


INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-305-90-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

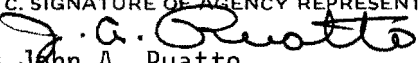
Description:

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.

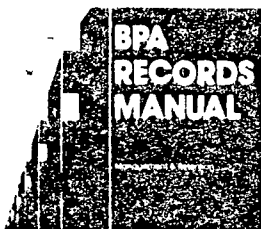
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
		JOB NO. N1-305-90-2	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 8-13-90	
1. FROM (Agency or establishment) Department of Energy		NOTIFICATION TO 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION Bonneville Power Administration (BPA)			
3. MINOR SUBDIVISION Records Management Section (SSTD)			
4. NAME OF PERSON WITH WHOM TO CONFER Kathleen Lipscomb, Records Officer (P.O. Box 3621, Portland, OR 97208)	5. TELEPHONE EXT. FTS 429-5367	DATE 6/17/91	ARCHIVIST OF THE UNITED STATES 
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 8/9/90	C. SIGNATURE OF AGENCY REPRESENTATIVE  John A. Ruatto	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 Part 800, Chapters EQ, FW, LW, and RP.		
<p><i>Copies sent to agency, NNA, NCF 6/21/92</i></p>			



CHAPTER

810

RESOURCE PLANNING AND FORECASTING

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
DATE

RP-

09-

FILE CODE

R P

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

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.

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

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 support planning and acquisition of generating resources; and (c) the need to document decisions in light of the potential for lawsuits against BPA.

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 databases and of the bases for rate and income decisions.

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

See Disposition

OTHER COPIES

IN
OFFICE

A+lyr

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

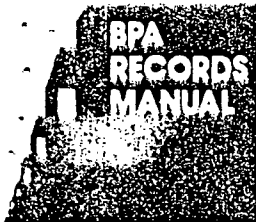
D
A
T
E

RP-3

MAY 01 1990

03-29-90

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			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	RPE	A+3yrs		5yrs	S
RP-13-14	<u>Responses to Resource Program Proposals</u> Comments received on the "draft" Resource Program and analysis for the Final Resource Program. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+3yrs			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	RPS	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	RPS	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	RPS	S	2yrs		S



CHAPTER

810

TITLE

RESOURCE PLANNING AND FORECASTING

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
DATE

RP-4

MAY 01 1990

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION

RP-14-13

Nonfirm Surplus

Material relating to availability of hydroelectric energy.

AUTHORIZATION: Recommendation of

RP-15

Planning for Interties and Interconnections

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.

(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. Transfer to FRC 2 years after active and offer to NARA when 20 years old.

(b) Correspondence regarding format and content of agreements, prototype agreements, letter agreements, and other related matters except when concerning a specific contract.

AUTHORIZATION: Recommendation of Management

15 A only

OFFICE
C
RECORD

RPS

RPS

RPS

RPS

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

2yrs

PENDING

A+2yrs

P

PENDING

S or
10yrs

PENDING

OTHER COPIES

IN
OFFICE

S

S

S

K
E
I - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

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

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

D
A
T
E

RP-5

MAY 01 1990

11-29-80

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			IN OFFICE	STORAGE		
RP-15-11	<u>Intertie Development and Use</u> System analysis work associated with development of the Interties and EIS.	RPS	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).	RPS	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.	RPS	See RP-15	Disposition		
RP-15-14	<u>Southern Interties</u> Material relating to interties with California and the Inland Southwest.	RPS	See RP-15	Disposition		
RP-15-15	<u>Third AC Intertie</u> Economic analysis of proposed construction of the third intertie to California.	RPS	See RP-15	Disposition		
RP-15-16	<u>British Columbia Hydro Issues</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).	RPS	See RP-15	Disposition		
RP-15-17	<u>Loop Flow</u> Material relating to system and individual utility load and resource data.	RPS	See RP-15	Disposition		

MAY 01 1990

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
RP-15-18	<u>Western Systems Power Pool Issues</u> Material relating to the Western Systems Power Pool (WSPP).	RPS	See RP-15 Disposition			
RP-16	<u>Columbia River Treaty Issues</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	A+5yrs		10yrs	3yrs
			PENDING			
RP-16-11	<u>Canadian Projects</u> Material relating to existing and new Canadian projects. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+3yrs	2yrs	10yrs	3yrs
			PENDING			
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	2yrs	10yrs	3yrs
			PENDING			
RP-16-13	<u>Agreements</u> 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. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+7yrs	3yrs	P	5yrs
			PENDING			

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

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-16-14

Downstream Benefits

Studies and reports. Approximately 5 linear feet retained in alphabetical order with an annual accumulation of 1 linear foot. Offer to NARA in 5-year blocks when 20 year old.

AUTHORIZATION: Recommendation of Management

RP-16-15

Storage and Storage Requests

Requests, studies, and reports. Approximately 6 linear feet retained in alphabetical order with an annual accumulation of 1 linear foot. Offer to NARA in 5-year blocks when 20 years old.

AUTHORIZATION: Recommendation of Management

RP-16-16

Plant Data

Data received from Canada for use in studies and models.

AUTHORIZATION: Recommendation of Management

RP-16-17

Hydrometeorology

Data, policy, and procedures related to hydroelectric meteorology. Does not include meeting minutes, agenda, and related material. Approximately 3 linear feet retained in alphabetical order with an annual accumulation of 6 linear inches. Offer to NARA in 5-year blocks when 20 years old.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RPS

RPS

RPS

RPS

RETENTION PERIOD

OFFICE OF RECORD

IN STORAGE
OFFICE BPA FRC

A+7yrs

3yrs

P

A

3

P

S

A+7yrs

3yrs

P

OTHER COPIES
IN
OFFICE

5yrs

5yrs

S

S

PENDING

PENDING

PENDING

PENDING

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-16-18

Assured Operating Plan

Assured Operating Plan (AOP) and supporting documentation for the operation of the Columbia River Treaty storage in Canada. Approximately 15 linear feet retained in chronological order with an annual accumulation of 3 linear feet.

(a) Hardcopy - Offer to NARA in 5-year blocks when 20 years old.

(b) Microfilm (COM)

AUTHORIZATION: Recommendation of Management

RP-16-19

Assured Operating Plan Hydroelectric Studies

Materials pertaining to the hydroelectric studies performed in support of the Assured Operating Plan. Approximately 6 linear feet retained in chronological order with an annual accumulation of 2 linear feet.

(a) Hardcopy - Offer to NARA in 5-year blocks when 20 years old.

(b) Microfilm (COM)

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RPS

RPS

RPS

RPS

RPS

RPS

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN
OFFICE

S

S

S

S

K
E
V

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSELETE

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

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

D
A
T
E

RP-9

MAY 01 1990

~~83-39-90~~

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-16-20

Detailed Operating Plan

Detailed operating plan (DOP) and supporting documents. Approximately 2 linear feet retained in chronological order with an annual accumulation of 1 linear foot.

RP-16-21

Entity Report

Reports from the Canadian entity (BC Hydro) and the U.S. entity (BPA, Corps of Engineers). Approximately 1 linear foot retained in chronological order with an annual accumulation of 1 linear foot.

RP-17

Resource Acquisitions

Material relating to resource acquisitions. See also RP-24, Power Project Evaluations and Analyses and RP-25, Power Studies.

AUTHORIZATION: Recommendation of Management

RP-17-11

Acquisition Methods

Documentation of terms and conditions of purchase agreements outside BPA. Case file by resource types.

