

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-305-76-001

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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 AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK

DATE RECEIVED

JUL 11 1975

JOB NO.

NC - 305-76-1

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-15-76 *James P. O'Neill*
(Date) *acting* Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Interior

2. MAJOR SUBDIVISION

Bonneville Power Administration

3. MINOR SUBDIVISION

Division of Management Services

4. NAME OF PERSON WITH WHOM TO CONFER

Donna Lou Zochert

5. TEL. EXT.

429-5125

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 125 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6-18-76

Date

Donna Lou Zochert
(Signature of Agency Representative)

Records Officer

(Title)

7.
ITEM NO.

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

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

This comprehensive records disposition schedule supersedes all previously approved records schedules of the Bonneville Power Administration. Any record series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.

Records covered by the General Records Schedules are disposable without further authorization.

763 items
759 items

*Copies to agency, FARC Seattle, NAR, NARS, NAR.
No copy sent to NARS wire 16 Sep 76
It is no longer unit of archival control*

STANDARD FORM 115
Revised January 1973
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

ADMINISTRATIVE MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>BPA Internal Directives:</u>	
	a. Issuing office - official file copy.	Permanent. Offer ^{in annual segments} to the National Archives and Records Service (NARS) 25 years after directive is superseded.
	b. All other copies.	Destroy when superseded or obsolete.
2.	<u>Departmental Directives</u> including Departmental or Secretary's Orders, Departmental Manual Releases, Departmental Transmittal sheets, and backup papers or documents.	
	a. Master set.	Destroy when no longer needed for reference.
	b. All other copies.	Destroy when superseded, rescinded, or obsolete.
3.	<u>Annual Management Improvement and Cost Reduction Reports</u> and related documents. These include OMB Circular A-44, Management Review and Improvement Program Annual Management Improvement Report.	
	a. Official File Copy.	Destroy when 15 years old. Transfer to Federal Archives and Records Center after 5 years.
	b. All other copies.	Destroy when superseded.
4.	<u>Management Studies</u> consisting of supporting papers documenting study inception, scope, procedure, accomplishments, and final report (but excluding working papers as described in Item 5).	

Total: 763 items

ADMINISTRATIVE MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	a. Final Report.	Permanent. Transfer to Federal Archives and Records Center when 5 years old. <i>in annual segments</i> Offer to NARS when 25 years old.
	b. Supporting Papers.	Destroy when 5 years old.
5.	<u>Study or Project Working Papers</u> , including background materials, analyses, notes, rough drafts, interim reports, and related papers pertaining to management projects, exclusive of documents covered by Item 4.	Destroy 6 months after final action on project or report or 3 years after completion of report if no final action taken.
6.	<u>Transmittals for Administrator's Signature</u> (Form BPA 568).	Destroy when 5 years old.
7.	<u>Conference Call File:</u>	
	a. Official copy kept in originating office.	Destroy when 2 years old.
	b. Copies kept in the Administrator's Office.	Destroy when 2 years old.

ADP RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Program System Report (PSR) card packets for updating of computer operating system.</u>	Destroy when superseded or 1 year after disposition of system.
2.	<u>BPA-generated card packets for enhancement of operating system.</u>	Destroy when superseded or 1 year after disposition of system.
3.	<u>Test data used for system debugging and acceptance testing.</u>	Destroy when related system is discontinued.
4.	<u>Priority Usage Reports.</u>	Destroy when 90 days old.
5.	<u>CDC 6400/6500 Operations Statistics.</u>	Destroy when 90 days old.
6.	<u>Computer Activity "CARS" Report.</u>	Destroy when 3 years old.
7.	<u>Computer Activity Card Time Utilization (CACTUS) Report.</u>	Destroy when 3 years old.
8.	<u>INTERCOM Utilization Reports (relating to remote terminals).</u>	Destroy when 3 years old.
9.	<u>Five-year ADP Management Plan.</u>	Permanent. ^{in annual segments} Offer to National Archives and Records Service (NARS) when 25 years old.
10.	<u>Computer Applications Plan Data Sheet (Form BPA 1090).</u>	Destroy 5 years after acceptance into ADP Management Plan.
11.	<u>Specifications, procedures, users' guides and studies concerning computer applications, their files, input and systems operations.</u>	Permanent if related master file is permanent. Offer to NARS with ^{with} related master file. Otherwise, destroy when superseded. After discontinuance of application, destroy as soon as magnetic tape files produced by the application are erased.
12.	<u>Specifications and procedures concerning report output and program methodology.</u>	Destroy as soon as application is discontinued.
13.	<u>Computer programs on tape or disk.</u>	Destroy after third update cycle of the tape or disk; or until use of program is discontinued.

ADP RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
14.	<u>Magnetic tape containing transaction data.</u>	Destroy after third update cycle.
15.	<u>Magnetic tape retained as security backup file.</u>	Destroy after third update cycle.
16.	<u>Magnetic tape creation notices.</u>	Destroy when 90 days old or when no longer needed.
17.	<u>Magnetic tape scratch notices.</u>	Destroy when 90 days old or when no longer needed.
18.	<u>Magnetic tape library control input cards and files.</u>	Destroy when fourth update cycle is created.
19.	<u>Magnetic tape library control reports.</u>	Destroy when 90 days old.
20.	<u>Equipment proposals</u> of vendors of ADP equipment.	Destroy 2 years after disposition of equipment.
21.	<u>ADP vendor equipment descriptions and price lists.</u>	Destroy 2 years after disposition of equipment.
22.	<u>Daily ADP Operation Logs.</u>	Destroy when 3 years old.
23.	<u>ADPE Operation Report.</u>	Destroy when 3 years old.
24.	<u>Weekly Bond Issue Tape.</u>	Destroy upon release by Treasury Department.
25.	<u>USDI Personnel Actions Tape.</u>	Destroy upon release by Department.
26.	<u>Annual Statement of Earnings (W-2) Tape.</u>	Destroy upon release by Internal Revenue Service.
27.	<u>USCSC Personnel Actions Tape.</u>	Destroy upon release by Civil Service Commission.
28.	<u>Weekly Check Issue Tape.</u>	Destroy upon release by Treasury Department.
29.	<u>ADP Supply Inventory Control and Procurement Records.</u>	Destroy when 1 year old.
30.	<u>Invoices for ADPE and services.</u>	Destroy when 3 years old.

BUDGET RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Budget Documents File</u> prepared, consolidated, and maintained in the Budget Office, comprising appropriation language sheets, narrative statements, and related schedules and data.	Permanent. Offer ^{in annual segments} to NARS when 25 years old.
2.	<u>Budgetary and Allotment Control Reports:</u> Monthly and quarterly reports (machine processed listings) as follows:	
	a. Budget Status Report (100); Accounts by Object (101); Account Group by Object (103); Object Summary (110); Construction Work Order Report (115); Clearing Account Summary (118 & 119); Accounts by Organization (137); Travel Expense (160); Fund Status Report (570, 572, 580, & 582); Object by Fund (1111); Personnel (16B & 17).	Destroy fiscal year end reports when 7 years old. Destroy others when 2 years old.
	b. Organization Detail Transaction Report (102); Leave Analysis Report (104); Budget Item Error Listing (160); Construction, Reimbursable, and Trust Fund Summary (161).	Destroy when 1 year old.
3.	<u>Periodic Reports</u> on the status of the BPA Fund Account and Apportionments:	
	a. End of fiscal year report.	Destroy when 5 years old.
	b. All other reports.	Destroy when 4 years old.
4.	<u>Apportionment and Reapportionment Schedules.</u>	
	Approved quarterly obligation schedules under the BPA Fund.	Destroy when 2 years old.
5.	<u>Program Forecast Schedules</u> (BPA 408).	Destroy when 2 years old.

items

CONSTRUCTION RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Construction Project Authorizations - Approved:</u>	
	a. Original (Plant Records Section).	Destroy 15 years after fiscal year in which contract is closed.
	b. Copies (Office of the Chief Engineer).	Destroy 5 years after fiscal year in which contract is closed.
	c. All other copies.	Destroy 2 years after fiscal year in which contract is closed.
2.	<u>Special Project Recommendations In- cluding Special Study Authorizations:</u>	
	a. Originals (Filed in Office of Chief Engineer with work order).	Same disposition as resulting work order.
	b. All other copies.	Destroy 2 years after contract is closed.
	c. Register and Index (Chief Engineer's Office).	Destroy 5 years after fiscal year in which contract is closed.
3.	<u>Construction Program Schedules:</u>	
	a. Originals (Chief Engineer's Office).	Destroy 10 years after fiscal year in which contract is closed.
	b. All other copies.	Destroy 1 year after close of fiscal year in which contract is closed.

CONSTRUCTION RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
4.	<u>Construction Contract Files:</u> These files contain copies of contracts and specifications; Progress Reports; Partial Payment Estimates; Pay Item Reports; Abstract of Bids; Data Sheets on Concrete Footing Quantities; Lost or Damaged Materials or Equipment Reports; Material Receipts; Authorizations for Extra Work; Inspector's Reports; Staking, Survey, Topography, and Access Road Notes; Daily and Weekly Diaries or Reports; and all related documents, working papers, reports, and correspondence not provided for elsewhere in this schedule.	
	a. Original contract.	Destroy 6 years after plant is retired (See FPC Schedule, Item 37a). Transfer to Federal Archives and Records Center 3 years after fiscal year in which final payment is made.
	b. Files (Line Construction Section).	Send tower staking, survey, topography, and access road notes to Line Construction Section for transmittal to appropriate Design office; send Inspector's Daily Progress Reports, Daily and Weekly Diaries, and Correction Memos to Line Construction for consolidation with Section files. Destroy all other papers 6 months after completion of contract.
5.	<u>Test and Energization Files:</u> These files contain copies of reports on testing and energization of the electric system facilities and equipment, including communication, microwave, telemetering, supervisory	

CONSTRUCTION RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	control; hydrologic network reporting facilities and equipment; manufacturer's test data and instruction books; and all related documents, working papers, correspondence, and technical data not provided for elsewhere in this portion of the schedule:	
	a. Files (Test and Energization Group Offices). Official record set of test and energization data.	Destroy when related facility or equipment is disposed of.
	b. Files (Office of the Head of the Test and Energization Group).	Destroy when 3 years old.
6.	<u>Test and Energization Weekly Progress Reports:</u> These reports show type of work performed, time spent, and unusual conditions encountered. Prepared in original only.	Destroy 3 years after fiscal year created.
7.	<u>Contract Data Sheets:</u> These records are convenient one-page summaries of each line construction or right-of-way clearing contract and are of continuing reference value.	Destroy 6 years after plant is retired (see FPC Schedule, Item 37a).
8.	<u>Periodic Narrative Reports:</u> These reports are from Construction personnel in the field to the Head of the Line Construction Section regarding unusual problems or incidents on all jobs under construction. They are obtained for reference in case of claims. (Reports which relate to only one contract and are included in Item 4 of this portion of the schedule).	
	a. Copies (Office of the Head of the Line Construction Section).	Destroy 6 years after final payment is made on related contract.

CONSTRUCTION RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	b. Copies (Construction personnel in the field).	Destroy when related contract is completed.
9.	<u>BPA Drawings, Diagrams, Plot Plans, Drawing Lists, Conduit and Conductor Schedules:</u> These relate to force account construction.	Destroy when superseded.
10.	<u>Contract Construction Drawings and Bills of Material:</u>	
	a. Originals (Engineering Records Unit).	Destroy 6 years after facility is retired.
	b. Copies (Substation Construction Section).	Destroy 1 year after fiscal year in which final payment is made.
11.	<u>Receipt and Transmittal Memorandums.</u>	Destroy 1 year after fiscal year in which contract is completed.
12.	<u>Construction Workload Schedules.</u>	Destroy 1 year after superseded.
13.	<u>Weekly Reports of Misfabricated Tower Steel.</u>	Destroy upon final payment to contractor.
14.	<u>Steel Prints:</u>	
	a. Originals (Engineering Records Unit).	Destroy 6 years after facility is retired.
	b. Copies (Office of the Head of the Line Construction Section).	Destroy 6 years after facility is retired.
	c. Copies (Field Offices).	Destroy 1 year after fiscal year in which contract is completed.

CONSTRUCTION RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
15.	<p><u>Material Files:</u> These files contain copies of Stores Requisitions; Plant Services Requisitions; Material Requests; Material Receipts; Material Status Reports; Purchase Orders; Purchase Requisitions; Invoices; Returns to Stock; Material Availability Surveys; Yard Receipts; Bills of Lading; Receiving Reports; Material Transfers; Material Lists; Field Shortages and Overage Lists; Reel Shipment Listings; Shipping Notices and Packing Lists; Yard Leases; Material Retirements; Store Adjustment Notices; Invitations to Bid; Bills of Material; Drawings; Specifications; Work Orders; Construction Data Books; Construction Schedules; Inspection Reports; Material Returned to Contractor Reports; Tower Steel Sources; Property Receipts; Analyses Sheets; Kardex Cards; and all related documents, working papers, reports, and correspondence not provided for elsewhere in this schedule. (Official record copies of material documents, except Material Receipts signed by contractor, are filed in the Branch of Finance and Accounts).</p>	
a.	<p>Files maintained in the Material Group offices of the Line Construction Section and Substation Construction Section.</p>	<p>Send Material Receipts (copy bearing contractor's original signature) to the Head of Line or Substation Construction Section for consolidation with appropriate contract file, and destroy all other papers 2 years after close of work order.</p>

CONSTRUCTION RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
b.	Files maintained in Line Construction offices in the field.	Send Material Receipts (copy bearing contractor's original signature), Receipts for Material Returned from Contractor, Steel Yard Reports, Reel Records, Scrap and Returned Material Reports, and Kardex cards to Head of the Line Construction Section for consolidation with Material Group files, and destroy all other papers 1 year after completion of contract.
c.	Files maintained in Material Storage Yards in the field.	Send Material Receipts (copy bearing contractor's original signature), Receipts for Material Returned from Contractor, Steel Yard Reports, Reel Records, Analyses Sheets, Scrap and Returned Material Reports, and Kardex cards to appropriate Construction Superintendent's Office, and destroy all other papers 1 month after completion of contract.
16.	<u>Contractor's Payrolls:</u> submitted by construction contractors, with related certifications, anti-kickback affidavits, and related papers.	Destroy 3 years after final payment (and after first getting clearance from the Accounting Section) unless contract performance is subject of enforcement action on that date. If so, destroy when enforcement action has been settled.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Work Orders and Related Material:</u>	
a.	Originals (Plant Accounting Section).	Destroy 25 years after close of fiscal year.
b.	Copies (Office of Chief Engineer).	Transfer to Plant Accounting Section 6 years after fiscal year in which work order was closed. Destroy after 10 years.
c.	Copies (Branch of Substation Design-Files Unit).	Destroy after 10 years. Transfer to Federal Archives and Records Center 2 years after fiscal year in which work order was closed.
d.	Copies (Branch of Substation Design - Official File).	Destroy 2 years after close of work order.
e.	Copies - Substation Design Data Book; (Architectural, Civil, and Mechanical Section).	Transfer to Federal Archives and Records Center 5 years after fiscal year in which work order was closed. Destroy 5 years thereafter.
f.	All other copies.	Destroy no later than 6 months after close of work order.
2.	<u>Work Order Registers.</u>	Destroy when 20 years old.
3.	<u>Work Schedule Revisions:</u>	
a.	Original (Office of the Chief Engineer).	Destroy after 10 years. Transfer to Federal Archives and Records Center 5 years after close of fiscal year in which related project is closed.
b.	All other copies.	Destroy 1 year after close of fiscal year involved.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
4.	<u>BPA Drawings and Maps of Transmission Line, Substation, and Power System Control Facilities, Except Standard Drawings:</u>	
	a. Numbered BPA original engineering drawings, tracings, diagrams, maps, bills of materials, and other reproducibles (except tower steel and design sketches), and reduced negatives thereof.	Destroy originals 6 years after related plant and land rights are disposed of. Superseded stick drawings from Substation or Transmission Design are sent to Engineering Records Unit for maintenance. Destroy 50 years thereafter.
	b. Voided tracings and superseded or voided reduced negatives of items in Item a. above.	Destroy 6 years after related facilities are disposed of.
	c. Preliminary design sketches for transmission line facilities (TD series, Branch of Transmission Design). (Final design drawings are covered in Item a. above.)	Destroy when superseded or obsolete.
	d. Tracings of design sketches for substation facilities (DSK series, Engineering Records Unit).	Review annually and destroy those which are superseded or obsolete.
	e. Prints of a., c., and d., above.	Send to Engineering Records Unit when superseded, or upon completion of the related project. Destroy 50 years thereafter.
	f. Cross reference cards, drawing history cards, distribution record sheets, and similar related records.	Destroy when no longer needed.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
5.	<u>Transmission Line and Substation Hardshell Maps:</u> Original computed drawings, showing surrounding topographical features. From these, the final plan and profile maps are developed.	
a.	Line Profile Hardshell Maps (Line Design Section).	Transfer those of lines not constructed to Federal Archives and Records Center when project is abandoned. Destroy 6 years after related map is created, except for one representative sample map that is to be offered to NARS as a record copy.
b.	Substation Hardshell Topographic Maps (Architectural, Civil, and Mechanical Unit).	Destroy when related facility is disposed of. Transfer to Federal Archives and Records Center after completion of the project.
c.	Line and Substation Plan Hardshell Maps (Location and Mapping Section).	Destroy when related facility is disposed of. Transfer to Federal Archives and Records Center upon completion of the project.
d.	Hardshell Map Index (Location and Mapping Section).	Review annually and destroy when superseded.
6.	<u>Plan and Profile Maps:</u>	
a.	Plan Map Check Prints (Location and Mapping Section). These are reduced size (12 x 20) prints.	Destroy when final map is developed and issued.
b.	Plan and Profile Work Prints, full size, (Line Design Section, and Location and Mapping Section).	Destroy upon completion of the related project.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	c. Plan and Profile Books, record set, reduced size (12 x 20) maps complete with revisions (Engineering Records Unit).	Destroy when related facility is disposed of.
	d. Plan and Profile Books (Line Design Section, and Location and Mapping Section).	Destroy when related facility is disposed of.
	e. Plan and Profile Book, bidder's copy supply (maintained by Location and Mapping Section for issuance to contractors, field engineers, etc.)	Destroy copies upon completion of the related project.
7.	<u>Photogrammetric Maps</u> (Location and Mapping Section):	
	a. Originals.	Transfer to Federal Archives and Records Center after 5 years. Destroy 10 years after project is completed.
	b. Copies.	Destroy when obsolete.
8.	<u>Foreign Control Maps and Plats:</u>	
	a. Master set (Location and Mapping Section).	Maps which provide or provided primary control data for BPA maps are permanent. Offer to NARS when 50 years old. Destroy all others when superseded or obsolete.
	b. Copies.	Destroy when superseded or obsolete.
9.	<u>Photo Mosaics and Reproductions:</u>	
	a. Master set.	Transfer to Federal Archives and Records Center after 5 years. Destroy 10 years after project is completed.
	b. Paste-up assembly.	Destroy when photographed.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	c. All other reproductions.	Destroy when superseded or obsolete.
	d. Photo mosaic negatives.	Destroy when superseded or obsolete.
10.	<u>Project Cost Estimating Files.</u> These files contain the advance estimates of the costs of capital improvements and retirements and the basis therefore:	
	a. Station estimating files.	Review annually and destroy obsolete material. Destroy all other material 5 years after year in which work order is closed.
	b. Transmission line estimating files (Transmission Design Branch Chief's office.)	Review annually and destroy obsolete material. Transfer full folders to Federal Archives and Records Center 5 years after fiscal year closed. Destroy when 10 years old.
	c. Design and survey cost and basic estimating data.	Destroy when superseded or obsolete.
	d. Copies of Estimate Summaries and Estimate Details (Office of the Chief Engineer). The originals are filed in the Work Order Originals file.	Destroy 3 years after fiscal year in which the estimate is completed.
	e. All others.	Destroy when related work order is issued.
11.	<u>Glass Diapositives</u> (Location and Mapping Section).	Destroy 1 year after publication of the resultant map or when no longer needed.
12.	<u>Standards Drawings, Standards Books, and Related Indexes.</u> These drawings show in detail the standards of BPA	

