AUTHORIZATION:</u> Recommendation of Management	AN	A+2yrs	2yrs WITHDRAWN	S	

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KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETEX - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B00B for explanation of KEY terms.

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ENGINEERING, DESIGN, AND CONSTRUCTION

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FILE GUIDE AND RETENTION SCHEDULE

ED-3

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
12-12	<u>Advisory and Exchange Committees</u> Material relating to meetings and exchange of information with other local, national, and international research and development groups or committees. <u>AUTHORIZATION:</u> Recommendation of Management	AN	A+2yrs	2yrs		S
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ED-12-13	<u>Technical Reports</u> Final technical reports as a result of research and development projects. <u>AUTHORIZATION:</u> Recommendation of Management	AN	A+2yrs	2yrs		S
				WITHDRAWN		
				PENDING		
ED-12-14	<u>Laboratory Test Reports</u> Material relating to monitoring and testing of BPA facilities and activities. Includes final test reports done by BPA's laboratory. See also OP-19-11, Fault Tests, and ED-18-11, Test Data. <u>AUTHORIZATION:</u> Recommendation of Management	EL	A+1yr			A
				WITHDRAWN		
				PENDING		
ED-12-15	<u>System Tests</u> Material relating to staged system tests conducted on the energized transmission system. See also OP-19, Tests. <u>AUTHORIZATION:</u> Recommendation of Management	EL	A+1yr			A
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KEY

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See Section B00B for explanations of KEY terms.

FILE GUIDE AND RETENTION SCHEDULE

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES
			IN OFFICE	STORAGE BPA FRC	
ED-13	<p>Work Orders Material relating to project estimates, Construction Project Authorizations (CPAs), and project completions. Case file by work order number. Original work orders are sent to the Office of Financial Management (DSOP) immediately. Copies of work orders as well as other project documents are kept in the Office of Operations, Maintenance, and Construction (M) for the duration of the project. Six months after the conclusion of the project, the entire file is sent to DSOP as the ultimate Office of Record for a total retention of 50 years. See also FI-12-11, Plant Record Ledgers, and BU-11-15, BPA Budget and RPAs.</p> <p>AUTHORIZATION: BPA Records Schedule & Files Handbook ED-1(b) and PERC-18CPR-125.3/30(a)</p>	M DSOP	A+6mos 10yrs	40yrs	A+6mos
ED-14	<p>Interties Material relating to the planning, design, and construction of transmission lines serving to interconnect geographically distinct systems. See also OP-13, Operation of Interties and Interconnections, and RP-15, Planning for Interties and Interconnections.</p> <p>AUTHORIZATION: Recommendation of Management</p>	E	A+1yr	3yrs	A

KEY

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See Section 800B for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
			BPA	FRC		
14-11	<u>AC Interties</u> Material relating to alternating current (AC) intertie facilities. <u>AUTHORIZATION:</u> Recommendation of Management	E	A+1yr	3yrs	A	
ED-14-12	<u>DC Interties</u> Material relating to the direct current (DC) intertie facilities. <u>AUTHORIZATION:</u> Recommendation of Management	E	A+1yr	3yrs	A	
ED-15	<u>Transmission Lines</u> Material relating to the planning, design, and construction of transmission lines. Case file by name of transmission line. <u>AUTHORIZATION:</u> Recommendation of Management	EF	A+1yr	3yrs	A	
15-11	<u>Drawings</u> All BPA numbered drawings showing the design and construction of transmission lines and structures. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-4(a)&(e)	SSTD	50yrs		S	
ED-15-12	<u>Construction Data Books</u> Reduced-size drawings, site data, stringing data and instructions, and similar construction specifications in book form. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-45(a)	BO	A+6yrs		S	

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See Section B0013 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
ED-15-13	<u>Transmission Line Design</u> Material relating to general design and construction of transmission lines. File all specific records in case files by transmission line name. <u>AUTHORIZATION:</u> Recommendation of Management	EP	A+lyr	3yrs	PENDING	S
ED-15-14	<u>Conductors, Hardware, and Accessories</u> Material relating to accessories, reconductoring, operating temperature and general design of conductors used on transmission lines. <u>AUTHORIZATION:</u> Recommendation of Management	EP	A+lyr	3yrs	PENDING	S
ED-15-15	<u>Structures and Towers</u> Material relating to design and construction of transmission line structures and towers including wood, steel, and other footings. <u>AUTHORIZATION:</u> Recommendation of Management	EP	A+lyr	3yrs	PENDING	S
ED-15-16	<u>Insulators</u> Material relating to types of insulators used in the design and construction of transmission lines. <u>AUTHORIZATION:</u> Recommendation of Management	EP	A+lyr	3yrs	PENDING	S

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
ED-15-17	<u>Line Crossings</u> Material relating to crossings such as roads, bridges, and culverts in the construction of transmission lines. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-49	BP	A+2yrs		28yrs	S
ED-15-18	<u>Right-of-Way</u> Material relating to permits and clearing during the construction of transmission lines. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-49	EP	A+2yrs		28yrs	S
ED-15-19	<u>Underground Power Cables</u> Material relating to types of underground power cables, including submarine, used in construction of transmission lines. <u>AUTHORIZATION:</u> Recommendation of Management	EE	A+1yr			S
ED-15-20	<u>Airway Lighting and Obstruction Markings</u> Material relating to the lighting and marking of transmission lines. <u>AUTHORIZATION:</u> Federal Aviation Administration Records Retention Schedule, paragraph 5345-1.	EE	A		5yrs	S

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See Section B0006 for explanation of KEY letters.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
ED-15-21	<u>Sectionalizing Disconnect Switches</u> Material relating to the design and application of manual, automatic, and remotely operated sectionalizing disconnect switches on transmission lines. <u>AUTHORIZATION:</u> Recommendation of Management	EP	S	PENDING	S	
ED-15-22	<u>Grounding and Lightning Protection</u> Material relating to the generic design and application of grounding and/or lightning protection on transmission lines. <u>AUTHORIZATION:</u> Recommendation of Management	EE	S		S	
ED-15-23	<u>Corrosion</u> Material relating to the investigation and mitigation of corrosion problems on the BPA system. <u>AUTHORIZATION:</u> Recommendation of Management	EE	S		S	
ED-15-24	<u>Access Roads</u> Material relating to the location and design of roads and related items for the construction of new transmission lines and the maintenance of existing lines. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-49	EP	A+2yrs	28yrs	S	

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See Section B00.0 for explanation of KEY terms

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
15-25	<u>Geotechnical</u> Material relating to the investigation, evaluation, design, and inspection of facility foundations, landslides, streambank erosion, water wells, and other related geotechnical concerns. Includes committee work with ASCE, IEEE, and EPRI to establish geotechnical industry standards. <u>AUTHORIZATION:</u> Recommendation of Management	EP	A+lyr	PENDING	S	
ED-15-26	<u>Construction Specifications</u> Material relating to industry standards and specifications and transmission engineering standard construction specifications. <u>AUTHORIZATION:</u> Recommendation of Management	EP	A+lyr	PENDING	A	
ED-15-27	<u>Material Specifications and Evaluation</u> Material relating to the development of material specifications for use on transmission line items. <u>AUTHORIZATION:</u> Recommendation of Management	EP	A+lyr	PENDING	A	
ED-15-28	<u>Stringing Instructions</u> Material consisting of conductor and groundwire stringing and installation data and instructions which are not included in construction data books. <u>AUTHORIZATION:</u> BPA Records Schedule & Handbook ED 45(a)	EP	A+6yrs		A	

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See Section B000 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
				STORAGE		
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ED-15-29	<u>Line Loadings</u> Material relating to the mechanical and meteorological loadings on transmission lines. <u>AUTHORIZATION:</u> Recommendation of Management	EF	A+1yr	PENDING		S
ED-15-30	<u>Line Ratings</u> Material relating to operating temperature and electrical loading of transmission lines. <u>AUTHORIZATION:</u> Recommendation of Management	EF EE	A+1yr	PENDING		S
ED-15-31	<u>Conductor Clearance</u> Material relating to mechanical and electrical clearances between conductors or groundwires and other conductors, groundwires, ground structures. <u>AUTHORIZATION:</u> Recommendation of Management	EF	A+1yr	PENDING		S
-15-32	<u>Electrical Clearance Analysis</u> Material relating to the analysis process which checks a transmission line for spans having less than the required ground clearance ("hot checks"). <u>AUTHORIZATION:</u> Recommendation of Management	EF	A+1yr	PENDING		A

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See Section B008 for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
15-33	<u>Switches</u> Manufacturers design criteria and drawings; photographs, specifications, and design drawings related to new and existing transmission disconnect switches. <u>AUTHORIZATION:</u> Recommendation of Management	EF	A+1yr			S
ED-16	<u>Photogrammetry and Survey</u> Material relating to planning, surveying, design, construction, and maintenance of transmission facilities serving the BPA system. <u>AUTHORIZATION:</u> Recommendation of Management	EF	A+1yr			A
ED-16-11	<u>Aerial Photographs</u> Material relating to survey and mapping for the design and construction of transmission lines. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-24(a)	EF	A+6yrs			A
ED-16-12	<u>Photogrammetric Work Requests</u> Material relating to requests for photogrammetric transmission line surveys, danger tree studies, tower studies, contour maps, access roads, photogrammetric digital data, photomaps and photomosaics, special purpose image processing products/services, remote sensing studies. <u>AUTHORIZATION:</u> Recommendation of Management	EF	3yrs			A

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See Section B0008 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
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ED-16-13	<u>Analytical Stereoplotter Systems</u> Correspondence and literature pertaining to BPA stereoplotter systems. <u>AUTHORIZATION:</u> Recommendation of Management	EP	3yrs	WITHDRAWN PENDING		S
ED-16-14	<u>Photogrammetric Equipment</u> Correspondence and literature pertaining to all types of photogrammetric equipment. <u>AUTHORIZATION:</u> Recommendation of Management	EP	3yrs	WITHDRAWN PENDING		S
ED-16-15	<u>Remote Sensing</u> Material relating to collection and analysis of remotely sensed data. <u>AUTHORIZATION:</u> Recommendation of Management	EP	3yrs	WITHDRAWN PENDING		S
ED-16-16	<u>Topographic Mapping</u> Material relating to topographic mapping performed by or for BPA. <u>AUTHORIZATION:</u> Recommendation of Management	EP	3yrs	WITHDRAWN PENDING		A
ED-16-17	<u>Digital Photogrammetric Data</u> Material relating to photogrammetric digital data prepared by or available for use on BPA systems. <u>AUTHORIZATION:</u> Recommendation of Management	EP	3yrs	WITHDRAWN PENDING		A

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See Section 800.8 for explanation of KEY terms.

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ENGINEERING, DESIGN, AND CONSTRUCTION

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FILE GUIDE AND RETENTION SCHEDULE

ED-13

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
16-18	<u>Image Processing</u> Correspondence and literature relating to image processing systems, methods, and projects. <u>AUTHORIZATION:</u> Recommendation of Management	EF	3yrs	WITHDRAWN PENDING	A	
ED-16-19	<u>Right-of-Way Clearing Study</u> Correspondence relating to photogrammetric danger tree studies and BPA clearing design. <u>AUTHORIZATION:</u> Recommendation of Management	EF	3yrs	WITHDRAWN PENDING	A	
ED-16-20	<u>Photomaps/Photomosaics</u> Material relating to all types of BPA photomaps and photomosaics including right-of-way maintenance photomaps, danger tree photomaps, and photomaps/photomosaics for issues such as new transmission line projects, substation sites, and PCB studies. <u>AUTHORIZATION:</u> Recommendation of Management	EF	3yrs	WITHDRAWN PENDING	S	
ED-17	<u>Stations</u> Material relating to the planning, design, and construction of stations, including substations, radio stations, gaging stations, repeater stations. Case file by name of station. <u>AUTHORIZATION:</u> Recommendation of Management	EE	A+1yr	PENDING	S	

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
ED-17-11	<u>Drawings</u> All BPA numbered drawings showing the design and construction of stations. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-4(a)&(e)	SSTD	50yrs		S	
ED-17-12	<u>Station Design</u> Material relating to general design and construction of stations. File all specific records in case file by station name. <u>AUTHORIZATION:</u> Recommendation of Management	EE	A+1yr	PENDING	S	
ED-17-13	<u>HVDC Terminals</u> Material relating to the planning, design, and construction, of HVDC terminals. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34	EO	S		S	
ED-17-14	<u>High-Voltage Equipment</u> Material relating to the engineering, design, specification and operation of high-voltage substation equipment. Case file by equipment type, such as transformers, power circuit breakers, and shunt capacitors. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-34	EO	S		S	

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See Section 800B for explanation of KEY terms.



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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
ED-17-15	<u>Power System Control--Substation Data Systems</u> Material relating to substation data systems such as SER, SCADA, and Annunciators. <u>AUTHORIZATION:</u> Recommendation of Management	EED	A+3yrs	PENDING	A	
ED-17-16	<u>Power System Control--Substation Metering and Telemetering</u> Material relating to SM&T such as RMS, KWN, and AGC telemetry. <u>AUTHORIZATION:</u> Recommendation of Management	EED	A+3yrs		A	
ED-18	<u>System Construction</u> Material relating to the actual on-site construction of the power system. Includes daily progress reports, diaries, correction memos, and similar documents. See also SU-12-13, Construction Contracts. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook C-4(b)	HK	A+6mos	PENDING	S	
ED-18-11	<u>Test Data</u> Material relating to the testing of power systems prior to energization. Case file by line or station name. See also ED-12-14, Laboratory Test Reports, and OP-19-11, Fault Tests. <u>Disposition:</u> Destroy when related equipment or facility is disposed. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook C-5(a)	HK	See Disposition		A	

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See Section 1000 for a explanation of RET terms.

FILE GUIDE AND RETENTION SCHEDULE

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
ED-18-12	<u>Energization</u> Material relating to the energization of power systems. Case file by line or station name. <u>Disposition:</u> Destroy when related equipment or facility is disposed. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook C-5(a)	MK	See Disposition			A
ED-18-13	<u>As-Constructed Schematic Drawings</u> Substation electrical wiring and schematic drawings which reflect the as constructed configuration. See also ED-15-11, Drawings, and ED-17-11, Drawings. <u>Disposition:</u> Dispose of when no longer needed for administrative purposes. <u>AUTHORIZATION:</u> GRS 22/2(b)	MK	See Disposition WITHDRAWN			S
ED-19	<u>Engineering Environmental Considerations</u> Material relating specifically to environmental considerations guiding the engineering, design, and construction of transmission facilities. See also EQ, Environmental Quality. <u>AUTHORIZATION:</u> Recommendation of Management	EF	A+lyr		PENDING	S

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See Section 2000 for explanation of KEY terms.



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ENGINEERING, DESIGN, AND CONSTRUCTION

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ED-17

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DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
19-12	<u>Spill Prevention Control and Countermeasure</u> Material relating to design and application of the spill prevention control and countermeasure (SPCC) system. <u>AUTHORIZATION:</u> Recommendation of Management	EP	5yrs	PENDING	S	
ED-19-13	<u>Weather</u> Material relating to the planning, design, and construction of protection systems, including records relating to wind, icing, floods, and lightning. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-33	EP	S		S	
ED-19-14	<u>Terrain</u> Material relating to the planning, design, and construction of protection systems, including records about earthquakes and slides. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook ED-33	EP	S		S	
ED-20	<u>Communication and Protection</u> Material relating to communication equipment and protective devices on the BPA system. <u>AUTHORIZATION:</u> Recommendation of Management	EEC	A+lyr	PENDING	A	

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
ED-20-11	<u>Protective Relaying</u> Material relating to protective relaying. File alphabetically by station name. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr	PENDING	A	
ED-20-12	<u>Microwave System</u> Material relating to BPA microwave systems, including frequency management. <u>AUTHORIZATION:</u> Recommendation of Management	EEC	A+1yr		A	
ED-21	<u>System Planning</u> Material relating to planning power transmission systems. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr		A	
ED-21-11	<u>Customer Utility</u> Customer transmission system data, including studies and correspondence. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr		A	
ED-21-12	<u>Loads</u> Electrical load data, including forecasting information and forecasts. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr		A	
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See Section 800.8 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE BPA FRC	IN OFFICE	
ED-24-12	<u>RAS for Eastern Interties</u> Material relating to Eastern Intertie Remedial Action Schemes. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr	PENDING	S	
ED-24-13	<u>RAS for Southern Interties</u> Material relating to Southern Intertie Remedial Action Schemes. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr		S	
ED-24-14	<u>RAS for Direct Current Interties</u> Material relating to Direct Current (DC) Intertie Remedial Action Schemes. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr		S	
ED-24-15	<u>Other RAS</u> Material relating to remedial action schemes not identified in the tertiary subjects ED-24-11 through ED-24-14. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr		S	
ED-24-16	<u>HVDC Control Systems</u> Material relating to high voltage direct current (HVDC) intertie controls. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr		S	

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETEX - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800.8 for explanation of KEY terms

CHAPTER

810

ENGINEERING, DESIGN, AND CONSTRUCTION

FILE GUIDE AND RETENTION SCHEDULE

ED-21

02-24-89
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA FRC	
ED-22-12	<u>Transient Stability Program</u> Material relating to the BPA and WSCC transient stability computer program. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr	PENDING	S
ED-22-13	<u>Electromagnetic Transient Program</u> Material relating to BPA's electromagnetic transient computer program (EMTP). <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr	PENDING	S
ED-23	<u>System Reliability Criteria</u> Material relating to the planning for system stability. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr	PENDING	S
ED-24	<u>Remedial Action Schemes and Control Systems</u> Material relating to planning, design, and construction of remedial action schemes (RAS) and system controls. See also OP-16, Stability Control Schemes. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+lyr	PENDING	S
ED-24-11	<u>RAS for Northern Interties</u> Material relating to Northern Intertie Remedial Action Schemes. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+lyr	PENDING	S

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VA - ACTIVE
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Z - ORIGINATING OFFICE



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ENGINEERING, DESIGN, AND CONSTRUCTION

TITLE

PART

FILE GUIDE AND RETENTION SCHEDULE

ED-19

PAGE

04-15-88

DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
ED-21-13	<u>Resources</u> Electrical generation power and energy data and forecasts. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr	PENDING		A
ED-21-14	<u>Capacitor Switching</u> Material relating to switching of series and shunt capacitors for stability control. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr	PENDING		S
ED-21-15	<u>Dynamic Braking</u> Material relating to switching of load braking resistors to control system stability. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr	PENDING		S
ED-21-16	<u>DC Modulation</u> Material relating to modulation of power levels on direct current (DC) transmission lines for stability control. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr	PENDING		S
ED-21-17	<u>Fast Valving</u> Material relating to fast valving of steam supply to thermal electric generators for stability control. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+1yr	PENDING		S

KEY

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See Section B0008 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
				STORAGE		
				BPA	FRC	
ED-21-18	<u>Generator Dropping</u> Material relating to disconnection or tripping of electrical generators to control system stability. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr			S
				PENDING		
ED-21-19	<u>Single-Pole Relaying</u> Material relating to single-pole relaying and switching of power circuit breakers to control system stability. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr			S
				PENDING		
ED-21-20	<u>Load Representation</u> Material relating to load representation and modeling in transient stability computer programs. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr			S
				PENDING		
ED-22	<u>System Analysis Methods</u> Material relating to methods for controlling the transient and dynamic stability of electrical power system. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr			S
				PENDING		
ED-22-11	<u>Power Flow Program</u> Material relating to the BPA and WSCC power flow computer program. <u>AUTHORIZATION:</u> Recommendation of Management	EO	A+lyr			S
				PENDING		

KEY

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See Section 800.8 for explanation of KEY terms.



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ENGINEERING, DESIGN, AND CONSTRUCTION

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
				BPA	FRC	
-24-17	<u>Other Control Systems</u> Material relating to control systems not identified in the tertiary subjects ED-24-11 through ED-24-16. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr	PENDING		S
ED-24-18	<u>Control System Development Support</u> Material relating to control system support projects. <u>AUTHORIZATION:</u> Recommendation of Management	EEP	A+1yr	PENDING		S

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See Section 800 B for explanation of KEY terms.

**BPA
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CHAPTER

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ENVIRONMENTAL QUALITY

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FILE GUIDE AND RETENTION SCHEDULE

EQ-1

**04-15-88
DOE/NARA**

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
	<p><u>ENVIRONMENTAL QUALITY</u> Material relating to development and implementation of policy and procedures for environmental evaluations and ecological and pollution issues. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management The retention periods for the Environmental Quality series (including its secondary and tertiary subjects) are justified as follows: <u>Temporary Records</u> - Retention periods of 5 years and longer are needed (1) because of the need to support environmental quality decisions to the Northwest Power Planning Council and (2) because of potential for being named as a responsible party in Superfund regulatory actions. <u>Permanent Records</u> - These retention periods are from Federal environmental regulations and Environmental Protection Agency (EPA) records schedules.</p>		See Disposition		A	
EQ-11	<p><u>Environmental Quality Issues, Programs, and Projects</u> Material relating to environmental aspects of various BPA issues. Case file by BPA organizational unit.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	AJ	S	5yrs	S	

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A - ACTIVE
P - PERMANENT
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See Section B(10)(1) for explanations of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
EQ-12	<u>Environmental Coordination</u> Material relating to coordination of environmental quality objectives with all programs and activities of BPA; and the development and implementation of policy to assess environmental impact of BPA programs. Includes coordination activities with other agencies and organizations. Case file by type of agency or organization. See also ED-19, Engineering Environmental Considerations. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	S		5yrs	S
EQ-13	<u>Environmental Assessments</u> Material relating to the preparation, review, and approval process for Environmental Assessments. Individual assessments and Findings of No Significant Impact are case filed by project name at this location or are filed with the applicable program or project under another primary. <u>Disposition:</u> Break file upon preparation of final statement and record of decision. Keep in office 5 years then transfer to FRC. Keep in FRC 10 years, then offer to NARA in 5-year blocks. Approximately 10 linear feet retained in case file order with an annual accumulation of 2 linear feet. <u>AUTHORIZATION:</u> Environmental Protection Agency D/1(9)	AJ	See Disposition			5yrs
			WITHDRAWN			

KEY

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See Section B0018 for explanation of KEY terms.



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ENVIRONMENTAL QUALITY

FILE GUIDE AND RETENTION SCHEDULE

EQ-3

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE BPA FRC	IN OFFICE	
EQ-14	<u>Environmental Impact Statements</u> Material relating to the preparation, review, and approval of statements for BPA projects. Material consists of manuscript drafts of statements, notices of intent, correspondence with citizen groups, news clips, comments on the draft made by all interested parties, transmittal letters, manuscript for final statement, comments on final statement, and DOE approval. May also include copies of environmental assessments, special studies, and other supplementary material created in the course of statement preparation. Published EISs and Records of Decision are case filed by project name at this location or filed with the applicable program or project under another primary subject. <u>Disposition:</u> Break file upon preparation of final statement and record of decision. Keep in office 5 years then transfer to FRC. Keep in FRC until 15 years old, then offer to NARA in 5-year blocks. Approximately 30 linear feet retained in case file order with an annual accumulation of 4 linear feet. <u>AUTHORIZATION:</u> Environmental Protection Agency D/1(9)	AJ	See Disposition	WITHDRAWN	5yrs	
EQ-15	<u>Exclusions</u> Material relating to exclusions. Case file by fiscal year. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	A+1yr	4yrs	A	

KEY

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See Section B001B for explanation of KEY letters.



FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
			BPA	FRC		
EQ-15-11	<u>Categorical</u> Material relating to categorical exclusions. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	A+1yr	4yrs	A	
EQ-15-12	<u>Individual</u> Material relating to individual exclusions. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	A+1yr	4yrs	A	
EQ-16	<u>Environmental Reviews</u> Reviews and comments prepared relative to environmental documents of other agencies and organizations. Case file chronologically or alphabetically. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	A+1yr	4yrs	A	
EQ-17	<u>Environmental Audit and Appraisal Program</u> Appraisals of BPA facilities and activities that have environmental effects. Case file by BPA organizational unit and site using the following subjects as needed. <u>AUTHORIZATION:</u> Environmental Protection Agency C/18(9)	AJ	4yrs	8yrs	4yrs	

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A - ACTIVE


P - PERMANENT

S - SUPERSEDED/OBSCURE

x - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)

Z - ORIGINATING OFFICE

See Section 800.8 for explanation of KEY terms.

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PART		FILE GUIDE AND RETENTION SCHEDULE	

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES
			IN OFFICE	STORAGE BPA FRC	
EQ-7-11	<u>Management Appraisals</u> Material relating to establishment and implementation of the Environmental Appraisal Program plans. Case file by year performed. <u>AUTHORIZATION:</u> Environmental Protection Agency C/18(9)	AJ	4yrs	8yrs	4yrs
EQ-17-12	<u>Functional Appraisals</u> Material relating to annual review of environmental specialty disciplines as applicable to elements of the environmental program. Case file by year. <u>AUTHORIZATION:</u> Environmental Protection Agency C/18(9)	AJ	4yrs	8yrs	4yrs
EQ-17-13	<u>Field Appraisals</u> Documentation of annual onsite appraisals of environmental program effectiveness. Case file by year and specialty. <u>AUTHORIZATION:</u> Environmental Protection Agency C/18(9)	AJ	4yrs	8yrs	4yrs
EQ-17-14	<u>Internal Audits</u> Material relating to the examination and evaluation of work with environmental program standards. See also MN-17, Audits. <u>AUTHORIZATION:</u> Environmental Protection Agency C/18(9)	AJ	4yrs	8yrs	4yrs

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 See Section 1001B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
EQ-18	<p><u>Hazardous Waste Management Program</u> File all related material here except as specified in the following tertiary subjects.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	AJ	A+2yrs			A
EQ-18-11	<p><u>Resource Conservation and Recovery Act</u></p> <p>(a) Biennial, exception, and other Resource Conservation and Recovery Act (RCRA) reports.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p> <p>(b) RCRA test results and waste analyses.</p> <p><u>Disposition:</u> Retain in office for 3 years from date last sent to treatment, storage, or disposal then transfer to FRC until 23 years old, then destroy.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p> <p>(c) Storage facility operating records and closure plans (Ross Complex).</p> <p><u>Disposition:</u> Retain in office until facility closed and closure is certified. Then transfer to FRC for 20 years.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	AJ	3yrs		20yrs	S
		AJ	See Disposition			
		AJ	See Disposition			

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B0008 for explanations of Kf Y terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE BPA FRC	IN OFFICE	
EQ-18-11 (cont.)	(d) All other RCRA material, including compliance data. <u>Disposition:</u> Retain in office for current year plus 5 years then transfer to FRC, destroy when 26 years old. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	6yrs		20yrs	6yrs
EQ-18-12	<u>Toxic Substance Control Act</u> <u>Disposition:</u> Break file upon completion of actions. Keep in office 3 additional years, then send to FRC. Keep in FRC 15 years, then offer to NARA in 5-year blocks. Approximately 12 linear feet retained in case file order with an annual accumulation of 20 linear feet through next 3 years (FY89) then 6 linear feet per year annually. <u>AUTHORIZATION:</u> Environmental Protection Agency C/3(10)(f)(2)	AJ	See Disposition			A
EQ-18-13	<u>Comprehensive Environmental Response Compensation and Liability Act</u> (a) Agreements and related material about the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and the "Superfund." <u>AUTHORIZATION:</u> Environmental Protection Agency B/4(10)(5)(d)	AJ	A		20yrs	A

KEY

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See Section B003 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
EQ-18-13 (cont.)	<p>(b) Material relating to CERCLA claims.</p> <p><u>Disposition:</u> Retain for 6 years from date of award or until cost recovery is initiated by EPA, whichever is sooner.</p> <p><u>AUTHORIZATION:</u> 40 CFR 306.32, Subpart C</p>	AJ	See Disposition			
			PENDING			
	<p>(c) Documentation about CERCLA remedial investigations and site feasibility studies.</p> <p><u>Disposition:</u> Transfer to FRC 2 years after close of activity. Offer to NARA in 5-year blocks when 20 years old. Approximately 4 linear feet retained in case file order with an annual accumulation of 4 linear feet.</p> <p><u>AUTHORIZATION:</u> Environmental Protection Agency C/21(17)(b)</p>	AJ	See Disposition	WITHDRAWN		
			PENDING			
EQ-18-14	<p><u>Uniform Hazardous Waste Manifests</u></p> <p>The original manifest (BPA 1793) for shipping hazardous wastes which include TSCA regulated PCB and PCB-contaminated equipment; nonregulated PCB-contaminated equipment; and hazardous wastes shipped off-site. See also TT-12-13, BPA Rail Cars, Carrier Files, Hazardous Materials.</p>	SRMP xD	See Disposition		3yrs	

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Z - ORIGINATING OFFICE

(See Section 800.6 for explanation of KEY terms.)