AUTHORIZATION: Recommendation of Management

RP-17-12

Small Resources Program

Documentation of issues and criteria for acquisitions by any party and in various states.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN STORAGE
OFFICE BPA FRC

RPS

See RP-16-19 Disposition

PENDING

RPS

See RP-16-19 Disposition

PENDING

RMG

A+3yrs

5yrs

A

PENDING

RMG

A+2yrs

3yrs

10yrs

A

PENDING

RMG

A+2yrs

3yrs

10yrs

A

PENDING

K A - ACTIVE

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

MAY 01 1990

63-29

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD		IN OFFICE	
			IN OFFICE	STORAGE		
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	RPE	A+3yrs	BPA	5yrs	A
RP-17-14	<u>Displacement</u> Materials relating to various resources that may be considered for displacement of existing resources. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+3yrs	BPA	5yrs	A
RP-17-15	<u>Pre-Construction Assistance Program</u> Materials pertaining to Bonneville-provided assistance (financial and technical) for implementation of conservation measures prior to construction <u>AUTHORIZATION:</u> Recommendation of Management	RMG	A+3yrs	BPA	5yrs	A
RP-18	<u>Economic Analysis</u> Material relating to economic (Cost and Income) analysis. See also RP-24, Power Project Evaluations and Analyses and RP-25, Power Studies. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+5yrs	BPA	5yrs	A

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

**BPA
RECORDS
MANUAL**

CHAPTER

810

RESOURCE PLANNING AND FORECASTING

FILE GUIDE AND RETENTION SCHEDULE

PAGE 11

RP-11

08-06-90

PENDING

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			IN OFFICE	OFFICE OF RECORD STORAGE	FILE	
RP-18-11	<u>Analytical Tools/Modeling Techniques</u> Materials relating to the following models: ISAAC, CPAM, MICROPIN, SDSM, SAM, plus decision analysis optimization/simulation models. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	S+5yrs			S
			PENDING			
RP-18-12	<u>Resource Cost-Effectiveness</u> Analysis of cost and availability of a resource which makes it suitable for acquisition to meet Administrator's load obligation. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A+5yrs	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			
RP-18-14	<u>Marketing</u> Material relating to analysis of capacity and energy computer modeling techniques, development and utilization. <u>AUTHORIZATION:</u> Recommendation of Management	RPP	A	3yrs 7yrs		A
			PENDING			

K
E

1. ACTION
2. REPLY

1. FIRST ENTER IN AREA OFFICE ROUTING SLIP (U, W)
2. ORIGINATING OFFICE

PENDING

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			OFFICE OF RECORD			
			IN OFFICE	STORAGE	OFFICE	
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. Approximately 8 linear feet retained in chronological order with an annual accumulation of 2 linear feet. Offer to NARA in 5-year blocks when 20 years old. <u>AUTHORIZATION:</u> Recommendation of Management	RMG	A+4yrs	3yrs	P	A
RP-20-13	<u>Potential Hydroelectric Power</u> Materials pertaining to assessments performed to determine the feasibility of potential hydroelectric power plants.	RMG	See RP-20 Disposition			
RP-20-14	<u>Efficiency Improvements</u> Materials pertaining to operating efficiencies (particularly hydro) that can be adopted to save use of energy.	RMG	See RP-20 Disposition			
RP-20-15	<u>Options</u> Materials pertaining to the program of "optioning" power resources, whereby Bonneville would have the right--but not the obligation--to buy power resources within a specified time at a pre-arranged price.	RMG	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	RMG	A+2yrs	3yrs	7yrs	A

REF

A - ACTIVE
P - PERMANENT
S - SLEEP

TOP SECRET

X - FIRST LETTER IN AREA OF THE ROUTING SLIP, U. W.

2. ORIGINATING OFFICE

Song Song and Xiaohu Lu: *Complexity of KE⁺ Logic*



CHAPTER

810

RESOURCE PLANNING AND FORECASTING

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
RP-13DATE
09-19-9

PENDING

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN
OFFICE

RP-21-11

Geothermal

Production and use of energy derived from geothermal resources, including regional database and summary of legal and institutional factors in various jurisdictions.

RMG

A+2yrs

3yrs

7yrs

A

RP-21-12

Thermal/Fossil

Material relating to both thermal and fossil fueled generating resources.

RMG

A+2yrs

3yrs

7yrs

A

RP-21-13

Solar

Material relating to production and use of energy derived from the sun.

RMG

A+2yrs

3yrs

7yrs

A

RP-21-14

Wind

Generation of electricity by conversion of energy from wind, including regional database and summary of legal and institutional factors in various jurisdictions.

RMG

A+2yrs

3yrs

7yrs

A

RP-21-15

Hydroelectric

Material relating to the generation of electricity by conversion of the energy of running/flowing water.

RMG

A+2yrs

3yrs

7yrs

A

RP-21-16

Biomass

Material relating to organic matter that is available on a renewable basis including forest residues, agricultural crops and wastes, wood and wood wastes, animal wastes, livestock operation residue, aquatic plants, and municipal wastes.

RMG

A+2yrs

3yrs

7yrs

A

PENDING

PENDING

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-21-17	<u>Cogeneration</u> Material relating to the simultaneous production of electricity and useful heat energy from a fuel source.	RMG	A+2yrs	3yrs	7yrs	A
RP-21-18	<u>Nuclear</u> Material relating to the energy released by a nuclear reaction, esp. by fission, fusion, or radioactive decay.	RMG	A+2yrs	3yrs	7yrs	A
RP-21-19	<u>Hydroelectric--Secondary</u> Material relating to production and marketing of secondary hydroelectric power.	RMG	A+2yrs	3yrs	7yrs	A
	<u>AUTHORIZATION:</u> Recommendation of Management					
RP-21-20	<u>Conservation Methods</u> Material on the various methods used for conserving energy.	RMG	A+2yrs	3yrs	7yrs	A
RP-21-21	<u>Potential and New Resources</u> Resources not listed above. Case file as needed.	RMG	A+2yrs	3yrs	7yrs	A
RP-21-23	<u>Generation Equipment</u> Technology issues and advances.	RMG	A+2yrs	3yrs	7yrs	A
RP-21-24	<u>Protected Areas</u> Material related to identification and analysis of streams, both within and outside the Columbia River Basin, that are protected from hydroelectric development by the Northwest Power Planning Council's Protected Areas.	PJ	A+2yrs	3yrs	7yrs	A

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.

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

MAY 01 1990

P
A
G
E

D
A
T
E

RP-15

03-49-90

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-22

Water Resources Basic Data

Case file by using the following tertiary subjects. See also RP-24, Power Project and RP-25, Power Studies.

AUTHORIZATION: Recommendation of Management

RP-22-11

Depletion

Data relating to streamflow depletion due to irrigation, evaporation, drought, and other conditions and situations.

RP-22-12

Pumped Storage

Data relating to pumped storage sites, including generation and pumping capability.

RP-22-13

Floods and Flood Control

Data relating to flood control requirements.

AUTHORIZATION: Recommendation of Management

RP-22-14

Storage

Data relating to site storage capabilities.

AUTHORIZATION: Recommendation of Management

RP-22-15

Streamflow

Data relating to historical modified streamflows, actual runoff experience and estimated long term flows.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE
STORAGE
BPA
FRC

OTHER COPIES

IN
OFFICE

RPS

S

S

PENDING
PENDING

RPS

S

S

PENDING

RPS

S

S

PENDING

RPS

S+2yrs

S

PENDING

RPS

S+2yrs

S

PENDING

RPS

S+2yrs

20yrs

S

K

A - ACTIVE
P - PENDING

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

MAY 01 1990

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-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+2yrs			S
			PENDING			
RP-23-11	<u>Study Requests</u> Requests for economic evaluation of system changes. <u>AUTHORIZATION:</u> Recommendation of Management	RPS	A+1yr			A
			PENDING			
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
			PENDING			

K
E
A - ACTIVE
P - PERMANENT
S - SUPPLEMENTARY/ORDINARYX - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

**BPA
RECORDS
MANUAL**

CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

D
A
T
E

RP-17

MAY 6 1 1990

~~05-29-90~~

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-23-13

Monthly Power Situation

Includes energy load forecasting.

AUTHORIZATION: Recommendation of Management

RP-23-14

Load/Resource Balance

Pacific Northwest loads and resources study, rate case studies and related documents.

(a) Published studies

(b) Supporting data

(c) Computer printouts

AUTHORIZATION: Recommendation of Management

RP-24

Power Projects

(a) FERC license applications and supporting material such as notices and maps of specific hydroelectric projects filed by the BPA with the FERC, includes methodology and models. Case file alphabetically by project name or numerically by project file number. 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. Offer to NARA in 5-year blocks when 20 years old.