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule		Description	Authorized Disposition
		engineering and architectural design of structures and electric system facilities:	
		a. Original reproducible drawings, tracings, and negatives.	Destroy when superseded.
		b. Steel Tower Footing Staking Dimension Tracings (Line Design Section).	Destroy 6 years after facility is disposed of.
		c. Standards Books and extra pages.	Destroy individual pages when superseded.
		d. Conductor Hardware and Accessories Drawings - All copies (Specifications Section, Branch of Transmission Design).	Destroy when superseded.
13.		<u>Standard Technical Specifications:</u> Mimeograph copies filed in various locations consisting of the technical specifications for materials and equipment, clearing and construction work, equipment installation, tower erection, conductor stringing, etc., both contract and force account.	Destroy when superseded, provided a copy is in each appropriate contract file in case of dispute.
14.		<u>Structure Lists (Woodpole):</u>	
		a. Reproducible originals with revisions, together with Site Data (Line Design Section).	Destroy when related facility is disposed of.
		b. Set of prints used as a working file. (Line Design Section).	Destroy when superseded or obsolete.
15.		<u>Steel Tower Lists:</u> Reproducible originals, with revisions, together with Site Data, Material Requests for Steel, and related correspondence, filed in the Line Design Section. These show the erection features and the type and kind of material required for each steel tower.	Destroy current originals when the related facility is disposed of.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
16.	<u>Line Hardware List:</u>	
	a. Original tracings (Line Design Section).	Destroy when no longer needed.
	b. Set of prints used as working files (Line Design Section).	Destroy when no longer needed.
	c. All other copies.	Destroy upon completion of project.
17.	<u>Books of Transmission One-Line Diagrams:</u>	
	a. Original tracings, numbered.	Destroy when obsolete.
	b. All other prints.	Destroy when superseded.
18.	<u>Reconnaissance Data and Reports</u> (Reconnaissance and Environmental Analysis Unit).	Destroy duplicates and use-less material when project is abandoned or completed. Destroy original upon disposal of related facility.
19.	<u>Field Survey Notes and Related Index</u> (Location and Mapping Section):	
	a. Survey Control, Location Line, Cadastral Surveys.	Transfer to Federal Archives and Records Center 2 years after project is completed. Destroy 50 years after project is completed or 6 years after related facilities are disposed of, whichever is sooner.
	b. Preliminary line, profile levels, bench levels, cross sections, access roads.	Transfer to Federal Archives and Records Center 2 years after project is completed. Destroy 20 years after project is completed or upon disposal of related facility, whichever is sooner.
	c. Tower Site Surveys.	Destroy 2 years after project is completed.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
20.	<u>Survey Adjustment Files</u> (Cartographer, Location and Mapping Section).	Destroy 2 years after fiscal year in which energization occurs.
21.	<u>BLM and GLO Survey Notes and Plats</u> (Location and Mapping Section).	Destroy when superseded.
22.	<u>Survey Control Data</u> (Location and Mapping Section). Consists of coordinates, generally on maps, which are used to plan and lay out transmission lines.	Destroy 50 years after project is completed or when data is superseded or 6 years after the related facility is disposed of, whichever is sooner.
23.	<u>Survey Progress Weekly Reports</u> (Location and Mapping Section).	Destroy when the cost report is submitted to the Plant Accounting Section.
24.	<u>Aerial Photographs:</u>	
	a. Master set of prints of all BPA transmission facilities including those planned but not constructed (Location and Mapping Section).	Destroy when prints are superseded or 6 years after related facility is disposed of.
	b. Other prints.	Destroy when obsolete.
25.	<u>Aerial Survey and Mapping Contract Manuals</u> (Location and Mapping Section).	Destroy when superseded.
26.	<u>BPA Photographs and Slides (Except Aerial Photographs):</u> These picture construction work at various stages, equipment tests and studies, completed facilities, etc.	
	a. The original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color photograph.	Permanent. Offer ^{in annual segments} to the National Archives 5 years after the facility is disposed of or the test or study is completed.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
		b. Additional duplicate prints of photographs identified in item a. above.	Destroy when obsolete.
	27.	<u>Transmission Line Books</u> These consist of copies of material requests, bills of materials, material lists, invitations and specifications, purchase requisitions, and associated worksheets and correspondence.	Destroy after 27 years. Transfer to Federal Archives and Records Center after completion of the project.
	28.	<u>Manufacturer's Drawings and Related Indexes and Distribution Records</u> Drawings submitted by vendors and contractors of items to be installed in the electric system showing details of manufacture, erection, construction, operation, and maintenance:	
		a. Record Set "A" code, of Approved-for-Construction Reproducibles and Prints except tower steel reproducibles.	Destroy 6 years after facility is disposed of. Destroy superseded drawings after all possibility of litigation has passed. Transfer to the Federal Archives and Records Center noncurrent drawings which have had no reference for 1 year.
		b. Record set of Tower Steel Fabrication and Erection Diagram Reproducibles and nonrecord prints together with related Bills of Material and Shop Detail (Line Design Section).	Destroy 6 years after the related equipment is retired.
		c. "C" code copies of Approved-Except-as-Noted Drawings and superseded equipment.	Destroy after "A" copy is approved and accepted.
		d. "C" code copies of Approved-for-Construction Drawings of substation equipment (Engineering records unit).	Destroy when the related equipment is disposed of or transfer to the new owner in case of sale.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	e. Form BPA 195, Manufacturer's Drawing Transmittal, prepared by Manufacturer's Data Groups for distributing approved equipment drawings submitted by contractor.	
	(1) Record set filed in Branch of Substation Design files with purchase order correspondence.	Disposition with purchase order PC Item 1.
	(2) Engineering Drawing Records Unit copies.	Destroy 1 year after final distribution.
	f. Form BPA 111, Manufacturer's Drawing Record, filed in Engineering Records Unit.	Destroy when related facility is disposed of.
29.	<u>Manufacturer's Instruction Books and Related Indexes:</u>	
	a. Record set, "A" code.	Destroy when the related equipment is disposed of or transfer to new owner in case of sale.
	b. "B" code set of Substation Equipment Books (Engineering Records Unit).	Destroy when the related equipment is disposed of or transfer to new owner in case of sale.
	c. Extra copies, "X" code.	Keep one extra copy on hand for 1 year after distribution of equipment. Return excess copies to manufacturer or destroy. Destroy all other copies when related equipment is retired or transferred to new owner in case of sale.
	d. Form BPA 80, Manufacturer's Instruction Book Transmittal, prepared by Engineering Records Unit on distribution instruction from manufacturer's Data Groups.	

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	(1) Record copies maintained by Manufacturer's Data Groups.	Destroy when 15 years old.
	(2) Copy retained by Engineering Records Unit plus copy of individual book transmittal memorandum.	Destroy 1 year after date of transmittal memorandum.
	e. Form BPA 256, Manufacturer's Instruction Book Record, filed in Engineering Records Unit.	Destroy when related facility is disposed of.
30.	<u>Non-BPA Materials Specifications and Standards:</u> These consist of national standards from NEMA, ASA, AIES, ASTM, NECS, Federal Specifications, etc.:	
	Data relating to substation, transmission line equipment, and communication equipment.	Destroy when 30 years old.
31.	<u>Transmission Design Engineering Data:</u> Consisting of original computations, diagrams, criteria, assumptions, and notes related to structure and conductor design, stress test data, design cost analyses and comparisons, and related documents.	Review annually and destroy obsolete or superseded material. Destroy when facility is disposed of.
32.	<u>Vibration Records:</u> These result from continuing line vibration studies and consist of source data, charts, and reports.	File the study report in the Conductor Design Unit. Review annually and destroy when superseded or obsolete.
33.	<u>Transmission Line Protection Records:</u> These consist of special drawings, charts, monograms, and miscellaneous information on flashover indicators, diverter gaps, tower footing resistance, earth reactivity, counterpoise requirements, airway lighting, vibration dampers, corrosion, etc.	Review annually and destroy superseded or obsolete material.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
34.	<u>High Voltage and Radio Noise Data:</u> These consist of charts, drawings, and technical data on hardware, conductor, and insulation pertinent to this area.	Review annually and destroy superseded or obsolete material.
35.	<u>Engineering Special Study Files:</u> These files consist of miscellaneous papers related to special studies authorized and made on a variety of engineering problems:	
	a. Substation and power system control studies, together with the final report, record set (Engineering Records Unit).	Destroy when no longer needed for reference.
	b. Transmission studies, record set (Conductor Design Unit).	Destroy when no longer needed for reference.
	c. Final reports of transmission studies, record set (Principal Technical Assistant).	Destroy when no longer needed for reference.
	d. Branch of Laboratories EHV-AC and DC transmission studies.	Destroy when no longer needed for reference.
36.	<u>System Data and System Data Books:</u>	
	a. Source data on all interconnected Northwest electric systems, used in maintaining the System Data Books in current status (Line Design Section).	Review annually. Destroy material which is obsolete.
	b. System Data Books, all copies.	Destroy superseded sheets.
37.	<u>Original, Serially-Numbered, Non-Construction Charts, Maps, Diagrams, and Other Illustrations:</u> Informal "talking" drawings used for discussion and planning purposes; essentially working maps.	Review annually and destroy obsolete material.
38.	<u>Construction and Materials Cost Summary Cards.</u>	Review annually and destroy obsolete material.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
39.	<u>Option Secured Notices.</u>	Destroy 1 year after completion of project.
40.	<u>Surplus Tower Steel Inventory Cards.</u>	Destroy when superseded.
41.	<u>Energy Research and Development Administration (formerly AEC) classified files</u> (Office of the Chief Engineer).	Return to Energy Research and Development Administration 1 year after decommissioning of the nuclear power reactor.
42.	<u>Fault Studies:</u>	
	a. Copies (Branch of Maintenance).	Destroy 5 years after superseded.
	b. All other copies.	Destroy when superseded.
43.	<u>Digital Computer Studies:</u>	
	a. Cards: tables, loads, base systems for budget, Branch system data, stability data, program decks.	Review annually and destroy obsolete material.
	b. Microfiche: power flows, stability studies, basic machine data, tables.	Review annually and destroy obsolete material.
	c. Listings: special studies, power flows, stability studies.	Review annually and destroy obsolete material.
	d. Correspondence and reports.	Review annually and destroy obsolete material.
44.	<u>Data on magnetic tape used to produce switchboard panel drawings on computer plotters.</u>	Destroy superseded data. Destroy all other data after 10 years.
45.	<u>Construction Data and Stringing Instruction Books (Transmission Line)</u> These data are compiled in book form for each line. They consist of reduced-size drawings, site data, stringing data and instructions, and similar construction specifications.	

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
	They are issued to contractors and are also used to provide design data for subsequent jobs:	
	a. Master set, complete with revisions (Location and Mapping Section).	Destroy 6 years after facility is disposed of.
	b. Copies (Chief, Branch of Construction).	Destroy 5 years after fiscal year in which the contract is completed.
	c. All other copies.	Destroy 1 year after fiscal year in which work order is completed.
46.	<u>State of Washington Land Plats:</u> These consist of copies and negatives of reduced right-of-way plats together with a copy of the related executed State form for each parcel of State land acquired and conveyed. Not required by other states.	
	a. Negatives.	Destroy 6 years after related facility is disposed of.
	b. Copies.	Destroy 1 year after completion or abandonment of project.
47.	<u>Bench Mark Lists:</u> This list, which is compiled from the original profile notes, provides ready reference to information of enduring usefulness on all BPA rights-of-way.	Destroy when superseded.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
48.	<u>Point on Tangent Lists</u> : This list, which is compiled from the original profile notes, provides ready reference to information which is useful during construction.	Destroy 2 years after completion of the project involved.
49.	<u>Line, Station, and Access Road Survey Files</u> : These files contain pertinent general information on each planned right-of-way and station site and the following data on each individual tract: legal description and ownership, requests and permits to enter and survey, survey reports, use rights and conditions, contract survey papers, and related correspondence and forms.	Review files 1 year after completion or abandonment of project. Destroy material which is duplicated in the official record files. Destroy other material 30 years after project is completed.
50.	<u>Environmental Statements</u> :	
	a. Major BPA Environmental Statement.	After initial distribution, keep 50 copies in office of record for possible future distribution and destroy as follows: 30 copies after 1 year, 20 copies after 9 years; all other copies after 10 years. Do not transfer any copies to Federal Archives and Records Center.
	b. Air and Water Quality Compliance Reports.	Destroy 5 years after year originated.
	c. Environmental statements concerning a particular transmission line.	Destroy 1 year after energization.
	d. Environmental statements concerning substation facilities.	Destroy all copies 10 years after the year in which the facility is installed.

ENGINEERING-DESIGN RECORDS
DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
51.	<u>Thermal Power Project Files:</u>	
a.	Resolutions.	Destroy when superseded, obsolete, or no longer needed for reference.
b.	Technical Memorandums.	Destroy when superseded, obsolete, or no longer needed for reference.
c.	Preliminary Safety Analysis Report.	Destroy when superseded, obsolete, or no longer needed for reference.
d.	Final Safety Analysis Report.	Destroy when superseded, obsolete, or no longer needed for reference.
e.	Architect-Engineer Conference	Destroy when superseded, obsolete, or no longer needed for reference.
f.	Contracts, specifications, and related correspondence.	Destroy when superseded, obsolete, or no longer needed for reference.
g.	Monthly Construction Progress Reports.	Destroy when superseded, obsolete, or no longer needed for reference.
h.	Monthly Construction Budget Reports.	Destroy when superseded, obsolete, or no longer needed for reference.
i.	Operation Forecasts and Reports.	Destroy when superseded, obsolete, or no longer needed for reference.

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Engineering Equipment Reports:</u>	
a.	Copies (Substation Materials Group).	Destroy 2 years after completion of job.
b.	Copies (filed by originator or warehouses).	Destroy 1 year after date of reports.
c.	Copies (Area Maintenance Offices).	Destroy when related equipment is removed.
d.	Copies (Salvage Group).	Destroy at option.
e.	Copies (Substation Operators).	Destroy 1 year after removal of equipment.
2.	<u>Equipment Record Cards</u> , and related index; digest of important data on all numbered equipment; originals only.	Destroy when related equipment is sold or scrapped.
3.	<u>Equipment Parts & Material Transaction Reports</u> , data is summarized weekly in memorandum form.	Destroy when 1 year old.
4.	<u>Substation Equipment Files:</u> These files contain correspondence, reports, and manufacturers' technical data on major items of electrical equipment:	
a.	Files (Branch Chief's Office).	Destroy when related equipment is destroyed or scrapped.
b.	Files (Area Offices).	Destroy when related equipment is disposed of.
c.	Files (Maintenance Foremen's Offices).	Destroy 2 years after date originated, except technical data, which is to be destroyed when related equipment is disposed of.