CHAPTER

BPA
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ENVIRONMENTAL QUALITY

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FILE GUIDE AND RETENTION SCHEDULE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
EQ-14 (cont.)	<p><u>Disposition:</u> Retain in office for 3 years from date of acceptance by initial transporter or for 3 years from date of acceptance at a BPA hazardous waste facility. Then transfer to FRC for 20 years.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>					
EQ-19	<p><u>Environmental Contaminants</u></p> <p>Material relating to the effects and hazards of all types of contaminants. Case file by type.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	AJ	S			S
EQ-20	<p><u>Other Regulatory Actions</u></p> <p>Material relating to actions either on the part of or that affect BPA's programs and activities and that are <u>not</u> addressed elsewhere.</p> <p><u>Disposition:</u> Break file upon completion of actions. Retain in office 3 additional years, then send to FRC. Retain at FRC for 15 years, then offer to NARA in 5-year blocks. Approximately 1 linear foot retained in case file order with an annual accumulation of 1 linear foot.</p> <p><u>AUTHORIZATION:</u> Environmental Protection Agency C/3(10)(F)(2)</p>	AJ	See Disposition			A
				WITHDRAWN		

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See Section B000B for explanation of KEY terms.

BPA RECORDS MANUAL

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TITLE
EXTERNAL ISSUES

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FILE GUIDE AND RETENTION SCHEDULE

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EX-1

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
	<p><u>EXTERNAL ISSUES</u> Material pertaining to the formal and informal relationships between outside interests and BPA, and efforts to keep the public informed. Does not include contracts or customer data or agreements. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition		A+1yr	
EX-11	<p><u>Media/Publications</u> Material detailing approaches and procedures for use with various types of media.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>	ALM PJS SSG	See Disposition		A+1yr	
EX-11-11	<p><u>Audiovisual/Photography</u> Material including still and motion pictures, video and audio recordings, filmstrips, exhibits, posters, and related captions, texts, and identifications. (All video media retained by SSG. "Audiovisual" refers to audio, visual, and audiovisual material unless otherwise specified.)</p>					

KEY

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S - SUPERSEDED/OBsolete

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See Section B00B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
EX-11-11 (cont.)	(a) BPA sponsored official photographs, and mission-related slide sets, filmstrips, original graphic arts, films, video and sound recordings, and related documentation. Includes agency-sponsored media for public distribution or internal training as well as other material not identified below. Approximately 9 linear feet of paper files are stored in the work area. Annual accumulation varies with an average of 2 inches per year. Offer to NARA when obsolete or after 5 years, whichever occurs first.	SSL ALM PJS SSG	5yrs		P	S
	<u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook PRI/8(a)(1)					
	(b) Routine audiovisual productions not related to BPA mission functions.	Z	1 yr or S			S
	<u>AUTHORIZATION:</u> GRS 21/1					
	(c) Audiovisual material acquired from outside sources for entertainment or recreation.	Z	S			S
	<u>AUTHORIZATION:</u> GRS 21/16 21/10; 21/15					
	(d) Personnel and management training audiovisual materials acquired from outside sources.	SPRD	A+1yr			A
	<u>AUTHORIZATION:</u> GRS 21/15 21/9; 21/14					

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See Section B1018 for explanation of KEY terms.

BPA RECORDS MANUAL

CHAPTER

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EXTERNAL ISSUES

FILE GUIDE AND RETENTION SCHEDULE

EX-3

DATE 04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
EX-11-11 (cont.)	(e) Personnel identification photographs for current employees. <u>AUTHORIZATION:</u> GRS 21/2	SSS	5yrs or A			A
	(f) Line and halftone negatives, screen paper prints, and offset lithographic plates used for photo-mechanical reproduction. <u>AUTHORIZATION:</u> GRS 21/11 21/7	SSG	S			S
	(g) Line copies of graphs and charts. <u>AUTHORIZATION:</u> GRS 21/12 21/8	Z	A+1yr or S			S
	(h) Routine surveillance footage and recordings. <u>AUTHORIZATION:</u> GRS 21/17 21/11 ; 21/18	SSS	S			S
	(i) Daily or spot news recordings available to local radio stations on a call-in basis. <u>AUTHORIZATION:</u> GRS 21/50 21/26	SSG	6mos or S			S

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
EX-11-11 (cont.)	(j) Dictation tapes and recordings made exclusively for transcription or notetaking. Disposition: Destroy immediately after use. AUTHORIZATION: GRS 21/41 21/27	Z	See Disposition			
EX-11-12	<u>History/Annual Reports</u> Material reflecting BPA history and including BPA Annual Reports. Approximately 1 1/2 linear feet of paper files are stored in the work area with an accumulation of 1 1/2 inches per year. Offer to NARA in 5-year blocks when 20 years old. AUTHORIZATION: GRS 16/13(c)	ALM SSL	20yrs	WITHDRAWN	P A+1yr	
EX-11-13	<u>Media Contacts</u> Records of current contacts for all media and approximate extent and kind of audience reached by the different news and public affairs media; schedules of news deadlines and style guidelines. AUTHORIZATION: Recommendation of Management	ALM	A+3mos		A+3mos	
EX-11-14	News, Radio, and TV Releases Copies of news releases, scripts of radio and television presentations. (Radio and TV materials are retained by SSC.) Approximately 10 linear feet of paper and audiovisual material	ALM PJS SSC	A+4yrs		P A+1yr	

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B00B for explanation of KEY terms.

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
EX-11-14 (cont.)	is stored in the work areas with a yearly accumulation of 3 linear feet. Offer to NARA when 25 years old.					
	<u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook PRI/1					
EX-11-15	<u>Publications</u> (a) Record copies of finished, BPA-numbered publications. Approximately 10 linear feet of paper files are stored in the work areas with a yearly accumulation of 3 linear feet. Offer to NARA when 25 years old. <u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook OS/8	SSL PJS	A+5yrs		P	A+1yr
	(b) Camera copies of publications.	SSG	S			S
	<u>AUTHORIZATION:</u> GRS 13/1(b).					
EX-11-16	<u>Speeches</u> Copies of speeches by the Administrator and senior officials that affect BPA program activities. Approximately 9 linear feet of paper files are stored in the work area. Annual accumulation varies with an average of 2 inches per year. Offer to NARA when 25 years old. <u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook PRI/1	SSL PJS ALM	A+4yrs		P	A+1yr

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See Section 0008 for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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EX-11-17	<u>Press Clippings</u> Copies of material appearing in the press concerning BPA policies and activities. <u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook PRI/7	ALM	A+2yrs			A
EX-12	<u>Public Involvement</u> Material relating to BPA public involvement activities and procedures. An original Public Record is maintained by the program organization according to the retention period set for its subject classification, unless delegated to ALP (a) Material relating to short-term activities and procedures concerning BPA's effort to involve the public in BPA issues. (b) Material that supports BPA public involvement policy and long-standing procedures which impact the rights of individuals. Approximately 2 linear feet of paper files are stored in the work area with an accumulation of 4 inches per year. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> Recommendation of Management. BPA has a unique and overriding public involvement directive through Public Law 96-501. Records document establishment of substantive policy and procedures.	ALP	A+5yrs	WITHDRAWN		A+1yr
		ALP	A+10yrs	WITHDRAWN	P	A+1yr

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See Section 1001B for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
EX-12 (cont.)	Permanent retention will permit documentation of BPA's efforts to uphold the constitutional rights of citizens for challenge and historical record.					
EX-12-11	<u>Conferences/Symposiums</u> Planning, implementation, and evaluation of BPA sponsored or co-sponsored public conferences or symposiums. Published proceedings assigned BPA publication numbers are retained according to EX-11-15. <u>AUTHORIZATION:</u> DOE 16/12(a)(3)(a)	Z	A+2yrs		8yrs	A
EX-12-12	<u>Commendations/Criticism</u> Unsolicited comments from the public or other organizations on BPA activities including public involvement efforts and programs, and other programs or policies for which a request for comments is not issued. <u>AUTHORIZATION:</u> CRS 14/7	Z	3mos			3mos
EX-12-13	<u>Requests for Public Involvement/Understanding</u> (a) Proposals submitted to BPA by the public requesting BPA resources to further any public involvement process or public understanding of BPA programs and issues. Includes funding requests (for example, intervenor funding), sponsorships, and creation of working committees.	ALP	A+5yrs			A+1yr

KEY

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See Section B0018 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
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EX-12-13	(b) Rejected proposals. <u>AUTHORIZATION:</u> Recommendation of Management	ALP	A+1yr			A+1yr
EX-13	<u>Public Information</u> Material of formally designated information office relating to the creation and dissemination of information designed to help the public or an elected official understand BPA programs and policies. May include confidential information.	AL	5yrs or S		WITHDRAWN	A+1yr
EX-13-11	<u>Educational Activities</u> Material relating to cooperative educational programs and projects with private groups, educational agencies and organizations, and State and other Federal agencies. <u>AUTHORIZATION:</u> Soil Conservation Service (SCS) 260/13	Z	A+3yrs			A
EX-13-12	<u>General Inquiries</u> Requests for information and responses to inquiries that do not reference the Freedom of Information Act (FOIA) and which are not affected by the Privacy Act.	Z	3mos			3mos
	<u>AUTHORIZATION:</u> CRS 14/3 1411					

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See Section B00B for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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			IN OFFICE	BPA		FRC
EX-13-13	<p>FOIA Responses Responses to inquiries that cite the Freedom of Information Act (FOIA). Responses include the original request and a copy of all material sent to the requestor.</p> <p>(a) Responses granting access to requested records; responses to requests for nonexistent records; responses to requests with inadequate descriptions; and requests for which agency reproduction fee is not paid.</p> <p><u>AUTHORIZATION:</u> GRS 14/16(a)(1)&(2) <i>GRS 14/11</i></p> <p>(b) Responses denying, in part or total, access to requested records.</p> <p><u>AUTHORIZATION:</u> GRS 14/16(a)(3) <i>14/11</i></p> <p>(c) Appeals to BPA responses to FOIA requests.</p> <p><u>Disposition:</u> Destroy 4 years after final determination by BPA or 3 years after final adjudication by courts, whichever is later.</p> <p><u>AUTHORIZATION:</u> GRS 14/17(a) <i>14/12a</i></p>	AL	A+lyr	lyr	A+lyr	
		AL	A+lyr	4yrs	A+lyr	
		AL	See Disposition		A+lyr	

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S - SUPERSEDED/OBSOLETE

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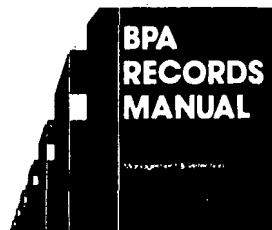
See Section 800B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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			IN OFFICE			
EX-13-14	Public Involvement Reading Room Documents relating to the development, operation, and services of the BPA Public Involvement Reading Room which provides information to the public.	ALP	5yrs or S	WITHDRAWN		A+1yr
	<u>AUTHORIZATION:</u> GRS 14/2 as adapted for FERC					
EX-13-15	<u>Visitors</u> Visitor logs and other documentation of public visits including preparation, itineraries, tour arrangements, and related correspondence.	Z	A+3yrs			A
EX-13-16	<u>Congressional Hearings</u> Provisions for information for decisionmaking regarding policy and issues conducted through congressional hearings including background information, BPA formal testimony, questions and answers, contract data and summary, memorandums of understanding (MoUs), previous and pending correspondence, and biographies.	ALG	A+1yr	4yrs		A+1yr
EX-14	<u>Special Events</u> Material for informational and honorary events, and evaluations of their effectiveness. Includes preparation, publicity, and participation. May include a variety of media.	Z	A+3yrs			A
	<u>AUTHORIZATION:</u> Soil Conservation Service (SCS) 260/15					

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See Section B000B for explanation of KEY terms.



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EX-15	<u>External Relations</u> Material relating to contacts and relationships with units of government and government officials; and other public or private individuals, organizations, or groups. Includes agreements and memorandums of understandings. Does not include contracts or customer files. File alphabetically by name of group or individual. <u>AUTHORIZATION:</u> Recommendation of Management	AL	A+lyr	4yrs		A+lyr
EX-15-11	<u>Foreign</u> Material relating to Governments, organizations, agencies, or individuals based outside the United States. <u>AUTHORIZATION:</u> Recommendation of Management	Z	A+lyr	4yrs		A+lyr
EX-15-12	<u>Federal</u> Material relating to Governmental agencies; branches, or officials of the Federal Government; includes Congressional. File by name or agency, official, or committee. <u>AUTHORIZATION:</u> Recommendation of Management	ALG	A+lyr	4yrs		A+lyr
EX-15-13	<u>State</u> Material relating to agencies or officials of States. File by name of State and name of agency or individual. <u>AUTHORIZATION:</u> Recommendation of Management	ALG	A+lyr	4yrs		A+lyr

KEY

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See Section 800 B for explanation of KEY terms

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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EX-15-14	<u>Municipalities</u> Material relating to agencies or officials of cities. File by name of city and name of agency or individual. <u>AUTHORIZATION:</u> Recommendation of Management	ALG	A+1yr	4yrs		A+1yr
			PENDING			
EX-15-15	<u>Tribal</u> Material relating to agencies or officials of American Indian tribes. File by name of tribe and name of agency or official. <u>AUTHORIZATION:</u> Recommendation of Management	ALG	A+1yr	4yrs		A+1yr
			PENDING			
EX-15-16	<u>Utility Organizations</u> Material relating to utility groups and organizations such as public utility districts, utility cooperatives, private utilities, and direct service industries. Does not include customer files. <u>AUTHORIZATION:</u> Recommendation of Management	Z	A+1yr	4yrs		A+1yr
			PENDING			
EX-15-17	<u>Industries</u> Material relating to direct service industries and other industries. Does not include customer files. <u>AUTHORIZATION:</u> Recommendation of Management	Z	A+1yr	4yrs		A+1yr
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S - SUPERSEDED/OBSOLETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800.8 for explanation of KEY terms

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			IN OFFICE	STORAGE BPA FRC		
EX-15-18	<u>Northwest Power Planning Council</u> <u>AUTHORIZATION:</u> Recommendation of Management	AR	A+1yr	4yrs	PENDING	A+1yr
EX-15-19	<u>Other Councils</u> Material relating to National, regional, and local councils. <u>AUTHORIZATION:</u> Recommendation of Management	A	A+1yr	4yrs		A+1yr
EX-15-20	<u>Public Individuals, Groups, and Organizations</u> Material relating to groups, organizations, and individuals not associated with Federal, State, or local governmental bodies. <u>AUTHORIZATION:</u> Recommendation of Management	Z	A+1yr	4yrs		PENDING

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800B for explanation of KEY terms.

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

FI

FINANCE

Material relating to the accounting and control of assets; corporate risk insurance; capital acquisition, investment, and management of these subjects; financial information; and financial services such as payroll, collections, disbursements, and trust agreements. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.

Disposition:

In accordance with instructions for specific material described by the following related subjects.

FI-11

Journal Vouchers

The monthly registers of BPA's financial transactions.

AUTHORIZATION: GRS 7/2

FI-11-11

Operations Accounting

Material relating to payment for BPA's goods and services.

(a) Purchase orders, receiving reports, and records of obligations & outlays and of material & supply. Records are sent to Plant Investment Section (DSOP) at option for incorporation in FI-12 records series.

AUTHORIZATION: BPA Records Schedule & Files Handbook FM-14

~~(b) Time and attendance cost detail reports~~

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	See Disposition			A+1yr
DSFO	A+1yr	2yrs	3yrs	
DSFO	4yrs			
DSFO	6mos	18mos		

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AUTHORIZATION: GRS 7/1

(c) General ledger reports and detail ledger summary reports.

DSFO

A+1yr

6yrs

A

AUTHORIZATION: BPA Records Schedule & Files Handbook BU-2(a)

FI-11-12

Conservation Accounting

Material relating to payment for certain conservation services. Includes receiving reports, invoices, loan records, and related cost analyses and reconciliations. See also CN-11, Conservation Marketing, and CN-12, Conservation Programs.

DSFO

A+6yrs

PENDING

AUTHORIZATION: FERC-18CFR-125.3/7(b)

FI-12

Plant Accounting

Material relating to the fixed asset charges for allocation of materials, equipment, and use related to electric plant in service. Included are data on capital investment, physical plant, work orders, and costs of specific locations within the transmission system. See "Land" for real property details.

DSOP

See Disposition

A+1yr

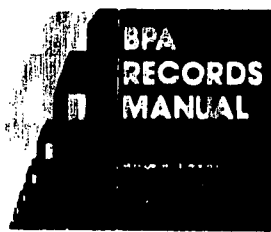
Disposition:

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(cont.)vouchers affecting general ledger accounts and original
Construction Project Authorizations (CPAs).AUTHORIZATION: FERC-18CFR-125.3/39(a)&(b)(b) Computer tape(s) enabling regeneration of FI-12-13(a)
constitute the continuing plant mortality data.AUTHORIZATION: FERC-18CFR-125.2(n)(5)

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FI-13

Property ControlMaterial relating to matters on property accounting, control,
and disposition of personal property owned or leased by BPA.
Personal property is portable, tagged or numbered,
nonexpendable, noninstalled equipment. Includes documents on
lost, damaged, and destroyed property; survey reports; and
financial details supporting the plant accounting activity.
See also SU-14, Materials Management, and SU-16, Supplies
and Equipment.

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FI-13-11

Property Relief CertificatesOriginal copy of Form BPA 31 with unique control numbers.
Used to relieve property custodians of accountability.

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AUTHORIZATION: BPA Records Schedule & Files Handbook PM-2K
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FI-12-11

Plant Record Ledgers

(a) Hard copy ledgers of electric plant accounts including land and other fixed assets of BPA's system showing the cost by FERC class. Includes the property unit summary, the Plant Investment Catalog, and the analyzed work orders. See also ED-13, Work Orders.

AUTHORIZATION: FERC-18CFR-125.3/30(a)

(b) Computer tape(s) enabling regeneration of FI-12-11(a) constitute the continuing plant mortality data.

AUTHORIZATION: FERC-18CFR-125.2(n)(5)

FI-12-12

Plant Construction Records

Details of costs collected in the work orders through construction work-in-progress and supplemental/supporting documents used for analysis, reports, and studies.

AUTHORIZATION: FERC-18CFR-125.3/31

FI-12-13

Depreciation Summaries and Memorandum Adjustments

(a) Hardcopy ledgers listing cost of plant retired by year installed and retired for mortality studies. Computerization of depreciation expense of electric plant includes adjustments to depreciation. Includes journal

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FI-13-12	<u>Board of Survey Reports</u> Original copy of Form BPA 27 with unique control numbers. Used to affix responsibility for lost, damaged, or destroyed property and/or approval disposal and property write-offs. Includes investigation reports and supporting documents. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook PM-13	DSOP	3yrs			1yr
FI-13-13	<u>Custodian Authorization</u> Original copy of Form BPA 1280F. Used to establish and approve designation of BPA employees as property custodians. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook PM-5	DSOP	S			A
FI-13-14	<u>Custodian Account Audits</u> Documents that track procedural compliance reviews, field trip investigations, and account spot-checks (site audits) for personal property custodians. <u>AUTHORIZATION:</u> GBS 6/1(a)	DSOP	A+6yrs			2yrs
FI-13-15	<u>Personal Property Financial Control Reports</u> Monthly subsidiary ledger reports. <u>AUTHORIZATION:</u> FERC-18CFR-125.3/12(b)(1)	DSOP	6yrs			

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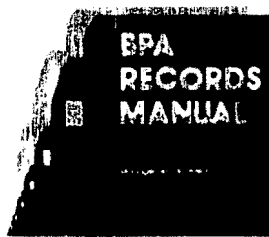
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FI-13-16

Annotated Acquisition Documents

Records of BPA's purchase orders, contracts, plant service requests, receiving reports, and other acquisition documents with annotations to include financial data about capitalized dollars, dates analyzed, serial numbers, and assigned BPA numbers.

AUTHORIZATION: FERC-18CFR-125.3/12(b)(1)

FI-13-17

Personal Property Accounting System Procedures

Operating procedures for users of the automated property system and property management for custodians and Personal Property Managers. See also SU-14-16, Personal Property Policy.

AUTHORIZATION: FERC-18CFR-125.3/9(b)

~~FI-14~~~~Financial Statements~~

~~Material relating to the Federal Columbia River Power System's (FCRPS) financial statements and reports, such as the Program and Financial Summary.~~

~~AUTHORIZATION: BPA Records Schedule & Files Handbook FM-47~~

~~FI-15~~~~Ledgers~~

~~Records showing payment by the Government for goods and services rendered and BPA's assets, liabilities, revenues, and costs.~~

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IR-13	<u>Technical Reviews</u> Material relating to technical reviews of proposed hardware and software systems or system components. Includes such material as requirements and specifications, costs and benefits of proposed systems, and justifications. <u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106	SWR	3yrs	2yrs	3yrs	
IR-14	<u>Automated Systems Security</u> Material relating to security of ADP and related information management systems. Includes such material as authorizations for computer center access, plans and procedures for physical security, and security of data files and records. See also SS-18-13, Computer Security. <u>AUTHORIZATION:</u> Recommendation of Management	SWR	A+2yrs		A	
IR-15	<u>Equipment Technology and Office Automation</u> Material relating to the selection, use, and management of ADP hardware and office automation equipment. Includes material relating to equipment types, configurations, uses, and acquisition recommendations. <u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106	SWR	3yrs	2yrs	3yrs	

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P - PERMANENT
S - SUPERSEDED/OBSOLETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section BIII B for explanation of KEY terms.

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INFORMATION RESOURCES

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PAGE
IR-1

DATE
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
IR	<p><u>INFORMATION RESOURCES</u> Material relating to the development and implementation of policy, standards, and procedures for information management activities. Includes material relating to system software and hardware, computer operations, telecommunications, office automation, and library services. Throughout this subject, "ADP" means "automated data processing." Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition		A	
IR-11	<p><u>Model Coordination</u> Material relating to the coordination of analytical models. May include material relating to intraagency and interagency coordination activities including workshops, reviews, and related data collection activities.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106</p>	SWR	3yrs	2yrs	3yrs	
IR-12	<p><u>Systems Planning</u> Material relating to the preparation, maintenance, and updating of information resources management plans and chargeback systems. Includes material relating to coordinated planning efforts involving BPA and other Federal, State, and local agencies.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106</p>	SWR	3yrs	2yrs	3yrs	

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBsolete

F - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
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See Section 1000 for explanation of RETENTION

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CHAPTER

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FISH AND WILDLIFE

TITLE

PART

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PAGE

PW-15

DATE

04-15-88

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
PW-21-12 (cont.)	<p>(a) Inventory lists</p> <p><u>Disposition:</u> At end of fiscal year in which inventory is superseded, transfer to FRC then destroy at end of 3 years.</p> <p>(b) Inventory cards</p> <p><u>Disposition:</u> At end of fiscal year when tenant vacates property or when property is closed to tenancy or leaves BPA's control, transfer to FRC. Destroy at end of 6 years.</p> <p>(c) Agreements/Leases</p> <p><u>Disposition:</u> At close of fiscal year in which either (1) agreement/lease terminates, lapses, or is cancelled or (2) litigation is concluded (whichever is later), transfer to FRC. Destroy at end of 6 fiscal years.</p> <p><u>AUTHORIZATION:</u> DOE 15/1</p>					
PW-21-13	<p><u>Funding and Management Records</u></p> <p>Includes all material related to O&M funding, such as cost and expense data for administration and operation. Case file by land unit or by facility.</p> <p><u>Disposition:</u> Destroy 3 years after date of last entry.</p> <p><u>AUTHORIZATION:</u> DOE 15/3</p>	PJ				A

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

* FIRST LETTER IN AREA OFFICE ROUTING (I, L, U, W)
2 - ORIGINATING OFFICE

For Section 8000 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
PW-21-11	<p><u>Facility Maintenance</u> Material relating to the operation and preservation of real property, including replacement of equipment and enforcement of O&M agreements. Includes inspections, service and repair records, and other activities to assert, protect, and maintain BPA's interests in land. Case file alphabetically by land unit or by facility.</p> <p>(a) Summary card/ledger records reflecting service and repair.</p> <p><u>Disposition:</u> Transfer to FRC at close of fiscal year in which unit is closed to tenancy or leaves BPA control and destroy at end of 3 years.</p> <p>(b) Inspection, service, and repair records.</p> <p><u>Disposition:</u> Destroy 5 years after maintenance is performed.</p> <p><u>AUTHORIZATION:</u> DOE 15/2</p>	PJ	See Disposition		A	
21-12	<p><u>Agreements and Leases</u> Material relating to policy and procedures for developing and maintaining agreements and leases. Case file agreements/leases and facility inventory records by land unit or facility.</p>	PJ	See Disposition		A	

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 1000 for explanation of KEY terms.

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FISH AND WILDLIFE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
FW-20-12 (cont.)	<p>(c) Construction files including final working drawings, "as built" drawings, shop drawings, repair and alteration drawings, standard drawings, specifications, and related records.</p> <p>(1) Material selected for architectural, historical, and technological significance.</p> <p><u>Disposition:</u> Permanent. Offer to NARA when records are inactive.</p> <p>(2) Material not included in Item 1 above.</p> <p><u>Disposition:</u> Dispose of when no longer needed for administrative purposes.</p> <p><u>AUTHORIZATION:</u> GRS 22/2</p>		WITHDRAWN			
FW-21	<p><u>Real Property Management</u></p> <p>Material relating to the direction and supervision of the operation and maintenance (O&M) of real property. Includes but is not limited to: coordination with other entities; definition of objectives and performance standards; securing operation and maintenance performance; monitoring, evaluating, and reporting operational performance; and meeting administrative requirements. Use tertiary subjects and dispositions below for case files.</p>	PJ				

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A ACTIVE
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* FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z ORIGINATING OFFICE

See Section 800.0 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA	FRC	
PW-20-12 (cont.)	<p>similar habitat, and passage improvements once installed or otherwise permanently placed where BPA <u>does not acquire or hold</u> property interests. Case file by project, land unit, or other appropriate category.</p> <p>(a) Agreements and related material</p> <p><u>Disposition:</u> Destroy 10 years after unconditional release by BPA of conditions or restrictions.</p> <p><u>AUTHORIZATION:</u> GRS 3/2 3/1a</p> <p>(b) Design files including preliminary and presentation drawings.</p> <p>(1) Material selected for architectural, historical, and technological significance.</p> <p><u>Disposition:</u> Permanent. Offer to NARA within five years after completion of project.</p> <p>(2) Material not included under Item 1 above.</p> <p><u>Disposition:</u> Dispose of when no longer needed for administrative purposes.</p> <p><u>AUTHORIZATION:</u> GRS 22/1</p>					

KEY

A - ACTIVE
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S - SUPERSEDED/OBSOLETE1 - FIRST LETTER IN AREA OFFICE ROUTING (I, T, U, W)
2 - ORIGINATING OFFICE

Case files bear BPA file number and explanation of key letters.

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FISH AND WILDLIFE

PART

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			IN OFFICE	STORAGE BPA	FRC	
FW-20-11 (cont.)	<p>(2) Material not included in Item 1 above.</p> <p><u>Disposition:</u> Dispose of when no longer needed for administrative purposes.</p> <p><u>AUTHORIZATION:</u> GRS 22/2</p> <p>(c) Abstracts and certificates of title</p> <p><u>Disposition:</u> Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.</p> <p><u>AUTHORIZATION:</u> GRS 9/2 3/16</p> <p>(d) All other material</p> <p><u>Disposition:</u> Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p><u>AUTHORIZATION:</u> GRS 3/2 3/1a</p>			WITHDRAWN		
FW-20-12	<p><u>Class II Real Property</u></p> <p>Agreements and other material related to funding of vegetation, rip-rap, boulders, gravel, berms, weirs, gabions, gravel recruitment structures, flow deflectors, structures for stream pooling, fencing, culverts, and</p>	PJ	See Disposition			A

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(See Section 1000 for explanation of KEY terms.)

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA	FRC	
PW 20-11 (cont.)	(a) Design files including preliminary and presentation drawings. (1) Material selected for architectural, historical, and technological significance. <u>Disposition:</u> Permanent. Offer to NARA within five years after completion of project. (2) Material not included under Item 1 above. <u>Disposition:</u> Dispose of when no longer needed for administrative purposes. <u>AUTHORIZATION:</u> GRS 22/1		WITHDRAWN			
	(b) Construction files including final working drawings, "as built" drawings, shop drawings, repair and alteration drawings, standard drawings, specifications, and related records. (1) Material selected for architectural, historical, and technological significance. <u>Disposition:</u> Permanent. Offer to NARA when records are inactive.					

KEY

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See Section 1001B for explanation of KEY terms.

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
FW-19-20	<u>Hatcheries</u>	PJ	See FW-19	Disposition		
FW-19-21	<u>Diets/Foods</u>	PJ	See FW-19	Disposition		
FW-19-22	<u>Fish Kills</u>	PJ	See FW-19	Disposition		
FW-19-23	<u>Diseases</u>	PJ	See FW-19	Disposition		
FW-19-24	<u>Fish Species</u>	PJ	See FW-19	Disposition		
FW-19-25	<u>Surveys and Census</u>	PJ	See FW-19	Disposition		
FW-19-26	<u>Statistics</u>	PJ	See FW-19	Disposition		
FW-20	<u>Real Property Acquisition and Construction</u>	PJ				
	Material relating to the acquisition of real property and the construction of fish and wildlife related facilities. Use the following tertiary subjects and dispositions.					
FW-20-11	<u>Class I Real Property</u> Material relating to land and improvements to land, such as fish propagation facilities, fish ladders, fish screens, and trap-and-haul facilities. Includes appraisals, title search documents, titles, easements, leases, permits, rights-of-way, cost share agreements, and related material. Case file by land unit and/or facility.	PJ	See Disposition		A	

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Z - ORIGINATING OFFICE

See Section 800.0 for explanation of RET codes.