AUTHORIZATION: FERC ILL/I(C)(3)

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
	OFFICE OF RECORD		STORAGE	
	IN OFFICE	BPA		
RPS PS	5yrs		10yrs	2yrs
	PENDING			
RPS				S+2yrs
RPS	12yrs	3yrs		
RPS	3yrs	2yrs		
RPS	3yrs	2yrs		
	PENDING			
RMG	A		P	A
	PENDING			

MAY 01 1990

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA		
RP-24 (cont.)	(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. Approximately 8 linear feet retained in alphabetical or numerical order with an annual accumulation of 3 linear feet. Offer to NARA in 5-year blocks when 20 years old.	RPP	A+5yrs		P	A
			PENDING			
RP-24-11	<u>Unsolicited Proposals</u> Materials on proposals for acquisition received by Bonneville outside any formal solicitation process.	RMG	3yrs			S
			PENDING			
RP-24-12	<u>Evaluation Guidelines</u> Materials pertaining to factors evaluated in the process of determining feasibility of acquisition of a resource.	RMG	S			S
			PENDING			
RP-24-13	<u>Data Requests and Responses</u> Materials relative to external requests for information relative to BPA's activities (i.e., rate case, etc.)	RPP	A+1yr			A
			PENDING			
	<u>AUTHORIZATION:</u> Recommendation of Management					

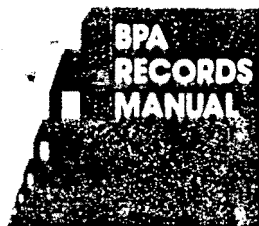
PENDING

PENDING

PENDING

PENDING

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



CHAPTER

810

TITLE

RESOURCE PLANNING AND FORECASTING

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
DATE

RP-19

03-30-90

MAY 01 1990

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-26

Utility/Customer Basic Data

Historical data received from customers. Use tertiary subjects below.

AUTHORIZATION: Recommendation of Management

RP-26-11

Utilities

Statistical material relating to electricity usage. Utilities served by BPA are grouped according to whether they are publicly or privately owned, and publics are further grouped according to whether they are generating or non-generating utilities. Financial and Operating reports contain statistics by sector (residential, commercial, industrial, and irrigation).

(a) Hardcopy

(b) Microfilm

RP-26-14

Other Industries

Statistical material relating to electricity used by Non-Direct Service Industries. Includes manufacturing operations that process a product or assemble units into a complete article, as well as extractive activities such as mining and quarrying.

(a) Hardcopy

(b) Microfilm

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE
STORAGE
BPA
FRCOTHER COPIES
IN
OFFICE

RPE

S

PENDING

S

RPE

S

RPE

5yrs

PENDING

RPE

A

RPE

PENDING

S

RPE

5yrs

PENDING

RPE

A

K

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

MAY 01 1990

DATE ~~8-3-29~~

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		
RP-26-15	<u>Agricultural/Irrigation</u> Statistical material relating to electricity used for irrigation. Includes consumers who require electricity for such uses as pumping, spraying crops, and stock pumps for pasturage. (a) Hardcopy (b) Microfilm	RPE				S
RP-27	<u>Utilization Data</u> Data on electrical consumption. <u>AUTHORIZATION:</u> Recommendation of Management	RPE RPE RPE	5yrs A			S
RP-27-11	<u>Domestic (Residential)</u> Statistical material relating to electricity used by residential, farm, apartment, and seasonal dwellings with such uses as space and water heating, cooking, and lighting. (a) Hardcopy (b) Microfilm	RPE RPE	5yrs A			S

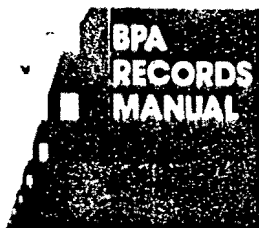
KE.

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

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

U.S. DEPARTMENT OF ENERGY - BONTIEMME POWER ADMINISTRATION

BPA 1045 NOV 1987



CHAPTER

810

T
I
T
L
E
RESOURCE PLANNING AND FORECASTINGP
A
R
T
FILE GUIDE AND RETENTION SCHEDULEP
A
G
E
D
A
T
E

RP-21

04-29-90

MAY 01 1990

FILE CODE

RP-27-12

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

Commercial

Statistical material relating to electricity generally used for trade and service activities. This sector has a variety of building types, such as offices, schools, retail stores, warehouses, hotels, and hospitals.

(a) Hardcopy

(b) Microfilm

RP-27-15

Diversity Factors

Reports giving the ratio of the sum of the non-coincident maximum demands of the various subdivisions of a system, or part of a system, to the maximum coincidental demand of the whole system, or part under consideration.

RP-28

Load Forecasts

Long-term (20-year) forecast of regional power loads by sector. Case file by draft, final, and year. Use tertiary subjects below.

(a) Published documents and forecasts. Approximately 10 linear feet retained in alphabetical or numerical order with an annual accumulation of 2 linear feet. Offer to NARA in 5-year blocks when 25 years old.

(b) Supporting documentation

AUTHORIZATION: Recommendation of Management

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
	IN OFFICE	OFFICE OF RECORD STORAGE BPA	FRC	
RPE				S
RPE	5yrs			
RPE	A			
RPCD	3yrs			
	PENDING			
RPC				A
RPC	10yrs		P	A
	PENDING			
RPC				A
	PENDING			
	2yrs		5yrs	

K

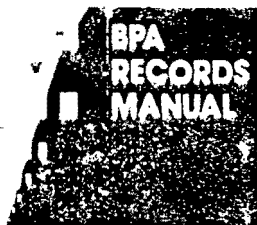
A - ACTIVE

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

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
RP-28-11	<u>Load Forecast Summary</u> Includes plans and schedules. <u>AUTHORIZATION:</u> Recommendation of Management	RPC	2yrs	3yrs		A
RP-28-12	<u>Residential Load Forecast</u> Materials associated with current residential sector loads-- energy and peak loads, households, and population.	RPC	See RP-28	Disposition		
RP-28-13	<u>Commercial Load Forecast</u> Materials associated with current commercial sector loads-- loads and commercial floorspace.	RPC	See RP-28	Disposition		
RP-28-14	<u>Industrial Load Forecast</u> Materials associated with current industrial sector loads-- industrial output, employment (excluding direct service industries).	RPC	See RP-28	Disposition		
RP-28-15	<u>Irrigation Load Forecast</u> Material on the total amount of irrigation sales of public and private utilities.	RPC	See RP-28	Disposition		
RP-28-16	<u>Direct Service Industry Load Forecast</u> Materials associated with current loads for Direct Service Industries. Case file by specific Direct Service Industry (DSI) or plant.	RPC	See RP-28	Disposition		
RP-28-17	<u>Miscellaneous Loads Forecast</u> Forecast and analysis of load and related factors that are not classified elsewhere.	RPC	See RP-28	Disposition		

K
E
VA - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETEx - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 200R for details on file retention.



CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

D
A
T
E

RP-23

83-25-90

MAY 0 1 1990

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-29

Economic Forecasts

Supporting documentation for published forecasts. Case file by draft, final and year, using subjects below. Approximately 10 linear feet retained in alphabetical or numerical order with an annual accumulation of 2 linear feet. Offer to NARA in 5-year blocks when 25 years old. See also EX-11-15, Publications, for final, published document.

AUTHORIZATION: Recommendation of Management

RP-29-11

Summary Of Economic Forecasts

Comparisons and examinations of employment and population in states and regions outside the Pacific Northwest.

AUTHORIZATION: Recommendation of Management

RP-29-12

National Economics Forecast

Material on examinations of national trends in employment and population gross national product over a 20-year planning horizon.

RP-29-13

Regional Economics Forecast

Material on examinations of employment and population trends in the states of the Pacific Northwest over a 20-year planning horizon.

RP-29-14

Demographics of Economic Forecast

Material on examinations of trends in population, person per household and housing stock over a 20-year planning horizon.

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN
OFFICE

RPC

10yrs

P

A

PENDING

RPC

2yrs

3yrs

A

PENDING

RPC

See RP-29 Disposition

RPC

See RP-29 Disposition

RPC

See RP-29 Disposition

K

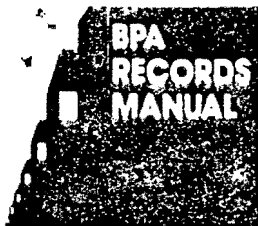
A - ACTIVE

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

MAY 6 1 1000

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-29-15	<u>Economic Forecast of Fuel Prices</u> Analysis of competitive market for fossil fuels in California markets.	RPC	See RP-29	Disposition		
RP-30	<u>Comparisons to Other Forecasts</u> Tables, graphs, and briefing materials comparing current BPA forecasts with previous forecasts prepared by others.	RPC	3yrs	2yrs	5yrs	S
			PENDING			
RP-30-11	<u>Northwest Power Planning Council Forecast (NPPC)</u> Material prepared by or for the Power Planning Council.	RPC	3yrs	2yrs	5yrs	S
RP-30-12	<u>Pacific Northwest Utilities Conference Committee Forecast</u> Material prepared by or for the Pacific Northwest Utilities Conference Committee (PNUCC).	RPC	3yrs	2yrs	5yrs	S
			PENDING			
RP-30-13	<u>Internal Forecast</u> Special forecasts prepared for internal use.	RPC	3yrs	2yrs	5yrs	S
RP-32	<u>Conservation Issue Forecasts</u> File all related material here except as specified in the following tertiary subjects.	RM	A+2yrs		5yrs	A
			PENDING			
RP-32-11	<u>Model Conservation Standards</u> Building efficiency standards which have been adopted by the Northwest Power Planning Council (NPPC).	RM	A+2yrs		5yrs	A
			PENDING			

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



CHAPTER

810

RESOURCE PLANNING AND FORECASTING

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
DATE

Rp-25

MAY 01 1960

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

RP-32-12

Program Savings Estimates

Materials pertaining to the estimated energy savings associated with each conservation program. Case file by program.