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
5.	<u>Bills of Material</u> , and related documents and drawings (Official Record, see Engineering Design Records Schedule, Item 4):	
	a. Ozalid copies (Requirements and Sourcing Unit).	Transfer to Plant Accounting Section within 2 years after close of the work order. Destroy when no longer needed.
	b. Copies (Warehouse Group).	Destroy 1 year after close of the work order.
6.	<u>Material Requests and Change Slips</u> :	
	a. Originals (Requirements and Sourcing Unit).	Transfer to Plant Accounting Section within 2 years after close of work order. Destroy when no longer needed.
	b. Copies (filed in warehouses).	Destroy 1 year after close of work order.
7.	<u>Material Lists - Wood Pole Structure</u> 10-1/2 x 42" sheets showing the type and quantity of materials used in each structure of constructed wood pole lines:	
	a. Original reproducibles (Line Design Section).	Destroy 6 years after related plant is disposed of. Transfer to Federal Archives and Records Center upon completion of capital analyses by Plant Accounting Section.
	b. All copies.	Destroy upon completion of related project.
8.	<u>Material Availability Surveys</u> .	Destroy 1 year after job is awarded.

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
9.	<u>Material Analysis Cost Data</u> , and similar or related material; original.	Destroy 6 years after close of fiscal year.
10.	<u>Daily Reports</u> (Annual Employee).	Destroy 2 years after GAO audit.
11.	<u>Work in Progress Reports</u> .	Destroy when 1 year old.
12.	<u>Computer Listings</u> (Not provided for elsewhere in this schedule).	Destroy when 6 months old.
13.	<u>Daily Shop Labor Reports:</u>	
	a. Originals.	Destroy when 2 years old.
	b. Copies.	Destroy when 1 year old.
14.	<u>Foremen's, Equipment Operators', and Other Daily Labor Reports</u> (These are supporting papers to Time Reports):	
	a. Originals (timekeeping offices).	Destroy 3 years after close of work order.
	b. All other copies.	Destroy 6 months after close of work order.
15.	<u>Tax Exempt Gasoline Reports</u> , memorandum copies.	Destroy 1 year after date of reports.
16.	<u>Transportation Requests:</u>	
	a. Originals.	Destroy when 2 years old.
	b. All other copies.	Destroy when 1 year old.
17.	<u>Material Status Reports</u> , all copies.	Destroy when superseded or reconciled.
18.	<u>Material Use Reports</u> , Originals. (Transportation and Equipment Management Staff).	Destroy when 10 years old. Transfer to Federal Archives and Records Center 5 years after date of reports.

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
19.	<u>Net Issues Report</u> , all copies.	Destroy when superseded.
20.	<u>Stock Inventory</u> , copies.	Destroy when 5 years old or when superseded, which- ever is latest.
21.	<u>Fuel and Oil Reports</u> , <u>semimonthly</u> .	Destroy when 2 years old.
22.	<u>Motor Fuel and Lubricant Issues:</u>	
	a. Copies (Warehouse Group).	Destroy when 2 years old.
	b. Originals (Transportation and Equipment Management Staff).	Destroy when 1 year old.
23.	<u>Motor Vehicle Reports</u> .	Destroy when 2 years old.
24.	<u>Automotive Equipment Rates and Transactions</u> , copies.	Destroy when 1 year old.
25.	<u>Equipment Repair Records</u> , originals and all copies.	Destroy immediately after disposal of vehicle.
26.	<u>Automotive Equipment (Kardex) File</u> .	Destroy 1 year after disposal of vehicle.
27.	<u>Motor Vehicle Accident Records and related materials</u> (maintained in Safety Office). See Laws, Legislation, and Legal Matters Schedule for claims.	Destroy 6 years after case is closed.
28.	<u>Working Instructions</u> , originals (Salvage Group).	Destroy when superseded.
29.	<u>Original Laboratory Requisitions</u> (filed numerically).	Destroy when related equip- ment is sold or scrapped.
30.	<u>Lineman's Protective Equipment Tests, Card Files</u> .	Destroy when related equip- ment is retired.

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
31.	<u>Scrap and Returned Materials Receipts:</u>	
	a. Original (given to returnee).	Destroy ^{when 1 year old.} at option.
	b. Copies (located in Warehouse Group and the Salvage Group).	Destroy when 1 year old.
32.	<u>Stock Recommendations.</u>	Destroy when superseded.
33.	<u>Kardex File of Instrument and Relay Parts</u> , showing receipt, issuance, and present location.	Destroy when related parts are no longer carried in stock.
34.	<u>Test Reports and Related Correspondence.</u>	Destroy when related equipment tested is sold or scrapped.
35.	<u>Test Data</u> , originals:	
	a. Pertaining to identifiable equipment.	Destroy test data subsequent to initial data when superseded. Destroy all test data when related equipment is sold or scrapped.
	b. Pertaining to unidentifiable equipment and all materials.	Destroy 2 years after date of tests.
36.	<u>Telemeter Acceptance</u> and modification test data.	Destroy when related equipment is retired.
37.	<u>Power Factor Card Files</u> containing test information on bushings.	Destroy when related equipment is retired.
38.	<u>Surge Test Negatives.</u>	Destroy when obsolete.
39.	<u>Card Records</u> of numbered telemetering equipment.	Destroy when related equipment is sold or scrapped.
40.	<u>Meter History Records.</u>	Destroy when related meter is sold or scrapped.

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
41.	<u>Calibration Data</u> and Summaries, National Bureau of Standards Certificates.	Screen annually and destroy obsolete materials.
42.	<u>Equipment Inventory Data</u> : Consists of lists of existing substation electrical equipment on BPA system (all sets).	Destroy when superseded.
43.	<u>Spare Parts Inventory Cards</u> .	Destroy when cards are filled, and physical inventory and verification or correction of balance carried forward.
44.	<u>Spare Parts Books</u> .	Update books as required. Destroy obsolete material.
45.	<u>Renewal Parts Inventory Cards</u> showing description, inventory and cost information of parts carried by laboratory for meters and telemeter devices.	Destroy when related parts are no longer carried in stock.
46.	<u>Stock and Equipment Record Cards</u> .	Destroy 2 years after discontinuance of item, or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from warehouse control.
47.	<u>Requisitions - Plant Services</u> :	
	a. Originals.	Destroy when 10 years old. Transfer to Federal Archives and Records Center after 5 years.
	b. Copies (Transportation and Equipment Management Staff).	Destroy when 10 years old. Transfer to Federal Archives and Records Center after 5 years.

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	c. Copies (Branch of Laboratories).	Destroy when related equipment is sold or scrapped.
	d. Substation Materials Group.	Destroy when 5 years old.
	e. All other copies.	Destroy when 1 year old.
48.	<u>Requisitions - Branch of Laboratories:</u>	
	a. Branch of Laboratories records and purchase orders.	Destroy after 7 years. Transfer to Federal Archives and Records Center after 3 years.
	b. Copies, pertaining to accountable equipment.	Destroy when related equipment is retired.
	c. All other copies.	Destroy when 1 year old.
49.	<u>Stores Requisitions, Issue Tickets, Stores Adjustment Notices, Material Transfers, Material Retirements Cost Ledgers, Reimbursable Shop Order Cost Breakdowns, and related records not specifically provided for elsewhere in this portion of the schedule.</u>	Destroy when 2 years old. (10 years for Substation Materials Group on equipment material transfers).

EQUIPMENT-MATERIALS-PLANT SERVICES
RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
50.	<u>Equipment Use Reports, Trip Tickets, Returns to Stock, Reclassification Notices, Statements of Returns to Vendor, Summary of Stock Transactions, Government Bills of Lading and Material, Supply Transactions, Motor Fuel and Lubricant Issues, Fuel and Oil Reports,</u> and related records not specifically provided elsewhere in this portion of the schedule:	Destroy when 1 year old. Destroy Government Bill of Lading 4 years after final transaction.
	a. BPA Fuel Dispensing Record (BPA 248).	Destroy 3 months after completion.
	b. Computer listings and summaries.	Destroy when 1 year old or when data is no longer needed.

23/6/76

EMERGENCY PREPAREDNESS RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
1.	<u>Emergency Preparedness Case Files</u> accumulated by the preparing and issuing office and <u>copies of plans and directives</u> held by all other offices, with related background papers.	Destroy when superseded.
2.	<u>Reports of Operations Tests</u> consisting of consolidation or comprehensive reports reflecting agencywide results of tests conducted under emergency plans.	Destroy when 3 years old.
3.	<u>Operations Test Files</u> , consisting of all papers accumulated from tests conducted under emergency plans.	Destroy when 3 years old.

3 items

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
1.	<u>General Accounting Office</u> <u>(GAO) Site Audit Records</u> <u>Comprised of the Following:</u>	<p>Transfer to Federal Archives and Records Center after GAO audit has been made. (Records more than 1 year old may be transferred to the Federal Archives and Records Center without GAO approval.) Site audit records are transferred to the records center as Record Group 217 records. The Federal Archives and Records Center will retain GAO records in accordance with GAO policy as follows:</p> <p><u>All settled fiscal accounts of accountable officers -</u> (a) on or after July 2, 1975, 6 years, 3 months after the period of the account; (b) before July 2, 1975, 10 years, 3 months after the period of the account. <u>Payroll Records -</u> 56 years from the date of accounts in which they were submitted. (See Payroll schedule item 23). <u>Contracts, (Completed and Terminated) -</u> 6 years, 3 months from the end of the fiscal year in which the contracts are received in the Federal Archives and Records Center. Some of the records, as indicated, will be retained after the expiration of GAO retention periods to satisfy BPA or Federal Power Commission regulations.</p>

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
		Effective March 7, 1975, it is not necessary to keep a GAO copy of contracts. GAO copies of contracts made before March 7, 1975, are kept for 10 years, 3 months.
a. Deeds, Abstract or Certificates of Title, Land Vouchers, and supporting papers documenting the acquisition of real property or interest in land:		
	(1) Documents relating to property remaining in Government ownership or relating to property sold or released conditionally or with recapture clauses by the Government.	Destroy after 20 years. Kept by Plant Accounting Section.
	(2) Those relating to property sold or released unconditionally by the Government:	
	(a) If requested by the purchaser.	Transfer deeds and abstracts or certificates of title to the purchaser.
	(b) If not requested by purchaser.	Destroy all papers 12 years after such sale or release.
b. Contracts and Agreements Involving Disbursements of Funds. Original signed copies filed in the Disbursement Audit Section. (They are consolidated with related files maintained in		

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	Materials and Procurement, and other Engineering and Construction organizations, after final payment):	
	(1) Those pertaining to acquisition of plant. (Lines, portions of lines, substations, control houses, permanent buildings, etc.) Files may contain a copy of the bill of sale and related correspondence.	Destroy 6 years after plant is retired. Transfer to Federal Archives and Records Center after 3 years and review in 40 years.
	(2) Those pertaining to construction of plant. (Clearing, construction, survey, and design contracts.) Files contain performance and payment bonds, completion report signed by the Branch of Construction, releases from the Regional Solicitor on claims against the contractor, releases from the Accounting Section on lost or damaged materials, and related correspondence.	Destroy 6 years after related plant is retired, but not earlier than 12 years after close of fiscal year in which final payment was made.
	(3) Contracts for purchases of equipment, materials, and supplies. Files contain copies of purchase orders, purchase requisitions, bid schedules, and related correspondence:	
	(a) Those pertaining to the purchase of power transformers, synchronous condensers, and circuit breakers (115 kV and above).	Destroy contract and specifications 50 years after final payment. (Destroy all other papers in accordance with GAO instructions.)

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
	(b) All others.	Destroy contract and specifications 25 years after final payment. (Destroy all other papers in accordance with GAO instructions.)
	(4) Land permits and agreements: Permits and agreements for the use of facilities and land rights of others. (Original signed copies of permits and agreements for the use of facilities and land rights of others obtained by the Branch of Land are now filed in Land files. Those dated prior to May 9, 1960, are filed in the Disbursement Audit Section.)	Destroy 10 years after termination. In case of disposal of an entire facility, transfer appropriate permit documents to new owners and destroy the rest.
	(5) Other contracts: Service contracts, such as for management, accounting, and financial services; contracts for rental of property or equipment from others; utilities service contracts; and all other contracts and agreements involving disbursement of funds not provided for elsewhere in this portion of the schedule.	Destroy 5 years after contract is terminated. Transfer to Federal Archives and Records Center after 3 years and review in 5 years.
c.	Contracts and Agreements Involving Billings and Collections of Funds: power sales, transfer, transmission, lease, pole contact, and voltage regulator contracts or agreements;	