U.S. DEPARTMENT OF ENERGY BUREAU OF FISH AND WILDLIFE ADMINISTRATION

BPA 1845 NOV 1987

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
PW-19	<u>Fish and Fisheries</u> Material relating to the identification, evaluation, control, management, and ecology of fish species and habitats. Use the following tertiary subjects. Case file specific projects at PW-17. (a) Correspondence (b) All other material <u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/75	PJ				
			3yrs			3yrs
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PW-19-11	<u>Habitat</u>	PJ	See FW-19	Disposition		
PW-19-12	<u>Passage</u>	PJ	See FW-19	Disposition		
PW-19-13	<u>Migration</u>	PJ	See FW-19	Disposition		
PW-19-14	<u>Transportation</u>	PJ	See FW-19	Disposition		
PW-19-15	<u>Distribution</u>	PJ	See FW-19	Disposition		
PW-19-16	<u>Requirements</u>	PJ	See FW-19	Disposition		
PW-19-17	<u>Population Management</u>	PJ	See FW-19	Disposition		
PW-19-18	<u>Tagging</u>	PJ	See FW-19	Disposition		
PW-19-19	<u>Physiology</u>	PJ	See FW-19	Disposition		

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See Section 800B for explanation of KEY terms.

BPA RECORDS MANUAL

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
FW-17-14	<u>Proposals</u>	PJ	See FW-17-11	Disposition		
FW-17-15	<u>Approvals</u>	PJ	See FW-17-11	Disposition		
FW-17-16	<u>Evaluations</u>	PJ	See FW-17-11	Disposition		
FW-18	<u>Wildlife</u> Material relating to the identification, evaluation, control, management, and ecology of wildlife species and habitats. Included are records relating to diseases, effects of drainage, pollutants, food and cover requirements. Case file specific facility/geographic projects at FW-17. (a) Correspondence (b) All other material <u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/75	PJ	3yrs S			3yrs S
FW-18-11	<u>Wildlife Species</u>	PJ	See FW-18	Disposition		
FW-18-12	<u>Upland Habitat</u>	PJ	See FW-18	Disposition		
FW-18-13	<u>Wetland Habitat</u>	PJ	See FW-18	Disposition		
FW-18-14	<u>Rare and Endangered Species</u> Material relating to identification, control, management, and ecology of fauna and flora.	PJ	See FW-18	Disposition		

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* See Section B0010 for explanation of KEY terms.

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FISH AND WILDLIFE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
FW-17 (cont.)	<p>(1) Material selected for architectural, historical, and technological significance.</p> <p><u>Disposition:</u> Permanent. Offer to NARA when records are inactive.</p> <p>(2) Material not included in Item 1 above.</p> <p><u>Disposition:</u> Dispose of when no longer needed for administrative purposes.</p> <p><u>AUTHORIZATION:</u> GRS 81/2</p>					
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KEY

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See Section 8000 for explanation of KEY terms.

U.S. DEPARTMENT OF ENERGY BUREAU OF ENERGY ADMINISTRATION

BPA 1045 NOV 1987

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FISH AND WILDLIFE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
PW 17	<p><u>Projects/Studies</u> Material relating to projects and studies including contract documents, evaluations, accounting records, bills, reports, loss assessments, mitigation plans, implementation material and environmental documents. Case file numerically by project number. Use the following tertiary subjects.</p> <p>(a) Design files including preliminary and presentation drawings.</p> <p>(1) Material selected for architectural, historical, and technological significance.</p> <p><u>Disposition:</u> Permanent. Offer to NARA within five years after completion of project.</p> <p>(2) Material not included under Item 1 above.</p> <p><u>Disposition:</u> Dispose of when no longer needed for administrative purposes.</p> <p><u>AUTHORIZATION:</u> GRS 22/1</p> <p>(b) Construction files including final working drawings, "as built" drawings, shop drawings, repair and alteration drawings, standard drawings, specifications, and related records.</p>	DJ	See Disposition	WITHDRAWN		A

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A ACTIVE
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See Section 1000 for explanation of KEY terms.

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P FILE GUIDE AND RETENTION SCHEDULE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
FW-14-11	<u>Management System</u> Material relating to funding and equipment for water budget managers. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	2yrs		5yrs	S
FW-15	<u>Research and Monitoring</u> Policy material. File specific research material at FW-17. (a) Correspondence (b) All other material <u>AUTHORIZATION:</u> Recommendation of Management	PJ	3yrs	PENDING		3yrs
			S			S
FW-16	<u>Consultants</u> Material relating to consultants and consulting. File project/study material at FW-17. (a) Correspondence (b) All other material <u>AUTHORIZATION:</u> Recommendation of Management	PJ	3yrs	PENDING		3yrs
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See Section 800B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
FW-13 (cont.)	(a) Correspondence (b) All other material <u>AUTHORIZATION:</u> Recommendation of Management		3yrs S			3yrs S
FW-13-11	<u>Mitigation Accounting</u>	PJ	See FW-13	Disposition		
FW-13-12	<u>Fish Mitigation</u>	PJ	See FW-13	Disposition		
FW-13-13	<u>Wildlife Mitigation</u>	PJ	See FW-13	Disposition		
FW-13-14	<u>Possible Liabilities</u> Material relating to protection, mitigation, and enhancement actions.	PJ	See FW-13	Disposition		
FW-13-15	<u>Protected Northwest Streams</u> Listing of streams	PJ	See FW-13	Disposition		
FW-13-16	<u>Pacific Northwest River Studies</u>	PJ	See FW-13	Disposition		
FW-14	<u>Water Budget</u> Material relating to streamflows for fish and wildlife benefit. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	2yrs		5yrs	S

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* 2000-2001 Survey of 1000s for explanation of H1 & H2.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
FW-11-12	<u>Amendments</u> Amendments to BPA's Fish and Wildlife Program and supporting material. Case file by amendment number. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	S+2yrs	5yrs	S	
FW-12	<u>Fish and Wildlife Compensation</u> Material relating to compensation for fish and wildlife losses. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	S+2yrs	5yrs	S	
FW-12-11	<u>BPA Compensation Plan and Policy</u> <u>AUTHORIZATION:</u> Recommendation of Management	PJ	S+2yrs	5yrs	S	
FW-12-12	<u>Lower Snake River Compensation Plan</u> <u>AUTHORIZATION:</u> Recommendation of Management	PJ	S+2yrs	5yrs	S	
FW-13	<u>Protection/Mitigation/Enhancement</u> Material relating to the protection, mitigation, and enhancement of fish and wildlife species and habitats. Use the following tertiary subjects. Case file specific project material at FW-17, Projects/Studies; acquisition and construction material at FW-20, Real Property Acquisition and Construction; and property management material at FW-21, Real Property Management.	PJ				

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See Section B0018 for explanation of KEY terms.

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
FW	<p><u>FISH AND WILDLIFE</u> Material relating to fish and wildlife resources, policies, and issues. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management All retentions in this series that are by "Recommendation of Management" are justified as follows: (a) to document requirements of the Pacific Northwest Power Planning and Conservation Act, Public Law 96-501, 94 Statute 2697-2736 and the 1984 Columbia River Basin Fish and Wildlife Program (as amended); and (b) and because of potential challenge of contracts and land acquisition.</p>		See Disposition		A+1yr	
FW-11	<p><u>BPA Fish and Wildlife Program</u> Case file by Northwest Power Planning Council's Plan sections. File Council's Fish and Wildlife Program under the primary subject "External Issues."</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	PJ	S+2yrs	5yrs	S	
FW-11-11	<p><u>Implementation Work Plans</u> Work plans and background material, case filed by year.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	PJ	S+2yrs	5yrs	S	

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KEY

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See Section 800.6 for explanation of KEY terms.

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FINANCE

PART

FILE GUIDE AND RETENTION SCHEDULE

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
FI-28	<p><u>Revenue Requirements</u> Material relating to total costs which BPA must recover through its rates, such as interest, amortization, and operating expenses. See also PM-13-13, Wholesale Power Rate; PM-13-14, Transmission Power Rate; and PM-16, Rate Filings and Hearings.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRFR	A+5yrs	PENDING	A	
FI-29	<p><u>Repayment</u> Material relating to BPA's methods, practices, and balances owed the U.S. Treasury to repay the Government for its investment in the Federal Columbia River Power System (FCRPS). Includes repayment policy formulation and studies, adequacy of proposed rates pursuant to FERC regulations, alternative repayment methodologies, and interest and amortization payment studies on the effects of program or policy changes on revenue requirements. See also PM-13-13, Wholesale Power Rate; PM-13-14, Transmission Power Rate; and PM-16, Rate Filings and Hearings.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	DRFR	A+5yrs		PENDING	A

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FI-26-17	<u>PMIS Change Control</u> Material relating to requests for PMIS changes, new segment values, system development, and system enhancements as recorded on form BPA 1827 or 1827A. <u>AUTHORIZATION:</u> Recommendation of Management. See FI-26.	DSFD	A	2yrs	A	
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FI-27	<u>Average System Cost</u> Material relating to the Residential Purchase and Sale Agreement (RPSA) and the Exchange Transmission Credit Agreement (ETCA). Includes records about utility rate-change proceedings and Record of Decision (ROD) signed by the BPA Administrator. Average system cost (ASC) methodology documents (as outlined in 18 CFR 301) constitute a highly specialized exhibit to contracts with BPA's customers. (Hardcopy documents are microfilmed and destroyed 90 days after completion of the microfilm quality check. The microfilm constitutes the official record.) <u>AUTHORIZATION:</u> PERC-18CFR-125.3/7(b)	DRE	A+6yrs		A	
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FI-27-11	<u>Residential Exchange Invoicing</u> Material relating to BPA's Residential Exchange Program. Includes original load audits, revised Exhibit C to Appendix I of Residential Purchase and Sale Agreement (RPSA) and Exchange Transmission Credit Agreement (ETCA) contracts, and supporting documents. See also PM-11-14, Contracts, Original and Master Authenticated, and FI-17, Vouchers.	DREF	A+1yr	5yrs	A	
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AUTHORIZATION: PERC-18CFR-125.3/7(b)

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FI-26-14	<u>PACS Front End</u> Material relating to the "front end" portion of the Planning, Accounting, and Control System (PACS), including: change control procedures; segment value and other tables; Detail Ledger, Front-End, and FTE reports; report distribution and processing programs; data and parameter files; reformatter; data conversion; and special year-end procedures. <u>AUTHORIZATION:</u> Recommendation of Management. See FI-26.	DSFD	A	2yrs WITHDRAWN		A
FI-26-15	<u>PACS General Ledger</u> Material relating to development and implementation of the "general ledger" portion of the Planning, Accounting, and Control System (PACS), including: the Walker GL accounts; metaset; management and Walker control reports; budget system; budget entry; forecast <u>versus</u> actual reports; and organizational and program hierarchies. <u>AUTHORIZATION:</u> Recommendation of Management. See FI-26.	DSFD	A	2yrs WITHDRAWN		A
FI-26-16	<u>ADP Resource Management Reporting System</u> Material relating to development of the subsidiary ledger system to the PACS system, including EDS status reports, task orders, and submittal calls with instructions to IMAG members. <u>AUTHORIZATION:</u> Recommendation of Management. See FI-26.	Z	A	2yrs WITHDRAWN		A

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~~cycle. The review cycle is based on general business practices and BPA management's experience with integrated database systems and the life cycle of automated hardware and software.~~

FI-26-11

FMIS Accounts Payable

Material relating to development and installation of the Walker Accounts Payable and Purchase Order system that supports the invoice approval and processing requirements of BPA's general vouchering activity.

AUTHORIZATION: Recommendation of Management. See FI-26.

FI-26-12

FMIS Internal Controls

Material relating to establishing standards for performing assessments, implementing improvements, and providing internal and external reports related to internal control responsibilities and activities of the Office of Financial Management. Includes requests for FMIS changes, new segment values, system development, and system enhancements.

AUTHORIZATION: Recommendation of Management. See FI-26.

FI-26-13

FMIS A-127

Material relating to the establishment of FMIS objectives and standards, implementation directives, and related review and assessment reports as directed by OMB Circular A-127.

AUTHORIZATION: Recommendation of Management. See FI-26.

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FI-24-11

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Risk Identification

Documents that track BPA's analysis of its exposure to loss and available alternatives, including direct exposure and exposure acquired through contracts and agreements.

AUTHORIZATION: FERC-18CFR-125.3/20(a)

Cost Analyses

Material relating to the allocation and distribution of BPA's overheads and cost pools and to the rates associated with the overheads and cost pools. See FI-12 for continuing plant mortality data.

AUTHORIZATION: FERC-18CFR-125.3/31(f)

FI-25

Financial Management Information System

Material relating to all financial information for the Financial Management Information System (FMIS). Includes manual and automated accounting; managerial, budgetary, and program management information processing; and reporting. See IR-23, Computer Applications, for technical ADP development material.

AUTHORIZATION: Recommendation of Management

The retention period for the FI-26 series (including its tertiary subjects) is justified as follows:

The Financial Management Information System (FMIS) was developed with major review points at 10-year intervals.

The active life of the materials will be the 10-year

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FI-23	<u>Revenue and Receipts</u> Material relating to data on BPA's revenues and receipts from all sources; also, material relating to issues about general procedures and practices related to BPA's billings to customers for power, residential exchange, and related services. Includes contract compliance, timely processing of payments, penalty charges, and interest charges. See also PM-11-19, Billings.	DSOG	A+1yr	2yrs	21yrs	A
<u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook PM-1(h)						
FI-24	<u>Risk Management</u> (a) Material relating to all aspects of risk management as it relates to BPA's internal matters. 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. <u>AUTHORIZATION:</u> FERC-18CFR-125.3/20(a) (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. <u>AUTHORIZATION:</u> FERC-18CFR-125.3/20(c)	DRPA DRPA	A 3yrs	 3yrs	 3yrs	A 3yrs

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FI-21-12
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(b) Other related documents except those specified in (c).

AUTHORIZATION: FERC-18CFR-125.3/58(a)&(b)

(c) Material relating to financial planning for BPA's borrowing of funds from the U.S. Treasury for work and services provided by BPA. See also BU-14-15, Associated Agencies' Resource Requirements.

AUTHORIZATION: FERC-18CFR-125.3/7(a)

FI-21-13

Cash Flow

Material relating to projections and historical data about BPA's cash position.

AUTHORIZATION: FERC-18CFR-125.3/61(a)

FI-22

Credit Management

Material relating to BPA's debt management and collection activities.

(a) Collection documents

AUTHORIZATION: FERC-18CFR-125.3/12(b)(2)

(b) Other related documents

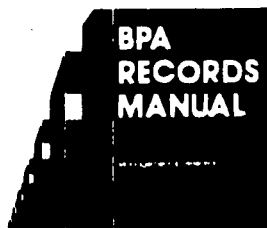
AUTHORIZATION: BPA Records Schedule & Files Handbook FM-48

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FI-20-14

Reimbursements

Material relating to financial planning for reimbursements received by BPA from outside entities for work and services provided by BPA.

AUTHORIZATION: FERC-18CFR-125.3/7(a)

FI-21

Cash Management

Material relating to overall BPA cash concerns, including short-term forecasting and dealings with the U.S. Treasury.

AUTHORIZATION: FERC-18CFR-125.3/58(a)&(b)

FI-21-11

Banking

Material relating to BPA's banking, lockboxes, and wire transfer arrangements.

AUTHORIZATION: FERC-18CFR-125.3/59(c)

FI-21-12

Treasury Borrowing

Material relating to BPA's investment policies and to the sale of BPA bonds and notes to the U.S. Treasury for the purpose of funding BPA's capital programs.

(a) Bonds and their background data

AUTHORIZATION: FERC-18CFR-356.11/6

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FI-19-22	<u>Insurance Deductions</u> Material relating to health insurance deductions. Includes reports, vouchers, and schedules. <u>AUTHORIZATION:</u> GRS 7/77 2/20	DSDP	3yrs			
FI-20	<u>Non-Treasury Financing</u> Material relating to non-Treasury sources of credit, funds, or other-than-traditional (alternative) sources of funds for work and services provided by BPA. (Traditional sources of funds are Treasury borrowing (FI-21-12); reimbursements from outside entities (FI-20-14); and revenues from power sales and wheeling agreements (FI-23).) <u>AUTHORIZATION:</u> FERC-18CFR-125.3/7(a)	DRPA	A+3yrs		3yrs	A+1yr
FI-20-11	<u>Non-Treasury Financing Negotiations</u> Material relating to development of BPA's financing contracts. <u>AUTHORIZATION:</u> FERC-18CFR-125.3/7(a)	DR	A+3yrs		3yrs	
FI-20-12	<u>Non-Treasury Financing Implementation</u> Material accounting for BPA's financing contracts with sources other than the U.S. Treasury. <u>AUTHORIZATION:</u> FERC-18CFR-125.3/7(a)	DR	A+3yrs		3yrs	

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FI-19-18	<u>Payroll Schedules</u> Material relating to schedules used in the payroll process. Includes U.S. Treasury and non-Treasury schedules. <u>AUTHORIZATION:</u> GRS 2/16(a)	DSDP	3yrs			
FI-19-19	<u>Payroll Administration Reports</u> Material relating to statistical and narrative reports about payroll operations and pay. <u>AUTHORIZATION:</u> GRS 2/17(b)	DSDP	3yrs			
FI-19-20	<u>Taxes</u> Material relating to withheld Federal taxes, such as Internal Revenue Service Form W-3. Includes reports relating to income and Social Security taxes. <u>AUTHORIZATION:</u> GRS 2/18(b)&(c)	DSDP	4yrs			
FI-19-21	<u>Retirements</u> Material relating to employees' accrual of retirement credit. Includes reports, registers, and control documents. <u>AUTHORIZATION:</u> GRS 2/21(a) 2/19a	DSDP	3yrs			

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19-13	<u>Bond Purchases</u> Material relating to deposits and purchases of U.S. savings bonds. <u>AUTHORIZATION:</u> GRS 2/7	DSDP	3yrs			
FI-19-14	<u>Payroll Processing</u> Material relating to payrolls, check lists, earnings and leave reports, and related certification sheets. <u>AUTHORIZATION:</u> GRS 2/13(b)(1)	DSDP	1yr	2yrs		
FI-19-15	<u>Payroll Processing Final Edit</u> Comparative report of time-and-attendance data and payroll master record for DOE's Payroll and Personnel System (PAY/PERS). <u>AUTHORIZATION:</u> GRS 2/3(a)	DSDP	3yrs			
FI-19-16	<u>Payroll Control Registers</u> Material relating to control totals and values used for payroll balancing and reporting. <u>AUTHORIZATION:</u> GRS 2/14	DSDP	3yrs			
FI-19-17	<u>Payroll Changes</u> Payroll adjustments. <u>AUTHORIZATION:</u> GRS 2/15(a)	DSDP	3yrs			

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FI-19

Payroll Operations

Material relating to salary disbursements to BPA employees for personal services performed for BPA. See also PE-30, Pay Administration.

Disposition: In accordance with instructions for specific material described by the following related subjects.

FI-19-11

Individual Accounts

Material relating to employee earnings, deductions, and leave by pay period, quarter, and pay year.

Disposition: Transfer at end of each pay year to National Personnel Records Center, St. Louis, MO. Destroy 56 years after date of last entry.

AUTHORIZATION: GRS 2/1

FI-19-12

Employee Payroll Folders

Material relating to each employee, including personnel actions (SF-50s), W-4s, voluntary deduction authorizations, garnishment authorizations, and special leave authorizations.

AUTHORIZATION: GRS 2/4(a)(2)&(b)(2), 8(b), 10(b), 11(a), 18(a), and 23.

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1-18-11	<u>TSA Supporting Documents</u>					
	(a) The prescribed form, such as SF 71, used to record leave used by the employee, except as specified below. <u>AUTHORIZATION:</u> GRS 2/8(b)	Z	3yrs			
	(b) The document used to approve and record <u>advanced</u> sick leave (Form BPA 543), <u>advanced</u> annual leave (SF 71), and <u>extended</u> (over 80 hours) leave without pay (SF 50). <u>AUTHORIZATION:</u> GRS 2/8(b)	DSDP	3yrs			1yr
	(c) The document, such as SF-71, used to authorize the use of sick or annual leave or compensatory time in the pay period immediately before termination of employment. <u>AUTHORIZATION:</u> GRS 2/8(b)	DSDP	3yrs			1yr
	(d) Time Books, sign-in/sign-out sheets, credit hour logs, and other documents that record employees' attendance (hours of work), including flexitime/flexischedule documents. <u>AUTHORIZATION:</u> GRS 2/3(b)	Z	3yrs			

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FI-15 (cont.)	(a) General ledgers <u>AUTHORIZATION:</u> FERC-18CFR-125.3/10(a)(1)	DSOG	2yrs	3yrs	45yrs	A
	(b) Subsidiary ledgers <i>BPA Records Schedule + Files Handbook FM-2</i> <u>AUTHORIZATION:</u> FERC-18CFR-125.3/10(a)(1)(2)	DSOG	2yrs	1yr	4yrs	A
FI-16	<u>Treasury Schedules</u> Records showing checks authorized by BPA to be issued by the U.S. Treasury as payment for specific vouchers. See also FI-19-18, Payroll Schedules, and FI-21-13, Cash Flow. <u>AUTHORIZATION:</u> FERC-18CFR-125.3/14(a)	DSDG DSDT	1yr	1yr	4yrs	A
-17	<u>Vouchers</u> Records that authorize expenditures and that convey entries to the general ledger. See also LA-13, Title and Payment, LA-15, Maintenance Trees, and SU-12, Routine Procurements. <u>AUTHORIZATION:</u> FERC-18CFR-125.3/15	DSDG	1yr	1yr	4yrs	A
FI-18	<u>Time and Attendance Reporting</u> The prescribed document (BPA 1718/M) that records the hours of work and leave (time and attendance, or T&A) for each BPA employee. See also PE-32, Attendance and Leave. <u>AUTHORIZATION:</u> CRS 2/3(a)(1)&(2)	DSDP	2mos	34mos	6mos	

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IR-16	<p><u>Telecommunications</u> Material relating to request for and assignment of radio frequencies, use, and restriction; use of commercial cable, teletype, telex, and similar services; use of the Federal Telephone System (FTS) and commercial telephone service; facsimile and other electronic communications equipment; directory listings; and electronic transmission of text or data originating from ADP (including word processing) equipment. See also SS-12, Mail Services.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/111</p> <p>(a) Logs of long distance telephone calls kept by some originating organizations for certifying bills. See also FI-17, Vouchers.</p> <p><u>AUTHORIZATION:</u> GRS 12/3(a)</p> <p>(b) Material other than logs relating to a specific telecommunication function, activity, person, organization, location, or project. Case file by name or number.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/111</p>	SWH SSTC	A			A
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IR-17	<p><u>Database Management</u> Material relating to establishing and managing resource and management information in organized databases. Includes material relating to the storage of automated data and the retrieval and use of such data using automated database management techniques. Case file material for a specific database, program, or other management aspect, as needed.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106 & GRS 20</p>	SWS	3yrs	2yrs		3yrs
IR-18	<p><u>Software Development</u> Material relating to the development, maintenance, and use of ADP software (computer programs). Includes material relating to the design and programming of automated systems and the use and applicability of ADP software.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106</p>	SWS	3yrs	2yrs		3yrs
IR-19	<p><u>Computer Operations</u> Material relating to the operation of ADP and associated equipment. Includes standard operating procedures, recommended maintenance schedules, and vendor training in equipment operation and maintenance. Also includes records of maintenance performed on ADP (including telecommunications) equipment.</p> <p><u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106</p>	SWH	3yrs	2yrs		3yrs

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800.8 for explanation of KEY terms.

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INFORMATION RESOURCES

FILE GUIDE AND RETENTION SCHEDULE

IR-5

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
IR-20	<u>Computer Center</u> See tertiary subjects below.	SWH				3yrs
IR-20-11	<u>Operations</u> Material relating to BPA's computer center's operations and services. <u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106	SWH	3yrs	2yrs		3yrs
IR-20-12	<u>Liaison</u> Material relating to operation of non-BPA computer centers, such as those operated by the Department of Energy, other Federal agencies, State agencies, and universities. Includes material relating to equipment, operating systems, access procedures, fee schedules, and training material specifically related to an individual computer center. <u>AUTHORIZATION:</u> Soil Conservation Service (SCS) CRS/106	SWH	3yrs	2yrs		3yrs
IR-21	<u>Computer Assistance</u> Material relating to BPA's computer-related Information Center's operations and services. <u>AUTHORIZATION:</u> Recommendation of Management	SWH	3yrs	2yrs		3yrs

KEY

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See Section 1000B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
IR-22	<u>Resource Proposals</u> Requests for computer-related hardware and for software applications. Includes all documentation for data processing, word processing, office automation, and telecommunication requests. Case file by organization, equipment, or program. <u>AUTHORIZATION:</u> Recommendation of Management	SWR	A	2yrs	A	
IR-23	<u>Computer Applications</u> Material relating to all computer applications. Includes the planning, budgeting, development, maintenance, operation and management of each application. NOTE: Office of Record is often SWS. <u>AUTHORIZATION:</u> Recommendation of Management	Z	3yrs	2yrs	3yrs	
IR-24	<u>ADP Coordination</u> Material relating to providing coordinated ADP services. NOTE: Office of record is often SWS. <u>AUTHORIZATION:</u> Recommendation of Management	Z	3yrs	2yrs	3yrs	
IR-25	<u>Library Services</u> Material relating to the ordering of any publication. <u>AUTHORIZATION:</u> Recommendation of Management	SSL	A		S	

KEY

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See Section 800.11 for explanation of KEY letters.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
LA	<p><u>LAND</u> Material relating to the appraisal, condemnation, and acquisition of land or rights and to permits and agreements relating to the use of land. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition			A+1yr
LA-11	<p><u>General Project Management</u> Material relating to general project management, project plans, and estimates.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MMLA	S			A
LA-11-11	<p><u>Project Plans</u> Material relating to broad project plans and negotiations covering multiple segments of a transmission line project.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MMLA	S			A
LA-11-12	<p><u>Project Estimates</u> Estimates prepared on a project basis showing the anticipated cost of land acquisition.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MMLA	S			A

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S - SUPERSEDED/ OBSOLETE

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See Section 800.8 for explanation of KEY terms

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
LA-12	<u>Appraisal</u> Material relating to the appraisal of unacquired land rights. See LA-14, Land Acquisition, for approved original report. <u>AUTHORIZATION:</u> Recommendation of Management	MMLA	S	PENDING	A	
LA-13	<u>Title and Payment</u> Material relating to general title and payment for land. <u>AUTHORIZATION:</u> Recommendation of Management	MMLA	S		PENDING	A
LA-13-11	<u>Real Property Title</u> Material relating to the title to land. <u>AUTHORIZATION:</u> Recommendation of Management	MMLA	S		PENDING	A
LA-13-12	<u>Real Property Payment</u> Material relating to payment for land. See also FI-17, Vouchers. <u>AUTHORIZATION:</u> Recommendation of Management	MMLA	S		PENDING	A
LA-14	<u>Land Acquisition</u> Case files pertaining to land acquisition for transmission line facilities. Includes original legal conveyance instruments, title policies, General Counsel's final opinion, appraisals, and related data. A microfilm copy of the records is maintained in the Office of Record for its	MMLA	See Disposition		A	

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S - SUPERSEDED/OBSOLETEX - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
LA-14 (cont.)	<p>convenience on an as needed basis not to exceed the official retention period.</p> <p><u>Disposition:</u> Maintain hardcopy records at BPA during the acquisition process. At the conclusion of the acquisition process, records are microfilmed. Hardcopy and archival microfilm are sent to the Federal Records Center (FRC) for contingent retention. FRC retains documents as long as BPA retains use of the land. When land is transferred away from BPA's use, certain appropriate documents are transferred to the new owner. Residual documents are retained at FRC. BPA reviews residual records held by FRC 10 years after transfer of property.</p> <p><u>AUTHORIZATION:</u> NARS letter dated July 26, 1983. <i>GAS 3/14/86</i></p>					
LA-15	<p><u>Maintenance Trees</u> Material relating to the acquisition of operations and maintenance "danger" trees, including vouchers. See also FI-17, Vouchers.</p> <p><u>AUTHORIZATION:</u> FERC-18CFR-125.3/15</p>	MMLA	1yr	1yr	4yrs	A
LA-16	<p><u>Disposal and Release of Easement</u> Material related to BPA and GSA policies and procedures about the disposal of land and land rights no longer needed for BPA transmission facilities.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MMLA	S			A

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Z - ORIGINATING OFFICE

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
LA-16-11	<u>Disposal</u> Material related to the disposal of land and land rights no longer needed for BPA transmission facilities. Portions of these records are merged into LA-14, Land Acquisition, at the conclusion of the disposal process. <u>AUTHORIZATION:</u> NARS letter dated July 26, 1983	MMLA	See LA-14	Disposition	A	
LA-16-12	<u>Release of Easements</u> Material documenting release of real property. Portions of these records are merged into LA-14, Land Acquisition, at the conclusion of the release process. <u>AUTHORIZATION:</u> NARS letter dated July 26, 1983	MMLA	See LA-14	Disposition	A	
LA-17	<u>Land Management</u> Material relating to rights granted others to use BPA lands held in fee or easement. <u>Disposition:</u> Maintain hardcopy records at BPA during the acquisition process. At the conclusion of the acquisition process, records are microfilmed. Hardcopy and archival microfilm are sent to the Federal Records Center (FRC) for contingent retention. FRC retains documents as long as BPA retains use of the land. When land is transferred away from BPA's use, certain appropriate documents are transferred to the new owner. Residual documents are retained at FRC. BPA	MMLA	See Disposition		A	

KEY

A - ACTIVE
P - PERM.
S - SUPER
O - OBSOLETE

* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800.8 for explanation of P, L, and O.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
LA-17 (cont.)	reviews residual records held by PRC 10 years after transfer of property.					
	AUTHORIZATION: NARS letter dated July 26, 1983. GAS 3/16-6					
LA-17-11	<u>Outgrants</u> Material relating to land use agreements about permission to use rights-of-way.	MMLA	See LA-17	Disposition	A	
	<u>AUTHORIZATION:</u> NARS letter dated July 26, 1983					
LA-17-12	<u>Leases</u> Material relating to outleases of BPA real estate.	MMLA	See LA-17	Disposition	A	
	<u>AUTHORIZATION:</u> NARS letter dated July 26, 1983					
LA-17-13	<u>Land Trust Agreements</u> Material relating to record copy of trust agreements.	MMLA	See LA-17	Disposition	A	
	<u>AUTHORIZATION:</u> NARS letter dated July 26, 1983					

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See Section B0004 for explanation of KEY terms.