RP-33

Demand Side Management

Utility action designed to affect its loads either through marketing or through conservation and load management.

AUTHORIZATION: Recommendation of Management

RP-34

Short-Term Forecasts and Analyses

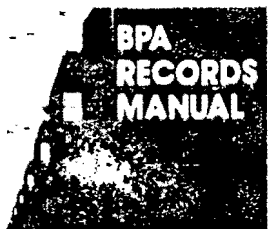
Five-year forecasts. Use tertiary subjects. Case file chronologically by year.

(a) Published documents and forecasts. Approximately 5 linear feet retained in alphabetical or numerical order with an annual accumulation of 1 linear foot. Offer to NARA in 5-year blocks when 25 years old. See also FI-27, Average System Cost, PM-14, Rate Analysis, and EX-11-15, Publications.

(b) Supporting documentation.

AUTHORIZATION: Recommendation of Management

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
	OFFICE OF RECORD			
	IN OFFICE	STORAGE BPA FRC		
RM	A+2yrs	5yrs	A	
	Case file by program.			
RPP	A+5yrs	5yrs	A	
	PENDING			A
RPC	10yrs	P	A	
	PENDING			
RPC	2yrs	5yrs	A	
	PENDING			



CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

D
A
T
E

RP-26

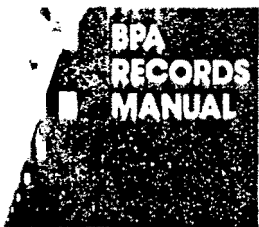
MAY 01 1990

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA FRC		
RP-34-11	<u>Direct Service Industries Short-term Forecasts</u> Forecasts and related studies of BPA's direct service industrial customers used for revenue forecasting and rate filing system operations.	RP	See RP-34	Disposition		
RP-34-12	<u>Generating Publics Short-term Forecasts</u> Forecast and related studies of BPA's generating public customers used for revenue forecasting and rate filing system operations.	RP	See RP-34	Disposition		
RP-34-13	<u>Nongenerating Publics Short-term Forecasts</u> Forecasts and related studies of BPA's nongenerating public customers used for revenue forecasting and rate filing system operations.	RP	See RP-34	Disposition		
RP-34-14	<u>Coordination Agreement</u> Forecast and related studies submitted under the Pacific Northwest Coordination Agreement and used to determine system operations.	RP	See RP-34	Disposition		
RP-35	<u>Losses</u> Federal transmission, local transmission, and distribution loss estimates and studies. <u>AUTHORIZATION:</u> Recommendation of Management	RP	A+2yrs	5yrs		A

PENDING

PENDING

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



CHAPTER

810

T
I
T
L
E

RESOURCE PLANNING AND FORECASTING

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

RP-27

D
A
T
E

MAY 01 1990

03-29-90

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	RETENTION PERIOD			OTHER COPIES IN OFFICE
		OFFICE OF RECORD	OFFICE OF RECORD IN STORAGE		
RP-36	<u>Peak Loads</u> Material relating to the maximum demand for power during a specified period of time. <u>AUTHORIZATION:</u> Recommendation of Management	RPC	S+2yrs	3yrs	S
RP-36-11	<u>Load Factors</u> Estimates of load factors to convert energy to peak estimates.	RPC	S+2yrs	3yrs	S
RP-36-12	<u>Diversity Factors</u> Estimates used to convert non-coincidental to coincidental peaks.	RPC	S+2yrs	3yrs	S
RP-36- 3	<u>Load Shapes</u> Projections of energy used by time of day, and season of year.	RPC	S+2yrs	3yrs	S
RP-37	<u>Weather Adjustments</u> Method of calculating for the affects of weather on energy usage. <u>AUTHORIZATION:</u> Recommendation of Management	RP	S+2yrs	3yrs	S

MAY 01 1990

FILE CODE

RP-38

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

Sum of Utilities

Individual forecasts for each public utility-customer by point of delivery. Case file by year of study.

(a) Published documents and forecasts. Approximately 5 linear feet retained in chronological order with an annual accumulation of 2 linear feet. Offer to NARA in 5-year blocks when 25 years old.

(b) Supporting documentation. See also EX-11-15, Publications.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RPC

RETENTION PERIOD

OFFICE OF RECORD

IN

OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN

OFFICE

See Disposition

10yrs

P

A

PENDING

2yrs

5yrs

A

PENDING

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSOLETE

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

CHAPTER

BPA
RECORDS
MANUAL

810

T
I
T
L
E

LAW

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E
LW-1

MAY 01 1990

D
A
T
E
~~04-13-98~~
DOE/NARA

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

LW

LAW

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.

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

LW-15

Legal Issues about Laws and Legislation

Inquiries, responses, and related documents about laws and legislative matters. Includes matters about Federal Acts that affect BPA such as the Bonneville Project Act, the Northwest Power Act, the Freedom of Information Act, and the Privacy Act.

AUTHORIZATION: Recommendation of Management

LW-16

General Counsel's Dealings with Public and Private Groups

Inquiries, responses, and other records that are not project-specific and that are with other governmental agencies, public and private groups, and individuals. See also LW-22-16, Public Involvement Issues about Environmental Quality.

AUTHORIZATION: Recommendation of Management

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
	OFFICE OF RECORD		IN OFFICE	
	IN OFFICE	STORAGE		
		BPA	FRC	
	See Disposition			A
AP	A+lyr	3yrs	15yrs	A
	PENDING			
AP	3yrs	3yrs	10yrs	A
	PENDING			

MAY 01 1990

DOE/NAR

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-17	<u>Legal Issues about Internal Management</u> Inquiries and responses about issues such as conflict of interest, insurance, taxes, and bankruptcies; Government travel; budgetary; and other financial issues except ratemaking. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	10yrs	A
LW-18	<u>Legal Issues about Personnel Matters</u> Material related to employee claims (other than personal injury or property damage) such as appeals and grievances. See also LW-19-12, Employee Claims. "Active" for this subject is the period of employment with BPA. <u>AUTHORIZATION:</u> Recommendation of Management	AP	A+1yr	3yrs	<i>3yrs</i>	A
LW-19	<u>Personal Injury and Property Damage</u> Documentation of claims against the BPA for personal injuries and property damage. "Active" for this subject and its tertiary subjects is the period before the claim is settled. <u>AUTHORIZATION:</u> Recommendation of Management	AP	A+1yr	3yrs	<i>2yrs 3mos</i> <i>3yrs</i>	A
LW-19-11	<u>Tort Claims</u> Claims against the BPA by persons other than BPA employees. See also LW-20, Litigation, and LW-27-12, Settlement of Land Claims. <u>AUTHORIZATION:</u> Recommendation of Management	AP	A+1yr	3yrs	<i>2yrs 3mos</i> <i>3yrs</i>	A

PENDING

PENDING

PENDING

PENDING

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

See Section A0018 for explanation of codes.

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

LAW

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

LW-3

D
A
T
E

MAY 01 1990

~~04-13-90~~
DOE/NARA

E CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

LW-19-12

Employee Claims

Claims against the BPA by BPA employees for personal injury or property damage.

AUTHORIZATION: Recommendation of Management

LW-20

Litigation

Documentation of litigation (except Rates and WPPSS), including background data. "Active" for this subject and its tertiary subjects is the period before the case is settled. See also LW-28-11, BPA Rate Hearings, and LW-29-11, WPPSS Litigation.

AUTHORIZATION: Recommendation of Management

LW-20-11

BPA Litigation

Litigation in which BPA is a party.