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
	permits and agreements granted for use of BPA's facilities; surplus property sales contracts; contracts relating to sale of plant facilities, etc.	
	(1) Signed copies of contracts and agreements relating to sale of plant facilities.	Destroy 6 years after plant is retired. Transfer to Federal Archives and Records Center after 2 years.
	(2) Signed copies of contracts and agreements involving billing and collection of funds other than those listed in Item c(1) above.	Destroy after 6 years, 3 months. Transfer to Federal Archives and Records Center when contract or agreement is terminated and final payment has been received.
d.	Disbursement Vouchers: All vouchers except payroll, travel, transportation, and land. Attached to the original vouchers for material and services are original invoices (or certified Partial Payment Estimates in the case of construction contracts), original signed copies of receiving reports, purchase orders, copies of prepaid freight bills and related correspondence. A coding sheet showing detailed distribution of charges is attached to all vouchers.	Destroy after 6 years, 3 months. Transfer to Federal Archives and Records Center after 3 years.
e.	Payroll Vouchers: Originals, sole record copies of listings made from ADP cards produced through machine computations of payroll to determine amounts of employee's checks.	Destroy after GAO audit or after 3 years, whichever comes first.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	f.	Accounts Current: Monthly Statements of Transactions, according to Appropriation Funds, and Receipt Accounts, in support of Statement of Accountability and Summary of Confirmed Deposits and related Debit Vouchers, which are prepared by the Regional and Chief Disbursing Officer. Attached are copies of Undisbursed Appropriation Accounts (Treasury forms 653 and 655) from the Chief Disbursing Officer, Certificates of Deposits signed by the Federal Reserve Bank; Detailed Lists - Certificates of Deposit Form BPA 57, with copies of related bills; Vouchers and Schedules of Withdrawals and Credits SF 1081, transferring monies between Federal agencies; and listings of schedules of disbursements and voucher deduction, and similar papers.	Destroy after 6 years, 3 months. Transfer to Federal Archives and Records Center after 1 year.
	g.	Bond Issuance Listings: Listings of each pay period attached to Requests for Issuance of U.S. Savings Bonds, showing inclusive numbers of bonds issued by individual bond account number and denomination, issue and paid dates, schedule number, etc.	Destroy after 6 years, 3 months. Transfer to Federal Archives and Records Center after 2 years.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
h.	Billings and Collections of Funds: Paid copies of power bills, bills to other Federal agencies (SF 1080, 1081, and form GSA 789), and other general bills for collection. Attachments include analysis statements, letters of authorization for billing, copies of purchase orders, and other related data.	Destroy after 25 years. Transfer to Federal Archives and Records Center 3 years after date paid. These records are retained longer than required by GAO to eliminate the need to retain a duplicate set in the Branch of Customer Service. See PM Item 16a.
i.	Schedules of Disbursements: Duplicate paid copies, showing voucher numbers, name and address of payee, amount paid, and check number.	Destroy when 6 years, 3 months old. Transfer to Federal Archives and Records Center after 3 years.
j.	Travel Files: Original Travel Vouchers, copies of Travel Authorizations, Expense Voucher and Disallowance Notices, Voucher Inquiries, Change of Station Expense Claims, and related correspondence.	Destroy when 7 years old. Filed by employee, 2 years per file. Transfer to Federal Archives and Records Center after 4 years.
k.	Approvals for Attendance at Meetings or Conferences: Originals, signed by Administrator or Assistant Administrator. Supporting documents to Travel Vouchers.	Destroy when 2 years old.
l.	Applications for Travel Advance: Applications and Account for Advance of Funds (SF 1038) used as accountability record for travel advances.	Destroy 1 year after all entries on the records are cleared.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
m.	Health Benefit Act Files: Withholdings and contribution reports.	Destroy when 12 years old. Transfer to Federal Archives and Records Center after 3 years. NOTE: Originals are sent to the Civil Service Commission annually.
2.	<u>General Ledgers:</u> These ledgers summarize the financial status and finan- cial transactions of BPA, and show the current status of funds available for expenditure, amounts due and collected for the accounts of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property and electrical facilities in BPA's custody. The ledgers are machine processed monthly.	Destroy after 50 years. GAO approval required before destruction. Transfer to Federal Archives and Records Center after 5 years.
3.	<u>Subsidiary Ledger (Cost Ledger Detail):</u> Shows detailed costs and supports the General Ledger Summary Accounts. This ledger is machine processed monthly.	Destroy after 50 years. GAO approval required before destruction. Transfer to Federal Archives and Records Center after 3 years.
4.	<u>Journal Vouchers:</u> Monthly Registers of Transactions (machine processed) showing debit and credit entries and reflecting the detailed costs and revenues, Adjustments, Voucher and Schedule Payments, Voucher and Schedule of Withdrawals and Credits, and other supporting documents.	Destroy after 6 years, 3 months. GAO approval re- quired before destruction. Transfer to Federal Archives and Records Center after 3 years. See item 1.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	5.	<u>Trial Balance Sheets of General Ledger and Subsidiary Ledgers.</u>	Destroy when 5 years old.
	6.	<u>Accounts Receivable Records:</u> Power bills receivable registers, general bills receivable registers, collections registers, and accounts receivable listings.	Destroy originals when 6 years old. Transfer to Federal Archives and Records Center after 2 years. Destroy all other copies when 2 years old. See item 1.
	7.	<u>Fuels Tax Refund Claims.</u>	Destroy when 4 years old.
	8.	<u>Availability, Custody, and Deposit of Funds Records:</u> Appropriation warrants, correspondence, and reports pertaining to status of funds, expenditures, reimbursable sales, standing deposits, Working Fund, Continuing Fund, and Special Fund (other than records covered in Item 1f.)	Destroy when 4 years old.
	9.	<u>Accounts Payable Reconciliations:</u> Monthly Registers of Transactions (machine processed) for contract labor, direct charge material, land, leased facilities, and travel.	Destroy when 4 years old.
	10.	<u>Labor Costs and Equipment Use Distributions:</u> Monthly listings (machine processed) of all labor transactions (hourly and annual) showing hours worked, amount, organization and account charged; and of all equipment use transactions, showing number of miles traveled, equipment identification number, and distribution of charges to proper account.	Destroy when 6 years, 3 months old. Transfer to Federal Archives and Records Center 1 year after close of fiscal year involved. See item 1.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
11.	<u>Equipment Use Reports and Trip Tickets:</u> Originals of monthly reports and daily tickets.	Destroy when 3 years old.
12.	<u>Receiving Reports:</u> Copies (originals filed with vouchers in Disbursement Audit Section):	
	a. Those pertaining to stock items.	Destroy when 2 years old.
	b. Those pertaining to direct charge items.	Destroy when 6 years, 3 months old. See item 1.
13.	<u>Material and Supply Daily Transactions (Stock Cards):</u> Cards (machine processed) showing quantities on hand, receipts and issues, by class and item, and by warehouse. (When activity occurs on an item, new card is received and old card is transferred to inactive file.)	Review cards in inactive file annually and destroy cards which are 2 years old and do not pertain to plant accounts. Destroy cards pertaining to plant accounts when 4 years old.
14.	<u>Material and Supply Controls:</u> Worksheets showing value of stock and quantity processed each month by warehouse and by stock movement document. Used in checking stock balances, stock activity reports, workload studies, and special reports.	Destroy when 4 years old.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
15.	<u>Material and Supply Transactions</u> (Account Summary): Monthly listings of detail activity (machine processed) by work order and account, used as a control between the Material and Supply Journal Vouchers and the original documents.	Destroy when 6 years, 3 months old. See item 1.
16.	<u>Issue Tickets, Returns to Stock, Stores Adjustment Notices, Stores Requisitions, and Material Transfers:</u> Record copy.	Destroy when 6 years, 3 months old. See item 1.
17.	<u>Reclassification Notices:</u> Originals of notifications of changes in class and item numbers or units of issue, from warehouses to Stores Accounting Unit.	Destroy when 1 year old.
18.	<u>Stock Unit Price Catalog:</u> Monthly listings of System Balances (machine processed) by class and item, showing number of units on hand, unit costs, and total value. Used in connection with pricing of materials and equipment returned to stock or transferred to new jobs:	
	a. End of fiscal year listings.	Destroy when 5 years old.
	b. Other listings.	Destroy when 3 years old.
	c. Copies filed in Plant Accounting Section.	Destroy when superseded.
19.	<u>Purchase Contract Cards:</u> Showing payments made on each contract.	Destroy 1 year after final payment.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	20.	<u>Contract Payment Cards:</u> Show payments made, deductions, increases, discounts, retained percentages, and voucher numbers. Needed for reference to precedent cases.	Destroy when 6 years, 3 months old. Kept in Disbursement Audit Section. See item 1.
	21.	<u>Transportation Vouchers:</u> Memorandum copies, with copies of Government Bills of Lading, invoices, freight bills, Redemptions of Unused Tickets, and related correspondence attached. Copies of Transportation Requests are included, but are maintained in a separate file. Original vouchers, with supporting documents are forwarded to the GAO monthly. Copies of Government Bills of Lading (onion skin copies) are filed in the Accounting Section by GBL No. (See Item 27 of this schedule): a. Those pertaining to freight, including shipment of household effects: b. Those pertaining to passengers.	Destroy when 7 years old. Transfer to Federal Archives and Records Center after 3 years. See item 1. Destroy when 7 years old. Transfer to Federal Archives and Records Center after 3 years. See item 1.
	22.	<u>GSA Contracts</u> , price lists, catalogs, etc.	Destroy 1 year after superseded.
	23.	<u>Returnable Container Record.</u>	Destroy when container is returned and credit received.
	24.	<u>Transportation Request Accountability Cards.</u>	Destroy 4 years after all Transportation Requests in book are accounted for.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
25.	<u>Service Station Delivery Tickets:</u> These tickets support related vouchers and summary billings from oil companies for gas, oil, and other service station purchases.	Destroy 1 year after GAO audit, or when 3 years old, whichever comes first. (Transfer to holding area monthly.)
26.	<u>Long Distance Telephone Toll Certificates:</u> These certificates support certifying officer's certifications of vouchers covering payment for long distance telephone calls (31 U.S.C. 680a).	Destroy 1 year after GAO audit. If no GAO audit, destroy 3 years after close of fiscal year originated.
27.	<u>Government Bills of Lading:</u> Memorandum copies containing the related Transportation Voucher number and coding information, used as an obligation copy and as an index to Transportation Voucher files. (Originals are forwarded to the GAO.)	Destroy when 7 years old.
28.	<u>Payment Records:</u> Copies of purchase orders (or vouchers if a purchase order is not involved) showing voucher numbers on which paid. Filed alphabetically by vendor and used in connection with payment inquiries.	Destroy when 5 years old.
29.	<u>Comptroller General Decisions, Daily Synopses.</u>	Destroy when 5 years old.
30.	<u>Activity Reports.</u>	Destroy when 10 years old.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
31.	<u>Precedent Materials:</u> GAO exceptions and clearances. Regional Solicitor's opinions, and Comptroller General's deci- sions. Used in research and reference to precedent cases.	Destroy 1 year after exception is reported as cleared by GAO.
32.	<u>Plant Record Ledgers</u> <u>(Ledger Trays):</u>	
	a. Electric plant accounts, including land, showing costs of fixed assets of the BPA system, refer- enced to the source documents via the property unit summary and work order.	Maintained indefinitely by Plant Accounting Section. Destroy when no longer needed for reference. (NOTE: Historical records are maintained on ADP tapes. These are permanent. Offer to NARS 5 years after they become obsolete.)
	b. Electric plant in service, FPC account 106, which has not been unitized into plant records units.	Kept by Plant Accounting Section until all costs have been unitized and then destroyed.
	c. Depreciation reserve, filed by FPC plant account, and showing original cost of plant retired, cost of removal, salvage, depre- ciation accrued, and net balance in the reserve.	Maintained indefinitely by Plant Accounting Section. Destroy when no longer needed for reference. (NOTE: Historical records are maintained on ADP tapes. These are permanent. Offer to NARS 5 years after they become obsolete.)
33.	<u>Depreciation Summaries:</u>	
	a. Special listings (machine processed) showing cost of plant retired, by years of installation and retirement. Backup data for mortality studies.	Destroy when 25 years old.
	b. Computations of depreciation expense of electric plant.	Destroy when 25 years old.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
34.	<u>Work Order Analyses and Work in Progress Ledgers:</u>	
	a. Cost ledgers and summaries, material listings, analysis sheets, force account and contract labor breakdowns, code sheets, drawings and other explanatory documents.	Maintained indefinitely by Plant Accounting Section. Destroy when no longer needed for reference. Original record may be recorded on microfilm after 20 years in accordance with standards in FPMR 101-11.4-5.
	b. Construction Work in Progress Ledgers, consisting of listings (machine processed) of charges to work orders, and filed by fiscal year by work order number. (Material and Supply Transactions provides the detail material charges for these ledgers. See item 15.)	Destroy 25 years after clearance to plant account. Transfer to Federal Archives and Records Center after 10 years.
35.	<u>Plant Investment Reports:</u> Annual reports showing total investment by facility:	
	a. Master set filed in Plant Accounting Section.	Destroy when 20 years old.
	b. Other copies.	Destroy when superseded.
36.	<u>Memorandum Adjustments:</u>	
	a. Originals of Adjustments affecting plant record subsidiary accounts only.	Destroy 25 years after clearance to plant account.
	b. Copies of Adjustments affecting general ledger accounts. (Originals are attached to Journal Vouchers.)	Destroy when 25 years old.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		Authorized Disposition
Item No.	Description	
37.	<u>Photographs of Plant Facilities:</u> Used in work order analysis and in employee training.	Permanent. Offer ^{in annual segments} to NARS when no longer needed for administrative purposes or when 5 years old, whichever occurs first.
	a. Photographs of buildings - the original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print and an internegative (if one exists) for each color photograph.	Destroy when obsolete.
	b. Additional duplicate prints of items identified in item 37a above.	Destroy after work order has been analyzed.
	c. All other photographs.	Destroy when 2 years old.
38.	<u>Control Sheets of Postings to Plant Records (Accounting) Ledger:</u> Worksheets to establish control totals of machine listings which show the electric plant unitized during a given period.	
39.	<u>Purchase Orders:</u>	Destroy when 6 years, 3 months old. See item 1.
	a. Complete set, showing receiving report and payment voucher numbers. (Used as an index to disbursement vouchers.)	Destroy when 5 years old.
	b. Those pertaining to purchase of portable property, and showing BPA tag numbers, property receipt numbers, and date property was received.	Destroy when final payment is made and payment voucher numbers are posted to Stores Accounting Unit copy.
	c. Obligation copies on which payment vouchers are noted.	

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
40.	<u>Work Order Cost Ledgers Sheets:</u> Show detailed costs by work order (operations, maintenance, and reimbursable work only). Ledger sheets are machine processed monthly.	Destroy when 6 years old. See item 1.
41.	<u>Work Order Listings:</u> Quarterly listings (machine processed) showing costs of units of property capitalized during the quarter.	Destroy when 1 year old.
42.	<u>Plant Services (Shop) and Laboratory Requisitions:</u>	
	a. Copies of requisitions affecting changes in plant. (Originals of all requisitions, with cost records attached, are filed in the Branch of Plant Services and destroyed after 10 years.)	Destroy when 6 years old. See item 1.
	b. Copies of requisitions pertaining to portable property, showing costs, FPC account number, BPA tag number, description, etc.	Destroy when 5 years old.
43.	<u>Material Requirements:</u> Listings of items removed and their disposition. Generally originates in the design branches. File with Work Order Analysis if essential as supporting document.	Destroy when analysis is completed.
44.	<u>Land Obligation Notifications:</u> Requests from Branch of Land to obligate funds for land acquisitions.	Destroy when 6 years, 3 months old. See item 1.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		Authorized Disposition
Item No.	Description	
45.	<u>Substation and Line Files:</u> Correspondence, reports, marked-up drawings, and other documents used in connection with analyzing work orders.	Destroy 3 years after completion of analysis of related work order.
46.	<u>Special Cost Studies:</u> Computations, statistics, reports, and correspondence pertaining to cost, depreciation, and other financial studies.	Review annually and destroy superseded and obsolete materials.
47.	<u>Federal Columbia River Power System Financial Data:</u> Computations, statistics, reports, correspondence, and other working papers pertaining to repayment plans and payout schedules and associated data for BPA's transmission system and for Federal multiple-purpose projects; allocation of costs of these projects; special financial and cost analyses on specific multiple-purpose Federal projects or proposals, and on proposed non-Federal projects.	Review annually and destroy obsolete and superseded material.
48.	<u>Policy Statements, Procedural Instructions, Regulations, Precedent Materials, and other Work Guides</u> , not provided for elsewhere in this portion of the schedule.	Destroy when superseded or obsolete.
49.	<u>Annual Reports to the Federal Power Commission (FPC Form No. 1):</u>	<i>in annual segments</i> Permanent. Offer ^{to} NARS when 25 years old.
	a. Official record set filed in the office of the Chief, Branch of Finance and Accounts.	
	b. Other copies.	Destroy when superseded.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
50.	<u>Monthly Reports to Chief, Branch of Finance and Accounts:</u> Used in workload studies, in connection with proposed procedures, work methods, etc.	Destroy when 10 years old.
51.	<u>Administrative Correspondence,</u> reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations:	
	a. Files used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other files.	Destroy when 4 years old.
52.	<u>Accounting Manual Permanent File (Book):</u> By fiscal year, the Accounting Manual permanent book consists of: (1) current Manual set at the beginning of the fiscal year, and (2) changes made during the fiscal year with no deletions.	Permanent. Transfer to Federal Archives and Records Center 5 years after close of fiscal year. Offer to ^{manual segments} NARS when 25 years old.
53.	<u>Property Disposal Records:</u>	
	a. Sale of Government Property, Bid and Award (SF-114, A, B, C, C-1, C-2, and D) used for the sale of houses for off-site removal without the underlying land and grazing and haying leases.	Destroy when 4 years old. Transfer to Federal Archives and Records Center after 1 year.

FINANCIAL MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		Description	Authorized Disposition
Item No.			
	b.	Report of Excess Real Property (SF-118, A, B, and C) used to report excess real property such as underdeveloped land, operating or discontinued substations or transmission lines, right-of-way easements, etc., to GSA for disposal.	Destroy when 10 years old. Transfer to Federal Archives and Records Center after 3 years.
	c.	Report of Excess Personal Property: used to report excess personal reportable property to GSA for final disposition.	Destroy when 6 years old. Transfer to Federal Archives and Records Center after 2 years. See item 1.
	d.	Report of Personal Property for Sale (SF 126, 126A) used to report excess personal nonreportable property to GSA.	Destroy after 6 years. Transfer to GSA after 2 years. See item 1.
	e.	Yearly Report Utilization and Disposal of Excess and Surplus Personal Property:	
	(1)	SF 121 used to prepare an annual report to GSA.	Destroy when 6 years old. Transfer to Federal Archives and Records Center after 2 years. See item 1.
	(2)	Transfer Order - Excess Personal Property (SF 122) used for transferring excess personal property between Governmental Departments.	Destroy when 6 years old. Transfer to Federal Archives and Records Center after 2 years. See item 1.
	(3)	Transfer of Property (DI 104) used for transfer of excess personal property within the Department of the Interior.	Destroy when 6 years old. Transfer to Federal Archives and Records Center after 2 years. See item 1.

LAND RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
1.	<p><u>Land and Right-of-Way Acquisition Files:</u> These are official record files on the acquisition and subsequent utilization of right-of-way easements, land in fee, and public land use permits for the construction of transmission lines, substations, and access roads. They are arranged alphabetically by name of line or station and thereunder by tract number. Each file consists of forms, maps, legal instruments, and related correspondence to show: tract location, description and ownership data; acquisition authority; appraisal data; preliminary, supplemental and final title evidence; property inspection; option and deed preparation, execution and recordation; voucher preparation and payment; and, in cases involving condemnation, settlement by stipulation and/or trial records.</p>	<p>When facility is disposed of, transfer appropriate documents to new owner and destroy the rest relating to that parcel of land.</p>
2.	<p><u>Land Owners' Card Index:</u> Owners' names, tract numbers, and legal description. Maintained in the Branch of Land, Titles and Land Management Section.</p>	<p>a. ADP copy. Erase when no longer needed.</p> <p>b. Textual copy. Destroy when on ADP.</p>

LAND RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
3.	<u>Permits, Franchises, and Crossing Agreements:</u>	
	a. Permits obtained and permits granted to cross over and to use lands and roads. Each file contains the official record copy of the application numbered contract or memorandum permit, related correspondence, and non-record marked copies of related maps, and plan and profile drawings.	Destroy 10 years after termination. In case of disposal of an entire facility, transfer appropriate permit documents to new owner and destroy the rest.
	b. Indexes, cross reference cards:	
	(1) ADP copy.	Erase when no longer needed.
	(2) Textual copy.	Destroy when on ADP.
4.	<u>Land Registers:</u> These are ledger-type records containing basic information on all interests in land held by BPA.	Permanent. Offer ^{in annual segments} to NARS when no longer needed for current business.
5.	<u>Appraisal Files:</u>	
	a. Copy of approved appraisal reports together with related correspondence and transmittal memorandums. (Approved original report in land tract files.)	Destroy after GAO audit or 5 years after case is closed, whichever is latest.
	b. Appraisal Contracts. Purchase orders and related appraisals.	Destroy 6 years after final payment.

LAND RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
6.	<u>Tract Ownership Field Notes:</u> These files include both on-line and off-line tract ownership data, keyed and colored assessor's maps and transmittal memorandums. From these handwritten originals typed tract ownership data are prepared of on-line tracts and the resultant record copy is filed in the permanent land file. (See Item 1.)	Destroy carbon copies of TOD's 2 years after obtained. Destroy other material 5 years after project is completed.
7.	<u>Miscellaneous Title Section Records</u> not covered elsewhere in this schedule, such as non-record material like title directories, purchase order and voucher number record books, and check receipts.	Review annually and destroy when obsolete or no longer needed in the office.
8.	<u>Right-of-Way Files:</u> Contain non-record copies of replies to requests from Bureau of Land Management for clearance of applications from utilities to cross Government-owned lands with transmission facilities. (These files maintained by Service Programming Section in Branch of Customer Service.)	Destroy when 2 years old.
9.	<u>Copies of Title Service Vouchers</u>	Destroy 6 years after close of fiscal year involved.