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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
				BPA	FRC	
LW	<u>LAW</u> Material relating to interpretation of law, litigation, legislation, and related activities. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition. <u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.		See Disposition			A+lyr
LW-11	<u>Legal Services</u> Interpretations of law and related analyses and recommendations as they pertain to BPA programs and Offices. (a) Cases determined by DOE to have a significant effect on a statute, regulation, or rule; or having attracted intense public interest. Case filed by program or Office. Approximately 150 linear feet of paper files are stored off-site and approximately 45 linear feet are stored in the work area with a yearly accumulation of 20 linear feet. Material is organized by case title. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> DOE 26/9(a)&(b) (b) Other cases. <u>AUTHORIZATION:</u> DOE 26/9(c)	AP	A+lyr	5yrs WITHDRAWN	P	A+lyr
		AP	A+lyr	5yrs WITHDRAWN	4yrs	A+lyr

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YA - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
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For Section 8000 for explanation of FILE CODES.



FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE	
			OFFICE OF RECORD				
			IN OFFICE	STORAGE			
				BPA	FRC		
LW-12	<u>Litigation</u> Legal action or process reflecting all aspects of litigation proceedings and documenting General Counsel actions taken in protecting the interest of BPA and the Federal government. Filed alphabetically by name of action. <u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.	AP	See Disposition				
LW-12-11	<u>BPA</u> Litigation in which BPA is a party. (a) Cases determined by DOE to have a significant effect on a statute, regulation, or rule; or having attracted intense public interest. Approximately 300 linear feet of paper files are stored off-site and approximately 30 linear feet are stored in the work area with a yearly accumulation of 15 linear feet. Material is organized by case title. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> DOE 26/9(a)&(b) (b) Other cases. <u>AUTHORIZATION:</u> DOE 26/9(e)	AP	A+lyr	5yrs	P	A+lyr	
				WITHDRAWN			
				PENDING			
		AP	A+lyr	5yrs	4yrs	A+lyr	
				PENDING			

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Z - ORIGINATING OFFICE

See Section 800.8 for explanation of KEY terms.

BPA RECORDS MANUAL

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
			IN OFFICE	BPA	FRC	
LW-12-12	<u>Non-BPA</u> Litigation in which BPA is not a party but has an interest. (a) Cases determined by DOE to have a significant effect on a statute, regulation, or rule; or having attracted intense public interest. Approximately 1 linear foot of paper files are stored in the work area with an annual accumulation of 2 linear inches. Material is organized by case title. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> DOE 26/9(a)&(b) (b) Other cases. <u>AUTHORIZATION:</u> DOE 26/9(e)	AP	A+lyr	5yrs	P	A+lyr
			WITHDRAWN			
			PENDING			
		AP	A+lyr	5yrs	4yrs	A+lyr
			PENDING			
LW-12-13	<u>Potential</u> Issues that may result in litigation. <u>AUTHORIZATION:</u> Recommendation of Management	AP	A+lyr	4yrs		A+lyr
			PENDING			
LW-12-14	<u>Torts</u> Material relating to any wrongful act, damage, or injury done willfully, negligently, or in circumstances involving breach of contract, for which a civil suit can be brought.					

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X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
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See Section BUREAU for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
LW-12-14 (cont.)	(a) Cases determined by DOE to have a significant effect on a statute, regulation, or rule; or having attracted intense public interest. Approximately 5 linear feet of paper files are stored off-site and approximately 25 linear feet are stored in the work area with a yearly accumulation of 3 linear feet. Material is organized by case name. Offer to NARA in 5-year blocks when 20 years old.	AP	A+lyr	5yrs	P	A+lyr
				WITHDRAWN		
				PENDING		
	<u>AUTHORIZATION:</u> DOE 26/9(a)&(b)					
	(b) Other cases.	AP	A+lyr	5yrs	4yrs	A+lyr
	<u>AUTHORIZATION:</u> DOE 26/9(e)					
LW-13	<u>Legislative Actions</u> Material pertaining to legislation, draft legislation, testimony, bills; reports; and opinions pending before Congress and state legislatures concerning BPA as a Federal power agency. Approximately 15 linear feet of paper files are stored off-site and approximately 30 linear feet are stored in the work area with a yearly accumulation of 3 linear feet. Material is organized by title and legislative number. Offer to NARA in 5-year blocks when 20 years old.	AP	A+lyr	5yrs	P	A+lyr
				WITHDRAWN		
				PENDING		
	<u>AUTHORIZATION:</u> FERC II/III(1)					

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Z - ORIGINATING OFFICE

See Section B008 for explanation of KEY terms.



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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
LW-13-11	<u>Pending Legislation</u> Bills, reports, statements, hearings, abstracts, and other material relating to legislation prior to enactment. <u>AUTHORIZATION:</u> Recommendation of Management	AP	A+1yr	4yrs	PENDING	A+1yr
LW-14	<u>Patents and Copyrights</u> Material relating to patents and copyrights obtained for BPA products. Material will be transferred to Office of the General Counsel upon its request. <u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.	Z	See Disposition			A+1yr
LW-14-11	<u>Patents</u> Technical and legal material relating to patents and pending patents on BPA developments. Formerly included in ED-12-11. Office of Record is usually AN. <u>AUTHORIZATION:</u> 35 United States Codes (USC), paragraph 286	Z	A+1yr	5yrs	PENDING	A+1yr
LW-14-12	<u>Copyrights</u> Technical and legal material relating to copyrights on BPA-developed material. <u>AUTHORIZATION:</u> 17 United States Code (USC), paragraph 507(b)	Z	A+1yr	2yrs	PENDING	A+1yr

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See Section 800.8 for explanation of KEY letters.

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MAINTENANCE

FILE GUIDE AND RETENTION SCHEDULE

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DATE 04-15-88
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
MA	<u>MAINTENANCE</u> Material relating to the maintenance of the power system. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition. <u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.		See Disposition			A+lyr
MA-11	<u>Substation Maintenance</u> Material relating to maintenance of specific substations. Includes data about substation equipment and its performance. <u>Disposition:</u> Destroy when related equipment is disposed. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook MA-16(a)	MM xD	See Disposition			S
MA-11-12	<u>Equipment and Materials</u> Material relating to the equipment and material used for the maintenance of substations and non-electric plants. Also used for equipment performance and failure. <u>Disposition:</u> Destroy when related equipment is disposed. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook EMP-4	MM xD	See Disposition			S

KEY
A - ACTIVE
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S - SUPERSEDED/OBSOLETE
X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE
See Section 200.8 for explanation of KEY terms.

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
MA-12	<u>Transmission Line Maintenance</u> Material relating to the maintenance of transmission lines such as equipment used, wood poles, towers, line upgrades. <u>Disposition:</u> Destroy when 5 years old except where legal action is involved or reasonably anticipated. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook MA-3(a)	MM XD	See Disposition		S	
MA-12-11	<u>Right-of-Way Maintenance</u> Material relating to the maintenance of rights-of-way including access roads, encroachments, vegetation management, and clearing. See also LA-15, Maintenance Trees. <u>AUTHORIZATION:</u> Recommendation of Management	MM XD	S+3yrs		S	
MA-13	<u>Power System Control</u> Material relating to the planning, programming, testing, and maintenance of the PSC function of the electrical and nonelectrical facilities. Includes general equipment files which are <u>not</u> specific to a brand or location. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook MA-4(a)	MM XD	S+2yrs		S	

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See Section 800.0 for explanation of KEY terms.

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
MA-13-11	<u>PSC Communications Equipment</u> Material relating to equipment <u>specific</u> to support the PSC program to a particular budget or account number. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook MA-4(a)	MM XD	S+2yrs		S	
MA-14	<u>System Protection Maintenance</u> Material relating to the planning, programming, testing, and maintenance for the SPM function of the electrical and nonelectrical facilities. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook MA-4(a)	MM XD	S+2yrs		S	
MA-14-11	<u>SPM Equipment</u> Material relating to system protection maintenance. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook MA-4(a)	MM	S+2yrs		S	
MA-15	<u>System Maintenance Information System</u> Material relating to the System Maintenance Information System (SMIS). <u>AUTHORIZATION:</u> Recommendation of Management	MM XD	S+2yrs WITHDRAWN		S	
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KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSELETE

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B00B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
MA-16	<u>Maintenance Improvement and Efficiency Activities</u> 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. <u>AUTHORIZATION:</u> Recommendation of Management	MM	A+5yrs			A
MA-16-11	<u>O&M Data Collection Studies</u> Material realting to streamlining administrative requirements for field personnel. <u>AUTHORIZATION:</u> Recommendation of Management	MM	A+5yrs			A
MA-16-12	<u>Maintenance VerTeam Studies</u> Studies by the Vertical Teams about specific subjects related to the power system. <u>AUTHORIZATION:</u> Recommendation of Management	MM	A+5yrs			A

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See Section 800.8 for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA		
MA-16-13	<p><u>Performance Level Guides</u> Guidelines (PLGs) for performing maintenance on power system equipment. Includes multiyear statistics; intervals for routine and preventive maintenance; and technical data, procedures, schedules, and recommendations.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MM	A+5yrs	PENDING		A
MA-17	<p><u>SPIPs</u> Material relating to the standards, procedures, instructions, and information (SPIPs) for maintaining the power system. Includes indirect maintenance subjects such as grounding and removal of storage tanks.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MM	A+5yrs	PENDING		A

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See Section 8000 for explanation of KEY letters.

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MN	<p><u>MANAGEMENT</u> Records accumulated by individual organizations that relate to internal administrative activities rather than the functions for which the organization exists. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition			A+1yr
MN-11	<p><u>Organization</u> Organizational charts and reorganization proposals. Approximately 1 linear foot of paper files are stored in the work area with an accumulation of 1 linear inch per year. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> <i>6RS 25/12/12</i></p>	SM	A+5yrs		P	S
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MN-12	<p><u>Position Management</u> Material dealing with the use made of positions in performing an organization's mission. Includes studies relating to design of efficient organization framework including position design, planning and tracking of staffing levels, and staffing cost controls. Approximately 1 linear foot of paper files are stored in the work area with an accumulation</p>	SM	A+5yrs		P	S
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See Section B0018 for explanation of KEY terms.

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				BPA	FRC	
MN-12 (cont.)	of two to three folders per year. Offer to NARA in 5-year blocks when 20 years old. See also BU-11-16, FTE and MURS Systems Reports. <u>AUTHORIZATION:</u> GRS 16/19(a)					
MN-13	<u>Activity Reports</u> Periodic (monthly) reports of work in progress reflecting activities, status, and accomplishments. <u>AUTHORIZATION:</u> DOE 16/8(b)(1)(a)	Z	2yrs	1yr		A
MN-14	<u>Manuals/Handbooks</u> Formal directives distributed as circulars, handbooks, or in manual form announcing changes to BPA policies and procedures. Case file by issuing organization (which is the Office of Record). (a) Issuances and background material related to BPA program functions. Accumulation of material varies throughout the agency. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> GRS 16/1(a) (b) Issuances and background material related to such administrative functions as travel, procurement, and budget. <u>AUTHORIZATION:</u> GRS 16/1(c) 16/1a	Z	A+1yr	WITHDRAWN	P	S
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See Section 800B for explanation of KEY letters.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
MN-15	<u>Long Range Goals and Strategic Choices</u> Material relating to multiyear program direction and plans, including their development and implementation. Includes intra-agency memorandums of understanding (MoUs) and memorandums of agreement, unless filed by function or subject as specialized correspondence. <u>AUTHORIZATION:</u> Recommendation of Management	A Z	A+5yrs			A
MN-15-11	<u>Annual Management Plan</u> Records pertaining to the manner in which specific BPA organizations propose to implement BPA's strategic choices and objectives in a given period. This Plan is submitted yearly to the Department of Energy. <u>AUTHORIZATION:</u> Recommendation of Management	A	A+5yrs			A
MN-16	<u>Management Analyses/Studies</u> Management improvement, evaluation, and cost-reduction activities. Does not include inspections and audits. Approximately 1 1/2 linear feet of paper final reports are stored in the work area with an accumulation of 1/2 foot annually. Offer to NARA when 25 years old. (a) Final report. (b) Working papers. <u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook ADM-4	SM SM	A+5yrs A+5yrs		P	A+1yr A+1yr

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See Section B100H for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE	
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			IN OFFICE	STORAGE BPA			FRC
MN-16-11	<p><u>A-76 Review</u> An examination, evaluation, or assessment of a Government commercial or industrial activity, a proposed new start, or a contract in excess of \$100,000 annual cost, in accordance with OMB Circular A-76 and DOE Order 4510.1.</p> <p>(a) Final report.</p> <p><u>AUTHORIZATION:</u> FERC-18CFR-125.3/7(a)</p> <p>(b) Background papers.</p> <p><u>AUTHORIZATION:</u> FERC-18CFR-125.3/7(a)</p>	SM	A+2yrs		4yrs	A+1yr	
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		Z	A+2yrs		4yrs		
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MN-17	<p><u>Audits</u> Official examinations, verifications, and reviews of financial and program records and accounts.</p> <p><u>AUTHORIZATION:</u> GRS 25/4</p>	AK	A+2yrs	1yr	5yrs	A+2yrs	
MN-17-11	<p><u>Audits by BPA</u> Material relating to impending audits or reviews and results of planning surveys and audits which result in no reportable findings.</p> <p><u>AUTHORIZATION:</u> GRS 25/4</p>	AK	A+2yrs	1yr	5yrs	A+2yrs	

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See Section 800B for explanation of KEY terms.

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
MN-17-12	<u>Audits by DOE</u> Material relating to Internal Audit's function as point of contact for handling DOE matters. Also contains material relating to DOE's position on Inspector General (IG) reports. <u>AUTHORIZATION:</u> GRS 25/4 22/2	AK	A+2yrs	1yr	5yrs	A+2yrs
MN-17-13	<u>Audits by General Accounting Office</u> Material relating to Internal Audit's function as point of contact for handling Government Accounting Office (GAO) matters. Includes material about DOE's position on GAO reports. <u>AUTHORIZATION:</u> GRS 25/4 22/2	AK	A+2yrs	1yr	5yrs	A+2yrs
-17-15	<u>Audits by Others</u> Material relating to obtaining Inspector General (IG) authorization of audit services contracts from external audit groups. <u>AUTHORIZATION:</u> GRS 25/4 22/2	AK	A+2yrs	1yr	5yrs	A+2yrs
MN-17-16	<u>DOE Audit Report Tracking System</u> Material relating to the Department of Energy's Audit Report Tracking System (DARTS), including input reports required by DOE Order 2300.1A, "Audit Compliance and Followup." <u>AUTHORIZATION:</u> GRS 25/4 22/2	AK	A+2yrs	1yr	5yrs	A+2yrs

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			IN OFFICE	BPA		
MN-17-17	Federal Manager's Financial Integrity Act Material relating to the biannual vulnerability assessment process of all BPA programs and administrative functions, to Internal Control Reviews (ICRs), to the Administrator's annual assurance memorandum to the Secretary on BPA's internal control and accounting systems, and to Internal Audit's annual review of BPA's accounting system as required by the Federal Manager's Financial Integrity Act (FMPFA) and OMB Circular A-123. AUTHORIZATION: CRS 25/4	AK	A+2yrs	1yr	2yrs	A+2yrs
MN-18	<u>Productivity</u> Material relating to BPA's attempt to link its products and services directly to the consumption of resources used to create those products. Includes BPA's response to OMB Circular A-11. <u>AUTHORIZATION: DOE 16/8(b)(1)(b)</u>	SM	3yrs		3yrs	2yrs

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See Section 800.8 for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
OP	<p>OPERATIONS</p> <p>Material relating to the operation of the power transmission system. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p> <p>All retentions in this series that are by "Recommendation of Management" are justified as follows:</p> <p>(a) for historical documentation of the BPA power system,</p> <p>(b) because of legal responsibilities relating to power system accidents, or (c) to serve as reference to trace trends in equipment problems.</p>		See Disposition			A+1yr
OP-11	<p><u>Dispatch</u></p> <p>Official records of dispatcher actions taken, conversations recorded, and procedures</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MO	A+1yr			

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OP-2

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OP-11-11

Logs

A chronological record of the operation of BPA's electrical system. Includes information on switching operations, clearances, weather data, Federal plant loading, line and substation equipment trouble. Prior to 1980, records are hardcopy; since 1980, records are microfilm (COM).

Disposition: Records constitute life study data for the BPA electrical system. Retain 3 years in office; store for 25 years thereafter or for 10 years after plant is retired, whichever is longer (FERC 125.2(n)(5)).

AUTHORIZATION: FERC-18CFR-125.3/23

Recordings

Tape recordings of Dispatcher's telephone conversations.

Disposition: Recordings of major system trouble, accidents, and other unusual conditions - indefinite; all others - reuse when 2 years old.

AUTHORIZATION: Recommendation of Management

OP-12

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OP-11-13

Daily Interruption Reports

Reports of interruptions to customers' service, interruptions in lines, faulty operation of electrical equipment, system weather conditions, and other unusual conditions. Ten years of data is kept continuously on magnetic tape as a working file for analysis; data is recorded on microfilm (COM) as the official record.

Disposition: Records constitute life study data for the BPA electrical system. Retain COM 3 years in office; store for 25 years thereafter or for 10 years after plant is retired, whichever is longer (FERC 125.2(n)(5)).

AUTHORIZATION: FERC-18CFR-125.3/23

OP-11-14

Standing Orders

Dispatcher guides for special operating conditions.

AUTHORIZATION: Recommendation of Management

OP-11-15

Loop Flow Curtailment Procedures

Records documenting guidance to mitigate Western interconnecting line overloads due to unscheduled power transfers.

AUTHORIZATION: Recommendation of Management

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OP-12

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

Outages

Procedures and records for equipment outages required by coordination through BPA outage dispatcher as outlined in BPA Reliability Criteria and Northwest Power Pool (NWPP) Operating Manual.

AUTHORIZATION: Recommendation of Management

OP-12-11

Planned Outages

Computer generated reports

AUTHORIZATION: Recommendation of Management

OP-12-12

Requirements for Outages

AUTHORIZATION: Recommendation of Management

~~OP-12-13~~~~Applications for Outages~~

~~Requests to the Outage Dispatcher to remove energized equipment from service to perform necessary line work. See also OP-19, Tests.~~

~~AUTHORIZATION: BPA Records Schedule & Files Handbook PO-10~~

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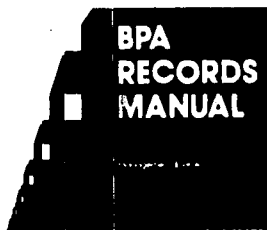
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			IN OFFICE	OFFICE OF RECORD STORAGE		
OP-13	<u>Operation of Interties and Interconnections</u> Material relating to operating interties and interconnections. File alphabetically by line name. See also ED-14, Interties, and RP-15, Planning for Interties and Interconnections. <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+1yr			
OP-14	<u>Joint Operating and Coordination Agreements</u> Agreements with other utilities and generating companies about clearance procedures, coordination of work, scheduling practices, and performing reciprocal work during emergencies. File alphabetically by name of utility or company. See also EX-15-16, Utility Organizations, and EX-15-17, Industries. <u>AUTHORIZATION:</u> Recommendation of Management	MO PS	A			
OP-15	<u>Security Application Programs</u> Material relating to on-line control computer programs that assess current state of the power system. <u>AUTHORIZATION:</u> Recommendation of Management	MO	5yrs			
OP-15-11	<u>Voltage Control</u> Material relating to both monitoring and control action documentation and requirements. <u>AUTHORIZATION:</u> Recommendation of Management	MO	5yrs		5yrs	

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OP-15-12

Power Flow

Material relating to system requirements and design details.

AUTHORIZATION: Recommendation of Management

OP-15-13

Contingency Selection - Fast Outage Program

Material relating to requirements to interface to bus forecast and outage schedule program.

AUTHORIZATION: Recommendation of Management

OP-15-14

Stability - Transient Energy Function

Material relating to research and development project for direct stability analysis.

AUTHORIZATION: Recommendation of Management

OP-16

Stability Control Schemes

Also known as Remedial Action Scheme and Special Protection Schemes by Western Systems Coordinating Council (WSCC) and North American Electric Reliability Council (NERC). The schemes control dynamic energy imbalances when sudden changes in generation or transmission separations occur. See also ED-24, Remedial Action Schemes.

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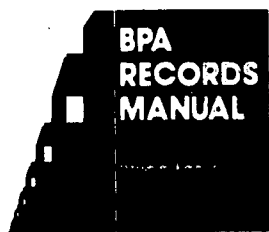
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OP-16-11	<u>Under-Frequency Load Shed/Load Dropping</u> A NWPP-coordinated program. Includes Area correspondence to identify customer load to drop. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		
OP-16-12	<u>Import Contingency Load Trip Scheme</u> Material relating to AC intertie import stability conditions and trips industrial load. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		
OP-16-13	<u>Industrial Load Drop Signaling System</u> Material relating to manual load drop due to inadequate system reserves. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		
OP-16-14	<u>Pacific Intertie Stability Control Schemes</u> <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		S
OP-16-15	<u>Open Loop Operation</u> Variation of OP-16-14 for direct current (DC) intertie operation when 500-kV system is open in Los Angeles area. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		

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Stability Control Intertie Monitor

Variation of OP-16-14 for stability control intertie monitor (SCIM); new controller to replace Grizzly Substation control/logic scheme.

AUTHORIZATION: Recommendation of Management

Generator Dropping--Libby Substation

Material relating to local controls for special stability problems.

AUTHORIZATION: Recommendation of Management

Boundary & BC Hydro Schemes

Material relating to controls to maximize Seattle City Light (SCL) Boundary generation on three Boundary-Bell 230-kV lines.

AUTHORIZATION: Recommendation of Management

Chief Joseph Brake

Material relating to several special conditions which require mitigation of more complex controls.

AUTHORIZATION: Recommendation of Management

OP-16-16

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OP-16-20	<u>Lower Snake/Grand Coulee Line Loss Schemes</u> Material relating to local controls to prevent instability for multiple contingencies. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S			
OP-16-21	<u>Colstrip Integration Control Scheme</u> Material relating to transmission and generation constraints to maximize Colstrip transfers. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S			
OP-16-22	<u>Bellingham Area Load Trip Scheme</u> Material relating to the Bellingham area load trip scheme (BALTS); local scheme to account for contingencies in Canada and PSPL line outages. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S			
OP-17	<u>System Restoration</u> A plan to restore service after local or regional blackouts. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S			
OP-17-11	<u>Remote Synchronization Scheme</u> Material relating to aid to quickly synchronize islanded area via Supervisory Control and Data Acquisition (SCADA). <u>AUTHORIZATION:</u> Recommendation of Management	MO	S			

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OP-17-12

Dead Bus Clearing Scheme

Material relating to aid to quickly clear a transmission path between generation and load via SCADA.

AUTHORIZATION: Recommendation of Management

OP-17-13

System Restoration Tests

Material relating to practice procedures of skills needed for blackout restoration.

AUTHORIZATION: Recommendation of Management

OP-18

Substations

Material relating to operation of each substation.

AUTHORIZATION: Recommendation of Management

OP-18-11

Customer Service Substation

General correspondence for all stations of this class.

AUTHORIZATION: Recommendation of Management

OP-18-12

Small Generation Resources

Material relating to integration into BPA substations.

AUTHORIZATION: Recommendation of Management

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	OFFICE OF RECORD STORAGE		
OP-18-13	<u>Substation Alarm Logger</u> Material relating to substation alarm logger (SAL), which is used only where SCADA would not be cost effective. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		
OP-18-14	<u>Substation Integrated Control Systems</u> Material relating to substation integrated control systems (SICS) used in large stations. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		
OP-18-15	<u>Gas Insulated Substation</u> General guidance on special operating and alarm requirements of gas-insulated substations (GIS). <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING	S	
OP-18-16	<u>Annunciators</u> General guidance on alarm requirements. <u>AUTHORIZATION:</u> Recommendation of Management	MO	5yrs	PENDING		
OP-19	<u>Tests</u> Material relating to tests of BPA equipment. All system tests of energized equipment must be approved by directors of System Engineering and System Operations. Scheduling	MO	A+1yr	PENDING		

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

the test is through the outage dispatcher. File alphabetically by type of test. See also OP-12-13, Applications for Outages, and ED-12-15, System Tests.

AUTHORIZATION: Recommendation of Management

Fault Tests

Records documenting planned tests to verify new equipment performance. See also ED-12-14, Laboratory Reports, and ED-18-11, Test Data.

AUTHORIZATION: Recommendation of Management

Switching Tests

Material relating to visible arcs and improperly applied switches. See also OP-19-11, Fault Tests.

AUTHORIZATION: Recommendation of Management

Transformer Tests

Material relating to phasing checks, soaking, and test energization procedures.

AUTHORIZATION: Recommendation of Management

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OP-19-14

Fast Power Change Tests

Material relating to stability controls on High Voltage Direct Current (HVDC) terminal.

AUTHORIZATION: Recommendation of Management

OP-19-15

Startup Tests

Material relating to tests on new equipment. See also OP-19-11, Fault Tests.

AUTHORIZATION: Recommendation of Management

OP-19-16

1100-kV Tests

AUTHORIZATION: Recommendation of Management

OP-19-17

500-kV & HV Line Tests

Material relating to insulation level checks. See also OP-19-11, Fault Tests.

AUTHORIZATION: Recommendation of Management

OP-19-18

Series Capacitor Tests

Material relating to equipment performance, and switching capability.

AUTHORIZATION: Recommendation of Management

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

Voltage & Loads

Equipment needs, usage studies and reports, and monitoring requirements.

AUTHORIZATION: Recommendation of ManagementCapacitors

Material relating to rating needs for various voltage applications.

AUTHORIZATION: Recommendation of ManagementReactors

Material relating to studies and requirements at system and local level.

AUTHORIZATION: Recommendation of ManagementPower Factor

Waiver applications.

AUTHORIZATION: Recommendation of ManagementOFFICE
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4Schedules

Annual studies and requirements for station and generation profiles coordinated with Northwest Power Pool (NWPP) criteria.

AUTHORIZATION: Recommendation of Management

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5Transformers

Material relating to requirements for system transformers, spares, and tap changers.

AUTHORIZATION: Recommendation of Management

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6Load Curtailment

Procedures and studies to mitigate overloads.

AUTHORIZATION: Recommendation of Management

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7Load Tripping

Material relating to automatic load shedding for overloads and reserve contingencies.

AUTHORIZATION: Recommendation of Management

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8DSI Contract Demands

Material relating to the investigation of load shifts.

AUTHORIZATION: Recommendation of Management

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FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OP-20-19

Voltage Charts

System substation voltage readings.

AUTHORIZATION: FERC-18CFR-125.3/23

OP-21

Control CentersMaterial relating to power system control centers in general.
Use tertiary subjects below for specific sites.AUTHORIZATION: Recommendation of Management

OP-21-11

Dittmer Control CenterMaterial relating to the Dittmer Control Center, including
guide book development.AUTHORIZATION: Recommendation of Management

OP-21-12

Eastern Control Center

Material relating to the Eastern Control Center.