AUTHORIZATION: Recommendation of Management

LW-20-12

Non-BPA Litigation

Litigation in which BPA is not a party but which has a bearing on BPA.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN
OFFICE

AP

A+lyr

3yrs

5yrs

A

PENDING

AP

A+lyr

3yrs

30yrs

A

PENDING

AP

A+lyr

3yrs

30yrs

A

PENDING

AP

A+lyr

3yrs

30yrs

A

PENDING

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

LAW

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

D
A
T
E

LW-4

MAY 01 1990

04-13-5
DOE/NAE

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-21	<u>Legal Issues about Conservation</u> Non-litigation documentation, including background data, about BPA's Conservation Programs. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	5yrs	A
LW-21-11	<u>BPA Conservation Programs</u> Documents specifically related to legal questions about BPA's conservation programs and projects. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	5yrs	A
LW-21-12	<u>Congressional Issues about Conservation</u> Documentation of BPA's participation in and comments on the National Energy Policy. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	5yrs	A
LW-22	<u>Legal Issues about Environment</u> Non-litigation documentation, including background data, about BPA's Environmental function. Includes BPA responses and opinions about Federal and relevant State and local environmental laws and regulations, such as NEPA and CERCLA. <u>AUTHORIZATION:</u> Recommendation of Management	AP	10yrs	3yrs	20yrs	A+lyr

K
E

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSELETE

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

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

LAW

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

MAY 01 1990

P
A
G
E

D
A
T
E

LW-5

~~04-31-90~~

DOE/NARA

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

LW-22-11

BPA Responses to Environmental Policies
BPA's responses to environmental legal questions.

AUTHORIZATION: Recommendation of Management

LW-22-12

BPA Responses to Federal Environmental Acts
BPA's responses to environmental laws.

AUTHORIZATION: Recommendation of Management

LW-22-13

Federal Environmental Matters
BPA's involvement with environmental legal matters with other Federal agencies.

AUTHORIZATION: Recommendation of Management

LW-22-14

State & Local Environmental Matters
BPA's involvement with environmental legal matters with State and local bodies.

AUTHORIZATION: Recommendation of Management

LW-22-15

Environmental Quality Matters
Legal issues that are not project statutes and that are not coordination related.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN
OFFICE

AP

10yrs

3yrs

20yrs

A+lyr

PENDING

AP

10yrs

3yrs

20yrs

A

PENDING

AP

10yrs

3yrs

20yrs

A

PENDING

AP

10yrs

3yrs

20yrs

A

PENDING

AP

10yrs

3yrs

20yrs

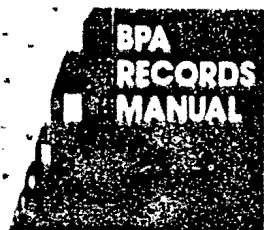
A+lyr

PENDING

K

A - ACTIVE

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



CHAPTER

810

T
I
T
L
E
LAWP
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E
D
A
T
E

LW-6

DOE/NA

MAY 01 1990

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	
LW-22-16	<u>Public Involvement Issues About Environmental Quality</u> BPA's involvement with environmental legal matters with the public. <u>AUTHORIZATION:</u> Recommendation of Management	AP	10yrs	3yrs	20yrs	A
LW-22-17	<u>Project-Related Environmental Legal Issues</u> Responses to environmental questions and issues that arise <u>AUTHORIZATION:</u> Recommendation of Management	AP	10yrs	3yrs	20yrs	A
LW-23	<u>Legal Issues about Fish and Wildlife</u> Documentation of BPA's and the related Northwest Power Planning Council's Fish and Wildlife Program. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	20yrs	A
LW-23-11	<u>Fish and Wildlife Law</u> Material related to legislation, legal affairs, interpretation of law, BPA rules, regulations, policies, and related legal issues about fish and wildlife matters. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	20yrs	A

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

BPA RECORDS MANUAL

CHAPTER

810

LAW

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
DATE

LW-7

MAY 01 1990

04-13-90

DOE/NARA

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

LW-24

Legal Issues about Power and Transmission Services
Material related to BPA's power sales and transmission contracts.

AUTHORIZATION: Recommendation of Management

LW-24-11

Power Services
Nonlitigative issues about specific power customers.

AUTHORIZATION: Recommendation of Management

LW-24-12

Intertie and Transmission Services
Issues about transmission authorities and power sales contracts.

AUTHORIZATION: Recommendation of Management

LW-25

Legal Issues about Resource Management
Documentation of matters about resource acquisition and about planning and operation of the power system, including BPA's resource program.

AUTHORIZATION: Recommendation of Management

LW-25-11

Treaties with Canada
Documentation of treaties and other agreements with Canada.

Disposition: Transfer to NARA in 5 year blocks when 20 years old.

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES
IN
OFFICE

AP

5yrs

3yrs

5yrs

A

PENDING

AP

5yrs

3yrs

5yrs

A

PENDING

AP

5yrs

3yrs

5yrs

A

PENDING

AP

5yrs

3yrs

30yrs

A

PENDING

AP

A+1yr

3yrs

inexp
P

A

PENDING

K | A - ACTIVE

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



CHAPTER

810

LAW

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
DATE

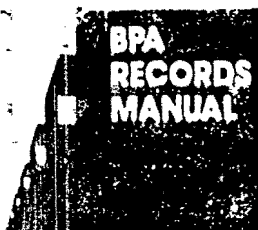
LW-8

~~04-10-88~~
DOE/NAR

MAY 01 1990

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
			IN OFFICE	OFFICE OF RECORD STORAGE BPA	FRC	
LW-26	<u>Legal Issues about Contracting</u> Nonlitigation, nonproprietary documentation, including background data, about contracting. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	5yrs	A
LW-26-11	<u>Procurement Matters</u> Nonlitigation, nonproprietary documentation about contracts for goods and services, including construction. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	5yrs	A
LW-26-12	<u>Contracting Other Than Procurement</u> Material relating to general issues about contractual authority and contractual issues involved in resource acquisitions. See also SU-11, Unique Procurement Issues. <u>AUTHORIZATION:</u> Recommendation of Management	AP	5yrs	3yrs	5yrs	A
LW-26-13	<u>Intellectual Property</u> Legal material relating to patents, copyrights, and trademarks. Includes technical data. Records will be transferred to Office of the General Counsel upon request. "Active" varies depending on the relevant patent, copyright, trademark, or other law. <u>AUTHORIZATION:</u> Recommendation of Management	Z	A+1yr	3yrs	2yrs	

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



CHAPTER

810

T
I
T
L
E

LAW

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

LW-9

D
A
T
E

MAY 01 1990

~~04-15-94~~
DOE/NAR

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

LW-27

Legal Issues about Land Rights

Inquiries, responses, and related documents about BPA's land rights.

AUTHORIZATION: Recommendation of Management

LW-27-11

Acquisition and Management of Land Rights

Matters about the process of acquisition and management of land for BPA's use. See also LA-14, Land Acquisition, and LA-17, Land Management.

AUTHORIZATION: Recommendation of Management

LW-27-12

Settlement of Land Claims

Authority vested through the Bonneville Project Act in specific BPA managers to settle claims against the BPA for BPA's damage to private property. Claims in excess of \$1,000 are handled as tort claims. See also LW-19-11, Tort Claims.

(a) Claims of \$500 and less Documentation is retained by the Operations and Maintenance Manager in each Area Office.

(b) Claims of more than \$500 but not in excess of \$1,000. Documentation is included in LA-14, Land Acquisition.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN

OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN

OFFICE

AP

A+1yr

3yrs

30yrs

A

PENDING

AP

A+1yr

3yrs

30yrs

A

PENDING

xD

2yrs

3yrs

MML

PENDING

K

A- ACTIVE

1- FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
2- OTHER AREA OFFICE

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

O
F
R
E
C
O
R
D

RETENTION PERIOD

O
F
F
I
C
E
O
F
R
E
C
O
R
DI
N
O
F
F
I
C
ES
T
O
R
A
G
EB
P
AF
R
CO
T
H
E
R
C
O
P
I
E
S
I
N
O
F
F
I
C
E

LW-28

Legal Issues about BPA Ratemaking

Legal analysis, interpretation, and justification supporting BPA-formulated charges for the sale or disposition of electric energy and capacity and the provision of transmission services. "Active" for this subject and its tertiary subjects is the period during which the ratemaking case remains a legal issue.