LAWS, LEGISLATION, AND LEGAL MATTERS
RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
----------------------	-------------	------------------------

1. Claims Case Files:

- | | |
|--|---------------------------------------|
| a. Motor Vehicle Accident file. | Destroy 7 years after case is closed. |
| b. All other claims files - not provided for elsewhere in this schedule. | Destroy when 7 years old. |

All Other Records -

See: Records Common to All Offices.

MAINTENANCE RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Substation Maintenance Reports:</u> Includes all reports of maintenance work performed on substation electrical equipment, except Daily Work Reports:	
	a. Copies (Area Substation Maintenance Superintendents' offices).	Destroy when related equipment is disposed of.
	b. Copies (Substation Maintenance Foremen's offices).	Destroy when second succeeding report of like service is filed. If considered necessary, reports pertaining to: (1) breakers, condensers, transformers, regulators, or other major pieces of equipment, (2) special test reports (such as on bushings), (3) reports pertaining to equipment on which an unusual amount of trouble is experienced, may be retained for the life of the related equipment and then destroyed.
	c. Copies (Branch Chief's office).	Destroy reports of serious trouble after 10 years. Destroy all others 2 years after date.
	d. All others.	Destroy when 1 year old.
2.	<u>Line History and Replacement Record Cards, and Line Maintenance Work Schedule and Progress Charts:</u> These cards and charts provide a summary documentation of line maintenance work performed (Area Transmission Maintenance Superintendents' offices and by maintenance crew foremen).	Destroy when related line is rebuilt or disposed of.

MAINTENANCE RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
3.	<u>Line Maintenance Reports:</u> Includes all reports of line maintenance work performed, except Daily Work Reports. (Essential information is posted to Line History and Replacement Record Cards or Line Maintenance Work Schedule and Progress Charts):	
	a. Copies (Area Transmission Maintenance Superintendents' offices).	Destroy when 5 years old, except where legal action is involved or anticipated.
	b. Copies (Maintenance crew foremen's offices and in Branch Chief's office).	Destroy when 1 year old or superseded, whichever is sooner.
	c. Quarterly summary reports (Portland Area Transmission Maintenance Superintendent's office).	Destroy when 2 years old.
4.	<u>Power System Control, Meter and Relay Maintenance Reports and Test Data:</u> Includes all reports of maintenance, inspection, or testing of power system control and meter and relay equipment, except Daily Labor Reports:	
	a. Copies (Area Supervisors' Offices).	Destroy 2 years after superseded.
	b. Copies (District Supervisors, at stations, or in Branch Chief's office).	Destroy when superseded.
5.	<u>Daily Work Reports and Supervisor's Weekly Work Reports:</u>	
	a. Copies (Area Maintenance Superintendents' offices).	Destroy when 6 years old, except where legal action is involved or anticipated.

MAINTENANCE RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	b. All other copies.	Destroy when 1 year old.
6.	<u>Meter Installation and Change Records, Billing Meter Calibration Checks, and Related Correspondence:</u>	
	a. Copies (Branch Office).	Destroy 1 year after meter is disposed of.
	b. Copies (Area Superintendents' offices).	Destroy when related meter is removed from service.
	c. Copies (Supervisors' offices in the field).	Destroy when superseded.
7.	<u>Relay Setting and Calculations, and Related Correspondence:</u>	
	a. Copies (Area Superintendents' offices).	Destroy when second succeeding setting is filed.
	b. Copies (Branch Office and in Superintendents' offices in the field).	Destroy when superseded.
8.	<u>Failure of Equipment Reports:</u>	
	a. Copies (Area Superintendents' offices).	Destroy when related line is disposed of.
	b. Copies (Maintenance crew foremen).	Destroy when 1 year old.
9.	<u>Maintenance Due Date Schedules:</u> These consist of a card for each oil circuit breaker, transformer, and voltage regulator.	Destroy when card is superseded.
10.	<u>Photographs of Equipment Failures.</u>	Destroy when related equip- ment is disposed of.
11.	<u>Fault Locator Photographs.</u>	Destroy when superseded.
12.	<u>Reports of Material Used on Routine Maintenance.</u>	Destroy when subsequent inventory is approved.

MAINTENANCE RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
13.	<u>Maintenance Program Reports:</u> Includes periodic reports of District Workload, Work Units Completed, Area Program Progress, Current (Construction, Maintenance) Project Lists, Program Forecast in Dollars, and related computer reports:	
	a. Copies (Branch office and in Area Superintendents' offices).	Destroy 2 years after close of fiscal year involved. Destroy monthly computer reports 1 year after date originated.
	b. Copies (Supervisors' offices and by maintenance foremen in the field.	Destroy 1 year after close of fiscal year involved.
14.	<u>Relay Settings.</u>	Destroy when superseded.
15.	<u>Oscillograms:</u>	
	a. Copies (Branch Office).	Destroy when 20 years old.
	b. All others.	Destroy 1 year after date originated, except test data oscillograms, which will be retained for life of related equipment, then destroyed.
16.	<u>Substation, Line, Meter and Relay, and Power System Control Case Files:</u> These consist of folders for each substation, line, and location containing correspondence, reports, statistics, energization data, etc. This item does <u>not</u> include records which are specifically provided for elsewhere in this portion of the schedule:	

MAINTENANCE RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	a. Official record sets. (Area Maintenance Superintendents' offices).	Destroy when related substation, line, or station is disposed of.
	b. All other sets (Branch Office and in the Maintenance Foremen's offices).	Destroy when 2 years old.
17.	<u>Joint Pole Contact Inventory</u> <u>Cards:</u> Record by structure of contacts by other utilities on BPA structures.	Destroy when superseded.
18.	<u>Substation Building Maintenance</u> <u>Files:</u> Consisting of records of maintenance performed and capital additions anticipated.	Destroy 6 years after date of records.
19.	<u>Special Maintenance Work Orders:</u>	
	a. Official file (Office of the Chief, Branch of Maintenance).	Destroy 25 years after fiscal year in which work order is closed.
	b. Other copies in Area Superintendents' offices.	Destroy 10 years after fiscal year in which work order is closed.
20.	<u>Area Operations and Maintenance</u> <u>Maps:</u> These are functional maps showing Area Operating Districts, Transmission Maintenance Districts, Substation Maintenance Districts, System Protection Maintenance Districts, and Power System Control Maintenance Districts. Maps are maintained by Branch of Mainte- nance and Branch of System Opera- tions.	Permanent. Offer ^{in annual segments} to NARS 10 years after map is superseded.

OFFICE SERVICES RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
1.	<u>Reports to General Services</u> Administration relating to the allocation, utilization, and release of space:	
	a. Building plan files and related agency records utilized in space planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease canceled, or when plans are superseded or obsolete.
	b. Correspondence and reports regarding space holdings and requirements.	Destroy 2 years after date of report.
2.	<u>Working Papers</u> consisting of correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.
3.	<u>Passes and Permits:</u>	
	a. Identification credentials and cards, badges, parking permits, photographs, permits to operate motor vehicles, property and visitor passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.
	b. Receipts, indexes, listings, and accountable records.	Destroy all listed credentials after accounted for.
4.	<u>Requests for Building and Equipment Maintenance Services</u> (excluding fiscal copies).	Destroy 3 months after work performed or requisition canceled.
5.	<u>Messenger Service Records</u> including daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related and similar records.	Destroy when 2 months old.

OFFICE SERVICES RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
6.	<u>Postal Records</u> consisting of Post Office forms and supporting papers.	Destroy when 1 year old.
7.	<u>Mail Control Records</u> and supporting and related papers.	Destroy when 1 year old.
8.	<u>Publications</u> such as copy of each publication, posters, charts, directives, regulations, booklets, forms, and similar material. (This item does not cover copies and related program material retained in originating office.)	Permanent. Transfer to Federal Archives and Records Center when 5 years old. ^{in annual segments} Offer to NARS when 25 years old.
9.	<u>Printing and Reproduction Records</u> containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs:	
	a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	Destroy 1 year after completion of job.
	b. Files pertaining to planning, standards, cost, and related technical matters.	Destroy when 3 years old.
10.	<u>Control Registers</u> pertaining to requisitions and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.

OFFICE SERVICES RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
11.	<u>Mailing Lists</u> and related material:	
	a. Correspondence, request forms, and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.
	b. Card lists.	Destroy individual cards when canceled or revised.
	c. Plate or stencil mailing lists.	Destroy plates or stencils when canceled or revised.
12.	<u>Reports to Congress</u> , and related records:	
	Reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Destroy when 3 years old.

PAPERWORK AND RECORDS MANAGEMENT
RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Records Disposition Schedule:</u>	
	a. Correspondence or memorandums relating to revisions.	Destroy when 3 years old.
	b. Official copy of schedules including descriptive inventories, disposal authorizations, schedules for the retirement of records.	Destroy when no longer needed for reference.
2.	<u>Statistical Reports of Records Holdings.</u>	Destroy when 3 years old.
3.	<u>Forms Files</u> containing data showing the inception and scope of the form, the program or administrative purposes served by the form, and the related procedures instituted, revised, superseded, or canceled.	Permanent. Offer ^{in annual segments} to NARS 10 years after form is obsoleted.
4.	<u>Reports Control Files:</u> Case files on reports maintained for each report created or superseded.	Destroy 2 years after report is discontinued.

PAYROLL RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Time and Attendance Report (BPA 900):</u>	
	a. Original white copy.	Destroy 1 year after GAO audit or 3 years, whichever is earlier. Transfer from Accounting Section to Payroll Unit 1 year after end of current year.
	b. Yellow copy of BPA 900.	Destroy when 1 year old.
2.	<u>Time Books.</u>	Destroy 3 years after last pay period covered in book.
3.	<u>Applications for Leave:</u>	
	a. Originals of applications for leave taken immediately prior to separation.	Destroy when 10 years old.
	b. Originals, except those for leave taken immediately prior to separation which are attached to final time reports.	Destroy 1 year after close of calendar year involved.
4.	<u>Cancellations of Leave:</u>	
	a. Originals.	Destroy 1 year after close of calendar year involved.
	b. All others.	Destroy 6 months after date of cancellation.
5.	<u>Requests for Special Leave:</u> Requests for LWOP, military, jury, extended, and advance leave.	Destroy 2 years after close of calendar year.
6.	<u>Notifications of Personnel Action and Other Payroll Changes:</u> Includes pay copies of notices from the Branch of Personnel Management of periodic	Transfer to inactive file upon separation of employee. Destroy 2 years thereafter.

PAYROLL RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
		step and general pay increases, wage board determinations, temporary wage rate assignments, etc., with related correspondence.	
	7.	<u>State Income Tax Withholding Reports:</u> Quarterly reports to states of individual withholdings.	Destroy when 3 years old.
	8.	<u>Earnings by States Reports:</u> Annual reports to the Civil Service Commission of total earnings of employees by state of residence.	Destroy when 4 years old.
	9.	<u>Federal Tax and F.I.C.A. Withholding Reports:</u> Quarterly and other reports to Director of Internal Revenue.	Destroy when 3 years old.
	10.	<u>Separations by Retirement Reports:</u> Annual reports to Department of the Interior of retirements, by fiscal year.	Destroy when 4 years old.
	11.	<u>Insurance Reports:</u> Annual reports to the Civil Service Commission showing total withholding and contributions, number of insured employees, etc.	Destroy when 3 years old.
	12.	<u>Union Dues Reports:</u> Monthly reports to unions consisting of listings (machine processed) showing names of employees and amounts deducted.	Destroy when 4 years old.
	13.	<u>Unemployment Compensation Reports:</u> Reports to states involved of quarterly earnings of employees, unemployment reports, (ES-931, etc.) and other related reports.	Destroy 4 years after close of calendar year.

PAYROLL RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
14.	<u>Retirement Reports and Registers:</u> Fiscal reports of retirement fund transactions for the calendar year, and Registers of Separations and Transfers.	Destroy when 3 years old.
15.	<u>Retirement Record Cards:</u> Showing fiscal and service history.	Forward to Civil Service Commission when employee is separated or transferred outside Interior Department. Forward to Interior Department employing office if employee transfers within the Department.
16.	<u>Health Benefit Act Files:</u>	
	a. Health Benefits Registration and Notice of Change in Enrollment Status forms, signed originals.	Destroy 3 years after separation of employee.
	b. Transmittal and Summary Reports to Carrier, showing number of employees covered, added, dropped, and other adjustments.	Destroy when 3 years old.
17.	<u>Overtime Justification for Hourly Employees:</u>	
	a. Originals. (Official record copies.)	Destroy 3 years after date of reports.
	b. Carbon copies.	Destroy 1 year after date of reports.
18.	<u>Leave Status Listings:</u> Machine listings produced each pay period showing cumulative totals of earned leave, leave taken, and net accumulated.	Destroy 1 year after GAO audit or after 3 years, whichever is earlier.

PAYROLL RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
19.	<u>Payroll Control Files:</u> Requests from Payroll Unit to Data Preparation Unit to make changes in payrolls, such as additions, corrections to previous payments, miscellaneous deductions, etc., and machine accounting control registers.	Destroy after GAO audit or after 3 years, whichever is earlier.
20.	<u>Union Dues Deductions Authorizations:</u> Signed copies.	Destroy 2 years after superseded or separation of employee.
21.	<u>Withholding Tax Exemption Certificates:</u> Signed copies.	Destroy 3 years after card is superseded or separation of employee.
22.	<u>Tax Withholding Statements:</u> Copies of statements, such as W-2's showing annual earnings and taxes withheld.	Destroy when 4 years old.
23.	<u>Pay Record Cards:</u> Showing annual earnings, deductions, assignments of wages, etc.	Transfer to Federal Records Center, St. Louis, Mo., 3 years after close of calendar year for retention as required by GRS 2, item 1.
24.	<u>Bond Authorization Cards.</u>	Destroy 2 years after superseded by new card, or transfer or separation of employee.
25.	<u>Daily Work Reports.</u>	Destroy 1 year after GAO audit or 3 years, whichever is earlier.

PERSONNEL RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Official Personnel Folders</u> excluding papers on the left or the so-called "temporary" side of the folder, which are authorized for disposal by Item 2 of this schedule.	
a.	Folders relating to employees transferred to another agency.	See Chapter 293, Subchapter 2 Federal Personnel Manual.
b.	Folders relating to separated employees.	Transfer to inactive file on separation in accordance with the Federal Personnel Manual. Transfer folder to Federal Records Center, St. Louis, Missouri, 30 days after separation. Destroy 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth is unknown, provided employee has been separated or retired for at least 5 years.
2.	<u>All Copies of Correspondence and Forms Maintained as Temporary Records</u> on the left side of the Official Per- sonnel Folder in accordance with the Federal Personnel Manual, Chapter 293, and Supplement 293-31.	Destroy on transfer to another agency (except in a transfer of functions), separation of the employee, <u>or when 1 year old*, which- ever is earlier.</u>
3.	<u>Service Record Card</u> (Standard Form 7 or its equivalent).	Destroy 3 years after year of employee's separation or transfer to another agency.

*Exceptions: Letters of
reprimand are filed on left
side for 2 years, minimum
and maximum. Adverse action
and reduction in force
correspondence is filed on
left side until transfer or
separation.

PERSONNEL RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
4.	<u>Position Identification Strips</u> used in service control file (such as SF 7) to provide data on each position occupied.	Destroy when position is canceled or new strip is prepared.
5.	<u>Notifications of Personnel Action</u> , exclusive of those in Official Personnel Folders:	
	a. Chronological file copies, including face sheets.	Destroy when 2 years old.
	b. All other copies (except Payroll).	Destroy when 1 year old.
6.	<u>Certificates of Performance Rating.</u>	Destroy when 2 years old.
7.	<u>Applications for Employment and Related Papers</u> , excluding (a) records relating to appointments and requiring Senatorial confirmation and (b) applications resulting in appointment filed in the Official Personnel Folder. (See Item 1 of this portion of the schedule.)	Destroy upon receipt of Civil Service Commission report of inspection or when 2 years old, whichever is earlier, providing the requirements of Chapter 333, Section A-4, of the Federal Personnel Manual are observed.
8.	<u>Statistical Reports</u> in the operating personnel office and subordinate units relating to personnel.	Destroy 2 years after date of report.
9.	<u>Correspondence and Forms in Operating Personnel Offices</u> relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this portion of the schedule:	
	a. Correspondence and forms relating to pending personnel actions.	Destroy when action is completed.

PERSONNEL RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	b. Retention registers (including card files and related papers) from which reduction-in-force actions <u>have</u> been taken.	Destroy when 2 years old.
	c. Retention registers (including card files and related papers) from which <u>no</u> reduction-in-force actions have been taken.	Destroy when superseded
	d. All other correspondence and forms.	Destroy 6 months after file is closed if filed alphabetically by name or 6 months after date of document if not filed by name.
10.	<u>Copies of Documents Duplicated in Official Personnel Folders</u> and not provided for elsewhere in this portion of the schedule.	Destroy 6 months after file is closed if filed alphabetically by name or 6 months after date of document if not filed by name.
11.	<u>Correspondence, Letters, and Telegrams Offering Appointments to Potential Employees.</u>	(a) If appointment is accepted, destroy immediately. (b) When appointment is declined: (1) if name was received from certificate of eligibles, return to Civil Service Commission with reply and application. (2) If offered as a result of application for temporary or excepted appointment, file inside application and destroy in accordance with provisions of Item 7. (3) All others, destroy immediately.
12.	<u>Certificate Files:</u>	
	a. Requests for certificate of eligibles.	Destroy 2 years after date of certificates.
	b. Certificates of eligibles.	Destroy 2 years after date of certificates.