AUTHORIZATION: Recommendation of Management

OP-21-13

Software SecurityMaterial relating to and regulations on software security.
See also SS-18-13, Computer Security, and IR-14, Automated
Systems Security.AUTHORIZATION: Recommendation of ManagementOFFICE
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION
OP-21-14	<u>Emergency Standby Power/Uninterruptable Power Supply</u> Material relating to building requirements during outages of station service. <u>AUTHORIZATION:</u> Recommendation of Management
OP-21-15	<u>Fire Protection</u> Material relating to halon systems, alarm procedures, and evacuation procedures specifically for power system control centers. <u>AUTHORIZATION:</u> Recommendation of Management
OP-21-16	<u>Human Factors Design</u> Material relating to guidance and requirements for dispatcher's displays, consoles, and group boards. See also OP-26-22, Display System. <u>AUTHORIZATION:</u> Recommendation of Management
OP-21-17	<u>Contingency Plans</u> Material relating to vital records and contingency plans for control centers' emergency preparedness. See also OP-21-15, Fire Protection. <u>AUTHORIZATION:</u> Recommendation of Management

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OP-21-18

Interutility Data Exchange

Material relating to other utilities about installation and requirements for control center interface and user applications.

AUTHORIZATION: Recommendation of Management

OP-22

Automatic Generation Control

Material relating to the use of and requirements for automatic generation control (AGC, also known as Load Frequency Control or LPC).

Disposition: In accordance with instructions for specific material described by the following related subjects.

OP-22-11

AGC Interim Spinning Reserve

Material relating to manual data system from powerhouse to Realtime Operation Dispatch System (RODS).

AUTHORIZATION: Recommendation of Management

OP-22-12

AGC Powerhouse Data Acquisition System

Material relating to AGC powerhouse data acquisition system (PHDAS), the automatic spinning reserve system between the Army Corps of Engineers and BPA. Ties into the rotary accounts like CBT.

AUTHORIZATION: Recommendation of Management

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OP-22-13	<u>AGC Backup</u> Material relating to alternate automatic generation control backup (BUAGC) at control centers. <u>AUTHORIZATION:</u> Recommendation of Management	MO	7yrs			
OP-22-14	<u>Celilo Digital</u> Material relating to the control link to send power orders to and receive alarms from High Voltage Direct Current (HVDC). <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+1yr			
OP-22-15	<u>AGC Cost of Service--Load Following</u> Material relating to the determination of charges to serve borderline loads (transfer customers). <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+1yr			
OP-22-16	<u>Numbers/Energy Accounting</u> Material relating to after the fact accounting of automatic generation control (AGC) interchange flows <u>vs.</u> schedules. <u>AUTHORIZATION:</u> Recommendation of Management	MO	10yrs			
OP-22-17	<u>Meter Check</u> Material relating to the weekly check of meters. <u>AUTHORIZATION:</u> Recommendation of Management	MO	10yrs			

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OP-22-18

AGC & Line Load Charts

Records of power interchange with other utilities, Federal generation, and control information used to monitor and analyze the operation of the power system.

AUTHORIZATION: FERC-18CFR-125.3/22.1(f)

OP-23

Frequency & Time Synchronization

Material relating to central and remote time transmission to substations, local, and alternate frequency sources.

AUTHORIZATION: Recommendation of Management

OP-23-11

System Time Synchronization

Guidelines and agreements for central and satellite time systems.

AUTHORIZATION: Recommendation of Management

OP-24

Meter, Relay, and Metering

Requirements and use of these systems for engineering, operations, and maintenance programs.

AUTHORIZATION: Recommendation of Management

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OP-24-11

Revenue Metering Systems

Material relating to the implementation, addition, or change of remotes, central computer, and links to mainframe computer, RODS, and the field.

AUTHORIZATION: Recommendation of Management

OP-24-12

Interchange and KWH Meters

Agreements with other utilities to install or delete meters. See also OP-22-16, Numbers/Energy Accounting.

AUTHORIZATION: Recommendation of Management

OP-24-13

Oscillographs

Requirements for central monitoring and disturbance analysis.

AUTHORIZATION: Recommendation of Management

OP-25

Monitoring Systems

Material relating to SCIM, DTLLM, IPS, PSDM, SEMM/SUDS/SER, Microwave Monitoring, and FLAR. Monitoring systems to aid dispatchers in operating power system close to maximum capability with adequate security. Usually small systems linked to RODS to facilitate central monitoring.

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RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OP-25-11

Control Systems Monitor

Material relating to general program requirements and administrative requirements in the control systems monitor (CSM) room. Monitors alarms in areas such as microwave and substations.

AUTHORIZATION: Recommendation of Management

OP-25-12

Dynamic Thermal Line Load

Material relating to the program to compute actual wire temperature on overloaded transmission.

AUTHORIZATION: Recommendation of Management

OP-25-13

Intertie Protection Scheme

Material relating to intertie protection scheme (IPS), remedial action schemes arming and disarming.

AUTHORIZATION: Recommendation of Management

OP-25-14

Local/General Generator Dropping

Subset of OP-25-13 to monitor local generator dropping conditions. See also OP-16-20, Lower Snake/Grand Coulee Line Loss Scheme.

AUTHORIZATION: Recommendation of Management

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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OP-25-15	<u>Load Tripping Schemes</u> Subset of OP-25-13 to monitor import levels. See also OP-16-12, Import Contingency Load Trip Scheme. <u>AUTHORIZATION:</u> Recommendation of Management	MO	5yrs	PENDING		
OP-25-16	<u>Power System Disturbance Monitor</u> Records saving interchange and generation data at high speed for post-disturbance analysis, including design and trigger requirements. <u>AUTHORIZATION:</u> Recommendation of Management	MO	5yrs	PENDING		
OP-25-17	<u>Sequence of Events Monitor/Recorder</u> Records that show centrally the events of local and regional disturbances. Includes requirements and alarm standards. Also known as SEMM/SUDS/SER. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	PENDING		
OP-25-18	<u>Voltage Monitoring Program</u> Records that show SCADA voltage control actions, including program specifications. <u>AUTHORIZATION:</u> Recommendation of Management	MO	5yrs	PENDING		

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OP-25-19

Powerhouse Response Test

Guides for minimum performance and procedures for conducting tests.

AUTHORIZATION: Recommendation of Management

OP-25-20

Trends

Material relating to alarm and requirements features.

AUTHORIZATION: Recommendation of Management

OP-25-21

Hydromet/GOES

Material relating to operation and maintenance of Geostationary Orbital Environmental System (GOES) satellite receiver. Also includes data gathered by the GOES which is managed by the Division of Power Supply (PS).

AUTHORIZATION: Recommendation of Management

OP-25-22

Fault Locator Acquisition Recorder

Material relating to user requirements and display features of the fault locator acquisition records (FLAR). See also OP-25-17, Sequence of Events Monitor/Recorder.

AUTHORIZATION: Recommendation of Management

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	OFFICE OF RECORD STORAGE	FRC	
OP-26	Real Time Operation Dispatch & Scheduling Material relating to planning and maintaining real-time operation dispatch and scheduling (RODS) system, including performance, software, hardware, database, and consoles. Also includes material on the main computer system at Dittmer Control Center, material on interchange scheduling, load forecasting, generation allocation, generation control, monitoring (OP-25), system security, and reliability power flow studies.	MO	A+1yr	WITHDRAWN		
OP-26-11	RODS Coordination Committee Material relating to meeting agendas and minutes.	MO	A+1yr	WITHDRAWN		
OP-26-12	RODS Console Replacement Material relating to requirements and vendor correspondence.	MO	A+2yrs	WITHDRAWN		
OP-26-13	RODS Integration Committee Material relating to the migration plan and requirements for the new system.	MO	A+2yrs	WITHDRAWN		
	AUTHORIZATION: Recommendation of Management					

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OP-26

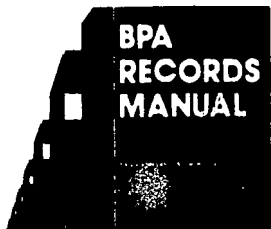
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	OFFICE OF RECORD STORAGE BPA	FRC	
OP-26-14	<u>Microwave Communication System</u> Material relating to the program to monitor BPA's microwave system. Includes Badger, Microwave Monitor, and Leased Line Lists. <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+lyr	WITHDRAWN PENDING		
OP-26-15	<u>Performance</u> Semiannual report on availability and reliability. <u>AUTHORIZATION:</u> Recommendation of Management	MO	A	WITHDRAWN PENDING		
OP-26-16	<u>Software</u> Material relating to and including guides on documentation and change control. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	WITHDRAWN PENDING		S
OP-26-17	<u>Rotary Account Database</u> Material relating to the Rotary Account Database and account assignment methods. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	WITHDRAWN PENDING		S

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			IN OFFICE	OFFICE OF RECORD STORAGE		
OP-26-18	<u>Hardware</u> Material relating to migration plans, upgrade needs, and problem reports. <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+2yrs	WITHDRAWN PENDING		
OP-26-19	<u>Upgrade Project</u> Material relating to specifications, vendor correspondence, requirements, and migration plans. <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+2yrs	WITHDRAWN PENDING		
OP-26-20	<u>Low-Cost Console Display System</u> Material relating to consoles for management in Office of Power Sales (P) and in Divisions of System Operations (MO) and of Power Supply (PS). <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+2yrs	WITHDRAWN PENDING		
OP-26-21	<u>Front End Reconfiguration</u> Material relating to plans to change computers, software, and interfaces to new RODS. <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+2yrs	WITHDRAWN PENDING		

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			IN OFFICE	OFFICE OF RECORD STORAGE	BPA	
OP-26-22	<u>Display System</u> Material relating to plans to combine consoles for RODS and SCADA CRTs. New equipment and display guides. See also OP-21-16, Human Factors Design. <u>AUTHORIZATION:</u> Recommendation of Management	MO	10yrs			4yrs
OP-27	<u>Supervisory Control & Data Acquisition</u> Material relating to supervisory control and data acquisition (SCADA) system status reports, equipment, software, and remote terminal units. Maintenance log books are kept with equipment and are retained for the life of the equipment. <u>AUTHORIZATION:</u> Recommendation of Management	MO	3yrs	WITHDRAWN PENDING		
OP-27-11	<u>SCADA I</u> System status reports, equipment, and software problems. <u>AUTHORIZATION:</u> Recommendation of Management	MO	3yrs	WITHDRAWN PENDING		
OP-27-12	<u>SCADA II</u> System status reports, equipment, and software problems. <u>AUTHORIZATION:</u> Recommendation of Management	MO	3yrs	WITHDRAWN PENDING		

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	OFFICE OF RECORD STORAGE	BPA	
OP-27-13	<u>SCADA III</u> System status reports, equipment, and software problems. <u>AUTHORIZATION:</u> Recommendation of Management	MO	3yrs	WITHDRAWN PENDING		
OP-27-14	<u>TCDS</u> Material relating to TCDS (future replacement for SCADA). <u>AUTHORIZATION:</u> Recommendation of Management	MO	A+2yrs	WITHDRAWN PENDING		
OP-27-15	<u>SCADA Remote Terminal Units</u> Material relating to requirements for connecting remote terminal units (RTUs) such as alarms and controls to control centers. <u>AUTHORIZATION:</u> Recommendation of Management	MO	10yrs	WITHDRAWN PENDING		
OP-27-16	<u>Substation Data System Work Group</u> Material relating to needs for future RTUs, including SER. <u>AUTHORIZATION:</u> Recommendation of Management	MO	S	WITHDRAWN PENDING		
OP-27-17	<u>Sequential Automatic Switching</u> Material relating to plans to perform several switching steps with one command. <u>AUTHORIZATION:</u> Recommendation of Management	MO	10yrs	WITHDRAWN PENDING		

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			IN OFFICE	OFFICE OF RECORD STORAGE BPA	FRC	
OP-27-18	<u>SCADA Backup for Emergencies</u> Material relating to communication, RTU, and central site requirements. <u>AUTHORIZATION:</u> Recommendation of Management	MO	20yrs	WITHDRAWN		
OP-27-19	<u>Southern Idaho Control</u> Material relating to plans to place this area under Eastern Control Center (ECC) dispatch jurisdiction. <u>AUTHORIZATION:</u> Recommendation of Management	MO	5yrs	WITHDRAWN	15yrs	
OP-28	<u>Microwave Transfer Trip/Telephones</u> Material relating to microwave transfer trip/telephone (MWTT) requirements for monitoring, installation for stability reasons, and calling out repairs. <u>AUTHORIZATION:</u> Recommendation of Management	MO	7yrs			
OP-29	<u>System Protection Relaying</u> Material relating to requirements to change existing practices. Studies on need to reclose, three terminal trip needs, bus, and bank protection schemes. <u>AUTHORIZATION:</u> Recommendation of Management	MO	7yrs			

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	OFFICE OF RECORD STORAGE		
OP-30	Operations Information Program Material relating to after the fact events such as equipment load levels, customer and transmission outages, dispatcher actions taken, interchange transactions, and meter readings. Case file by individual project. (a) Paper records (b) Magnetic tape <u>AUTHORIZATION:</u> Recommendation of Management	NO		WITHDRAWN		
			A	10yrs		
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			IN OFFICE	STORAGE		
			BPA	FRC		
PE	<u>PERSONNEL</u>					
	(a) Material relating to objectives, policy, procedures, and operations of personnel activities excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.	Z	3yrs		S	
	<u>AUTHORIZATION:</u> CRS 1/3					
	(b) Operating personnel office records relating to individual employees not maintained in Official Personnel Folders (OPFs) and not provided for elsewhere in this Schedule. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.	SP XA	6mos		S	
	<u>AUTHORIZATION:</u> Recommendation of Management					
PE-11	<u>Official Personnel Folders</u>	SPO XA	See Disposition			
	<u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.					
PE-11-11	<u>Permanent Individual Employee Records</u> Records filed on the right side of the Official Personnel Folder (OPF).					

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KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
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See Section 0000B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
PE 11-11	(a) Current employees	SPO XA	A			S
	(b) Transferred employees <u>Disposition:</u> See Federal Personnel Manual for instructions relating to folders of transferred employees.	SPO XA	See Disposition			S
	(c) Separated employees <u>Disposition:</u> Transfer folder to National Personnel Records Center, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date (60 years after the date of the earliest document in the folder if no birth date is given) or 5 yrs after separation, whichever is later. <u>AUTHORIZATION:</u> GRS 1/1	SPO XA	See Disposition			S
-11-12	<u>Temporary Individual Employee Records</u> All correspondence and forms maintained on the left side of the Official Personnel Folder except Performance Appraisal materials. See also PE-25-14, Non-SES Employee Performance File System Records. <u>AUTHORIZATION:</u> GRS 1/10	SPO XA	1yr or A			

KEY

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See Section B008 for explanation of KEY items.



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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
PE-13	<u>Personnel Management Agencies</u> Material relating to general program concepts, planning, and policies, including prototypes. <u>AUTHORIZATION:</u> GRS 16/1(^{a+b} c)(^a d)	SPP	S		S	
PE-13-11	<u>DOE Personnel Organization and Functions</u> Material relating to Department of Energy personnel management concepts, planning, and policies, including prototypes. <u>AUTHORIZATION:</u> GRS 16/1(^{a+b} c)(^a d)	SPP	S		S	
PE-13-12	<u>BPA Personnel Organization and Functions</u> Material relating to BPA headquarters and area personnel management concepts, planning, and policy, including prototypes. <u>AUTHORIZATION:</u> GRS 16/1(^{a+b} c)(^a d)	SPP	S		S	
PE-14	<u>Reporting Requirements</u> Reports, audits, justifications, and related material prepared for other Federal agencies such as the Office of Management and Budget (OMB), and for DOE or BPA. Case file alphabetically by name of report or by requesting agency. <u>AUTHORIZATION:</u> GRS 1/16	SPP	2yrs		2yrs	

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See Section 2000B for explanation of PE Codes.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
PE-15	<u>Personnel Records Systems</u> Systems tracking such personnel data as employee position numbers, position titles, and personal histories. Includes Employee Record Cards used outside personnel offices. Office of Record is often SPP. <u>AUTHORIZATION:</u> Recommendation of Management	Z	A			A
PE-16	<u>Processing Personnel Actions</u> Material relating to Standard Form 52, Request for Personnel Action, and associated forms and processes. Includes material not maintained in OPF and pertaining to pending personnel actions. <u>AUTHORIZATION:</u> Recommendation of Management	SP SPO XA	S			S
PE-16-11	<u>Notifications of Personnel Actions</u> (a) Standard Form 50 documents initial employment, promotions, transfers, separation, and all other individual personnel actions, exclusive of those in Official Personnel Folders. (b) Chronological file copies of material listed in (a), including fact sheets maintained in personnel offices. <u>AUTHORIZATION:</u> GRS 1/14	SPO XA SPOD	1yr 2yrs			S 1yr

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See Section 800.8 for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
PE-17	<u>Employment</u> Material relating to procedures, eligibility, implementation, and authority of employment activities and programs. (Includes Career/Career-Conditional and Temporary and Term Employment, Excepted and Senior Executive Service, Details, Status Reinstatement, Other-Than-Full-Time Permanent Employment, Veterans Preference, Volunteers, Veteran's Readjustment Appointments (VRA), Youth and Student Employment, and others.) Case file by name of program/activity or by FPM chapter number. <u>AUTHORIZATION:</u> DOE 1/3(b)	SPP	5yrs or S			S
PE-18	<u>Promotion and Internal Placement</u> Material relating to the development and implementation of policy and procedures for promotion and placement within Federal Government service. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	5yrs or S			S
PE-18-11	<u>BPA Merit Promotion Plan</u> Case files relating to the promotion of an individual that document the individual's qualification standards, the evaluation methods, selection procedures, and evaluations of candidates, excluding any records that duplicate information in the promotion plan, the Official Personnel Folders, or in other personnel records. <u>AUTHORIZATION:</u> CRS 1/32	SPO XA	A+2yrs			A

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See Section 800B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
PE-18-13	Written Tests for Promotion/Internal Placement Tests (evaluation methods) prepared for use in evaluation of candidates.	SPO	A+2yrs			
	AUTHORIZATION: CRS 1x23- 1/32					
PE-18-14	<u>Status Applicant File</u> Material relating to applications for reinstatement or transfer to positions at BPA. Does not apply to applications from current BPA employees. <u>AUTHORIZATION:</u> Recommendation of Management	SPO	1yr			S
PE-18-15	<u>Reassignments and Transfers</u> Material pertaining to the movement of current employees from one position to another or from one Federal agency to another. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S			S
PE-18-16	<u>Temporary Promotions</u> Material relating to promotions which are temporary or limited in duration. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S			S

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See Section 900.8 for explanation of KEY terms



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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
PE-18-18	<u>Assessment Centers</u> Material relating to assessment and screening processes for special program selections. <u>AUTHORIZATION:</u> Recommendation of Management	SPR	S			S
PE-19	<u>Probation</u> Material including instructions, policy, and directives concerning employee probation. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S			S
PE-19-11	<u>New Employee Probation</u> Material covering new career-conditional employee information, including lists. Case file by employee name. <u>AUTHORIZATION:</u> Recommendation of Management	SPO	A			A
PE-19-12	<u>Probation for New Supervisors and Managers</u> Material including lists, staff functions, class offerings, and mandated tasks. <u>AUTHORIZATION:</u> Recommendation of Management	SPO	A			A

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See Section B000 for explanation of PE Codes.

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA	FRC	
PE-20	<u>Recruitment, Selection, and Placement</u> Material relating to actions concerning both employees and the general public. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S	PENDING	S	
PE-20-11	<u>Priority Placement Program</u> (a) Material relating to priority placement for consideration for vacant positions (for example, employees who were previously downgraded by RIF or changes in positions). (b) Case files. <u>AUTHORIZATION:</u> Recommendation of Management	SPOF	S		S	
		SPOF	A		A	
PE-20-12	<u>Employment Applications</u> Applications (Standard Form 171) and related records, excluding materials relating to appointments requiring Senatorial confirmation and applications resulting in appointments which are filed in the Official Personnel Folder. <u>AUTHORIZATION:</u> CRS 1/15	SPO XA	2yrs	PENDING	A	

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See Section 800.8 for explanation of KEY terms.

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			IN OFFICE	STORAGE			IN OFFICE
				BPA	FRC		
PE-20-13	<u>Offers of Employment</u> Offers of employment to potential employees. (a) Accepted offers <u>Disposition:</u> Destroy immediately. <u>AUTHORIZATION:</u> GRS 1/4(a) (b) Declined offers <u>Disposition:</u> For names received on Certificate of Eligibles, return to OPM or certifying office with reply and application; for temporary and excepted appointments, file inside application; for all others, destroy immediately. <u>AUTHORIZATION:</u> GRS 1/4(b)	SPO xA SPO xA	See Disposition See Disposition				
PE-20-14	<u>Suitability for Employment</u> Case files relating to the application of suitability criteria. <u>AUTHORIZATION:</u> Recommendation of Management	SPO xA	3yrs		S		
PE-20-15	<u>Interview Records</u> Material relating to interviews with employees. <u>AUTHORIZATION:</u> GRS 1/8	SPO xA	A+6yrs		A		

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Figure 2 shows the results for each of the four conditions.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
PE-21	<u>Recruitment and Examining</u> Material relating to recruitment of positions open to the general public other than tertiary subjects listed below. <u>AUTHORIZATION:</u> Recommendation of Management	SPOF SPOC XA	S	PENDING		S
PE-21-11	<u>Delegations of Examining Authority</u> Material relating to agreements between OPM and BPA to authorize recruitment and rating for positions at BPA. <u>AUTHORIZATION:</u> Recommendation of Management	SPOF	A	Withdrawn PENDING		
PE-21-13	<u>Direct-Hire Programs</u> Material relating to competitive and noncompetitive employment processes and programs. Includes Engineer Direct Hire Program. <u>AUTHORIZATION:</u> Recommendation of Management	SPO SPP XA	S	PENDING		S
PE-21-14	<u>PACE/PAC Positions</u> Material relating to entry at the GS-5 and GS-7 level, including authorizations, correspondence, and permission to use program. <u>AUTHORIZATION:</u> Recommendation of Management	SPOF	5yrs	PENDING		

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See Section B000B for explanation of KEY terms.



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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
PE-21-15	<u>Tests and Evaluations</u> Material relating to the testing of candidates. <u>AUTHORIZATION:</u> Recommendation of Management	SPOF	3yrs	2yrs		
				PENDING		
PE-21-16	<u>Certificate of Eligibles</u> Certificates of eligibles with related requests, forms, and statements from applicants and selecting officials. <u>AUTHORIZATION:</u> CRS 1/5	SPO XA	2yrs			
PE-21-17	<u>Examining System Registers</u> Material relating to rated applications which are recruited from the general public and held for referral to positions under competitive examining procedures. <u>Disposition:</u> Move application to inactive status if applicant fails to respond to inquiry or does not update application at one year intervals. Destroy inactive applications after one year. Destroy both active and inactive applications when register is terminated. <u>AUTHORIZATION:</u> Recommendation of Management	SPOF	See Disposition			
				PENDING		

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See Section 1000 for explanations of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
PE-21-18	<u>Certification Files</u> Requests for recruitment or certification of names from a register which include the position description, job analysis to document rating factors, applications, and related material such as clearances, objections, forms. Includes the original Standard Form 39, Request for Certificate of Eligibles. (a) OPM delegated authority (b) DOE and BPA authority <u>AUTHORIZATION:</u> Recommendation of Management	SPOF	5yrs			<div style="text-align: center;">PENDING</div>
		SPOC xA	2yrs			
PE-21-19	<u>Record/Register Cards</u> Cards used to document the application status and scores of applicants. (a) Applicants in register (b) Applicants for specific recruitment <u>Disposition:</u> Maintain with certification file. <u>AUTHORIZATION:</u> Recommendation of Management	SPOF				<div style="text-align: center;">PENDING</div>

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section H00H for explanation of K1-Y terms.

U.S. DEPARTMENT OF ENERGY BUREAU OF PLASMA PHYSICS AND FUSION RESEARCH

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PE-22	<u>Qualification Requirements</u> Material relating to Handbook 118, Qualifications Standards for Positions under General Schedule, requirements and related material and requests for exceptions and proposed changes. Includes comments on draft qualification standards; professional licensing requirements and implications; qualification appeals, challenges, and inquiries; career development agreements; and medical qualification requirements. Case file by FPM chapter number or alphabetically by topic. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S		S	
PE-23	<u>Intern Programs</u> Material relating to formally designated programs and correspondence for approvals. Includes Presidential Management Interns, career interns, and similar programs. Case files are included in Official Personnel Folder. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S		S	
PE-24	<u>Training</u> Material relating to employee development programs and courses offered by BPA, other Federal agencies, and private institutions. <u>Disposition:</u> In accordance with instructions for specific material described by the following tertiary subjects.	SPR	See Disposition			

KEY

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See Section B000 for explanation of KEY letters.

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			OFFICE OF RECORD			
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PE-24-18	<u>Employee Development-Sponsored Training Programs</u> Material relating to institutionalized programs such as New Employee Orientation, Executive Development, Management and Middle Management Development Programs among others. Case file alphabetically by name of program. <u>AUTHORIZATION:</u> Recommendation of Management	SPR	A+5yrs		A	
PE-24-19	<u>BPA-sponsored Training</u> Material relating to the establishment and operation of training courses and conferences, including course announcements. <u>AUTHORIZATION:</u> GRS 1/29a1	SPR	A+5yrs		A	
PE-24-20	<u>Other-than-BPA-sponsored Training</u> Material relating to the availability of training and employee participation in training programs sponsored by other governmental agencies or nongovernmental institutions. Includes material captured on BPA's Automated Training System (ATS). <u>AUTHORIZATION:</u> GRS 1/30(e) 1/29b	SPR	5yrs or S		S	

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See Section B10.8 for explanation of KEY terms.

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			IN OFFICE	STORAGE		
				BPA	FRC	
PE-24-21	Training Aids/Course Contents					
	(a) One copy of each manual, syllabus, textbook, and other training aids, including objectives and course contents developed by the BPA. Office of Record is often SPR.	Z	S	WITHDRAWN		S
	(b) Training aids from other Federal agencies and private institutions. Office of Record is often SPR. <i>Non-record</i>	Z	S			S
	AUTHORIZATION: GRS 2/20(1)(1)(13)					
PE-25	<u>Performance Management</u> Material relating to program requirements for performance management. Case file by name of appraisal system or FPM chapter number.	SPP	3yrs			A
	<u>AUTHORIZATION:</u> Recommendation of Management					
PE-25-14	Non-SES Employee Performance File System Records					
	Completed performance appraisals and related material for non-SES appointees as defined in 5 USC 4301(2). Completed appraisals are filed in the Official Personnel Folder.					
	(a) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	SPOD XA	See Disposition			A

KEY

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See Section 800.8 for explanation of KEY terms.

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PE-25-14 (cont.)	<u>Disposition:</u> Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.					
	<u>AUTHORIZATION:</u> GRS 1/23(a)(1)					
	(b) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	SPOD xA	S			S
	<u>AUTHORIZATION:</u> GRS 1/23(a)(2)					
	(c) Performance related records pertaining to a former employee.	SPOD xA	3yrs or A			A
	<u>AUTHORIZATION:</u> GRS 1/23(a)(3)					
	(d) All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.	SPOD xA	3yrs			A
	<u>AUTHORIZATION:</u> GRS 1/23(a)(4)					
	(e) Supporting documents	Z	3yrs			A
	<u>AUTHORIZATION:</u> GRS 1/23(a)(5)					

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See Section B008 for explanation of KEY terms.

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PE-25-15	<u>SES Employee Performance File System Records</u> Completed performance appraisals and related material for Senior Executive Service (SES) appointees as defined in 5 USC 3132a(2). Completed appraisals are filed in the Official Personnel Folder.					
	(a) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	SPOD	S			
	<u>AUTHORIZATION:</u> GRS 1/23(b)(1)					
	(b) Performance related records pertaining to a former SES appointee.	SPOD	See Disposition			
	<u>Disposition:</u> PENDING (according to GRS)					
	<u>AUTHORIZATION:</u> GRS 1/23(b)(2)					
	(c) All other performance appraisals with the job elements and standards (job exceptions) upon which they are based.	SPOD	See Disposition			A
	<u>Disposition:</u> Destroy 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee.					
	<u>AUTHORIZATION:</u> GRS 1/23(b)(3)					
	(d) Supporting documents	Z	5yrs			A
	<u>AUTHORIZATION:</u> GRS 1/23(b)(4)					

KEY

A ACTIVE
P PERMANENT
S SUPERSEDED/OBSOLETE

* FIRST LETTER IN AREA OFFICE ROUTING (U, I, O, W)
Z ORIGINATING OFFICE

See Section B.00.0 for explanation of PE Codes.

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			OFFICE OF RECORD			
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PE-26	<u>Employee Awards and Recognition</u> Material relating to awards presented to or recognition given Federal employees. <u>Disposition:</u> In accordance with instructions for specific material described by the following subjects.	SPR	See Disposition			
PE-26-14	<u>Employee Recognition Program</u> Material including the preparation, publicity, and participation in Employee Recognition Day and similar activities. <u>AUTHORIZATION:</u> GRS 1/13	SPR	3yrs			A
PE-26-15	<u>Length of Service</u> Material relating to computation of service and sick leave awards, and lists of awardees. <u>AUTHORIZATION:</u> GRS 1/12(b)	SPR	1yr			A
PE-26-16	<u>Letters of Commendation or Appreciation</u> Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation excluding copies filed in the Official Personnel Folder. <u>AUTHORIZATION:</u> GRS 1/12(c)	SPR	2yrs			A

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(See Section B000B for explanation of KEY terms.)