AUTHORIZATION: Recommendation of Management

AP

A+2yrs

3yrs

30yrs

A+1yr

LW-28-11

BPA Rate Hearings

The formal evidentiary record, including public comments, compiled during the course of hearings conducted before the BPA Administrator pursuant to Section 7(i) of the Northwest Power Act, 16 USC 839e(i). Includes discrete rates of limited application as well as general rate adjustments involving BPA wholesale power and transmission rates. Includes litigation documentation about rate cases. Maintained by year of rate filing. Offer to NARA in 5-year blocks when 30 years old. See also PM-16, Rate Filings and Hearings.

AUTHORIZATION: Recommendation of Management

AP

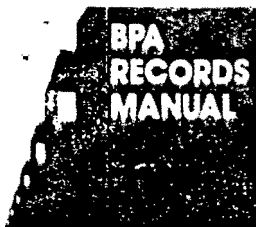
A+2yrs

3yrs

P

A+1yr

28-11



CHAPTER

810

LAW

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
DATE

LW-11

04-23-90

DOE/NARA

MAY 01 1990

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

LW-28-12

Federal Energy Regulatory Commission Review

The formal evidentiary records of the Federal Energy Regulatory Commission (FERC) review of BPA's rates pursuant to Section 7(i)(6) and Section 7(k) of the Northwest Power Act, 16 USC 839e(i)(6) and 839e(k), and the FERC's regulations for Federal Power Marketing Administrations, 18 CFR 300.1. Maintained by year of rate filing and by FERC docket number.

AUTHORIZATION: Recommendation of Management

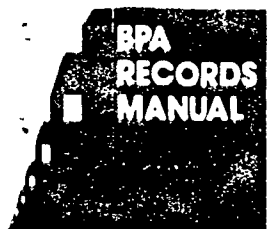
LW-28-13

Courts' Review

All materials considered by various courts in formal review of BPA's rates. Includes the formal evidentiary record of prior proceedings before the BPA Administrator and the FERC as well as all legal pleadings, briefs, and orders of the Court. Customarily, review is through U.S. Circuit Court of Appeals, U.S. Claims Court, or the Supreme Court of the United States. Maintained by year of review and by Court docket number.

AUTHORIZATION: Recommendation of Management

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
	OFFICE OF RECORD			
	IN OFFICE	STORAGE BPA	FRC	
AP	A+2yrs	3yrs	30yrs	A+1yr
PENDING				
AP	A+2yrs	3yrs	30yrs	A+1yr
PENDING				



CHAPTER

810

T
I
T
L
E

LAW

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E
LW-12D
A
T
E
~~04-13-90~~
DQE/NAR

MAY 01 1990

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-28-14	<u>Average System Cost Review</u> Materials involving BPA purchases and sales under Section 5(c) of the Northwest Power Act, 16 USC 839c(c) determined under the Average System Cost Methodology; records of Average Cost Methodology consultation processes; and materials from state retail rate case interventions and other secondary sources. Maintained by year and either by Residential Exchange Branch ASC docket number or by State Public Utility Commission docket number or by Federal Energy Regulatory Commission docket number. See also FI-27, Average System Cost Determination.	AP	A+2yrs	3yrs	30yrs	A+1yr
			PENDING			
LW-28-15	<u>General Power Rates Development</u> Materials involved in the development of wholesale power rate proposals. Includes issue papers, analyses, and comments.	AP	A+2yrs	3yrs	30yrs	A+1yr
			PENDING			
LW-28-16	<u>General Transmission Rates Development</u> Materials involved in the development of transmission rate proposals. Includes issue papers, analyses, and comments.	AP	A+2yrs	3yrs	30yrs	A+1yr
			PENDING			

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

BPA RECORDS MANUAL

CHAPTER

810

T
I
T
L
E

LAW

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

MAY 01 1990

PAGE
LW-13
DATE
~~04-18-96~~
DOE/NARA

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

LW-28-17

Ratemaking Repayment

Materials relating to financial issues involving project amortization, Treasury repayment, revenue requirements, separate accounting, and other financial goals and practices related to BPA ratemaking. Includes legal interpretations of BPA fiscal and accounting practices. See also FI-28, Revenue Requirements, and FI-29, Repayment.

AUTHORIZATION: Recommendation of Management

LW-29

Legal Issues about WPPSS

Material relating to legal issues between the BPA and the Washington Public Power Supply System (WPPSS), specifically their development of nuclear power projects (WNP).

Disposition: Transfer to NARA in 5yr. blocks when 20 years old.

AUTHORIZATION: ~~Recommendation of Management~~

LW-29-11

WPPSS Litigation

Litigation about BPA's dealings with Washington Power Supply System nuclear projects.

AUTHORIZATION: ~~Recommendation of Management~~

Disposition: Transfer to NARA in 5yr. blocks when 20 yrs. old

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
	OFFICE OF RECORD			
	IN OFFICE	BPA STORAGE	FRC	
AP	A+2yrs	3yrs	30yrs	A+1yr
PENDING				
AP	5yrs	3yrs	^P 100yrs	A+3yrs
PENDING				
AP	A+1yr	3yrs	^P 75yrs	A+3yrs
PENDING				

K

A - ACTIVE
D - DISCARDED

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

**BPA
RECORDS
MANUAL**

CHAPTER

810

FISH AND WILDLIFE

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
FW-1
DATE ~~03-13-80~~
DOE/NARA

MAY 01 1990

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN

STORAGE

OFFICE

BPA

FRC

OTHER COPIES

IN

OFFICE

FW

FISH AND WILDLIFE

Material relating to implementation of BPA's fish and wildlife program, including resources and policies. 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.

AUTHORIZATION: Recommendation of Management.

All retentions in this series that are by "Recommendation of Management" are 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.

Fish and Wildlife Cost-Effectiveness Analyses

Development of procedures for cost-effectiveness of BPA's fish and wildlife mitigation investments.

AUTHORIZATION: Recommendation of Management

Fish and Wildlife Mitigation Accounting

Information on progress of satisfying Administrator's fish and wildlife obligation pursuant to the Northwest Power Planning Act.

AUTHORIZATION: Recommendation of Management

PJ

A+2yrs

5yrs

A

PENDING

PJ

A+2yrs

5yrs

A

PENDING

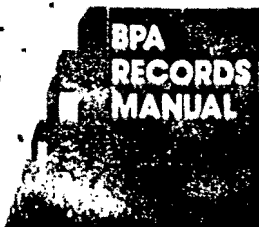
FW-22

FW-23

K

A ACTIVE

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



CHAPTER

810

FISH AND WILDLIFE

PART
FILE GUIDE AND RETENTION SCHEDULEPAGE
PW-2DATE
~~03-12-90~~
DOE/NARA

MAY 01 1990

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-24	<u>Columbia Basin Fish and Wildlife Program</u> Implementation of the Northwest Power Planning Council's Columbia Basin Fish and Wildlife Program (hereinafter referred to as the "Council's Program"). <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs		A	
			PENDING			
FW-24-11	<u>Program Amendments</u> Final documents with amendments to the Council's Program. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs		A	
			PENDING			
FW-24-12	<u>System Subbasin Planning</u> Material on system subbasin planning. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs		A	
			PENDING			
FW-24-13	<u>System Monitoring and Evaluation</u> Material on monitoring and evaluation programs developed in response to Section 204 of the Council's Program. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs		A	
			PENDING			
PW-25	<u>Fish and Wildlife Projects</u> Material related to planning and coordination of specific projects. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs		A	
			PENDING			

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 items

**BPA
RECORDS
MANUAL**

CHAPTER

810

FISH AND WILDLIFE

T
I
T
L
E

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E
FW-3

~~83-13-98~~
DATE DOE/NARA

MAY 01 1980

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

FW-26

Artificial Production
Documentation of artificial production of salmon^aid steelhead.

AUTHORIZATION: Recommendation of Management

FW-26-11

Production Facilities
Documentation of BPA-funded hatcheries and other artificial production facilities. Includes locations, construction, surveys, operation, maintenance, annual fish production, and water quality.

AUTHORIZATION: Recommendation of Management

W-26-12

Reprogramming and Acclimation
Information on reprogramming fish from hatchery site to other locations and on offsite acclimation of fish for release.

