

AUG 08 2008

WF

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-08-10	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/8/08	
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Reclamation			
3. MINOR SUBDIVISION Information Management Division – 84-21300			
4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE 2/24/09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE August 7, 2008	SIGNATURE OF AGENCY REPRESENTATIVE Roy Wingate signed		TITLE Bureau Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Hydrological and Meteorological (HydroMet) Information System (HMIS). The Bureau of Reclamation operates a network of automated hydrologic and meteorologic monitoring stations located throughout the Pacific Northwest. This network and its associated communications and computer systems are collectively called Hydromet. Remote data collection platforms transmit water and environmental data via radio and satellite to provide cost-effective, near-real-time water management capability. Other information, as available, is integrated with Hydromet data to provide timely water supply status for river and reservoir operations. BORHMIS includes the Hydromet data collection system residing in Boise, ID. The Hydromet system collects, distributes, and processes hydrological and meteorological data for use in operation of		

	Reclamation water projects in the Pacific Northwest region and throughout Reclamation. The PN Hydromet system also functions as a central distribution system for satellite-based data used by other regions.		
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ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p>INPUTS.</p> <p>a. Data received from BoR sources. Satellite messages from the Pacific-Northwest region's remote data collection sites (as well as many sites operated by other agencies) are received into HMIS and processed into the desired form and data. Stored data messages from remote BoR sites are received in "near-real time" (generally within four hours of the time that data were observed) through a satellite downlink.</p> <p>b. Data received from the USGS, NOAA, Reclamation, and Corps of Engineers via automated file transfer.</p>	<p>TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. (GRS 20, item 2b.)</p> <p>TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. (GRS 20, item 2c.)</p>
2	<p>MASTER FILES.</p> <p>Hydrological and meteorological data dating back to 1895. Older data was manually entered from various source publications, such as USGS. Types of data include daily values for barometric pressure, reservoir surface elevation, gauge height, air temperatures, precipitation, evaporations, discharge, humidity, wind direction, water temperature, solar radiation, and other values.</p>	<p>TEMPORARY. Retain in agency and migrate to new hardware/software as necessary. Delete when no longer required for operational purposes.</p>
3.	OUTPUTS.	TEMPORARY. Delete in

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3	OUTPUTS. Includes hydrological and meteorological output reports. These reports provide selected daily data for the last five days for several stations within each river basin. Reports are updated by 6:45am Mountain Time daily. All data are considered <u>provisional</u> and subject to revision.	TEMPORARY. Delete in agency when data are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 5)
4	SYSTEM DOCUMENTATION BORHMIS IT Certification and Accreditation documentation. OpenVMS operating system and user manuals. In-house process documentation and user manuals.	TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20, 11a[1].)
5.	BACKUP TAPES A complete back up of the system to magnetic tape occurs every Sunday morning. Incremental back ups of the system occur Tuesday – Friday	TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent backup file. (GRS 20, 8b.)