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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
PE-26-17	<u>Cash Awards</u> BPA-sponsored awards such as sustained superior awards, quality increase awards, and special act awards, excluding copies filed in the Official Personnel Folder. <u>AUTHORIZATION:</u> GRS 1/12(a)(1)	SPR	2yrs			A
PE-26-18	<u>Honor/Non-monetary Awards</u> DOE and Administrator awards such as distinguished service and special achievement awards, excluding copies filed in the Official Personnel Folder. <u>AUTHORIZATION:</u> GRS 1/12(a)(1)	SPR	2yrs			A
PE-27	<u>Personnel Research and Demonstration Projects</u> Special studies and project proposals. Case file by name of project. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S	PENDING		S
PE-28	<u>Position Classification</u> Material relating to policies and approaches affecting the determination of appropriate General Schedule (GS) series and grade levels. <u>AUTHORIZATION:</u> Recommendation of Management	SPO	S			PENDING

KEY

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See Section B001B for explanation of KEY terms.

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			OFFICE OF RECORD			
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PE-28-12	<u>Position Classification Standards</u> (a) Standards or guidelines issued by OPM and used to classify and evaluate positions for series and grade level. <u>AUTHORIZATION:</u> GRS 1/7(a)(1) (b) Material relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval. (1) Case files (2) Review file <u>AUTHORIZATION:</u> GRS 1/7(a)(2)(a)&(b)	SPO xA SPO xA SPO xA	S S+5yrs 2yrs			S
PE-28-13	<u>Series Subcodes--GS Positions</u> Material relating to coding of positions for General Schedule series as required by the PAY/PERS system. <u>AUTHORIZATION:</u> Recommendation of Management	SPOD	S			S
PE-28-14	<u>Position Descriptions</u> Material describing established positions including information on title, series, grade, duties, and responsibilities. <u>AUTHORIZATION:</u> GRS 1/7(b)	SPO xA	S+2yrs	3yrs		S

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See Section 800.6 for explanation of KEY letters.



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			OFFICE OF RECORD		STORAGE	
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PE-28-16	<u>Classification Appeals</u> Employee or agency-instituted appeals. <u>AUTHORIZATION:</u> GRS 1/7(d)	SPO	A+3yrs			
PE-28-17	<u>Classification Studies and Surveys</u> (a) Classification survey reports. Survey reports on various positions prepared by classification specialists, including periodic reports.	SPO xA	3yrs			
	(b) Inspection, audit, and survey file. Material relating to inspections, surveys, desk audits, and evaluations. <u>AUTHORIZATION:</u> CRS 1/7(e)(1)&(2)	SPO xA	S			S
PE-29	<u>Hourly Job Evaluation</u> Material relating to sets of duties assigned hourly positions. <u>AUTHORIZATION:</u> Recommendation of Management	SPOC	S	PENDING		S
PE-29-11	<u>Job Standards</u> Material relating to duties set by labor agreements. <u>AUTHORIZATION:</u> Recommendation of Management	SPOC	S			PENDING

KEY

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See Section 6000 for explanation of PE Codes.

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			OFFICE OF RECORD IN OFFICE	STORAGE BPA	FRC	
PE-30	<u>Pay Administration</u> General and administrative material relating to the various pay plans and schedules. Case file by pay system or FPM chapter number. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S	PENDING		S
PE-31	<u>Hours of Duty</u> Material relating to policies and procedures concerning various government-approved work schedules. Includes flexitime, part-time, and alternative work schedules. Case file by title of program or by FPM chapter number. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S	PENDING		S
PE-32	<u>Attendance and Leave</u> Material relating to accrual and eligibility for leave, administrative dismissal, hazardous weather policy, leave without pay, and various types of leave such as annual, sick, court, maternity, and military. See also FI-18, Time and Attendance Reporting. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S	PENDING		S

KEY

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See Section 0008 for explanation of KEY terms



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PE-33	<u>Pund Raising and Community Outreach</u> Material relating to programs such as the Combined Federal Campaign (CFC), blood drives, and U.S. Savings Bond drives. <u>AUTHORIZATION:</u> Recommendation of Management	SPP SA	S			S
			PENDING			
PE-34	<u>Labor Management Relations</u> Material relating to the relationship between management and employee unions and other groups. <u>AUTHORIZATION:</u> GRS 1/29 1/28	GPL	5yrs or S			S
PE-34-15	<u>Labor Unions</u> Material relating to employee unions such as contracts and negotiated agreements. Case file alphabetically by name of union. <u>AUTHORIZATION:</u> GRS 1/29(a) 1/28	SPL	A+5yrs			
PE-34-16	<u>Labor Arbitration Decisions</u> Material relating to decisions resulting from labor arbitration. <u>AUTHORIZATION:</u> GRS 1/29(a) 1/28	SPL	A+5yrs			S

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See Instructions (BPA) for a explanation of PE Codes.

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			OFFICE OF RECORD		STORAGE	
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PE-34-17	<u>Grievance and Labor Arbitration</u> Case files consisting of grievances and resulting arbitration. <u>AUTHORIZATION:</u> CRS 1/29(5) 1/28	GPL	A+5yrs			S
PE-35	<u>Employee Organizations and Activities</u> Material relating to employee organizations such as the Professional Engineers in Government (PEG), Society of Concerned Engineers (SCE), and Northwest Federal Employees Association ("Associates"). <u>AUTHORIZATION:</u> Recommendation of Management	Z	S			S
PE-36	<u>Equal Employment Opportunity</u> Documentation relating to all aspects of administering the federally mandated equal opportunity program at BPA. Includes special emphasis programs, observances of special events, monitoring and reporting, and discrimination complaints. <u>AUTHORIZATION:</u> CRS 1/26(9) 1/259	AH	2yrs or S	1yr		1yr or S
PE-36-11	<u>Programs</u> Special emphasis programs managed by the BPA EEO office, including the Federal Women's Program and the Hispanic Employment Program. File alphabetically by program name. <u>AUTHORIZATION:</u> Recommendation of Management	AH	2yrs or S	1yr		1yr or S

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See Section B0018 for explanation of KEY terms.

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PE-36-12	<u>Observances</u> Activities held to celebrate holidays and for recognition relating to civil rights and employment, including Martin Luther King Holiday and Hispanic Heritage Week. File alphabetically by activity name. <u>AUTHORIZATION:</u> Recommendation of Management	AH	2yrs or S	1yr		1yr or S
				PENDING		
PE-36-13	<u>Outreach</u> Contacts with schools, community groups for the purpose of generating interest in careers at BPA. Includes career fairs, speeches at schools, and seminars. File alphabetically by name of contact. <u>AUTHORIZATION:</u> Recommendation of Management	AH	2yrs or S	1yr		S
				PENDING		
PE-36-14	<u>Discrimination Complaints</u> Documentation of complaints of discrimination filed by DOE or BPA employees and applicants. Includes contacts, consultations, precomplaint, and formal complaint processing. File by assigned number. <u>AUTHORIZATION:</u> CRS 1/26(a) 1/25a	AH	A+4yrs			
PE-37	<u>Political Activity of Federal Employees</u> Material relating to restrictions on political activity under the Hatch Act. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S			S
				PENDING		

KEY

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See Section 000B for explanation of PE Terms.



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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
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PE-38	Financial Disclosure Requirements Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978, Public Law 95-521. (a) Records including Standard Form 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the US Senate. (b) All other records, including Standard Form 278. (c) All other statements of employment and financial interests and related records. <u>AUTHORIZATION:</u> GRS 1/25 1124	AP	A+1yr			
		AP	A+6yrs			
		AP	A+2yrs			
PE-39	Employee Conduct and Ethics Material relating to codes of ethics and standards of conduct for Federal employees. <u>AUTHORIZATION:</u> DOE 1/28 GRS 1/27	AP	S			S
PE-39-12	<u>Conflict of Interest</u> Statements of past employment, current financial interests, and related material as required for specified BPA employees. <u>AUTHORIZATION:</u> DOE 1/25	AP	A+2yrs			

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PENDING

KEY

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See Section B008 for explanation of KEY terms.

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PE-41	<u>Voluntary Separations and Reductions in Grade/Rank/Pay</u> Material relating to actions such as resignations, separations, and changes to lower grade when such actions are voluntary and not due to reduction in force or employee performance. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S			S
PE-42	<u>Adverse Actions/Discipline</u> Case files and related records created in reviewing an adverse advice (disciplinary or nondisciplinary removal, suspension, leave without pay, or reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, excluding letters of reprimand. <u>AUTHORIZATION:</u> GRS 1/31(b) 1/306	SPO	A+4yrs			
PE-42-11	<u>Unacceptable Performance Actions</u> Case files and related records created in reviewing performance-based actions as defined in 5 USC 432. Includes a copy of the proposed action with supporting documents; statements of witnesses; employee's reply; hearing notice(s); reports and decisions; reversal of action; and appeal records. <u>AUTHORIZATION:</u> GRS 1/31(b) 1/306	SPO	A+4yrs			A

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

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See Section 800B for explanation of KEY letters.



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PE-42-12	<u>Reduction in Force</u> Material relating to policies and procedures about reductions in force (RIFs), including retention registers. (a) Registers from which reduction-in-force actions have been taken. (b) Registers from which no reduction-in-force actions have been taken. <u>AUTHORIZATION:</u> GRS 1/17(b)(1)&(2)	SPO	2yrs			
		SPO	S			
PE-42-14	<u>Grade and Pay Retention</u> Material relating to entitlement to grade and pay retention during reduction in force or other adverse action procedures. <u>AUTHORIZATION:</u> Recommendation of Management	SPO	A+4yrs			
				PENDING		
43	<u>Grievances and Appeals</u> Review of grievance and appeals raised by agency employees, except EEO complaints. Case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, exhibits, and material relating to a reconsideration request. Includes grievances under both administrative and negotiated	SPOD	A+3yrs			
		SPL				

KEY

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See Section 800.8 for explanation of KEY terms.



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			IN OFFICE	STORAGE			IN OFFICE
				BPA	FRC		
PE-43 (cont.)	procedures. Discipline-related material and appeals to the Merit Systems Protection Board (MSPB) maintained by SPOD; nondiscipline-related material maintained by SPL. See also PE-28-16, Classification Appeals.						
	AUTHORIZATION: GRS 1/31(a) 1/30a						
PE-44	<u>Injury Compensation</u> Material relating to claims under the Office of Workers Compensation Programs (OWCP). See also PE-53, Personal Injury. <u>AUTHORIZATION:</u> Recommendation of Management	SP	S			S	
PE-44-11	<u>Chargeback Billings</u> Material relating to costs of compensation made under OWCP claims. <u>AUTHORIZATION:</u> Recommendation of Management	SP	5yrs				
PE-44-12	<u>OWCP Cases</u> Material relating to individual employees with OWCP claims. <u>AUTHORIZATION:</u> Recommendation of Management.	SP xA	A+5yrs				

KEY

A ACTIVE
P PERMANENT
S SUPERSEDED/OBSOLETEX FIRST LETTER IN AREA OFFICE ROUTING (I, T, U, W)
Z ORIGINATING OFFICE

See Section B003 for explanation of PE Codes.

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
PE-45	<u>Retirement System</u> Material relating to policies concerning governmental retirement systems including Social Security, Medicare, Federal Employees Retirement System (FERS), and Civil Service Retirement System (CSRS). Case file by name of system or by FPM chapter number. See also FI-19-21, Retirements. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S			S
PE-46	<u>Health Program</u> Material relating to employee medical and counseling services and the operation of health facilities. <u>Disposition:</u> Per FPM Bulletin 293-31, retain for duration of employment. Do not destroy. Forward to next employing agency with the OPF or transfer those records not required for filing in the OPF to a local Federal Records Center. <u>AUTHORIZATION:</u> GRS 1/21	SPRE	See Disposition			A
PE-46-11	<u>Individual Health Records</u> Cards which contain such information as date of employee's visit, diagnosis, and treatment. These records are the property of and are controlled by U.S. Public Health Service.	SPRE	See Disposition			

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See Section B00B for explanation of KEY terms.



FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
RP-34-14	<u>Coordination Agreement</u>	RP	See RP-34 Disposition			
RP-35	<u>Losses</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+2yrs		5yrs	A
RP-36	<u>Peak Loads</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	S+2yrs		3yrs	S
RP-36-11	<u>Load Factors</u>	RP	See RP-36 Disposition			
RP-36-12	<u>Diversity Factors</u>	RP	See RP-36 Disposition			
RP-36-13	<u>Load Shapes</u>	RP	See RP-36 Disposition			
RP-37	<u>Weather Adjustments</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	S+2yrs		3yrs	S
RP-38	<u>Sum of Utilities</u>	RP	See Disposition			
	Case file chronologically by year of study.		WITHDRAWN			
	(a) Published documents and forecasts.					

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See Section B00.8 for explanation of KEY terms.



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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
RP-32-11	<u>Model Conservation Standards</u>	RP	See RP-32	Disposition		
RP-32-12	<u>Program Savings Estimates</u> Case file by program.	RP	See RP-32	Disposition		
RP-33	<u>Demand Side Management</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+2yrs		5yrs	A
RP-34	<u>Short Term Forecasts and Analyses</u> Within tertiary subjects, case file chronologically by year. (a) Published documents and forecasts. <u>Disposition:</u> Approximately 5 linear feet retained in alphabetical or numerical order with an annual accumulation of 1 linear foot. Transfer to FRC when ten years old. Offer to NARA in 5-year blocks when 25 years old. (b) Supporting documentation <u>AUTHORIZATION:</u> Recommendation of Management	RP	See Disposition			
				WITHDRAWN		
			2yrs		5yrs	A
RP-34-11	<u>Direct Service Industries</u>	RP	See RP-34	Disposition		
RP-34-12	<u>Generating Publics</u>	RP	See RP-34	Disposition		
RP-34-13	<u>Nongenerating Publics</u>	RP	See RP-34	Disposition		

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See Section 200.0 for explanation of R.E. terms.



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			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
				BPA	FRC	
RP-30-11	<u>Northwest Power Planning Council</u>	RP	See RP-30	Disposition		
RP-30-12	<u>Pacific Northwest Utilities Conference Committee</u>	RP	See RP-30	Disposition		
RP-30-13	<u>Internal</u>	RP	See RP-30	Disposition		
RP-31	<u>Methodological Development and Integration</u>	RP	A+2yrs		5yrs	S
	<u>AUTHORIZATION:</u> Recommendation of Management					
RP-31-11	<u>Internal Planning</u>	RP	S+2yrs		5yrs	S
	<u>AUTHORIZATION:</u> Recommendation of Management					
RP-31-12	<u>Contracts</u>	RP	A+2yrs		5yrs	A
	Case files.					
	<u>AUTHORIZATION:</u> Recommendation of Management					
RP-31-13	<u>Issue/Sector</u>	RP	A+2yrs		5yrs	A
	Case Files.					
	<u>AUTHORIZATION:</u> Recommendation of Management					
RP-32	<u>Conservation Issue Forecasts</u>	RP	A+2yrs		5yrs	A
	<u>AUTHORIZATION:</u> Recommendation of Management					

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See Section B008 for explanation of KEY terms

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RP-23

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
RP-29	<u>Economic Forecasts</u> Case file by draft, final and year, using subjects below. (a) Published documents and forecasts. <u>Disposition:</u> Approximately 10 linear feet retained in alphabetical or numerical order with an annual accumulation of 2 linear feet. Transfer to FRC when ten years old. Offer to NARA in 5-year blocks when 25 years old. (b) Supporting documentation <u>AUTHORIZATION:</u> Recommendation of Management	RPC	See Disposition			
RP-29-11	<u>Summary</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPC	2yrs	3yrs	A	
RP-29-12	<u>National Economics</u>	RPC	See RP-29	Disposition		
RP-29-13	<u>Regional Economics</u>	RPC	See RP-29	Disposition		
RP-29-14	<u>Demographics</u>	RPC	See RP-29	Disposition		
RP-29-15	<u>Fuel Prices</u>	RPC	See RP-29	Disposition		
RP-30	<u>Comparisons to Other Forecasts</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	3yrs	2yrs 5yrs	S	

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See Section 800B for explanations of F.R.C. terms.

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
RP-28 (cont.)	<u>Disposition:</u> Approximately 10 linear feet retained in alphabetical or numerical order with an annual accumulation of 2 linear feet. Transfer to FRC when ten years old. Offer to NARA in 5-year blocks when 25 years old. (b) Supporting documentation <u>AUTHORIZATION:</u> Recommendation of Management			WITHDRAWN		
			2yrs		5yrs	A
			PENDING			
RP-28-11	<u>Summary</u> Includes plans and schedules. <u>AUTHORIZATION:</u> Recommendation of Management	RP	2yrs	3yrs		A
			PENDING			
RP-28-12	<u>Residential</u>	RP	See RP-28	Disposition		
RP-28-13	<u>Commercial</u>	RP	See RP-28	Disposition		
RP-28-14	<u>Industrial</u> Case file by specific industry.	RP	See RP-28	Disposition		
RP-28-15	<u>Irrigation</u>	RP	See RP-28	Disposition		
RP-28-16	<u>Direct Service Industry</u> Case file by specific direct service industry (DSI) or plant.	RP	See RP-28	Disposition		
RP-28-17	<u>Miscellaneous Loads</u>	RP	See RP-28	Disposition		

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See Section B0008 for explanation of KEY terms.



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			OFFICE OF RECORD		IN STORAGE	
			IN OFFICE	BPA		
● 26-17	<u>State</u>	RPC	See RP-26	Disposition		
RP-26-18	<u>Tribal</u>	RPC	See RP-26	Disposition		
RP-27	<u>Utilization Data</u>	RPC	S			S
	<u>AUTHORIZATION:</u> Recommendation of Management		PENDING			
RP-27-11	<u>Domestic</u>	RPC	See RP-27	Disposition		
RP-27-12	<u>Commercial</u>	RPC	See RP-27	Disposition		
RP-27-13	<u>Industrial/Non-Direct Service Industry</u>	RPC	See RP-27	Disposition		
RP-27-14	<u>Industrial/Direct Service Industry</u>	RPC	See RP-27	Disposition		
● 27-15	<u>Diversity Factors</u>	RPC	See RP-27	Disposition		
RP-27-16	<u>Load Factors</u>	RPC	See RP-27	Disposition		
RP-28	<u>Load Forecasts</u>	RPC	See Disposition			A
	Case file by draft, final, and year, using tertiary subjects below.		WITHDRAWN			
	(a) Published documents and forecasts.					

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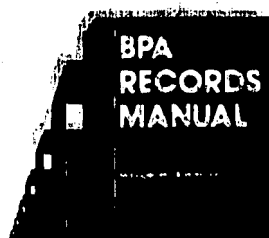
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See Section 800B for explanation of P, U, C terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
RP-25-13	<u>Data Requests and Responses</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+1yr	PENDING	A	
RP-25-14	<u>Study Types/Methodology/Models</u> Capacity and energy computer modeling techniques, development and utilization. Case file by type. <u>AUTHORIZATION:</u> Recommendation of Management	RP	S+2yrs		S	
RP-26	<u>Utility/Customer Basic Data</u> File all basic data, including load projections received from customers, using tertiary subjects below. <u>AUTHORIZATION:</u> Recommendation of Management	RPC	S		S	
RP-26-11	<u>Utilities</u>	RPC	See RP-26	PENDING		
RP-26-12	<u>Direct Service Industries-Aluminum</u>	RPC	See RP-26			
26-13	<u>Direct Service Industries-Other</u>	RPC	See RP-26			
RP-26-14	<u>Other Industries</u>	RPC	See RP-26			
RP-26-15	<u>Agricultural/Irrigation</u>	RPC	See RP-26			
RP-26-16	<u>Federal</u>	RPC	See RP-26			

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See Section B000 for explanation of KEY terms.



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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
RP-24-12	<u>Evaluation Guidelines</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPP	S	PENDING		S
RP-24-13	<u>Data Requests and Responses</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+1yr			A
RP-24-14	<u>Project Types/Methodology/Models</u> Case file by type. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	S+2yrs			S
RP-25	<u>Power Studies</u> Consists of data, decision analysis background and results of power studies. Case file alphabetically by study name or by type of study. Use tertiary subjects below. Index all studies. <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+2yrs	5yrs	S	
RP-25-11	<u>Unsolicited Proposals</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	3yrs	PENDING		
RP-25-12	<u>Study Guidelines</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	S			S
				PENDING		

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See pages from BPA 1000 for explanation of KEY terms.

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
				BPA	FRC	
RP-24 (cont.)	<p><u>Disposition:</u> Transfer to FRC when no longer active or no longer has potential for activity. Offer to NARA in 5-year blocks when 20 years old. Approximately 300 linear feet and 10 vertical feet of map files retained in alphabetical or numerical order with an annual accumulation of 20 linear feet and 0.5 vertical feet.</p> <p><u>AUTHORIZATION:</u> FERC III/I(C)(3)</p> <p>(b) Specific economic evaluations and analyses of potential power projects including the Washington Nuclear Power projects. Case file alphabetically by project name or numerically by project file number. Use tertiary subjects below.</p> <p><u>Disposition:</u> Transfer to FRC when no longer active or no longer has potential for activity. Offer to NARA in 5-year blocks when 20 years old. Approximately 8 linear feet retained in alphabetical or numerical order with an annual accumulation of 3 linear feet.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	RPP	WITHDRAWN			
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See Section 800B for explanation of KEY terms

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
			BPA	FRC		
RP-23-12	<u>Peaking Studies</u> Capacity studies and sales, total system and individual long term capacity development and analysis. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-39	RPS	A+2yrs		8yrs	S
RP-23-13	<u>Monthly Power Situation</u> Includes energy load forecasting. <u>AUTHORIZATION:</u> Recommendation of Management	RPS PS	15yrs			2yrs
RP-23-14	<u>Load/Resource Balance</u> Pacific Northwest loads and resources study, rate case studies and related documents. <u>Disposition:</u> Destroy published studies when 25 years old. Destroy supporting data 10 years after study published. Destroy computer printouts when 10 years old. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-36	RPS	See Disposition			S+2yrs
RP-24	<u>Power Projects</u> (a) FERC license applications and supporting material such as notices and maps of specific hydroelectric projects filed by the BPA with the FERC. Case file alphabetically by project name or numerically by project file number.	PG RPEC	See Disposition			A

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*See Section B0011 for explanation of PL/CL terms.

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
				BPA	FRC	
RP-22-15	<u>Streamflow</u> Data relating to historical modified streamflows, actual runoff experience and estimated long term flows. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	S+2yrs		20yrs	S
			PENDING			
RP-22-16	<u>Headwater/Downstream Determinations</u> Data relating to determinations of headwater benefits and payment. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+2yrs		10yrs	A
			PENDING			
RP-23	<u>Load Studies/Study Types</u> File general material about load studies here. File specific load studies using the following subjects. When material pertains to specific projects or studies that are indexed at RP-24 or RP-25, file in those locations or cross-reference material in both locations. Cross reference location of all computer printouts. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	S			S
			PENDING			
RP-23-11	<u>Study Requests</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+1yr			A
			PENDING			

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See Section B008 for explanation of KEY terms.

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
				BPA	FRC	
RP-22	<u>Water Resources Basic Data</u> Case file by using the following tertiary subjects. See also RP-24, Power Project Evaluations and Analyses and RP-25, Power Studies. <u>AUTHORIZATION:</u> Recommendation of Management	RP	S			S
				PENDING		
RP-22-11	<u>Depletion</u> Data relating to streamflow depletion due to irrigation, evaporation, drought, and other conditions and situations.	RP	See RP-22	Disposition		
RP-22-12	<u>Pumped Storage</u> Data relating to pumped storage sites, including generation and pumping capability.	RP	See RP-22	Disposition		
RP-22-13	<u>Floods and Flood Control</u> Data relating to flood control requirements. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	S+2yrs			S
				PENDING		
RP-22-14	<u>Storage</u> Data relating to site storage capabilities. <u>AUTHORIZATION:</u> Recommendation of Management	RP	S+2yrs			S
				PENDING		

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
RP-21-15	<u>Hydroelectric</u>	RP RM	See RP-21	Disposition		
21-16	<u>Biomass</u>	RP RM	See RP-21	Disposition		
RP-21-17	<u>Cogeneration</u>	RP RM	See RP-21	Disposition		
RP-21-18	<u>Nuclear</u>	RP RM	See RP-21	Disposition		
RP-21-19	<u>Hydroelectric--Secondary</u> Material relating to production and marketing of secondary hydroelectric power. <u>AUTHORIZATION:</u> Recommendation of Management	RP	See RP-21	Disposition		
RP-21-20	<u>Conservation</u>	RM	See RP-21	Disposition		
RP-21-21	<u>Potential and New Resources</u> Resources not listed above. Case file as needed.	RP RM	See RP-21	Disposition		
RP-21-22	<u>Generation and Sales Statistics</u>	RMG	See RP-21	Disposition		
RP-21-23	<u>Generation Equipment</u> Technology issues and advances.	RMG	See RP-21	Disposition		

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See Section B00.8 for explanation of KEY terms.



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				STORAGE		
				BPA	FRC	
RP-20-13	<u>Potential Hydroelectric Power</u>	RP RM	See RP-20	Disposition		
RP-20-14	<u>Efficiency Improvements</u>	RP RM	See RP-20	Disposition		
RP-20-15	<u>Options</u>	RP	See RP-20	Disposition		
RP-21	<u>Energy and Capacity Resources--Basic Data</u> Data and information related to resource technologies, operating characteristics and research and development. <u>AUTHORIZATION:</u> Recommendation of Management	RP RM	A+2yrs		5yrs	A
			PENDING			
RP-21-11	<u>Geothermal</u> Regional data base and summary of legal and institutional factors in various jurisdictions.	RP RM	See RP-21	Disposition		
RP-21-12	<u>Thermal/Fossil</u> Material relating to both thermal and fossil fueled generating resources.	RP RM	See RP-21	Disposition		
RP-21-13	<u>Solar</u>	RP RM	See RP-21	Disposition		
RP-21-14	<u>Wind</u> Regional database and summary of legal and institutional factors in various jurisdictions.	RP RM	See RP-21	Disposition		

PENDING

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See Section 800B for explanation of R.F. Y terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
RP-19	<u>Income Analysis</u> Material relating to income analysis. See also RP-24, Power Project Evaluations and Analyses, and RP-25, Power Studies. <u>AUTHORIZATION:</u> Recommendation of Management	RPC	A+5yrs			A
RP-19-11	<u>Analytical Tools/Modeling Techniques</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPC	S+2yrs			S
RP-19-12	<u>Marketing</u> Material relating to analysis of capacity and energy computer modeling techniques, development and utilization. <u>AUTHORIZATION:</u> Recommendation of Management	RPC	A	5yrs	5yrs	A
RP-20	<u>Non-Federal Development at Federal Facilities</u> File general material using the following tertiary subjects. See also RP-24, Power Project Evaluations and Analyses and RP-25, Power Studies. <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+3yrs		5yrs	A
RP-20-11	<u>Financing</u>	RP	See RP-20 Disposition			
RP-20-12	<u>Marketability</u>	RP	See RP-20 Disposition			

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See Section B008 for explanation of KEY terms.



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			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
			BPA	FRC		
RP-17-16	<u>Tracking</u> Periodic surveys of resource specific technology and institutional trends and accomplishments <u>AUTHORIZATION:</u> Recommendation of Management	RP	S+3yrs		S	
			PENDING			
RP-18	<u>Cost Analysis</u> Material relating to cost analysis. See also RP-24, Power Project Evaluations and Analyses and RP-25, Power Studies. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+5yrs		A	
			PENDING			
RP-18-11	<u>Analytical Tools/Modeling Techniques</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPP	S+2yrs		S	
			PENDING			
RP-18-12	<u>Cost-Effectiveness</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+4yrs	5yrs	A	
			PENDING			
RP-18-13	<u>Marginal Costs</u> Consists of documentation, such as rate analyses, used to derive BPA marginal cost estimates <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+5yrs	10yrs	A	
			PENDING			

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See Section B003 for explanation of KEY terms.



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			IN OFFICE	STORAGE		
			BPA	FRC		
RP-17-11	<u>Acquisition Methods</u> Documentation of terms and conditions of purchase agreements outside BPA. Case file by resource types. <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+5yrs	10yrs	A	
RP-17-12	<u>Small Resources Program</u> Documentation of issues and criteria for acquisitions by any party and in various states. <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+5yrs	10yrs	A	
RP-17-13	<u>Lost Opportunity Resources</u> Material relating to programs, policies, evaluation criteria and similar documentation for lost opportunity generating resources. <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+3yrs	5yrs	A	
RP-17-14	<u>Displacement</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+3yrs	5yrs	A	
RP-17-15	<u>Pre-Construction Assistance Program</u> <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+3yrs	5yrs	A	

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See Section 800.8 for explanation of KEY terms.