PERSONNEL RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
13.	<u>Employee Record Cards</u> used for informational purposes (such as SF 7-B).	Destroy on transfer to another bureau; destroy upon separation.
14.	<u>Position Descriptions.</u>	(a) Destroy one copy 5 years after position is abolished or description is superseded. (b) Destroy all other copies when position is abolished or description is superseded.
15.	<u>Employee Interview Records.</u>	If filed alphabetically by name, place in inactive file on transfer or separation of employee and start a new inactive file every 6 months; destroy inactive file 6 months after it is closed. If not filed by name, destroy 6 months after transfer or separation of employee.
16.	<u>Duplicate Case Files of Performance Rating Boards of Review</u> , copies of which have been forwarded to the Civil Service Commission.	If filed alphabetically by name, destroy 1 year after closing file. If not filed by name, destroy 1 year after completion of case.
17.	<u>Individual Health Record Cards.</u>	Destroy 6 years after date of last entry on the cards pertaining to one individual.
18.	<u>Logs or Registers</u> of visits to dispensaries, first aid rooms, and health units:	
	a. Where information is summarized on statistical reports.	Destroy 3 months after last date on log or register.
	b. Where information is not summarized elsewhere.	Destroy 2 years after last date on log or register.

PERSONNEL RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
19.	<u>Health Record Case Files</u> , comprising forms, correspondence, and related papers documenting employee medical history, except pre-employment physical examinations, Health Qualification Placement Records, disability retirement examinations, and fitness for duty examinations which become a part of the Official Personnel Folder (SF 66) upon separation, but which may be maintained separately from the folder prior to separation (see Chapter 293, Subchapter 3, of the Federal Personnel Manual).	Destroy 6 years after date of last papers in files.
20.	<u>Copies of Statistical Summaries and Reports</u> relating to employee health retained by reporting units, and related papers.	Destroy 2 years after date of summary or report.
21.	<u>Correspondence and Subject Files</u> relating to the administration and operation of personnel functions, excluding those at agency staff planning levels.	Destroy 3 years after file is closed.
22.	<u>Wage Survey Files</u> consisting of wage survey reports and data, working papers and related correspondence concerning area wages paid for each employment class (excluding authorized wage schedules and wage survey recapitulation work sheets).	Destroy 5 years after completion.
23.	<u>Training Folder</u> (Employee Development Section).	Destroy when employee has completed training program. A permanent record of the training is maintained in the Official Personnel Folder in the form of training agreements and DI-510's.

PERSONNEL RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
24.	<u>Discrimination Complaints:</u> Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service:	
	a. Official Equal Employment Opportunity Case Files, as described by 5 CFR 713.222:	
	(1) When case is resolved within agency of origin.	Destroy 4 years after final adjustment.
	(2) When case is resolved by U.S. Civil Service Commission.	The official case file is retained by USCSC according to their records control schedule.
	b. All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in files retained under Item (a) above.	Destroy 1 year after final adjustment.
	c. All background documents pertaining to the case but not included in case files retained under Item (a) above.	Destroy 3 years after final adjustment.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
1.	<u>Power Dispatchers Logs:</u> 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, etc.	
	a. Originals (Power Dispatchers' Offices).	Destroy when 6 years old.
	b. Other copies.	Destroy when 1 year old.
2.	<u>Substation Log Books:</u> A chronological record of all operations at each substation. Shows general conditions of the station at each midnight; switching, tagging, and relay operations; clearances; and all other information affecting the operation of the station and/or the system.	Destroy when 25 years old.
3.	<u>Data Books:</u> These contain records of: Generation to BPA by plants, monthly totals, and maximums; yearly maximum generation by plants; maximum generation; NW Power Pool generation and loads, monthly average and maximums, yearly maximum generation and loads, and maximum generation and load record; BPA main system loads; transfer customer loads; reductions in interruptible loads; pool transactions consisting of actual and scheduled interchange, and storage interchange.	Destroy when 25 years old.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
4.	<u>Substation Reading Sheets, Hourly and Others:</u> Readings of indicating meters at the substation:	
	a. Originals (Branch of System Operations).	Destroy when 6 years old. Transfer to Federal Archives and Records Center after 1 year.
	b. Copies.	Destroy when 3 years old.
5.	<u>Telemetering Charts:</u> Frequency, system voltage, megawatts, generation, interchange, line and area loading charts:	
	a. Selected charts from meters in System Dispatching Section (Branch of System Operations):	
	(1) Trouble Charts.	Destroy when 6 years old.
	(2) All others.	Destroy when 3 years old.
	b. All other charts.	Destroy when 3 years old.
6.	<u>Transformer Reactor and Condenser Temperature Charts Including Micromax.</u>	Retain for life of equipment, then destroy. When equipment is moved from substation, Transfer all records to Area Operations Superin- tendent. Transformer, reactor, and condenser temperature charts more than 5 years old may be trans- ferred to the Federal Archives and Records Center if storage at the station is a problem and with the approval of the Area Opera- tions Superintendent.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
7.	<u>Power Transformer Operation Records, Monthly:</u> Show maximum demand, hot spot, and oil temperature readings, tap changes, abnormal conditions affecting transformer loading and/or temperature readings.		
	a. Originals (Branch of System Operations).	Retain for life of transformer, then destroy. When equipment is moved from substation, transfer all records to Area Operations Superintendent. Transformer, reactor, and condenser temperature charts more than 5 years old may be transferred to the Federal Archives and Records Center if storage at the station is a problem and with the approval of the Area Operations Superintendent.	
	b. All other copies.	Destroy when 1 year old.	
8.	<u>Power Dispatchers' Recordings:</u> Includes recordings of Dispatcher's phone conversations. System Control Center and Eastern Control Center recordings are filed at System Control Center (Dittmer):		
	a. Those pertaining to major system trouble, accidents, or other unusual conditions.	Erase tape after 6 years and reuse.	
	b. All others.	Reuse when 1 year old.	
9.	<u>Recording Voltmeter Charts.</u>		Destroy when 6 years old. Transfer to Federal Archives and Records Center after 1 year.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	10.	<u>Applications for Outages:</u> Requests to the Outage Dispatcher to remove energized equipment from service to perform necessary line work or tests. (Outage Dispatcher).	Destroy when 3 years old.
	11.	<u>Clearance Record:</u> A log of all clearances issued.	Destroy 3 years after date of last entry in log.
	12.	<u>Safety, Caution, and Equipment Tags:</u> Tags placed on equipment to indicate clearances, caution situations, hold orders, and information (substation).	Destroy 2 years after tags are removed.
	13.	<u>Miniature Safety, Caution, and Equipment Tags:</u> Tags placed on equipment to indicate clearances, caution situations, hold orders, and information.	Destroy when removed from the board.
	14.	<u>Switching Orders:</u> Official orders by a dispatcher to an operator or switchman to perform switching or to tag switches (filed at substations).	Destroy when 3 years old.
	15.	<u>Transformer Nameplate Data:</u> Consists of photographs of nameplates of each transformer on the system showing technical specifications.	Destroy when related trans- former is disposed of.
	16.	<u>Transformer Load Record:</u> Consist of a sheet for each transformer bank at each station showing monthly maximum load and temperature readings and forced cooling data.	Destroy when related trans- former is disposed of.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	17.	<u>Transformer Gas Record:</u> Daily readings of oil temperature and gas pressure, of each inert gas transformer. Prepared in original only and filed at substations.	Destroy when 6 years old, or when related transformer is disposed of, whichever is sooner.
	18.	<u>Relay Setting Data:</u> Consist of a card for each type of relay at each station showing settings and other technical information.	Destroy when settings are changed or relays are replaced.
	19.	<u>Northwest Power Pool (NWPP) Tests:</u> Consist of records and schematic diagrams of voltage, megawatts, and megavars loading of NWPP interconnected systems. Tests made semiannually.	Destroy when 6 years old.
	20.	<u>Transmission Line and Interruptions Records:</u> Consist of a card for each section of a line showing time, date, duration, and cause of each outage (Branch of System Operations).	Review in 25 years and destroy when no longer needed for reference.
	21.	<u>Summary of Line Outages, Annual:</u> Consist of the number, duration, and cause of all outages on each line:	
		a. Original (Branch of System Operations).	Review in 25 years and when no longer needed for reference.
		b. Other copies.	Destroy within 1 year.
	22.	<u>Power, Reactive, and Voltage Readings:</u> Consist of system schematic diagrams of monthly peak day, hourly system power and reactive flow, and voltage levels. (Branch of System Operations).	Destroy when 6 years old.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	23.	<u>Interchange Log Sheets:</u> Includes the Interchange Log - Scheduled Deliveries, Interchange Log - Actual Deliveries, and Generation and Loads, with Schedule Worksheets and Dispatchers' Information Sheets attached. Document transactions with other interconnected utilities, Federal plant information, and BPA loads. They provide a record of the hourly scheduled and actual interchange of power, and the computation of BPA hourly deviations and BPA system loads. Used in the Billing Unit to determine deliveries to utilities and in load and generation studies.	Destroy when 3 years old.
	24.	<u>Power Operating Plans:</u> These plans are prepared for 10-day periods beginning Friday of each week to inform Federal power plants, utilities, industrial customers, other Federal agencies, and interested BPA staff of planned hydraulic operations, generation average, and BPA loads.	Destroy when 5 years old.
	25.	<u>Storage Record Book:</u> Contains a record of daily storage transactions and cumulative storage balances on a sheet for each reservoir for each utility's storage account. Used for daily scheduling.	Destroy sheets 1 year after date of last entry.
	26.	<u>Maximum Generation Record Book:</u> Contains a record of maximum generation of individual plants, total coincidental of the Western Group, and total pool generation. Includes monthly total generation for each plant, monthly totals of all plants, and past 12-month totals.	Destroy when 1 year old.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	27.	<u>Hydraulic Plant Data:</u> Consist of forebay and tailbay elevations, inflows and outflows, plant use, spill, fishway use, average generation, efficiency factors, peaking capability, streamflow capability, pumping, generator outages, and system synchronizations for all Federal generating plants.	Destroy when 20 years old.
	28.	<u>Climatological Data:</u> Consist of Weather Bureau official weather data for Washington, Oregon, Idaho, Montana, and Canada.	Destroy when 25 years old.
	29.	<u>Interruptible Load and Allocations by Customers Record:</u> Consist of worksheets for allocating interruptible power deliveries by type and source of energy and provides a daily and cumulative record of these allocations. Used as a guide for billing customers.	Destroy when 1 year old.
	30.	<u>Hydraulic Logsheets, Hourly:</u> Consist of one sheet for each day for all Federal plants, showing forebay, tailbay, head, inflow, outflow, turbine flow, spill, generation, temperature, and precipitation data.	Destroy when 6 months old.
	31.	<u>Utility Data Sheets, Daily:</u> Consist of a weekly sheet for plants of each utility, showing discharge, lake elevation, outflow, inflow, spill, generation, precipitation, and temperature data, and reservoir elevation.	Destroy when 3 years old.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
32.	<u>Telemark Sheets, Daily:</u> Consist of daily sheets showing gage height and discharge readings.	Destroy when 6 months old.
33.	<u>BPA Hourly System Loads Worksheet.</u>	Destroy when 3 years old.
34.	<u>Temperature and Precipitation Graphs.</u>	Destroy when 20 years old.
35.	<u>Temperature and Precipitation Record:</u> Shows maximum and minimum temper- tures, daily precipitation and snow depth data for selected stations in the BPA service area.	Destroy 4 months after date of last entry on sheet.
36.	<u>Streamflow Forecast Sheets, Daily:</u> Prepared for all Federal plants on the Columbia and Willamette Rivers for the current day and following day.	Destroy when 6 months old.
37.	<u>Miscellaneous Worksheets, reports,</u> summaries, statistical data, and similar records not provided for elsewhere in this portion of the schedule.	Destroy within 1 year.
38.	<u>Streamflow Data:</u> Includes streamflow records, rating curves, and data pertaining to specific streamflow gaging stations.	Destroy when data is pub- lished by U.S. Geological Survey.
39.	<u>High-Voltage Fuse Reports:</u> Memorandum reports from substation operators to Area Operations Superintendents and the Branch of System Operations of energization of new fuse installations and fuse replacements, including reasons for fuse changes. Information is	Destroy when 1 year old.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Dispcition
Item No.		
	posted to permanent card file maintained in the Branch of System Operations of the type and number of fuses in service and spare fuses on hand at each station.	
40.	<u>Misoperation Reports:</u> Memorandum Reports from Chief Operators to Area Operations Superintendents of misoperations and operating errors:	
	a. Originals (Area Operations Superintendents' Offices).	Destroy when 3 years old.
	b. Copies.	Destroy when 1 year old.
41.	<u>Supervisory Control Reports:</u> Prepared by the Chief Operators of the substations in which the supervisory control equipment is installed. Includes length of time supervisory control was out of service and explanations, supervisory test and functional operations, and data on accuracy and failures of telemetering equipment:	
	a. Originals (Control Station).	Destroy when 6 years old.
	b. Copies.	Destroy when 1 year old.
42.	<u>Dispatchers Daily Interruption Reports:</u> Reports of interruptions to customers' service, interruptions in lines, faulty operation of electrical equipment, system weather conditions, and other unusual conditions.	Destroy when 1 year old.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	43.	<u>Northwest Power Pool (NWPP)</u> <u>Weekly Report of Coordinated</u> <u>Operation and Related Worksheets:</u> Data included are generation, actual interchange, transfer customer loads, area loads, system loads, interruptible deliveries, weather, planned maintenance outages, Sunday and Tuesday averages, peak, average for the week, and hydraulic data for Federal plants.	Destroy when 5 years old.
	44.	<u>Average Net Generation from</u> <u>Storage and Natural Flow Report:</u> Weekly report showing natural flow, average outflow, average turbine flow, and generation at all Federal plants.	Destroy when 6 months old.
	45.	<u>Monthly Operating Summary</u> <u>Reports:</u> Provides statistical data on the energy received by BPA from Federal generation, actual and scheduled interchange between other utilities and BPA, and energy used in BPA substations: a. Copies (Rates and Statistics Section). b. Other copies.	Destroy when 5 years old. Destroy when 1 year old.
	46.	<u>Storage Battery Reports, Monthly:</u> Consists of monthly voltage, hydrometer, and temperature readings of each cell, and daily pilot cell hydrometer readings of each battery: a. Originals (Substations).	Destroy when related battery is disposed of.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	b. Copies.	Destroy when 1 year old.
47.	<u>Transformer Tap Changes Reports:</u> Memorandum reports from Substation Operators to Area Operations Superintendents of tap changes made, including the date, tap setting before the change, tap setting after the change, reasons for, and results of the change. Tap setting changes are recorded in card files maintained in Area Offices and in the Branch of System Operations and are retained permanently.	Destroy when 1 year old.
48.	<u>Automatic Oil Circuit Breaker, Air Circuit Breaker and Load Break Disconnect Operations Reports, Monthly:</u> A report of the number and type of operations of each circuit breaker:	
	a. Originals (Area Operations Superintendents' Offices).	Destroy when 3 years old.
	b. Copies.	Destroy when 1 year old.
49.	<u>Maximum Transmission Line Loadings, Monthly:</u> Reports of peak loadings on substation equipment, including lines, customer feeders, transformer banks, synchronous condensers, and static capacitors. Reports also indicate substation equipment bottlenecks:	
	a. Originals (Branch of System Operations).	Destroy when 6 years old. Transfer to Federal Archives and Records Center after 1 year.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	b. Copies.	Destroy when 1 year old.
50.	<u>Trouble Reports:</u> Reports of each case of trouble affecting continuity or quality of service to customers, transmission lines, or station power. Such trouble includes automatic line outages, switching errors, failure of major electrical equipment, and accidental tripping of oil circuit breakers:	
	a. Originals (Branch of System Operations).	Destroy when 6 years old. Transfer to Federal Archives and Records Center after 1 year.
	b. Copies.	Destroy when 1 year old.
51.	<u>Northwest Power Pool (NWPP) Loads and Resources Report:</u> Contains hourly data on weekdays, daily averages for all days, and instantaneous peak (Branch of Power Supply).	Destroy when 3 years old.
52.	<u>Status of BPA Transfer and Exchange Accounts Report, Monthly:</u> Reports of actual and scheduled energy for month with monthly and accumulated balances for each transfer customer account; energy due the utility and energy due BPA for the month for use of facilities, etc., with monthly and accumulated balances for each exchange account.	Destroy when 1 year old.

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
53.	<u>Transformer Bank Maximum Loadings Report, Monthly:</u> Memorandum report from the Branch of System Operations showing Transformer bank ratings, peak load, maximum temperature for each bank in service, and tabulations of maximum loading on transformer bank tertiary windings and voltage regulators:		
	a. Copies (Branch of System Operations).	Destroy when 4 years old.	
	b. All other copies.	Destroy within 1 year.	
54.	<u>Daily Operations Report:</u> This report is prepared to inform interested BPA staff of general operation and includes data on generation, loads, reservoir elevations, streamflows, etc.:		
	a. Official record copies (Branch of Power Supply).	Destroy when 6 years old.	
	b. All other copies.	Destroy when 1 year old.	
55.	<u>Weekly Reports:</u> Memorandums prepared by chief operators to the Area Operations Superintendents reporting equipment operations for the week, inspections of unattended substations, general summaries of construction and maintenance activities, and items of local interest:		
	a. Originals (Area Operations Superintendents' Offices).	Destroy when 3 years old.	
	b. Copies.	Destroy when 1 year old.	