AUTHORIZATION: Recommendation of Management

FW-26-13

Fish Disease
Material on the diseases and pathology of fish and BPA studies about same.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE
BPA FRC

OTHER COPIES

IN
OFFICE

PJ

A+2yrs

A

PENDING

PJ

A+2yrs

A

PENDING

PJ

A+2yrs

A

PENDING

PJ

A+2yrs

A

PENDING

BPA RECORDS MANUAL

CHAPTER

810

FISH AND WILDLIFE

FILE GUIDE AND RETENTION SCHEDULE

MAY 01 1990

FW-4

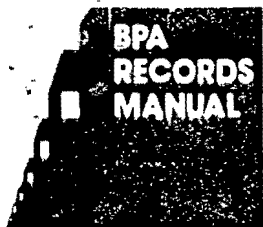
DATE
DOE/NAR

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-26-14	<u>Fish Quality and Physiology</u> Documentation of broad array of fish body functions, such as growth migration behavior, seawater tolerance, condition, blood chemistry, and reproduction. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs	PENDING		A
FW-27	<u>Natural Production</u> Documentation of activities related to the production of wild/natural populations of salmon and steelhead. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs	PENDING		A
FW-27-11	<u>Habitat Enhancement</u> BPA-funded activities designed to improve the quality and productivity of habitat used by wild/natural populations of salmon and steelhead. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs	PENDING		A
FW-27-12	<u>Fish Habitat Standards and Procedures</u> Guidance and requirements for completion of Fish Habitat Project Implementation Plans by Habitat Project leaders. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs	PENDING		A

KE

A - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSELETE

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



CHAPTER

810

FISH AND WILDLIFE

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE
FW-5DATE
~~03-13-98~~
DOE/NARA

MAY 01 1990

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

FW-27-13

Supplementation

Material on the rearing and outplanting of salmon and steelhead to supplement wild/natural populations.

AUTHORIZATION: Recommendation of Management

FW-28

Fish Harvest and Ocean Survival of Fish

Material on oceanic or fresh water harvest of fish. Also, material on the survival of juvenile and adult salmonid in ocean or estuaries, such as environmental factors.

AUTHORIZATION: Recommendation of Management

FW-29

Spill for Fish

Information on processes of spilling water at dams for fish passage.

AUTHORIZATION: Recommendation of Management

FW-30

Fish Transportation

Information specific to the trucking and barging of fish and the facilities used for this specific type of transportation.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN
OFFICE

PJ

A+2yrs

A

PENDING

PJ

A+2yrs

A

PENDING

PJ

A+2yrs

A

PENDING

PJ

A+2yrs

A

PENDING

MAY 01 1990

FW-6

DATE
DOE/NARA

FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			IN OFFICE	STORAGE BPA	FRC	
FW-31	<u>Reservoir Passage of Fish</u> Material on the passage survival of salmonids up/downstream through reservoirs. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs			A
FW-32	<u>Water Budget</u> Information on streamflows for fish and wildlife benefit. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs		4yrs	A
FW-33	<u>Reservoir Mortality of Fish</u> Information on the survival and mortality of fish within reservoirs. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs			A
FW-34	<u>Fish Predator Management</u> Information on predator management program, excluding contract file material. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs			A
FW-35	<u>Juvenile Mainstem Passage</u> Comprehensive material related to examination of fish passage on a system basis, including cumulative effects. Includes Issue Briefing Papers. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs			A

K
E
VA - ACTIVE
P - PERMANENT
S - SUPERSEDED/OBSELETE* - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE

See Section 800.8 for explanation of KEY terms

**BPA
RECORDS
MANUAL**

CHAPTER

810

T FISH AND WILDLIFE
I
T
L
E

P
A
R
T
FILE GUIDE AND RETENTION SCHEDULE

P FW-7
A
G
E

MAY 01 1990

D 03-19-90
A
T
E DOE/NARA

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

FW-35-11

FISHPASS

Documentation of the computer model, including development and operation, that evaluates the effect of management options on juvenile salmon and steelhead survival at hydropower operations and other Columbia River System conditions.

AUTHORIZATION: Recommendation of Management

FW-35-12

Columbia River Salmon Passage

Documentation of the computer model CRSP, including development and operation, that tests expansion and modification of risk and uncertainty analyses about the fish passage process on the Columbia River System.

AUTHORIZATION: Recommendation of Management

FW-35-13

Smolt Monitoring and Data Management

Information on smolt migrations used for real-time fish passage management.

AUTHORIZATION: Recommendation of Management

FW-36

Adult Mainstem Passage

Information on the passage of adult salmon and steelhead past the mainstem dams.

AUTHORIZATION: Recommendation of Management

OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES
	OFFICE OF RECORD		IN OFFICE	
	IN OFFICE	STORAGE BPA FRC		
PJ	A+2yrs	4yrs	A	
PENDING				
PJ	A+2yrs	4yrs	A	
PENDING				
PJ	A+2yrs		A	
PENDING				
PJ	A+2yrs		A	
PENDING				

K

A ACTIVE

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

MAY 01 1990

D
O
E
03-13-01
DOE/NAR.

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-37	<u>Operation and Maintenance of Facilities</u> Activities associated with operation and maintenance of BPA-funded fish and wildlife facilities and/or improvements. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs		5yrs	A
			PENDING			
FW-38	<u>Resident Fish</u> Activities funded or undertaken by BPA to protect, mitigate, or enhance resident fish species in the Columbia River Basin. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs			A
			PENDING			
FW-39	<u>Wildlife</u> Impacts to wildlife species and habitats. Includes loss assessments and mitigation actions. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs			A
			PENDING			
FW-39-11	<u>Wildlife Mitigation</u> BPA activities dealing with wildlife mitigation and enhancement actions. <u>AUTHORIZATION:</u> Recommendation of Management	PJ	A+2yrs			A
			PENDING			

K
EA - 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

**BPA
RECORDS
MANUAL**

CHAPTER

810

T FISH AND WILDLIFE

T
I
T
L
E

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

FW-9

P
A
G
E

MAY 01 1990

~~05-20-90~~

DOE/NARA

FILE CODE

RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION

FW-39-12

Wildlife Mitigation Planning

BPA activities dealing with the identification and quantification of wildlife losses and the development of mitigation plans.

AUTHORIZATION: Recommendation of Management

PW-40

Fish Stock Assessments

Information on fish populations used in either fish management or mitigation and accounting of fish losses. Includes census.

AUTHORIZATION: Recommendation of Management

OFFICE
OF
RECORD

RETENTION PERIOD

OFFICE OF RECORD

IN
OFFICE

STORAGE

BPA

FRC

OTHER COPIES

IN
OFFICE

PJ

A+2yrs

A

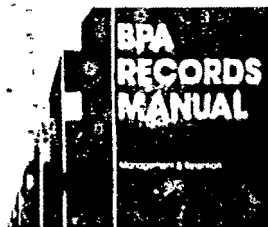
PENDING

PJ

A+2yrs

A

PENDING



CHAPTER

810

TITLE

ENVIRONMENTAL QUALITY

PART

FILE GUIDE AND RETENTION SCHEDULE

ADVANCE™ COPY

PAGE

EQ-1.

DATE

05-21-90

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	<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, Environmental Protection Agency (EPA) records schedules, and recommendation of BPA management.</p>		See Disposition		A	

K
FA - ACTIVE
P - PERMANENTX - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE



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-12	<p><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.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>	AJ	S		5yrs	S
EQ-13	<p><u>Environmental Assessments</u> Material relating to the review and approval process for Environmental Assessments (EAs). Signed Findings of No Significant Impact (FONSIs), approved EAs, Public Involvement Plan (if applicable), public comment letters, and Federal Register notices are considered essential NEPA documents for this file. Individual assessments and FONSIs are case-filed by project name in the applicable program office.</p> <p><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.</p> <p><u>AUTHORIZATION:</u> Environmental Protection Agency D/1(9)</p>	Z	See Disposition			5yrs

PENDING

82-13.