CHAPTER

810

RESOURCE PLANNING AND FORECASTING

PART

FILE GUIDE AND RETENTION SCHEDULE

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RP-9

04-15-88

DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
RP-16-19	<u>Assured Operating Plan Hydroelectric Studies</u> <u>Disposition:</u> Transfer to FRC 10 years after year in which created. Offer to NARA in 5-year blocks when 20 years old. Maintain microfilm (COM) for 30 years or until no longer needed, whichever comes first. Approximately 6 linear feet retained in chronological order with an annual accumulation of 2 linear feet. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	See Disposition		S	
RP-16-20	<u>Detailed Operating Plan</u> Detailed operating plan (DOP) and supporting documents. Approximately 2 linear feet retained in chronological order with an annual accumulation of 1 linear foot.	RPS	See RP-16-19 Disposition			
RP-16-21	<u>Entity Report</u> Approximately 1 linear foot retained in chronological order with an annual accumulation of 1 linear foot.	RPS	See RP-16-19 Disposition			
RP-17	<u>Resource Acquisitions</u> Material relating to resource acquisitions. See also RP-24, Power Project Evaluations and Analyses and RP-25, Power Studies. <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+3yrs	5yrs	A	

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			
			OFFICE OF RECORD		OTHER COPIES	
			IN OFFICE	STORAGE BPA FRC	IN OFFICE	
RP-16-16	<u>Plant Data</u> Data received from Canada for use in studies and models. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	S	PENDING	S	
RP-16-17	<u>Hydrometeorology</u> Data, policy, and procedures related to hydroelectric meteorology. Does <u>not</u> include meeting minutes, agenda, and related material. Approximately 3 linear feet retained in alphabetical order with an annual accumulation of 6 linear inches. <u>Disposition:</u> Transfer to FRC 10 years after material is no longer active. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	See Disposition		S	
RP-16-18	<u>Assured Operating Plan</u> Assured operating plan (AOP) and supporting documentation. <u>Disposition:</u> Transfer to FRC 10 years after year in which created. Offer to NARA in 5-year blocks when 20 years old. Maintain microfilm (COM) for 30 years or until no longer needed, whichever comes first. Approximately 15 linear feet retained in chronological order with an annual accumulation of 3 linear feet. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	See Disposition	PENDING	S	

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See Section 800.8 for explanation of KEY terms.



CHAPTER

810

RESOURCE PLANNING AND FORECASTING

FILE GUIDE AND RETENTION SCHEDULE

RP-7

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES
			IN OFFICE	STORAGE BPA FRC	
RP-16-13 (cont.)	<p><u>Disposition:</u> Transfer to FRC 10 years after material is no longer active. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>		WITHDRAWN PENDING		
RP-16-14	<p><u>Downstream Benefits</u> Special studies and reports. Approximately 5 linear feet retained in alphabetical order with an annual accumulation of 1 linear foot.</p> <p><u>Disposition:</u> Transfer to FRC 10 years after material is no longer active. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	RPS	See Disposition WITHDRAWN PENDING		5yrs
RP-16-15	<p><u>Storage and Storage Requests</u> Special requests, studies, and reports. Approximately 6 linear feet retained in alphabetical order with an annual accumulation of 1 linear foot.</p> <p><u>Disposition:</u> Transfer to FRC 3 years after material is no longer active. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	RPS	See Disposition WITHDRAWN PENDING		5yrs

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See Section 800 B for explanation of KEY terms.

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
RP-15-18	<u>Western Systems Power Pool</u> Material relating to the Western Systems Power Pool (WSPP).	RP	See RP-15 Disposition			
-16	<u>Columbia River Treaty</u> All treaty-related material including Columbia River Treaty (CRT), Permanent Engineering Board (PEB), and Permanent Engineering Board Committee (PEBCOM). Use the following tertiary subjects and dispositions, filing material alphabetically by name or title.	RPS				
RP-16-11	<u>Canadian Projects</u> Material relating to existing and new Canadian projects. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+3yrs	10yrs	3yrs	
RP-16-12	<u>U.S. Projects</u> Material relating to existing and new U.S. projects. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+3yrs	10yrs	3yrs	
-16-13	<u>Agreements</u> Special agreements, related to the treaty, between the U.S. and Canada. Approximately 8 linear feet retained in alphabetical order with an annual accumulation of 1 linear foot.	RPS	See Disposition			5yrs
			WITHDRAWN			

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
RP-15 (cont.)	Disposition: Destroy when superseded, no longer required for reference, or when 10 years old, whichever is sooner.					
	AUTHORIZATION: Recommendation of Management					
RP-15-11	<u>Intertie Development and Use</u>	RP	See RP-15	Disposition		
RP-15-12	<u>Northern Interties</u> Material relating to development and use of interties (IDU) with Canada (<u>not</u> related to RP-15-16, BC Hydro).	RP	See RP-15	Disposition		
RP-15-13	<u>Eastern Interties</u> Material relating to interties with Idaho, Montana, Utah, Wyoming, and other states to the east.	RP	See RP-15	Disposition		
RP-15-14	<u>Southern Interties</u> Material relating to interties with California and the Inland Southwest.	RP	See RP-15	Disposition		
RP-15-15	<u>Third AC Intertie</u>	RP	See RP-15	Disposition		
RP-15-16	<u>British Columbia Hydro</u> Material relating to non-treaty policies and studies of interties with British Columbia Hydro (BCH) (<u>not</u> related to RP-15-12, Northern Interties).	RP	See RP-15	Disposition		
RP-15-17	<u>Loop Flow</u> Material relating to system and individual utility load and resource data.	RP	See RP-15	Disposition		

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
RP-14-13	<p><u>Nonfirm Surplus</u> Material relating to availability of nonfirm surplus hydroelectric energy.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	RP	S	2yrs	S	
RP-15	<p><u>Planning for Interties and Interconnections</u> Material relating to the development of policies, procedures and agreements and the development and analysis of intertie marketing and operational alternatives. Within tertiary subjects case file alphabetically by name of intertie or interconnection. See also ED-14, Interties, and OP-13, Operation of Interties and Interconnections.</p> <p>(a) Correspondence and other material establishing BPA policies and procedures governing interties and interconnections. Approximately 15 linear feet retained in alphabetical order with an annual accumulation of 3 linear feet.</p> <p><u>Disposition:</u> Transfer to FRC when no longer active and offer to NARA when 20 years old.</p> <p>(b) Correspondence regarding format and content of agreements, prototype agreements, letter agreements, and other related matters except when concerning a specific contract.</p>	RP	See Disposition <i>Withdrawn</i>		S	

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
RP-13-13	<u>Supply Curves</u> Material relating to the assessment of resource costs and availabilities. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+3yrs		5yrs	S
RP-13-14	<u>Responses to Resource Program Proposals</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+3yrs		5yrs	S
RP-14	<u>Energy and Capacity Types</u> Material relating to the availability of various types of electrical power, including studies, reports, and tables. <u>AUTHORIZATION:</u> Recommendation of Management	RP	S	2yrs		S
RP-14-11	<u>Firm</u> Material relating to availability of total system firm energy or capacity and hydroelectric system firm energy or capacity. <u>AUTHORIZATION:</u> Recommendation of Management	RP	S	2yrs		S
RP-14-12	<u>Firm Surplus</u> Material relating to availability of total system firm surplus energy or capacity. <u>AUTHORIZATION:</u> Recommendation of Management	RP	S	2yrs		S

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See Section 800B for explanation of KEY terms.



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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
RP-11	<u>Power Plan Issues</u> Material relating to the NW Power Planning Council's (NWPPC) Power Plan and issues of concern, impact, or interest to BPA. Case file by issue. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+3yrs	5yrs	S	
RP-12	<u>Responses to NWPPC Two-Year Action Plan</u> Material relating to the Northwest Power Planning Council's Action Plan and BPA's Workplan. Case file by year and title. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+3yrs	5yrs	S	
RP-13	<u>Resource Program</u> Material relating to development of annual resource program. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+3yrs	5yrs	S	
RP-13-11	<u>Integrated Resource Planning</u> <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+3yrs	5yrs	S	
RP-13-12	<u>Database</u> Description and ranking of Primary Resource Sites and Potentials. Includes development methodologies. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	S+1yr	5yrs	S	

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See Section B0008 for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD		
			OFFICE OF RECORD		OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA FRC	
RP	<p>RESOURCE PLANNING AND FORECASTING Material relating to resource planning and forecasting, including BPA's resource strategy and generation studies. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p>Disposition: In accordance with instructions for specific material described by the following related subjects.</p> <p>AUTHORIZATION: Recommendation of Management All temporary records under the primary subject "Resource Planning and Forecasting" with retention periods of 5 years and longer are justified because of (a) the need to support program and policy decisions to the Northwest Power Planning Council; and (b) the need to document decisions in light of the potential for lawsuits against BPA.</p> <p>All permanent records under the primary subject "Resource Planning and Forecasting" are justified because of (a) the Columbia River Treaty which documents with Canada the annual operating and planning data needed permanently for historical purposes; and (b) published forecasts which are needed to provide an historical record of data bases and of the bases for rate and income decisions.</p>		See Disposition		A+1yr

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(See Section B008 for explanation of KEY terms.)



CHAPTER

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POWER MARKETING

PART

FILE GUIDE AND RETENTION SCHEDULE

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PM-11

04-15-88

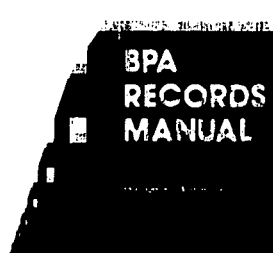
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
PM-15-12	<u>Outyear Forecasts</u>	PML	See PM-15	Disposition		
PM-15-13	<u>Revenue Forecasts</u> Includes Non-Firm Revenue Analysis Program-Revenue Estimates (NFRAP-REVEST) printouts.	PML	See PM-15	Disposition		
PM-16	<u>Rate Filings and Hearings</u> Includes all material related to rate filings and hearings. Case file by year of filing. Do <u>not</u> include duplicate copies. See also FI-28, Revenue Requirements, and FI-29, Repayment. <u>Disposition:</u> When no longer active, transfer to FRC until 50 years old, then destroy. <u>AUTHORIZATION:</u> PERC III/I(B)(3)	PML	See Disposition		A	
PM-16-11	<u>Schedules and Charts</u>	PML	See PM-16	Disposition		
PM-16-12	<u>Exparte</u>	PML	See PM-16	Disposition		
PM-16-13	<u>Official Record</u> Case file by year of rate filing using numerical index.	PML	See PM-16	Disposition		

PENDING

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See Section B00R for explanation of KEY forms.



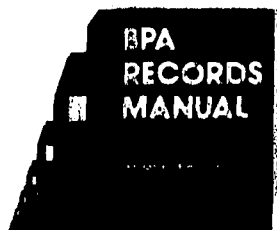
FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
PM-14-16	<u>Cost of Service Analysis</u>	PML	See PM-14	Disposition		
PM-14-17	<u>Marginal Cost Analysis</u>	PML	See PM-14	Disposition		
PM-14-18	<u>Transmission Rate Design Study</u>	PML	See PM-14	Disposition		
PM-14-19	<u>Long Range Incremental Cost</u>	PML	See PM-14	Disposition		
PM-14-20	<u>Low Density Discount</u>	PML	See PM-14	Disposition		
PM-14-21	<u>Customer Schedules and Studies</u>	PML	See PM-14	Disposition		
PM-14-22	<u>Retail Industrial Market</u>	PML	See PM-14	Disposition		
PM-14-23	<u>Washington Nuclear Projects</u>	PML	See PM-14	Disposition		
PM-15	<u>Rate Forecasts</u> Case file rate forecasts using the following tertiary subjects as needed. <u>Disposition:</u> Destroy 5 years after adopted or effective or 10 years from date of forecast, whichever is sooner. <u>AUTHORIZATION:</u> Recommendation of Management	PML	See Disposition		A	
PM-15-11	<u>Load Forecasts</u>	PML	See PM-15	Disposition		

PENDING

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See Section B0018 for explanation of KEY terms



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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
PM-14	<u>Rate Analysis</u> Case file by using the following subjects as needed. Cross reference location of all computer printouts. (a) Correspondence (b) All other hardcopy, including computer printouts (c) Magnetic tapes, disks, and microfilm <u>AUTHORIZATION:</u> Recommendation of Management	PML				
			WITHDRAWN			
			3yrs		A	
			S		S	
			S+5yrs			
			PENDING			
PM-14-11	<u>Rate Database</u> Includes Revenue Information System (RIS) and Variable Industrial Historical Data printouts.	PML	See PM-14	Disposition		
PM-14-12	<u>Rate Analysis Model</u> Material relating to the rate analysis model (RAM).	PML	See PM-14	Disposition		
PM-14-13	<u>Resource Strategy</u> Includes all utilities programs resource loads and resource strategy runs printouts.	PML	See PM-14	Disposition		
PM-14-14	<u>Supply Pricing Model</u> Material relating to the supply pricing model (SPM).	PML	See PM-14	Disposition		
PM-14-15	<u>Resource Decremental Costs</u>	PML	See PM-14	Disposition		

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
PM-13-12	<u>Pre-Initial Proposal</u> <u>AUTHORIZATION:</u> Recommendation of Management	PML	2yrs		3yrs	S
PM-13-13	<u>Wholesale Power Rate</u> Case file all background and supporting material by rate schedule and by year. See also PM-16, Rate Filing and Hearings; FI-28, Revenue Requirements; and FI-29, Repayment. <u>Disposition:</u> When no longer active, transfer to FRC until 50 years old, then destroy. <u>AUTHORIZATION:</u> FERC III/I(B)(3)	PML	See Disposition	PENDING		A
PM-13-14	<u>Transmission Power Rate</u> Case file all background and supporting material by rate schedule and by year. See also FI-28, Revenue Requirements, and FI-29, Repayment. <u>Disposition:</u> When no longer active, transfer to FRC until 50 years old, then destroy. <u>AUTHORIZATION:</u> FERC III/I(B)(3)	PML	See Disposition	PENDING		A

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BPA RECORDS MANUAL

CHAPTER

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POWER MARKETING

FILE GUIDE AND RETENTION SCHEDULE

PM-7

04-15-88
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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
				BPA	FRC	IN OFFICE
PM-12-22	<u>Cogeneration</u>	PM	See PM-12	Disposition		
PM-12-23	<u>Other Power Transactions</u>	PM	See PM-12	Disposition		
PM-12-24	<u>Residential Purchase and Exchange</u>	PM	See PM-12	Disposition		
PM-12-25	<u>Conservation</u>	PM	See PM-12	Disposition		
PM-12-26	<u>Purchase</u>	PM	See PM-12	Disposition		
PM-12-27	<u>Residential Exchange</u>	PM	See PM-12	Disposition		
PM-12-28	<u>Intertie Assured Access</u>	PM	See PM-12	Disposition		
PM-12-29	<u>Construction</u>	PM	See PM-12	Disposition		
PM-12-30	<u>Emergency</u>	PM	See PM-12	Disposition		
PM-13	<u>Rates</u>	PML	See Disposition			
	<u>Disposition:</u> See PM-13 tertiary subjects for disposition.					
PM-13-11	<u>Responses to Power Planning Council Requirements</u> Case file by section/subsection of the Act.	PML	S		3yrs	S
	<u>AUTHORIZATION:</u> Recommendation of Management					

PENDING

PENDING

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See Section 800B for explanation of KEY terms.

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			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
PM-12 (cont.)	<u>Disposition:</u> Destroy when superceded, no longer required for reference, or when 10 years old, whichever is sooner. <u>AUTHORIZATION:</u> Recommendation of Management					
PM-12-11	<u>Power Sales</u>	PM				PENDING
PM-12-12	<u>Storage</u>	PM				
PM-12-13	<u>Exchange</u>	PM				
PM-12-14	<u>Exchange Transmission</u>	PM				
PM-12-15	<u>Service and Exchange</u>	PM				
PM-12-16	<u>Trust/Customer Service Reimbursable</u>	PM				
PM-12-17	<u>Operation and Maintenance</u>	PM				
PM-12-18	<u>Transmission</u>	PM				
PM-12-19	<u>Transfer</u>	PM				
PM-12-20	<u>Voltage Regulator</u>	PM				
PM-12-21	<u>Lease</u>	PM				

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CHAPTER

810

POWER MARKETING

PART
A FILE GUIDE AND RETENTION SCHEDULE

PM-5

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
PM-11-19 (cont.)	<p><u>Disposition:</u> Store on site 1 year then microfilm and send hard copy to FRC for 8 years. Destroy microfilm 20 years, and hard copy 8 years, after end of year originated.</p> <p><u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-16</p>					
PM-12	<p><u>Power Transactions</u></p> <p>Material relating to type of power transaction including policies, procedures, and developmental material. File here or use the following subjects as needed. Within tertiary subjects, case file alphabetically by customer name or numerically by customer number. Collection includes approximately 10 linear feet maintained in numerical or alphabetical order. Annual accumulation is 2 linear feet.</p> <p>(a) Correspondence and other material establishing BPA policies and procedures governing the sale of energy.</p> <p><u>Disposition:</u> Transfer to FRC when no longer active and offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p> <p>(b) Correspondence regarding format and content of energy sales agreements, prototype agreements, letter agreements, and other related matters, EXCEPT when concerning a specific contract.</p>	PM	See Disposition	WITHDRAWN		A
				PENDING		

KEY

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See Section B008 for explanation of KEY terms.

**BPA
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CHAPTER

810

POWER MARKETING

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FILE GUIDE AND RETENTION SCHEDULE

PM-4

04-15-
DOE/NAI

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
PM-11-16	<u>Draft Contract Material</u> Material related to contract formulation. <u>Disposition:</u> Executed Contracts, store on site one year; transfer to FRC for life of contract plus 5 years, then destroy. Nonexecuted Contracts, store on site one year, transfer to FRC for 5 years from end of negotiations, then destroy. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-6	PM XC	See Disposition A+1yr		A	
PM-11-17	<u>Meter Slips</u> Originals and copies of meter slips. Includes Demand Graph (DG) charts and Print Demand (PD-57) tapes. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-16	PM	1yr	7yrs	1yr	
PM-11-18	<u>Meter Chart Printouts</u> Computer printouts of various data related to metering. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-17	PM	1yr	1yr	1yr	
PM-11-19	<u>Billings</u> Copies of bills, related notes, and correspondence. See also FI-23, Revenue and Receipts, for accounts receivable copy of bill and accounting data.	PM XC	See Disposition 2yrs	8yrs	2yrs	

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

**BPA
RECORDS
MANUAL**

CHAPTER

810

T POWER MARKETING

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FILE GUIDE AND RETENTION SCHEDULE

PAGE PM-3

**DATE 04-15-8
DOE/NAF**

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
PM-11-13	<u>Contract Administration</u> Material related to the administering of all contracts.	PM xC	See PM-11	Disposition		
PM-11-14	<u>Contracts, Original and Master Authenticated</u> Contracts for all types of power transactions. (a) Original signed contract. See also FI-27-11, Residential Exchange Invoicing. <u>AUTHORIZATION:</u> PERC-18CFR-125.3/7(b) (b) Master authenticated contract <u>Disposition:</u> Microfilm when contract is terminated. Destroy hard copy. Review in 25 years and destroy when no longer needed for reference. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-2	DSA PM	A+lyr		5yrs	A+lyr
PM-11-15	<u>Contracts, Authenticated Work Copies</u> Copies for active use in various headquarters organizations and Area Offices. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook POM-4	PM	A+lyr			A+lyr

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FIRST LETTER IN AREA OFFICE ROUTING (I, T, U, W)
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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
PM-11 (cont.)	<p>subjects. For example, <u>Meter Slips</u> may be case filed, by customer name, in a location separate from <u>Billings</u> as is the situation at Headquarters Customer Services.</p> <p><u>Disposition:</u> The following applies to PM-11's tertiary subjects where the notation "See PM-11 Disposition" occurs:</p> <p>PK--Correspondence and other specific, customer-related material: Store on site 1 year; then microfilm and send hard copy to FRC for 8 years. Destroy hard copy when 9 years old. Destroy microfiche 5 years after service is terminated. Destroy all other material when superseded.</p> <p>xC--Correspondence and other specific, customer-related material: Store on site 2 years; then transfer to FRC for 7 years. Destroy when 9 years old. Destroy all other material when superseded.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>					
PM-11-11	<p><u>Contract Management System</u> All material related to contract support activities.</p>	PM xC	PENDING			
PM-11-12	<p><u>Contract Development and Negotiation</u> All material related to the development of contract policy, principles, and terms and to contract negotiations.</p>	PM xC				

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See Section B0018 for explanation of KEY terms.



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POWER MARKETING

PART
FILE GUIDE AND RETENTION SCHEDULE

PM-1

PAGE

DATE 04-15-88

DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
PM	<p><u>POWER MARKETING</u> Material relating to rate determination, revenue requirements and to customer services such as, contract development and administration for power acquisition, sales, exchange, and transmission; and power billing. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management All retentions in this series that are by "Recommendation of Management" are justified as follows: (a) because of potential legal challenge of rates and contracts; (b) because of potential of error in billing calculations and need to adjust billing amounts; (c) to document decisions for potential Northwest Power Planning Council review.</p> <p>FERC refers to Federal Energy Regulatory Commission.</p>		See Disposition		A+1yr	
PM-11	<p><u>Customer Relations</u> Power contracting and power billing related material for specific customers. Case file alphabetically by customer name. All material may be filed in one folder or in several folders using recurring subjects as needed. When volume of material dictates, file may be subdivided by specific contract name or number. <u>Note:</u> Case files, by customer name, or number, may be established using any of the below listed tertiary</p>	PM XC	See Disposition		S	

KEY

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*See Section 800B for explanation of KEY terms.



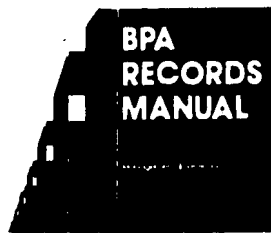
FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
PE-53-17	<p><u>Safety Management</u> Reports of inspections, appraisals, audits, studies, tests, and pertinent correspondence maintained by the Safety Office covering unsafe conditions, hazards of criticality, fire hazards, fires, and explosions at BPA worksites. See also SS-18-15, Vandalism, Theft, and Other Incidents.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	SI	5yrs			
PENDING						

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See Section B00B for explanation of KEY terms.



CHAPTER

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PERSONNEL

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE PE-35

DATE 04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
PE-53-13	<u>Motor Vehicle Accidents</u> Material relating to accidents involving Federal vehicles or occurring at a BPA facility or BPA right-of-way. <u>AUTHORIZATION:</u> GRS 10/5	SI	A+6yrs			A
PE-53-14	<u>Employee Driving Records</u> Material relating to individual employee operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence. <u>AUTHORIZATION:</u> GRS 10/4	SI	A+3yrs			A
PE-53-15	<u>Employee Claims for Property Loss</u> Material relating to accountability for personal property lost or stolen. See also LW-12-14, Torts. <u>AUTHORIZATION:</u> GRS 18/16(a) 18/15a	SI	A+3yrs			A
PE-53-16	<u>Private Party Claims</u> Material relating to accountability for personal property lost or stolen. See also LW-12-14, Torts. <u>AUTHORIZATION:</u> GRS 18/16(a) 18/15a	SI	A+3yrs			A

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See Section 800.8 for explanation of PE Claims

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PERSONNEL

FILE GUIDE AND RETENTION SCHEDULE

PE-33

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
PE-49	<u>Employee Services</u> Material relating to programs such as smoking cessation, fitness facility, and child care. <u>AUTHORIZATION:</u> Recommendation of Management	SPRE	5yrs or S	PENDING		A
PE-50	<u>Career Counseling Program</u> Material relating to counseling about career enhancement opportunities or personal development programs which may increase an employee's qualifications for higher-level positions. <u>AUTHORIZATION:</u> DOE 1/27(a)	SPRE	A+3yrs	PENDING		A
PE-51	<u>Rosters/Directories of Professionally Licensed Employees</u> Material relating to employees who are licensed or certified by state accreditation or similar boards. <u>AUTHORIZATION:</u> Recommendation of Management	SPP	S	PENDING		S
PE-52	<u>Mobilization Readiness</u> Directives and plans issued by BPA, the Federal Emergency Management Agency (FEMA), other Federal agencies, State and local governments, and private sector. Non-recap <u>AUTHORIZATION:</u> CRS 18/29	SPP	S			S

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* See Section B00B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE BPA FRC		
PE-53	<u>Occupational Safety Program</u> Material relating in general to Occupational Safety Program other than specific material described by the following tertiary subjects. <u>AUTHORIZATION:</u> Recommendation of Management	SI	A			A
PE-53-11	<u>Personal Injury</u> Material relating to medical and investigatory records about on-the-job injuries whether or not a claim for compensation was made, excluding copies filed in the Official Personnel Folder and copies submitted to the Department of Labor. See also PE-44, Injury Compensation. <u>AUTHORIZATION:</u> GRS 1/32 1/31	SI	5yrs			A
PE-53-12	<u>Fatalities</u> Material relating to incidents resulting in the death of a Federal employee or contractor performing duties for BPA; also, material relating to the death of a third party which occurs in a BPA vehicle, at a BPA facility, or on a BPA right-of-way. See also PE-44, Injury Compensation. <u>Disposition:</u> Per FPM Bulletin 293-31, retain for duration of employment. Do not destroy. Forward to next employing agency with the OPF or transfer those records not required for filing in the OPF to a local Federal Records Center. <u>AUTHORIZATION:</u> GRS 1/21	SI	See Disposition			A

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See Section 800.3 for explanation of KEY terms.

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PE-32

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04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
PE-46-14	<p><u>Employee Assistance Program</u> Material relating to psychological testing, evaluation, and counseling of employees and their families and files for alcohol and drug abuse counseling.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management. The retention period for this records series is justified as follows: Professionals in this program are bound by American Psychological Association to secure confidential material as generated in this program for 12 years. Yearly accumulation is 1 to 1 1/2 linear feet of paper files.</p>	SPRE	5yrs		7yrs	A
PE-46-15	<p><u>Statistical Summaries</u> Statistical summaries and reports with related documents about employee health.</p> <p><u>AUTHORIZATION:</u> CRS 1/22</p>	SPR	2yrs			
PE-47	<p><u>Benefits</u> Material relating to policy and procedures governing employee benefit programs such as unemployment benefits, life insurance, health benefits (FEHB), Federal Employees Group Life Insurance (FEGLI), and dental insurance. File by name of program or by FPM chapter number. See also FI-19-22, Insurance Deductions.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	SPP	S			S

KEY

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See Section 800.8 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
PE-46-11 (cont.)	<p><u>Disposition:</u> Per FPM Bulletin 293-31, retain for duration of employment. Do not destroy. Forward to next employing agency with the OPF or transfer those records not required for filing in the OPF to a local Federal Records Center.</p> <p><u>AUTHORIZATION:</u> GRS 1/21</p>					
PE-46-12	<p><u>Health Unit Controls</u></p> <p>Logs or registers reflecting daily number of visits to dispensaries, first-aid rooms, and health units. These records are the property of and are controlled by U.S. Public Health Service.</p> <p><u>AUTHORIZATION:</u> GRS 1/20(a)</p>	SPRE	A+3mos			
PE-46-13	<p><u>Employment-related Medical Records</u></p> <p>Material relating to an employee's medical history, occupational injuries or diseases, physical examinations, related to an employee's Federal employment. Individual files must be maintained in accordance with Privacy Act requirements.</p> <p><u>Disposition:</u> Per FPM Bulletin 293-31, retain for duration of employment. Do not destroy. Forward to next employing agency with the OPF or transfer those records not required for filing in the OPF to a local Federal Records Center.</p> <p><u>AUTHORIZATION:</u> GRS 1/21</p>	SPO XA	See Disposition			

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YA - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBsolete* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
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See Section B00B for explanation of PE Y terms.

**BPA
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**CHAPTER
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RESOURCE PLANNING AND FORECASTING

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FILE GUIDE AND RETENTION SCHEDULE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
				BPA	FRC	
38 (cont.)	<u>Disposition:</u> Approximately 5 linear feet retained in chronological order with an annual accumulation of 2 linear feet. Transfer to FRC when ten years old. Offer to NARA in 5-year blocks when 25 years old.			WITHDRAWN		
	(b) Supporting documentation		2yrs		5yrs	A
	<u>AUTHORIZATION:</u> Recommendation of Management		PENDING			

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

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Z - ORIGINATING OFFICE

For further explanation of P.E. Terms.

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BPA RECORDS MANUAL

CHAPTER

810

SUPPORT SERVICES

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FILE GUIDE AND RETENTION SCHEDULE

SS-1

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
SS	<p><u>SUPPORT SERVICES</u> Material relating to support service functions, such as correspondence, forms, facilities (buildings), records, reports, mail services, reproduction, and security management. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition		A+1yr	
SS-11	<p><u>Correspondence Management Program</u> Material relating to the Correspondence Management Program.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	SSTD	S		S	
SS-11-11	<p><u>Administrator's Chronological File</u> A sharp, reproducible copy of every letter or memorandum signed, approved, or concurred in by the Administrator or Deputy Administrator <u>only</u>. Approximately 4 linear feet of paper files are stored in the work area with an annual accumulation of 2 linear feet. Offer to NARA in 5-year blocks when 20 years old.</p> <p><u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook R-13(a)</p>	A	5yrs	P		

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See Section BUREAU for explanations of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
SS-11-12	<u>Controlled Mail Log</u> Log of correspondence from elected officials and other government agencies showing BPA-assigned tracking number. <u>AUTHORIZATION:</u> Recommendation of Management	ALG	5yrs			
SS-12	<u>Mail Services</u> Material relating to certified, return registered, and express mail. Also material on sample survey and support documents required by the U.S. Postal Service (USPS). (a) USPS samples and support documents <u>AUTHORIZATION:</u> GRS 12/7 (b) All other material <u>AUTHORIZATION:</u> GRS 12/5	SSTC	6yrs			
S 2-11	<u>Mailing/Distribution Lists</u> Request forms and other material relating to changes in BPA's mailing and distribution lists. <u>AUTHORIZATION:</u> GRS 12/5(1) 13/4a	Z	3mos or S		S	

KEY

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Z - ORIGINATING OFFICE

See Section 800B for explanation of KEY terms.