POWER OPERATIONS RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
56.	<u>Substation Inspection Reports,</u> <u>Monthly:</u> Reports prepared by Chief Operators of the condition of major items of electrical equipment, meter and demand readings, general conditions, and work done at each unattended station:	
	a. Originals (Area Operations Superintendent's Offices).	Destroy when 3 years old.
	b. Copies.	Destroy when 1 year old.
57.	<u>Substation Inspection Reports,</u> <u>Biweekly:</u> Reports of the condition of major items of electrical equipment, meter and demand readings, general conditions, and work done at each unattended station:	
	a. Originals (Substation).	Destroy when 1 year old.
	b. Copies.	Destroy when 1 year old.

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
1.	<u>Original Contracts:</u> Fully executed (inked) copies of each contract, agreement, or amendment (Fiscal Accounting Unit.)	Destroy 20 years after contract is terminated.
2.	<u>Master Copies:</u> Copies from which the original signature copies are made. (After the contract is signed, the master copy is authenticated and used for the purpose of reproducing copies for distribution.)	Destroy when contract is terminated.
3.	<u>Reference Copies:</u>	
	a. Branch of Customer Service, Contracts Section.	Review in 25 years and destroy when no longer needed for reference.
	b. Area and District Offices.	Destroy 1 year after contract is terminated or new contract is authenticated.
	c. Other copies.	Destroy 1 year after contract is terminated or new contract is authenticated.
4.	<u>Authenticated Copies:</u> Supply of authenticated copies maintained for distribution.	Destroy when contract is terminated.
5.	<u>Related Index Cards:</u> Lists status of power contracts.	Destroy 5 years after contract is terminated.
6.	<u>Working Drafts:</u> File of working drafts and associated correspondence pertaining to each contract.	

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	a. Executed contracts.	Destroy 5 years after termination. Transfer to Federal Archives and Records Center when contract is completed.
	b. Contracts dropped before signed.	Destroy 5 years after it is determined there will be no further negotiations. Transfer to Federal Archives and Records Center when negotiations are suspended.
7.	<u>Non-BPA Contracts:</u> Reference contracts maintained to determine a customer's compliance with provisions of BPA contract.	Destroy when contract is terminated.
8.	<u>Status of Power Contract Actions Reports:</u>	
	a. Copies (Branch of Customer Service, Contracts Section).	Destroy when 2 years old.
	b. Other copies.	Destroy when superseded.
9.	<u>Power Customer Files:</u>	
	a. Files containing the official record copies of customer correspondence, reports, statistics, analyses, work-sheets, and related papers.	Destroy 4 years after service is terminated. Transfer to Federal Archives and Records Center upon termination of service.
	b. All other copies of materials in Item a. above.	Destroy within 2 years.
10.	<u>Power System Statements to Federal Power Commission (FPC Form 12):</u> Annual BPA reports of energy deliveries, generation, and other data for each Federal plant, transmission facilities in use, load data, etc., and related correspondence:	

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	a. Final reports.	Permanent. Offer to NARS ^{in annual segments} when 25 years old.
	b. Related correspondence.	Destroy when 3 years old.
	c. Worksheets.	Destroy when 5 years old.
	d. Copies of reports of all operating utilities in the Pacific Northwest region (Requirements Section).	Permanent. Offer to NARS when 25 years old.
	e. Other copies.	Destroy when 1 year old.
11.	<u>Load Statements to Federal Power Commission</u> (FPC Form 12-E1): Monthly reports of system generation and loads, and related worksheets:	
	a. Copies (Rates and Statistics Section).	Destroy when 3 years old.
	b. Other copies.	Destroy when 1 year old.
12.	<u>Edison Electric Institute Reports:</u> Monthly and other reports to EEI of generation and sales data, including worksheets and related correspondence:	
	a. Copies (Rates and Statistics Section).	Destroy when 2 years old.
	b. Other copies.	Destroy when 1 year old.
13.	<u>Generation Statistics, Federal Plants:</u> Consist of generation statistics of each Federal plant (Rates and Statistics Section).	Destroy summaries after 25 years. Destroy reports from plant after 3 years.

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
14.	<u>Generation and Sales Statistics:</u> Summaries of sales by calendar years, by classes of customers, by rate schedules, and by type of customer; electric energy account data including energy generated at Federal plants and other energy received, energy delivered, energy losses, maximum demand on Federal plants and load factor, and maximum demand, energy deliveries, and revenue data for each BPA customer:	
	a. Monthly statistics (Rates and Statistics Section) which have been corrected to reflect adjustments in power bills.	Destroy reports after 25 years. Destroy worksheets after 3 years.
	b. Worksheets of monthly, calendar year, and fiscal year statistics (Rates and Statistics Section).	Destroy when 3 years old.
	c. Preliminary monthly, calendar year, and fiscal year statistics (Rates and Statistics Section).	Destroy 1 year after final statistics are published.
	d. Extra copies (Rates and Statistics Section) for distribution on request.	Destroy when 10 years old.
	e. Other copies.	Destroy when 1 year old.
15.	<u>Customers and Points-of-Delivery Lists:</u> Lists showing for each customer the number and location of points of delivery, rate schedule, delivery voltage, transferring utility, and Area or District Office concerned. Issued semiannually:	

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	a. Copy (Rates and Statistics Section).	Destroy after ^{when} 25 years ^{old} .
	b. Other copies.	Destroy when superseded.
16.	<u>Wholesale Power Bills and Exchange Account Statements:</u>	
	a. Complete set in Fiscal Accounting Unit, Branch of Finance and Accounts.	Destroy after 25 years. Transfer to Federal Archives and Records Center after 3 years.
	b. Copies of bills and exchange account statements prepared by the Billing Unit with related meter slips, printometer tapes (or photostat negatives), meter charts, correspondence, and worksheets. (Rates and Statistics Section).	Destroy 8 years after close of year originated.
	c. Copies of bills in Area and District Offices with related meter slips, printometer tapes (or photostat negatives), meter charts, correspondence, and worksheets attached.	Destroy when 2 years old.
	d. Pencil copies of power bills.	Destroy when 1 year old.
	e. Pencil copies of exchange account statements.	Destroy when 2 years old.
	f. Working copies of exchange account statements.	Destroy when 4 years old.
	g. Audit record of customer bills in the Area and District Offices.	Destroy when 5 years old.
	h. All other copies.	Destroy when 1 year old.

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
17.	<u>Meter Charts and Printometer Tapes:</u> Prints of meter charts, original printometer tapes or photostat negatives, other than those provided for else- where in this schedule.	Destroy within 2 years.
18.	<u>Wholesale Rate Files:</u> a. Mandatory wholesale rate studies and proposed wholesale rates. (Rates and Statistics Section). b. One-time special studies and wholesale rates.	Permanent. Offer ^{in annual segments} to NARS when 25 years old. Destroy when 20 years old. Transfer to Federal Archives and Records Center after 3 years.
19.	<u>Resale Rate Studies:</u> Studies made of rates of public and private utility customers to assure compliance with power contract provisions.	Permanent. Transfer to Federal Archives and Records Center after 10 years. Offer ^{in annual segments} to NARS when 25 years old.
20.	<u>Special Studies Files:</u> Consist of work papers and data on various subjects accumulated prior to a final report or study.	Review annually and destroy obsolete materials.
21.	<u>Basic Power Sales Statistical Data:</u> Consist of electric energy account adjustment log, summaries of sales by classes of customers and by rate schedules, tabulations showing energy received by customers from sources other than BPA (Rates and Statistics Section).	Destroy when 25 years old.

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
22.	<u>Customer Detail Ledgers:</u> Shows maximum demand, kilowatt-hour sales, revenues, and mills-per-kilowatt-hour of municipalities, public utility districts, and industrial customers (Rates and Statistics Section).	Destroy when 25 years old.
23.	<u>Electric Energy Account:</u> Shows detail of energy received and energy delivered by the BPA system, and energy losses. Also shown are the maximum demands on the Federal plants and computed load factors (Rates and Statistics Section).	Destroy when 25 years old. Destroy worksheets when 5 years old.
24.	<u>Sales by Rate Schedules Worksheets:</u> Worksheets showing sales of energy by various rate schedules.	Destroy when 2 years old.
25.	<u>Resale Rate Schedules Books:</u> Contains copies of rate schedules and provisions of public and private utility customers, which are filed with BPA in accordance with Bonneville Project Act (Rates and Statistics Section).	Permanent. Offer ^{in annual segments} to NARS when 50 years old.
26.	<u>Typical Net Monthly Bills Record:</u> Shows amount of typical net monthly bills of customers of Columbia River power distributors for residential and commercial lighting service (Rates and Statistics Section). Used in connection with approvals of resale rates of BPA customers.	Destroy when 25 years old.

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	27.	<u>Financial and Operating Reports</u> (Public and Private Utilities): These reports are submitted to BPA by all public and private utilities and contain balance sheets, operating statements, related financial and statistical data pertinent to number of consumers billed, kilowatt-hours of power sold, and amount billed. They include power production data. (Rates and Statistics Section):	
		a. Year-end reports.	Destroy when 25 years old. Transfer to Federal Archives and Records Center after 5 years.
		b. All others.	Destroy when 5 years old.
	28.	<u>Financial and Operating Reports Studies:</u> Studies and analyses made of rates and financial operations of public and private utility customers (Rates and Statistics Section).	Permanent. Offer ^{in annual segments} to NARS when 25 years old.
	29.	<u>Budgets and Annual Reports of Private Utilities:</u> Financial and operating reports filed by private utility customers with State Public Utilities Commissioners. Data used in preparing special studies and reports:	
		a. Copies (Rates and Statistics Section).	<i>Offer annual reports to a local library when 15 years old. If no library will accept destroy immediately. Destroy budgets when 12 years old.</i> Destroy annual reports when 15 years old and budgets after 12 years old.
		b. Copies (Area or District Offices).	Destroy when 2 years old.

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
30.	<u>Public Utilities Commissioners Reports:</u> Published reports from Public Utility Commissioners of Oregon and Washington of utilities' operations (Rates and Statistics Section).	Destroy when 5 years old. Transfer to BPA Library when 3 years old. <i>offer to a local library when 5 years old. If no library will accept destroy immediately.</i>
31.	<u>Customer Meter Reading Record:</u> Indicates date and time each customer meter is read (Rates and Statistics Section). Used to prove correctness of meter readings and obtain load factors.	Destroy when 1 year old.
32.	<u>General Billing Files:</u> Contain progress reports, outage reports, customer billing data, wholesale rate information, joint pole construction, meter reading schedules, and other data used in compiling wholesale power bills.	Destroy when 2 years old.
33.	<u>Interruptible Power Files:</u> Contains reports, correspondence, statistics, and other data pertaining to delivery and billing of interruptible power.	Destroy when 6 years old.
34.	<u>Use of Facilities Charges and Loss Factors Data:</u> Consist of computations, correspondence, diagrams, and other technical data pertaining to use of facilities charges and loss factors in connection with transfer arrangements.	Destroy when superseded and obsolete to billing needs.
35.	<u>Washington Water Power Meter Readings:</u> Monthly statements from WWP Co. of meter reading details.	Destroy when billing is reconciled.

POWER MARKETING RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
36.	<u>Load Studies:</u> Prepared in booklet form by the Requirements Section entitled "Load Requirements and Proposed Plan of Service," for BPA customers:	
	a. Official record set.	Destroy when 25 years old.
	b. Other copies.	Destroy when superseded.
37.	<u>Machine Accounting Runs:</u> Tabulations of estimated loads (10 year) by customer, rate structure, FPC power supply area, type of customers, and requirements of nongenerating customers.	Destroy when 10 years old.
38.	<u>Special Report Worksheets:</u> Consist of worksheets accumulated prior to a final report or study pertaining to the Operating Program, Advance Program, 308 Report, etc.	Destroy within 10 years after final report is superseded.
39.	<u>Peak and Average Data Reports:</u> Annual reports of peak and average estimated loads of customers for next 10 years:	
	a. Official record set. Used for continuing comparison of estimates with actual loads.	Destroy when 15 years old.
	b. Other copies.	Destroy when superseded.
40.	<u>Minimum Energy Supply Schedule Worksheets:</u> Supporting data to private utility contracts.	Destroy when related contract expires.

68 items

PROCUREMENT AND CONTRACTING RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
1.	<u>Procurement Files:</u>	
	a. Contract files including purchase order, requisition, lease, bond and surety records, and correspondence and related papers pertaining to award, administration, receipt, inspection, and payment. (Maintained by and for the Contracting Officers.)	Destroy 50 years after final payment. Transfer to Federal Archives and Records Center 3 years after final payment.
	b. Those pertaining to service contracts such as for management accounting and financial services; contracts for rental of property or equipment from others; utilities service contracts, and all other contracts and agreements involving disbursement of funds not provided for elsewhere in this portion of the schedule.	Destroy 8 years after final payment. Transfer to Federal Archives and Records Center 3 years after final payment.
	c. Copies of contracts, requisitions, purchase orders, leases, and other papers which are duplicates of papers defined in Items 1a and 1b used for administrative purposes.	Destroy upon termination or completion.
2.	<u>Solicitation-to-Bid Files:</u>	
	a. Maintained in Branch of Materials and Procurement consisting of drafts, addendums, mailing lists, bidders' data, abstracts, unsuccessful bids, and related correspondence.	Destroy when 7 years old. Transfer to Federal Archives and Records Center when 1 year old.

PROCUREMENT AND CONTRACTING RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	b.	Blank bids (Solicitations/Invitations).	Retain four copies of solicitations; two copies of invitations. Destroy <i>all copies</i> when 2 years old.
	c.	All other copies of bids and related material.	Destroy when bid awarded, material received or when job completed.
3.		<u>Purchase Requisitions:</u>	
	a.	Record set (Requirements and Sourcing Unit) pertaining to equipment.	Destroy when 7 years old.
	b.	Other sets (Requirements and Sourcing Unit).	Destroy when 3 years old.
	c.	Original purchase requisition books.	Destroy when 7 years old.
	d.	All other copies.	Destroy when 1 year old.
4.		<u>Test Reports</u> (Material).	Destroy when 50 years old.
5.		<u>Federal Specifications and Standards.</u>	Destroy when superseded.
6.		<u>Abstract of Bids</u> (Other than official copies maintained as part of Item 2).	Destroy when 4 years old.
7.		<u>Purchase Orders:</u>	
	a.	Copies (Salvage Group).	Destroy when related equipment is returned.
	b.	Official M&P file copies.	Destroy 4 years after final receipt of material.
	c.	Copies (Requirements and Sourcing Unit).	Destroy 3 years after final receipt of material.
	d.	Copies (Warehouse).	Destroy 1 year after final receipt of material.
	e.	Cash purchase orders.	Destroy when 2 years old.

PROCUREMENT AND CONTRACTING RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
8.	<u>Receiving Reports:</u>	
	a. Copies (Requirements and Sourcing Unit).	Destroy when 3 years old.
	b. Copies (Warehouse and Salvage Groups).	Destroy 1 year after final receipt of material.
	c. Copies (pertaining to equipment in Branch of Laboratories).	Destroy when related equipment is retired.
	d. Copies (pertaining to spare parts in Branch of Laboratories).	Destroy when related part is no longer stocked or when superseded by subsequent order.
9.	<u>Stores Requisitions.</u>	Destroy when 2 years old.
10.	<u>Open Market Purchase Order Files:</u> Include receiving reports, unsuccessful quotes, shipping papers, and related correspondence.	Destroy when 4 years old.

24 items

PROPERTY MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Property Receipts:</u>	
	a. Original signed copies of receipts for portable property.	Destroy when 7 years old.
	b. Copies other than the signed originals.	Destroy when charge is voided.
2.	<u>Property Relief Certificates:</u>	
	a. Record copy.	Destroy when 7 years old.
	b. Copies filed by property custodians.	Destroy when 2 years old.
3.	<u>Property Inventories:</u> Including record cards, lists, machine accounting runs, etc., used for substantially the same purpose.	Destroy 1 year after superseded approved inventory.
4.	<u>Portable Property Summaries:</u> Listings (machine processed) of portable property which has been capitalized.	Destroy when 2 years old.
5.	<u>Account Folders</u> (alphabetical by employee) consisting of originals or carbon copies of Tool Room Property Receipts (BPA 33), Memorandum Property Receipts (BPA 126), and computer run of property inventories.	Destroy annually when documents are superseded by approved inventory and accounts are cleared.
6.	<u>Meter and Relay Log Books,</u> showing receipt, issue, and location of all numbered equipment.	Destroy when related equipment is disposed of.
7.	<u>Stores Requisitions, Returns to Stock, Material Transfers, etc.</u> (Pertaining to accountable equipment).	Destroy when relieved of accountability.