PENDING

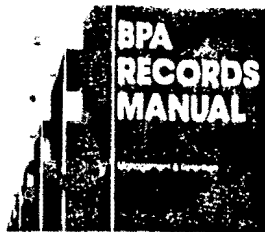
K
E
YA - ACTIVE
P - PERMANENT
S - SUPERSEDED

SOLETE

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

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
			IN OFFICE	STORAGE BPA	FRC	
EQ-14	<p><u>Environmental Impact Statements</u></p> <p>Material relating to the review and approval of Environmental Impact Statements (EISs) for BPA projects. Essential NEPA documents include drafts of statements, notices of intent, public comment letters, public hearing notes, DOE transmittal letters, final EISs and comments on the final. May also include copies of environmental assessments (EAs), special studies, and other supplementary material created in the course of EIS preparation. Published EISs and Records of Decision (RODS) are case-filed by project name in the office of the Assistant to the Administrator for Environment (AJ) or filed in the applicable program or project office. All other background project information is filed in appropriate program office.</p> <p><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 10 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.</p> <p><u>AUTHORIZATION:</u> Environmental Protection Agency D/1(9)</p>	AJ Z	See Disposition			5yrs
EQ-15	<p><u>Exclusions</u></p> <p>Material relating to exclusions. Case file by fiscal year.</p> <p><u>AUTHORIZATION:</u> Recommendation of Management</p>					

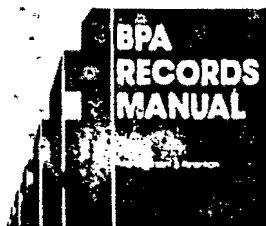


FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD		STORAGE	
			IN OFFICE			
EQ-15-11	<u>Categorical</u> Material relating to categorical exclusions. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	A+1yr		4yrs	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) 42 U.S.C. 9603 CERCLA, Subsection 103 (d)	AJ	3yrs		47yrs	4yrs

KEY

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

See Section 800 B for explanation of KEY terms



CHAPTER

810

TITLE

ENVIRONMENTAL QUALITY

PART

FILE GUIDE AND RETENTION SCHEDULE

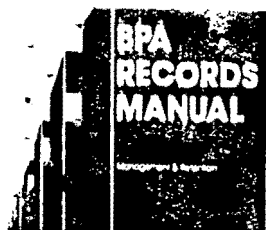
PAGE
EQ-5
DATE
05-21-90

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-17-11	<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 speciality 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
-17-13	<u>Field Appraisals</u> Documentation of annual onsite appraisals of environmental program effectiveness. Case file by year and speciality. <u>AUTHORIZATION:</u> 42 U.S.C. 9603 CERCLA, Subsection 103(d)	AJ	3yrs		47yrs	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)	Z	4yrs		8yrs	4yrs

K
F

A - ACTIVE
P - PERMANENT

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



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-18	<u>Hazardous Waste Management Program</u> File all related material here except as specified in the following tertiary subjects. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	A+2yrs			A
			PENDING			
EQ-18-11	<u>Resource Conservation and Recovery Act</u> (a) Biennial, exception, and other Resource Conservation and Recovery Act (RCRA) reports, and hazardous waste manifests. All other RCRA material, including compliance data. <u>AUTHORIZATION:</u> 40 CFR 262.40; CFR 265, Subpart E 42 U.S.C. 9603 CERCLA, Subsection 103(d) (b) RCRA test results and waste analyses. <u>Disposition:</u> Retain in office for 5 years from date last sent to treatment, storage, or disposal then transfer to FRC until 45 years old, then destroy. <u>AUTHORIZATION:</u> 42 U.S.C. 9603 CERCLA, Subsection 103(d)	SRMF xD-5 Z	3yrs		47yrs	S
			PENDING			
		ELM SRMF Z	See Disposition			S
			PENDING			

KEY

* - ACTIVE
P - PERMANENT
S - SUPERSEDED
O - OBSOLETE

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

See Section 800.8 for explanation of KEY terms.

CHAPTER

810

T
I
T
L
E

ENVIRONMENTAL QUALITY

P
A
R
T

FILE GUIDE AND RETENTION SCHEDULE

P
A
G
E

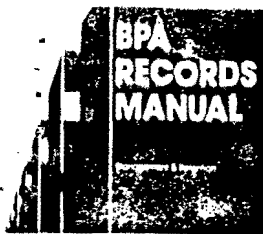
EQ-7

D
A
T
E

05-21-90

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-18-11 (cont.)	(c) Hazardous waste storage facility operating records and closure plans (Ross Complex). <u>Disposition:</u> Retain in office until facility closed and closure is certified. Then transfer to FRC for 50 years. <u>AUTHORIZATION:</u> 42 U.S.C. 9603 CERCLA, Subsection 103(d)	SRMF	See Disposition			S
EQ-18-12	<u>Toxic Substance Control Act</u> Toxic Substance Control Act (TSCA) Inspections, Action Plans, Equipment Disposal, PCB Annual Report, and PCB Spill Reports. <u>AUTHORIZATION:</u> 40 CFR 761.180, Subpart H	AJ XD-5 Z	A+3yrs	47yrs		A
EQ-18-13	<u>Comprehensive Environmental Response Compensation and Liability Act</u> Material relating to technical, general regulatory, and policy correspondence of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). File all material here except as specified in the following subjects. Case file by facility. <u>AUTHORIZATION:</u> 42 U.S.C. 9603 CERCLA, Subsection 103(d) (a) Agreements and related material about the CERCLA and the "Superfund." <u>AUTHORIZATION:</u> 42 U.S.C. 9603 CERCLA, Subsection 103(d)	AJ	3yrs	47yrs		A
		AJ	3yrs	47yrs		A

K
EA - ACTIVE
P - PERMANENTX - FIRST LETTER IN AREA OFFICE ROUTING (L, T, U, W)
Z - ORIGINATING OFFICE



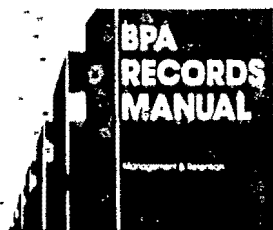
FILE CODE	RECORDS SERIES TITLE, DESCRIPTION, AND DISPOSITION	OFFICE OF RECORD	RETENTION PERIOD			OTHER COPIES IN OFFICE
			OFFICE OF RECORD			
			IN OFFICE	STORAGE BPA	FRC	
EQ-18-13 (cont.)	<p>(b) Documentation about CERCLA remedial investigations and site feasibility studies.</p> <p><u>Disposition:</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 Z	See Disposition		S	
EQ-18-14	<p><u>Uniform Hazardous Waste Manifests</u></p> <p>The original manifest (BPA 1793) for shipping hazardous wastes which include Toxic Substances Control Act (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> <p><u>Disposition:</u> Retain in office for 5 years from date of acceptance by initial transporter or for 5 years from date of acceptance at a BPA hazardous waste facility. Then transfer to FRC for 50 years.</p> <p><u>AUTHORIZATION:</u> 42 U.S.C. 9603, CERCLA 103(d)</p>	SRMF	See Disposition		3yrs	

K
E
YA - ACTIVE
P - PERMANENT
S - SUPERSEDED

* SOLE

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

See Section 800.8 for explanation of KEY terms



CHAPTER

810

TITLE

ENVIRONMENTAL QUALITY

PART

FILE GUIDE AND RETENTION SCHEDULE

PAGE

EQ-9

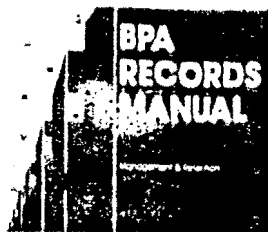
DATE

05-21-90

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	
EQ-19	<u>Environmental Contaminants</u> Material relating to the effects and hazards of all types of contaminants. Case file by type. <u>AUTHORIZATION:</u> Recommendation of Management	AJ	S	PENDING		S
EQ-20	<u>Other Regulatory Actions</u> 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. <u>AUTHORIZATION:</u> 42 U.S.C. 9603 CERCLA, Subsection 103(d)	AJ	3yrs		47yrs	A
EQ-20-11	<u>Clean Water Act</u> Material relating to technical, general regulatory and policy correspondence related to the portions of the Clean Water Act (CWA) that affect BPA including oil spill containment, SPCC plans, nonpoint source pollution control, water quality standards and material relating to National Pollutant Discharge Elimination System (NPDES). <u>AUTHORIZATION:</u> P.L.92-500 as amended by P.L.95-217; P.L. 100-4; 42 U.S.C. 9603 CERCLA subsection 103(d)	AJ Z	A+7yrs		43yrs	S
				PENDING		

K

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



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-20-12	<u>Safe Drinking Water Act</u> Technical reports, general and technical regulatory correspondence and policy documents, legal opinions related to Federal and State legislation. Programs relating to Sole Source Aquifer Program, Wellhead Protection Program, State Ground Water Standards, Underground Injection Control Program. <u>AUTHORIZATION:</u> Environmental Protection Agency C/3(10)(f)(2) 42 U.S.C. 9603 CERCLA, Subsection 103(d)	AJ	A+7yrs		43yrs.	S

PENDING

PENDING

KEY

A - ACTIVE
P - PERMANENT
S - SUPERSEDE

SOLETE

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

See Section 8008 for explanation of KEY terms