BPA RECORDS MANUAL

CHAPTER

810

SUPPORT SERVICES

FILE GUIDE AND RETENTION SCHEDULE

SS-3

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
SS-13	<u>Forms Management</u> Material relating to the Forms Management Program which covers the initiation, review, and approval of BPA forms. Includes supporting, background, justification, and clearance documents for each BPA form. Also includes inactive forms pending disposal, catalog of approved forms, and forms control records. (a) One record copy of each form created by BPA with related instructions and documentation showing inception, scope, and purpose of the form. <u>AUTHORIZATION:</u> GRS 16/4(a) 16/3a (b) Working papers, background materials, requisitions, specifications, processing data, and control records. <u>AUTHORIZATION:</u> GRS 16/4(b) 16/3b	SSTD				
			A or S	5yrs		A or S
			A or S			A or S
SS-14	<u>Facilities Management</u> Material relating to the operation and maintenance of BPA occupied buildings. Includes non-electric plant maintenance issues such as roofing, painting, and grounds care. <u>AUTHORIZATION:</u> GRS 11/1	SSK MM XD	2yrs			A

KEY

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See Section B00B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
SS-14-11	<u>Parking</u> Material relating to parking issues, including statistics, carpool background information, and problems. <u>AUTHORIZATION:</u> GRS 11/4(a)	SSK	A+3mos			A
SS-15	<u>Records Management</u> Material relating to creation, maintenance, use, and disposition of records. Includes inventory reports, records schedules, documents supporting transfers and requests for use of records materials. (a) Descriptive inventories, disposal authorizations, schedules, and reports. <u>AUTHORIZATION:</u> GRS 16/3(a) 16/2a (b) Project background records, including studies, analyses, notes, and interim reports. <u>AUTHORIZATION:</u> GRS 16/18 (c) Records holding reports <u>AUTHORIZATION:</u> GRS 16/8(T) 16/4a	SSTD	A A+6mos 3yrs	WITHDRAWN		A A S

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Z - ORIGINATING OFFICE

See Section 800H for explanation of KEY terms.



CHAPTER

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SUPPORT SERVICES

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FILE GUIDE AND RETENTION SCHEDULE

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DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
				BPA	FRC	
SS-15-11	<u>Paperwork Reduction Act</u> Material relating to the Paperwork Reduction Act and the Information Collection Budget (ICB). <u>AUTHORIZATION:</u> GRS 16/11 16/7	SSTD	S			S
SS-15-12	<u>Vital Records Program</u> Material relating to those records essential to continue an organization's function during and after an emergency and records essential to protect the rights and interests of individuals and the government. <u>AUTHORIZATION:</u> GRS 16/11 16/7	SSTD	S			S
SS-16	<u>Reproduction/Printing</u> Material relating to the reproduction of records by any medium (such as duplication, photocopying, and microfilming). Includes procedures about and responses to reproduction requests. <u>AUTHORIZATION:</u> GRS 13/2 13/1	SSG	2yrs			A
SS-16-11	<u>Copier Management Program</u> Material relating to convenience copiers, including analyses and rental information. <u>AUTHORIZATION:</u> GRS 13/3(a) 13/2a	SSG	A+1yr			A

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See Section 0001B for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
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			IN OFFICE			
				BPA	FRC	
SS-16-12	<u>JCP Reports</u> Reports to Congress through the Joint Committee on Printing (JCP) and related records. <u>AUTHORIZATION:</u> GRS 43/6 13/5	SSG	3yrs			
SS-17	<u>Reports Management</u> Material relating to the supporting, initiation and approval of recurring internal or public use reports. Includes documentation of required reviews and evaluation, reports of committee actions, and related procedures for effective reports management. <u>AUTHORIZATION:</u> GRS 36/8 16/6	SSTD	A+2yrs			A
SS-18	<u>Security</u> Material relating to the direction and coordination 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. <u>AUTHORIZATION:</u> Recommendation of Management	SSS	2yrs	1yr		A
SS-18-11	<u>Physical Security</u> Material relating to the protection of buildings, substations, vehicles, equipment, and materials.	SSS				

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See Section 800.8 for explanation of KEY terms.

BPA RECORDS MANUAL

CHAPTER

810

SUPPORT SERVICES

FILE GUIDE AND RETENTION SCHEDULE

SS-7

04-15-88
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		
			BPA	FRC		
SS-18-11 (cont.)	<p>(a) Security and Protective Services Administration. Material relating to administration and operation of the facilities security protective services programs and related contracting.</p> <p><u>AUTHORIZATION:</u> GRS 18/9 18/8</p> <p>(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.</p> <p><u>Disposition:</u> Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.</p> <p><u>AUTHORIZATION:</u> GRS 18/10 18/9</p> <p>(c) Facilities data sheets, including card key summaries, check sheets, and Security Officer Reports (SORs).</p> <p><u>AUTHORIZATION:</u> GRS 18/19(a) 18/18a</p>	SSS	2yrs			
		SSS	See Disposition			
		SSS	1yr			

KEY
A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B0000 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
SS-18-11 (cont.)	(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. <u>AUTHORIZATION:</u> GRS 18/18(b) 18/176	SSS LDN	A+2yrs			
SS-18-12	<u>Personnel Security Clearances</u> 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. <u>Disposition:</u> Destroy 10 years following termination or clearance of access authorization, discontinuance, or cancellation, provided that all copies of personnel	SSS	See Disposition			

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YA - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETEX - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B008 for explanation of KEY terms.

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SUPPORT SERVICES

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE		
				BPA	FRC	
SS-18-12 (cont.)	security questionnaires are removed from the files and sent to this address: Director of Medical and Health Services Division, Oak Ridge Associates Universities (Receiving), 230 Warehouse Road, Oak Ridge, TN 37830.					
	<u>AUTHORIZATION:</u> GRS 18/23(a) 18/22a					
SS-18-13	<u>Computer Security</u> Material relating to the physical protection of computer centers and computer hardware and software. See also IR-14, Automated Systems Security.	SWR	3yrs			S
	<u>AUTHORIZATION:</u> GRS 18/10 18/9					
SS-18-14	<u>Classified Documents</u> 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, intra-office routing and comparable data.	SSS	See Disposition			
	<u>Disposition:</u> Destroy when related document is downgraded, transferred, or destroyed.					
	<u>AUTHORIZATION:</u> GRS 18/6(15) 18/56					

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

* FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B000 for explanation of KEY terms.

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
SS-18-15	Vandalism, Theft, and Other Incidents 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. <u>AUTHORIZATION:</u> GRS 18/12 18/11	SSS	2yrs			
SS-18-16	<u>Intelligence</u> 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. <u>AUTHORIZATION:</u> Recommendation of Management	SSS	3yrs	1yr		

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KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE- FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800.8 for explanation of KEY terms

KEY

* *See also* 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678,

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			IN OFFICE	STORAGE BPA	FRC	
SU-11 (cont.)	by contract number by fiscal year with an annual accumulation of 6 linear feet. Offer to NARA in annual segments after 25 years.					
	AUTHORIZATION: <u>OPR 3-1</u>					
SU-12	<u>Routine Procurements</u> Contracting documents with original signatures. See also FI-17, Vouchers.	DSDG	A+1yr	5yrs		A+1yr
SU-12-11	<u>Solicitations</u> Solicitation files maintained in the Division of Materials and Procurement and the Division of Construction consisting of drafts, addendums, mailing lists, bidders' data, abstracts, and related correspondence.	SR MK	PENDING			
	<u>(a) Successful Bid and Proposal Files</u>	SR MK				See Disposition <i>withdrawn</i>
	<u>Disposition:</u> Destroy 6 years and 3 months after final payment or at expiration of warranty and latent defects period. Transfer fiscal year block to Federal Records Center after 2 years.					
	AUTHORIZATION: <u>CRS 3-1</u> 2/3					
	<u>(b) Unsuccessful Bids and Proposals, including late proposals and modifications that are not considered.</u>	SR MK	See Disposition			
			WITHDRAWN			

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800.1 for explanation of KEY terms.

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SUPPLY SERVICES

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA	FRC	
SU-11 (cont.)	Disposition: Destroy 90 days after award to the successful bidder. In the event of a protest, the 90-day period will begin after resolution of the protest or contract award, whichever is later. All other copies of materials submitted by unsuccessful bidders shall be destroyed following award.			WITHDRAWN PENDING		
	AUTHORIZATION: Recommendation of Management					
	(c) Grant Application Files. Applications, memoranda, correspondence and other records relating to the decision to accept or reject grant applications.	SR MK	See Disposition Withdrawn			
	Disposition: Accepted applications - Destroy 6 years and 3 months after final payment or at expiration of warranty and latent defects period. Transfer fiscal year block to Federal Records Center after 2 years.					
	AUTHORIZATION: CRS 3/3					
	Disposition: Rejected applications - Destroy 90 days after award to the successful bidder. In the event of a protest, the 90-day period will begin after resolution of the protest or contract award, whichever is later. All other copies of materials submitted by unsuccessful bidders shall be destroyed following award.		Withdrawn			
	AUTHORIZATION: Recommendation of Management			PENDING		

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A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBsolete

* FIRST LETTER IN AREA OFFICE ROUTING (I, T, U, W)
Z - ORIGINATING OFFICE

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD			
			IN OFFICE	STORAGE		IN OFFICE
			BPA	FRC		
SU-12-11 (cont.)	(d) Unsolicited Proposals <u>Disposition:</u> Rejected Proposals - 6 months following disposition of proposal. Accepted Proposals become part of the award file and are retained there. <u>AUTHORIZATION:</u> Recommendation of Management	SR MK	See Disposition <i>Withdrawn</i> PENDING			
SU-12-12	<u>Awards</u> Requisition, Contract, Purchase Orders, lease, bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, acceptance, termination, and payment. Maintained by and for the Contracting Officer. Office of Record is usually SR. (a) Materials, supplies, equipment (other than that identified under SU-11 above), and service contracts over \$25,000. <u>Disposition:</u> 6 years and 3 months after final payment or until expiration of warranty and latent defects period. Transfer fiscal year block to Federal Records Center after 2 years. <u>AUTHORIZATION:</u> GRS 3/16/81 3/3a1	SR	See Disposition		Attyr	

KEY

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P - PERMANENT
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Z - ORIGINATING OFFICE

See Section B008 for explanation of KEY terms.

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			IN OFFICE	STORAGE		
				BPA	FRC	
SU-12-12 (cont.)	(b) Materials, supplies, equipment, and service contracts of \$25,000 or less acquired using Small Purchase procedures identified in Part 13 of the Bonneville Acquisition Guide. Disposition: 3 years after final payment. Close file . at the end of the fiscal year, retain 3 years and destroy except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith. AUTHORIZATION: GRS 3/4(a)(2) 3/3a2	SR SSL	See Disposition		S	
SU-12-13	Construction Contracts Requisition, solicitation, addendums, mailing lists; bidders' data, bids, bid bonds, abstracts, contract, performance and payment bonds, correspondence and related papers pertaining to award, administration, acceptance and payment. AUTHORIZATION: FERC-18CFR-125.3/40(a)(1)	NK	A PENDING	6yrs Withdrawn	A	
SU-12-14	Grants and Cooperative Agreements Proposals or applications, financial assistance award, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants and cooperative agreements, allocation of funds, and project budgets.	SR	See Disposition Withdrawn		A	

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

* FIRST LETTER IN AREA OFFICE ROUTING (L, I, U, W)
Z - ORIGINATING OFFICE

See Section 1000 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE	BPA		
SU-12-14 (cont.)	<p><u>Disposition:</u> 6 years and 3 months after final payment or until expiration of warranty and latent defects period. Transfer fiscal year block to Federal Records Center after 2 years.</p> <p><u>AUTHORIZATION:</u> GRS 3/4(a)(1) 3/3a1</p>					
SU-12-15	<p><u>Inter/Intragovernmental Agreements</u> Requisition, agreement, and related documents about the award, administration, termination, and payment for services such as engineering, economic, and research and development studies obtained from government entities. Maintained by and for the Contracting Officer.</p> <p><u>Disposition:</u> 3 years after final payment. Close file at the end of the fiscal year, retain 3 years and destroy except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.</p> <p><u>AUTHORIZATION:</u> GRS 3/4(a)(2) 3/3a2</p>	SR	See Disposition			
SU-13	<p><u>Socio-Economic Programs</u> Material relating to small, minority, and woman-owned businesses.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	SR	A+2yrs	4yrs		

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KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section B0018 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
SU-14	<p><u>Materials Management</u> Material relating to inventory management, material storage and disposal, tools and work equipment, BPA Standards Catalog, and property management policies. See also FI-13, Property Control.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	SR MM	A+lyr			A
			PENDING			
SU-14-11	<p><u>Inventory Management</u> Material relating to BPA stock and non-stock items, as well as System Equipment Records (SER). Includes all items in the BPA Standards Catalog, management of substation, transmission, and general stock item material inventories, and material and equipment loans to non-BPA organizations. See also SU-14-12, BPA Standards Catalog, and SU-14-17, Maintenance Catalogs.</p> <p>(a) System equipment records</p> <p>(b) Material requests</p>	SRM MM xD		Withdrawn		
		SRM MM xD	S			S
		SRM MM xD	A+lyr			A

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBsolete

X - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Sections B(1)(1) for explanations of K1-Y terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE	
			OFFICE OF RECORD				
			IN OFFICE	STORAGE BPA	FRC		
SU-14-11 (cont.)	(c) Equipment loans <u>AUTHORIZATION:</u> Recommendation of Management	SRM MM XD	A	PENDING			A
SU-14-12	<u>BPA Standards Catalog</u> Material relating to the maintenance of the BPA Standards Catalog, including stock and non-stock items, Stock/Catalog Recommendations, and the Material Identification System. <u>AUTHORIZATION:</u> Recommendation of Management	SRM	A+5yrs				PENDING
SU-14-13	<u>Tools and Work Equipment</u> Materials relating to stock and special tools and work equipment. Includes requests, tools and work equipment custodian inventories, and the Ross Stock Catalog. (a) Tools and Work Equipment Requests (b) Tools and Work Equipment Custodian Inventories (c) Ross Stock Catalog <u>AUTHORIZATION:</u> Recommendation of Management	SRM SRM SRM SRM	 A+5yrs A+3yrs S	PENDING			

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YA - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
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See Section 800.8 for explanation of KEY terms.



CHAPTER

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SUPPLY SERVICES

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			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA	FRC	
SU-14-14	<u>Material Storage</u> Materials relating to the storage and warehousing of items at the Ross warehouse, Washougal Material Yard, and outlying storage facilities under the management of the Supply Operations Section (SRMA). <u>AUTHORIZATION:</u> Recommendation of Management	SRM	A+3yrs	PENDING		
SU-14-15	<u>Material Disposal</u> Materials relating to the disposal of all excess material and equipment at BPA. Includes property disposed of through DOE, GSA sale, term contract, and donation. See also FI-13, Property Control. (a) Transactions of more than \$25,000 (b) Transactions of \$25,000 or less <u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook PM-9(7)	SRM	See Disposition	4yrs		A A
SU-14-16	<u>Personal Property Policy</u> Material relating to BPA personal property policy on expendable materials and supplies and issuance of the BPA Personal Property Policy Manual. See also FI-13-17, Personal Property Accounting System Procedures, and MN-14, Manuals/Handbooks. <u>AUTHORIZATION:</u> Recommendation of Management	SRM	A+1yr	PENDING		A

PENDING

2 yrs after final payment
A+2yrs

4yrs

A

3 yrs after final payment
A+3yrs

A

PENDING

KEY

A ACTIVE
P PERMANENT
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* FIRST LETTER IN AREA OFFICE ROUTING (R, T, U, W)
Z ORIGINATING OFFICE

See Section 1001 for explanations of R, T, U, W.



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			IN OFFICE	STORAGE BPA	FRC	
SU-14-17	<u>Maintenance Catalogs</u> Catalogs and related data prepared and maintained by System Maintenance for stock and nonstock parts, equipment, and materials used in maintaining the power transmission system. See also SU-14-11, Inventory Management, and SU-16-13, Maintenance and Repair. (a) Substation Maintenance Parts (SMP) Catalog (b) System Protection Maintenance (SPM) Catalog (c) Power System Control (PSC) Catalog <u>AUTHORIZATION:</u> Recommendation of Management	HM	A+5yrs			A
SU-15	<u>Quality Assurance</u> Material relating to BPA's Quality Assurance Program <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			S
SU-15-11	<u>Bidders' Information File</u> Centralized file of vendor history used to support factory surveillance and contract administration. Case file by vendor name. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			

KEY

A - ACTIVE	• FIRST LETTER IN AREA OFFICE ROUTING (I, T, U, W)
P - PERMANENT	Z - ORIGINATING OFFICE
S - SUPERSEDED/ORSOLE ETC	

(See Section 800B for explanation of KEY terms.)



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SUPPLY SERVICES

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			OFFICE OF RECORD		IN OFFICE	
				STORAGE		
				BPA	FRC	
SU-15-12	<u>BPA Specifications</u> Master copies of BPA material specifications. Case file by BPA specification number. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			A
			PENDING			
SU-15-13	<u>Factory Surveillance Activities</u> Material relating to activities involved in factory inspection and tests. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	3yrs			A
			PENDING			
SU-15-14	<u>Inspection and Test Plans</u> Centralized file of approved vendor inspection and test plans. Case file by vendor name and contract number. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			
			PENDING			
SU-15-15	<u>Programs for Supply Contracts</u> Quality program requirements for supply contracts. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	2yrs			
			PENDING			
SU-15-16	<u>Programs for Service Contracts</u> Quality program requirements for service contracts. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	2yrs			
			PENDING			

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See Section 1000 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			STORAGE			
				BPA	FRC	
SU-15-17	<u>Quality Assurance Program Manuals</u> Centralized file of vendor quality assurance program manuals. Case file by vendor name. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S	PENDING		
SU-15-18	<u>Qualified Bidders' List</u> Material relating to qualification of vendors and supporting data. Master copy of QBL Program. Case file by vendor name. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			
SU-15-19	<u>Quality Control</u> Material relating to quality control activities. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	2yrs			S
SU-15-20	<u>Quality Costs</u> Material relating to quality costs data/analysis. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			
SU-15-21	<u>Qualified Products Lists</u> Material relating to qualifications of vendors and supporting data. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			
				PENDING		

KEY

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See Section 800.8 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
SU-15-22	<u>Quality Problem Notices</u> Records of quality problem notices (QPNs) issued and statements of corrective actions by contractors. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S	PENDING		A
SU-15-23	<u>Reliability/Availability/Maintainability Requirement</u> Material relating to reliability/availability/maintainability (RAM) requirement and related activities. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	2yrs			PENDING
SU-15-24	<u>Receiving Inspection Activities</u> Material relating to the inspection of materials received by BPA. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	3yrs			
SU-15-25	<u>Reliability Improvement Warranties</u> Material relating to activities of BPA's Reliability Improvement Warranties (RIW) Program. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	3yrs			PENDING
SU-15-26	<u>Sampling Plans</u> Material relating to sampling plans and their application. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	S			

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See Section 1000 for explanation of RUC items.

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			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
SU-15-27	<u>Statistical Process Control</u> Material relating to statistical process control (SPC) and its application. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	3yrs	PENDING		
SU-15-28	<u>Test Reports</u> Material relating to testing done by manufacturers on equipment purchased by BPA. Case file by vendor name and contract number. <u>AUTHORIZATION:</u> Recommendation of Management	SRQ	15yrs			35yrs
				PENDING		
SU-16	<u>Supplies and Equipment</u> Material relating to requests for supplies and equipment. See also FI-13, Property Control, and SU-12, Routine Procurements. <u>AUTHORIZATION:</u> GRS 3/5 3/4	SSK	2yrs			1yr
SU-16-11	<u>Personal Property Requisitions</u> Material relating to inventories of office equipment, including numbered office equipment. <u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook PM-3	SSTE	S+1yr			S

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See Section B0008 for explanation of KEY terms.

BPA RECORDS MANUAL

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SUPPLY SERVICES

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES	
			IN OFFICE	STORAGE			IN OFFICE
				BPA	FRC		
SU-16-12	<u>Receiving Reports</u> Original copy of Form BPA 29 and material relating to the receipt of equipment.	SRQB SRMC	3yrs			A	
	<u>AUTHORIZATION:</u> BPA Records Schedule and Files Handbook PC-3/(8)(a)						
SU-16-13	<u>Maintenance and Repair</u> Material relating to the maintenance and repair of BPA-owned or leased office and substation equipment See also SU-14-11, Inventory Management, and SU-14-17, Maintenance Catalogs.	SSTE MM xD	A+1yr			A	
	<u>AUTHORIZATION:</u> Recommendation of Management						
SU-17	<u>Materials Management System</u> Material relating to the implementation of the automated materials management system.	SWSI	3yrs		5yrs	2yrs	
	<u>AUTHORIZATION:</u> Recommendation of Management						
SU-17-11	<u>Current System</u> Material relating to the analysis of the manual materials management system.	SWSI	3yrs		5yrs	2yrs	
	<u>AUTHORIZATION:</u> Recommendation of Management						

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
			BPA	FRC		
SU-17-12	<u>Scheduling</u> Material relating to the conversion from the manual to the automated materials management system. <u>AUTHORIZATION:</u> Recommendation of Management	SWSI	3yrs		5yrs	2yrs
			PENDING			
SU-17-13	<u>Cost-Benefit Analysis</u> Material relating to the cost-benefit analysis prepared for the proposed automated system. <u>AUTHORIZATION:</u> Recommendation of Management	SWSI	3yrs		5yrs	2yrs
			PENDING			
SU-17-14	<u>MMS History</u> Material detailing how the automated system evolved. <u>AUTHORIZATION:</u> Recommendation of Management	SWSI	3yrs		5yrs	2yrs
			PENDING			

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See Section B00B for explanation of KEY terms.

BPA RECORDS MANUAL

CHAPTER

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TRAVEL AND TRANSPORTATION

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FILE GUIDE AND RETENTION SCHEDULE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA	FRC	

	<p><u>TRAVEL AND TRANSPORTATION</u> Material relating to the movement of goods and persons under Federal Property Management Regulations and reimbursement of employees for travel expenses under the Federal Travel Regulations. Includes transportation requests, travel authorizations, payment to employees, bills of lading, use of aircraft and motor vehicles, and fuel used for such transportation. Data may be recorded on various media including paper, film, tape, disk, or diskette, unless otherwise specified in the narrative disposition.</p> <p><u>Disposition:</u> In accordance with instructions for specific material described by the following related subjects.</p>		See Disposition		A+1yr
TT-11	<p><u>Employee Travel</u> Material relating to reimbursing individuals for official travel. Includes travel authorizations, travel vouchers, and transportation requests. A microfilm copy of these records is maintained in the Office of Record for its convenience on an as-needed basis not to exceed the official retention period of seven years.</p> <p><u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook FM-1(j),21,&27</p>	DSDT	A	2yrs 4yrs	1yr
TT-12	<p><u>Transportation--Passengers and Freight</u> Material relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight</p>	Z	3yrs		

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See last page BPA-88 for explanations of KEY terms.

U.S. GOVERNMENT PRINTING OFFICE: 1984-15-88

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
TT-12 (cont.)	classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and supporting documents. Also includes Government Transportation Requests (GTRs) for common carrier transportation services. Office of Record is usually DSDT or SRQB.					
TT-12-11	<u>AUTHORIZATION:</u> GRS 9/16 <u>Freight Bills</u> Bills of Lading for common carrier transportation, shipment of household goods, and transportation of goods. NOTE: Office of Record is usually DSDT or SRQB. <u>AUTHORIZATION:</u> GRS 9/16	Z	3yrs			
TT-12-12	<u>Passenger Bills</u> Material relating to payment of Government Transportation Requests (GTRs). <u>AUTHORIZATION:</u> GRS 9/1	SRMC	3yrs			
TT-12-13	<u>BPA Rail Cars, Carrier Files, Hazardous Material</u> All material relating to the four BPA-owned rail cars including drawings, file of commercial carriers in alphabetical order, and regulations pertaining to shipments of hazardous material. See also EQ-18, Hazardous Waste Management Program. <u>AUTHORIZATION:</u> Recommendation of Management	SRQB	S			

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See Section BPPB for explanations of KEY letters.

BPA RECORDS MANUAL

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810

TITLE TRAVEL AND TRANSPORTATION

PART FILE GUIDE AND RETENTION SCHEDULE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
				BPA	FRC	
T-12-14	<u>BPA Substation and Storage Yard Shipping Destinations</u> Shipping destinations for all BPA substations and storage yards in alphabetical order. <u>AUTHORIZATION:</u> Recommendation of Management	SRQB	S			
TT-12-15	<u>Customs--Import/Export</u> Records of all import and export shipments made on behalf of BPA; special U.S. Customs forms required for import and export. <u>AUTHORIZATION:</u> GRS 9/1(c)	SRQB	3yrs			
TT-12-16	<u>Freight Rates</u> Material relating to freight rates from commercial carriers for studies and movement of BPA equipment and materials. <u>AUTHORIZATION:</u> GRS 9/1(c)	SRQB	3yrs			
TT-12-17	<u>Rail, Truck, Ship Reports and Tracing Sheets</u> Material relating to shipment of BPA materials and equipment from the contractor's plant to BPA by rail, truck, and ship. <u>AUTHORIZATION:</u> GRS 9/1(c)	SRQB	3yrs			

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See Section B000 for explanation of KEY terms.

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
TT-13	<u>Land and Sea Vehicles</u> Material relating to assigning, scheduling, dispatching, operating, and maintaining land and sea vehicles in the course of official government business. Includes heavy mobile equipment such as bucket trucks and cranes. Does <u>not</u> include material about vehicular accidents or about the purchase, sale, transfer, exchange, or disposal of vehicles. <u>AUTHORIZATION:</u> GRS 10/1	MMNB	2yrs			A
TT-13-11	<u>Fleet Management</u> Material relating to GSA fleet management (motorpools and vehicle assignments). <u>AUTHORIZATION:</u> GRS 10/7	MMNB	A+3yrs			A
TT-13-12	<u>Assignment Records</u> Material relating to assignment of BPA-owned vehicles. <u>AUTHORIZATION:</u> GRS 10/7	MMNB	A+3yrs			A
TT-13-13	<u>Service Requests</u> Material relating to the service and repair of government-owned vehicles. <u>AUTHORIZATION:</u> GRS 10/2(b)	MMND	1yr			A

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See Section 800B for explanation of KEY terms.

BPA RECORDS MANUAL

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TRAVEL AND TRANSPORTATION

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FILE GUIDE AND RETENTION SCHEDULE

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA FRC		
TT-14	<p><u>Aircraft</u> Material relating to assigning, scheduling, and dispatching fixed-wing and other aircraft in the course of official government business. <u>Not</u> included are records about accidents and the purchase, sale, transfer, exchange, or disposal of aircraft.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MC	3yrs	PENDING	2yrs	
TT-14-11	<p><u>Fixed Wing</u> Material relating to the usage of fixed wing aircraft including registrations and insurance.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MC	3yrs	PENDING	2yrs	
TT-14-12	<p><u>Helicopter</u> Material relating to the usage of helicopters including registrations, insurance, noise complaints.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MC	3yrs	PENDING	2yrs	
TT-14-13	<p><u>Flight Logs</u> Records of flight logs for all aircraft (fixed wing and helicopter). Establish case files by type of aircraft and serial number.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	MC	5yrs	PENDING		

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
				BPA	FRC	
TT-14-14	<u>Aircraft Maintenance</u> (a) Material relating to maintenance and alteration of each aircraft and of each engine, propeller, rotor, and appliance of an aircraft. <u>AUTHORIZATION:</u> Federal Aviation Regulation 91.173(b)(1)&(b)(3) (b) Materials relating to total time in service for each aircraft. <u>AUTHORIZATION:</u> Federal Aviation Regulation 91.173(b)(2)	MC	S			
			A			
TT-15	<u>Fuel</u> Material relating to the consumption of fuel for vehicles. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook EMP-21&22(a)	MMNB	2yrs			A
TT-15-11	<u>Fuel Utilization</u> Material relating to BPA's fuel utilization. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook EMP-22(a)	MMNB	2yrs			A
TT-15-12	<u>Fuel Logs</u> Material relating to BPA's vehicle fuel logs. <u>AUTHORIZATION:</u> BPA Records Schedule & Files Handbook EMP-22(a)	MMNB	2yrs			A

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See Section 800.8 for explanation of KEY terms.

**BPA
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TRAVEL AND TRANSPORTATION

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FILE GUIDE AND RETENTION SCHEDULE

TT-7

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FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
TT-5-13	<u>Fuel Inventory Report</u> Monthly reports of fuel inventory in fuel tank.	MMNB	2yrs			A
	<u>AUTHORIZATION:</u> BPA Records Schedule 6 Files Handbook EMP-21					

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