PROPERTY MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
8.	<u>Personal Property Lost or Stolen:</u>	
	a. Ledger files.	Destroy 3 years after final entry.
	b. Reports, loss statements, receipts, and other papers relating to lost and found articles.	Destroy when 2 years old.
9.	<u>Property Disposal Case Files:</u>	
	a. Those involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general disposition or to major disposal programs.	Destroy when 7 years old. Transfer to Federal Archives and Records Center 3 years after final payment.
	b. Those involving disposal of surplus real estate and related personal property.	Destroy when 7 years old. Transfer to Federal Archives and Records Center 3 years after close of file.
	c. Those pertaining to sales of surplus personal property: Declarations, Reports, Transfers, Sales, Negotiated Sales, GSA Sales.	Destroy 5 years after case is closed.
	(1) Transactions of more than \$10,000 on or after July 25, 1974, or more than \$2,500 before July 25, 1974.	Destroy 6 years after final payment. Transfer to Federal Archives and Records Center after 2 years.
	(2) Transactions of \$10,000 or less on or after July 25, 1974, or \$2,500 or less before July 25, 1974.	Destroy 3 years after final payment.

PROPERTY MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
	(3) Transactions of loans, leases, and rentals.	Destroy 2 years after loaned material is returned or leases or rentals terminate.
	d. Copies of above (maintained other than in Branch of Materials and Procurement).	Destroy 1 year after disposition of material.
10.	<u>Purchase Orders, Receiving Reports, Cash Purchase Orders, Plant Services Requisitions, and Property Receipts</u> , copies filed in Tools and Work Equipment Section, which are considered "source records" for accountable property.	Destroy when related property is retired.
11.	<u>Sales, Leases, and Acquisition Files</u> : Correspondence, investment figures, computations, etc., used in connection with sales, leases, or acquisitions of plant facilities.	Destroy when 7 years old. Transfer to Federal Archives and Records Center 2 years after case is closed.
12.	<u>Real Property Reports</u> :	
	a. Annual reports to GSA of real property owned by BPA, and related work papers.	Destroy when 5 years old.
	b. Copies of machine listings of real property owned by BPA, prepared by GSA.	Destroy when 5 years old.
13.	<u>Boards of Survey Files</u> : Property Survey Reports (signed originals), supervisors' statements, operators' and supervisors' reports of accidents, statements of witnesses, and other related correspondence and papers pertaining to disposition of excess, unserviceable, or obsolete BPA property; employee	Destroy when 3 years old.

PROPERTY MANAGEMENT RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
	liability relative to lost, stolen, and/or damaged property (including all Government motor vehicles); and BPA liability relative to damage to GSA motor vehicles. Includes files of action taken by the Standing Board of Survey, Area Boards of Survey, Property Management Officer, and minutes of meetings.	
14.	<u>Property Assignment and Inventory Lists and Cards.</u>	Destroy assignment records when employee accountability ends. Destroy inventory records when completely obsoleted by a subsequent inventory.

POWER RESOURCES RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
1.	<u>Snow Survey Data:</u> Consists of monthly reports from Soil Conservation Service and Canadian Water Rights Branch, Department of Lands and Forests.	Destroy 1 year after Annual Basic Data Summary for western United States is received. Transfer summary to Federal Archives and Records Center when 5 years old. Destroy summary when 50 years old.
2.	<u>Water Supply Papers:</u> Hydrographic data for the Columbia Basin and adjacent areas, originated for the most part by the Weather Bureau, Corps of Engineers and other Federal agencies.	Destroy annual reports after 5-year summary is received. Destroy 5-year summary when 50 years old. Transfer 5-year summary to Federal Archives and Records Center when 2 years old, excluding specific projects still under consideration.
3.	<u>Hydrologic Studies:</u> Includes copies of studies made by BPA, USGS, AGU, PNRBC Western Snow Conference, and other agencies.	Destroy when 50 years old. Transfer to Federal Archives and Records Center when 2 years old. <i>see below</i>
4.	<u>Power Study Data:</u> Includes regulation worksheets and related computations for power systems consisting of various combinations of Federal and non-Federal power projects and storage reservoirs; plant data and estimated capabilities for authorized and proposed Federal and non-Federal power projects and storage reservoirs; special power studies relating to operating problems at certain power projects and storage reservoirs.	Destroy when 50 years old. Transfer to Federal Archives and Records Center when 2 years old.

³
(cont'd) a) BPA originated studies

b) all other studies

Permanent. Transfer to FARC when 2 years old. Offer to NARS when 50 years old.

Destroy when 50 years old. Transfer to FARC when 2 years old.

PUBLIC RELATIONS AND INFORMATION SERVICES RECORDS
DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	1.	<u>Complete Set of Formal Informational Releases and Publications</u> , such as press releases, press conference transcripts, official speeches, graphic progress presentations, and indexes thereto.	Permanent. Transfer to Federal Archives and Records Center 4 years after close of file. Offer to NARS ^{in annual segments} when 25 years old.
	2.	<u>Requests for Information and Copies of Replies Thereto</u> , involving no administrative action, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.	Destroy 3 months after transmittal of reply.
	3.	<u>Acknowledgments and Transmittals of Inquiries and Requests</u> that have been referred elsewhere for reply.	Destroy 3 months after acknowledgment and referral.
	4.	<u>Anonymous Letters, Letters of Commendation, Complaint, Criticism, and Replies Thereto</u> , excluding those on the basis of which investigations were made or administrative action taken and those incorporated in individual personnel records.	Destroy when 3 months old.
	5.	<u>Bibliographies, Check Lists, and Indexes of BPA Publications and Releases</u> , except those used as indexes to formal informational releases. (See Item 1, above).	Destroy when superseded or obsolete.
	6.	<u>Informational Service Project Case Files</u> .	Destroy 1 year after close of project or 1 year after close of file.

PUBLIC RELATIONS AND INFORMATION SERVICES RECORDS
DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	7.	<u>Press Clippings</u> arranged by subject matter by the Public Information Office.	Destroy 2 years after close of calendar year involved, * except on matters still under active consideration.
	8.	<u>Still Pictures, Motion Pictures, Sound and Video Recordings:</u>	<i>* Permanent. When 5 years old, BPA will screen out transient and duplicate material. Offer remainder to NARS in annual segments when 20 years old.</i>
	a.	Those produced by or attributed to BPA or the Department of the Interior regardless of funding. Also included are those produced cooperatively with other agencies or private organizations.	Permanent. Offer to NARS when obsolete or after 5 years, whichever occurs first.
	(1)	Still pictures - the original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an inter-negative (if one exists) for each color photograph.	
	(2)	Other still pictorial records such as posters, original artwork, slide sets, and filmstrips - the original and a reference print of each item.	
	(3)	Motion pictures - the original negative or color original plus optical sound track, an intermediate master positive and duplicate negative plus optical sound track, and a sound projection print of each motion picture.	

PUBLIC RELATIONS AND INFORMATION SERVICES RECORDS
DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
		(4) Video recordings - the original or the earliest generation of each recording or a kinescope of the recording.	
		(5) Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.	
		(6) Finding aids and production documentation - existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the above audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.	
	b.	Additional duplicate prints or recordings of items identified in Item 8a.	Destroy when obsolete.
	c.	Those produced in-house for training purposes.	Review annually. Destroy when obsolete.

PUBLIC RELATIONS AND INFORMATION SERVICES RECORDS
DISPOSITION SCHEDULE

Schedule

Item No.	Description	Authorized Disposition
d.	Those produced in-house for interpretive purposes at visitor centers.	Permanent. Offer ^{in annual segments} to NARS when obsolete or after 5 years, whichever occurs first in accord with instructions in Item 8a.

RECORDS COMMON TO ALL OFFICES

Schedule		
Item No.	Description	Authorized Disposition

The records described in this portion of the schedule are produced and accumulated as a result of responsibilities and activities common to all offices. These records relate to varied functions and, with the exception of Item 1, are normally used in routine administration. The retention periods in this portion of the schedule should be applied only to records not specifically provided for elsewhere in this schedule.

1. Program Subject Files, documenting the program or function for which the office exists, consisting of program plans, narrative and statistical program reports, and related papers. Permanent. Transfer to Federal Archives and Records Center after 5 years. Offer to NARS *in annual segments* when 25 years old.
2. Administrative Subject Files, relating to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing procedures, and communications; the expenditure of funds; day-to-day administration of office personnel, including travel; supplies and office equipment requests, and receipts; and the use of office space and utilities. They may include copies of reports (including work progress, statistical, and narrative reports) which are prepared in the office and forwarded to the requesting office, and other materials that do not serve as official documentation of the program or the office. Destroy when 2 years old or earlier if purpose has been served.

RECORDS COMMON TO ALL OFFICES

Schedule		
Item No.	Description	Authorized Disposition
3.	<u>Budget and Work Control Files</u> , consisting of copies of budget instructions, organizational and project forecasts, Office of Management and Budget, and Congressional releases, allotment and expenditure data and reports, internal work schedules, workload curves, staffing charts, performance and progress reports, summary tables, analysis reports, and related work papers, and correspondence.	Review annually and destroy superseded or obsolete material. Destroy all documents 5 years after date of origin.
4.	<u>Policy Statements, Procedural Instructions, Regulations, Precedent Materials, and Other Work Guides</u> , not provided for elsewhere in this schedule.	Review annually and destroy when superseded or obsolete.
5.	<u>Technical Reference Data</u> , consisting of technical reports, papers, manuals, catalogs, standards, computations, tables, handbooks, directories, etc., not provided for elsewhere in this schedule.	Review annually and destroy obsolete materials.
6.	<u>Quasi-Official Notices</u> . Memorandums and other papers that do not serve as the basis of official actions, such as notices of holidays, or charitable and welfare fund appeals, bond campaigns, or deal with activities of associations or unions concerned with Government employees.	Destroy immediately after circulation within office.
7.	<u>Mailing Lists</u> .	Destroy when superseded or obsolete.
8.	<u>Drafts</u> , preliminary and intermediate drafts of letters, memorandums, reports, and other papers.	Destroy after final drafts are completed.

RECORDS COMMON TO ALL OFFICES

Schedule Item No.	Description	Authorized Disposition
9.	<u>Shorthand Notes</u> , stenographers' notebooks and stenotype tapes.	Destroy after notes have been transcribed.
10.	<u>Reproduction Materials</u> . Stencils and other duplicating media used for preparing form letters, issuances, etc.	Destroy when primary purpose has been served.
11.	<u>Routine Control Records</u> . Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work processing sheets, and records which control workflow and record action or serve as receipts for records borrowed or loaned.	Destroy when work is completed or when no longer needed for operating purposes.
12.	<u>Requisitions, Purchase Orders, Cash Purchase Orders, Receiving Reports, Returns to Stock, etc.</u> , and related correspondence, pertaining to materials, supplies, services, or equipment not provided for elsewhere in this schedule.	Destroy when 1 year old.
13.	<u>Reading Files</u> . Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.	Destroy no earlier than 1 year and no later than 3 years after date originated. <i>See below</i>
14.	<u>Library Materials</u> . Excess copies of books, pamphlets, journals, and similar materials.	Refer to the Head of the Library Section for disposition.
13. (cont'd)	a. <i>Administrator's Reading File</i>	<i>Permanent. Offer to NARS in annual segments when 5 years old.</i>
	b. <i>all other reading files</i>	<i>Destroy no earlier than 1 year and no later than 3 years after date originated.</i>

RECORDS COMMON TO ALL OFFICES

Schedule

Item No.	Description	Authorized Disposition
----------	-------------	------------------------

15. Publications:

- | | | |
|----|--|---|
| a. | Internal - BPA publications including excess copies of orders, bulletins, manuals, circulars, memorandums, informational announcements, public relations material, and other printed or processed documents. <u>NOTE:</u> This item refers <u>only</u> to duplicate, non-record copies. Disposition instructions for record copies may be found in item 8 of the Office Services schedule. | Keep copies at minimum necessary for official reference use. Destroy when obsolete or no longer needed for reference. |
| b. | External - Publications of other Government agencies, commercial firms, or private institutions, including manufacturers' catalogs, price lists, and similar publications. | Destroy when superseded or obsolete. |

15 items

SAFETY RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
1.	<u>Safety Instructions, Bulletins, Reports, Manuals, etc.:</u>	
	a. Record copies (Safety Office).	Destroy when superseded or obsolete.
	b. All other copies.	Destroy when superseded or obsolete.
2.	<u>Records Relating to Individual Employee Operation of Government-Owned Vehicles,</u> including driver tests, authorization to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employee or 3 years after recision of authorization to operate Government-owned vehicle, whichever is earlier.
3.	<u>Motor Vehicle Accident Records and related materials (Safety Office).</u>	Destroy 7 years after case is closed. Transfer to Federal Archives and Records Center 2 years after case is closed.

4 items

SECURITY RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
	1.	<u>Manuals, Directives, Plans, Reports, and Correspondence</u> reflecting policies and procedures developed in the administration and direction of security and protective services program.	Permanent. Transfer closed file to Federal Archives and Records Center when 2 years old. Offer to NARS <i>in annual</i> <i>segments</i> when 25 years old.
	2.	<u>Correspondence Files Pertaining to the Administration of Security Classification, Control and Accounting for Classified Documents</u> not covered in Item 1 or elsewhere in this portion of the schedule.	Destroy when 2 years old.
	3.	<u>Reports of Surveys and Inspections of Government-Owned Facilities</u> , conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.
	4.	<u>Investigative Files</u> accumulating from investigations 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 organizational elements.	Destroy when 2 years old.

SECURITY RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
5.	<u>Security Log Books</u> containing signatures of all persons entering stations, time of entry and departure, reason for entry, and organization represented.	Destroy all books prior to last filled book.
6.	<u>Classified Document Receipts</u> , relating to the receipt and issue of classified documents.	Destroy when 5 years old.
7.	<u>Classified Document Destruction Certificates</u> relating to the destruction of classified documents.	Destroy when 2 years old.
8.	<u>Classified Document Inventory Files</u> , containing forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this portion of the schedule.	Destroy when 2 years old.
9.	<u>Access Request Files</u> consisting of requests and authorizations for individuals to have access to classified files.	Destroy 2 years after authorization expires.
10.	<u>Classified Document Container Security Files</u> consisting of forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn in of containers.

SECURITY RECORDS DISPOSITION SCHEDULE

Schedule Item No.	Description	Authorized Disposition
11.	<u>Correspondence Files Relating to Administration and Operation of the Facilities Security and Protective Services Programs</u> , not covered by Item 1 or elsewhere in this portion of the schedule.	Destroy when 2 years old.
12.	<u>Correspondence Files Relating to Administration and Operation of the Personnel Security Clearance Program</u> , not covered by Item 1 or elsewhere in this portion of the schedule.	Destroy when 2 years old.
13.	<u>Personnel Security Clearance Case Files</u> containing a record of investigations of personnel employed by or seeking employment from the Government, or whose relationship otherwise with the Government requires a security clearance, but exclusive of copies of investigative reports and related papers furnished to agencies by the Civil Service Commission for which maintenance and disposition instructions are provided in Chapter 732 of the Federal Personnel Manual.	Destroy 30 years after date of last action. Transfer to Federal Archives and Records Center 5 years after date of last action.
14.	<u>Personnel Security Clearance Status Files</u> maintained in security units to show the security clearance status of individuals, either in the form of lists or rosters, or as individual case files containing copies of documents contained in case files described in Item 13 above.	Destroy lists or rosters when superseded or obsolete; destroy case files upon transfer or separation of related individual.

SECURITY RECORDS DISPOSITION SCHEDULE

Schedule		
Item No.	Description	Authorized Disposition
15.	<u>Security Violation Files</u> , consisting of case files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders.	Destroy 2 years after completion of final corrective or disciplinary action.
16.	<u>Security Violation Files</u> , consisting of case files relating to investigations of alleged security violations of a sufficiently serious nature to be classified as felonies.	Permanent. Transfer to Federal Archives and Records Center 5 years after date of last action. Offer to NARS <i>in annual segments</i> when 25 years old.
17.	<u>Energy Research and Development Administration (ERDA) Top Secret Inventory Records.</u>	Destroy 1 year after inventory is sent to ERDA Central Document Control Section.
	a. Reports of periodic inventories of classified documents other than Top Secret.	Destroy when 1 year old.
	b. Classified document inventory, reports showing the number of documents inventoried, number of custodians contacted, number of discrepancies noted, and other summary data regarding the inventory.	Destroy when 1 year old.

TRAVEL AND TRANSPORTATION RECORDS DISPOSITION SCHEDULE

Schedule	Description	Authorized Disposition
Item No.		
1.	<u>Travel Files:</u> Copies of Travel Authorizations, Travel Orders, Applications for Adjustment of Per Diem, Travel Vouchers, and Statements of Travel, not provided for elsewhere in this portion of the schedule:	
	a. Maintained by travel clerk.	Destroy 3 years after period covered by related account.
	b. Other copies.	Destroy within 1 year.
2.	<u>Freight Records</u> consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertinent to freight classification, memorandum copies of Government and commercial bills of lading, shortage, and demurrage reports, and all supporting documents, and including files relating to the shipment of household effects:	
	a. Issuing office memorandum copies.	Destroy when 3 years old. Transfer to BPA holding area if volume warrants.
	b. All other copies.	Destroy when 1 year old.
	c. Bills of lading registers.	Destroy 3 years after final entry on register.
3.	<u>Freight Records</u> relating to the administration of Government Losses in Shipment Act consisting of schedules of valuables shipped and related papers and reports.	Destroy when 3 years old.

TRAVEL AND TRANSPORTATION RECORDS DISPOSITION SCHEDULE

Schedule	Item No.	Description	Authorized Disposition
4.	<u>Freight and Passenger Records:</u>	Records not otherwise covered in this portion of the schedule:	
	a. Correspondence, forms, and related papers pertaining to agency travel and transportation functions.	Destroy when 2 years old.	
	b. Accountability records.	Destroy 1 year after all entries on the records are cleared.	

8 items