REQUEST FOR RECORD SPOSITION AUTHORITY	UMBER N1-305-07-1
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 8/6/07
1. FROM (Agency or establishment) Bonneville Power Administration	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Office of the Chief Information Officer	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
3. MINOR SUBDIVISION Records Management	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Mary Rose Kerg	503-230-5456	5/15/07	Allen Weinstein

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,

☒ is not required ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
August 1, 2007	Mary Rose Kerg	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	This is a large aggregation flexible (big bucket) schedule for all of the Bonneville Power Administration's records. 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. Unless a specific medium for a specific series is identified, all items in this schedule are to be considered media neutral.		

Bonneville Power Administration
Comprehensive Records Disposition Schedule
07/11/2007

1. Power Generation Records

Data and documents recording activities and Bonneville Power Administration (BPA)-approved records systems that track and manage power generation records. These activities and systems manage and monitor program strategy, planning, investment, development, performance, and maintenance of the power assets of the Federal Columbia River Power System. These activities and systems include, but are not limited to, studies, research, subagreements, operational emergencies, hydro generation efficiency and expansion, and budget planning and analysis.

a. Data and documents recording power generation-related analyses, research, and planning-related reports and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording activities relating to the management of the Federal Columbia River Power System hydro assets, which include assessing and managing risk, performance targets and resource requirements, capital investment, maintenance management, and operational emergencies. Activities also include, but are not limited to, benchmarking studies, new hydro projects and technologies, subagreements, communications, and biological opinions. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy no sooner than 5 years and no later than 7 years after the records are closed.

2. Power and Transmission Requests, Tracking, and Reporting Records

Data and documents recording activities and BPA-approved records systems that track and manage power and transmission requests. These activities and systems can maintain and monitor marketing and customer contact and profile information including customer credit research and management. These activities and systems may forecast estimated revenues, power usage, load usage, and resource requirements and generate and track record of decision information for sales.

a. Data and documents recording power and transmission request-related reports, analyses, planning, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording analyses, studies, reviews, forecasts, comments, statistics, and information on process development, customer relations, sales, and other power and transmission request-related functions having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording rights, interests, disputes, regulatory compliance, or other power and transmission request-related business activities that create rights and obligations that are still enforceable after the records are closed. These include contracts, agreements, billing materials, standards, policies, forecasts, transactions, customer relations records, associated development files and correspondence, and other records produced by related activities.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording substantive reports, analyses, studies, and aggregations of data concerning energy conservation, alternative energy generation, generation and load forecasting, costs and rates analyses, international issues, treaties, and other power and transmission request-related functions having a long-term forecasting or analysis business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

e. Data and documents recording the establishment and implementation of long-term policies and procedures relating to power and transmission request-related activities governing the sale, exchange, transmission, and storage of energy and the supporting infrastructure that document significant decisions, policies, procedures, and commitments that may be in effect for many years. These records contain sales and metering support documentation, intertie policy and procedure development, long-term contract billing information, materials relating to formal standing agreements such as the Pacific Northwest Coordination Agreement, and other records produced by related activities.

1. Documentation on the establishment and implementation of long-term policies and procedures governing the sale, exchange, transmission, and storage of energy and the supporting infrastructure. These records document the enterprisewide organization, policies and procedures, program management and development, and implementation of power and transmission request-related activities.

TEMPORARY: Destroy no sooner than 20 years and no later than 50 years after the records are closed.

2. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, power and transmission request-related substantive policy

and procedural decisions, the development and implementation of policies and procedures issued under the authority of the Administrator of the BPA for delivering power, maintaining the environment, and interacting with customers but not usually for particular cases. These records contain power and transmission request-related feasibility studies on new power projects and transmission grid development, final audits and reports by outside oversight entities, long-term environmental studies and assessments including environmental impact statements and supporting documentation, and the development and implementation of agreements under the provisions of treaties. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 20 to 50 years after the records are closed.

3. Power Sales and Marketing Records

Data and documents recording activities and BPA-approved records systems that track and manage power sales and marketing. These activities and systems can maintain and monitor the Transmission Rate Case, rate filings and hearings, rate analysis model, forecasts, analyses and resource strategy, and the Slice Computer Application.

a. Data and documents recording rate analysis, resource strategy data, supply pricing and model request-related reports, analyses, forecasting, historical data, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording resource strategies, analyses, studies, reviews, statistics, requests and information on resource strategy, rate analyses, historical data, and Energy Northwest projects having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording rights, analyses, U. S. projects, and forecasts, including rate, revenue, and out year forecasts.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording substantive projections, historical trends, analyses, and transmission rate case reports having long-term value even after closed, superseded, updated, or replaced. These records also contain the rate case schedules, charts, filings, and hearings.

TEMPORARY: Destroy when 50 years old.

4. Transmission Load Records

Data and documents recording activities and BPA-approved records systems that monitor, maintain, forecast, measure, and report upon transmission load. These activities and systems pertain to routing, scheduling, forecasting, metering, load statistical models, maintenance, resource requirements, and other activities associated with the transmission system.

a. Data and documents recording transmission load-related operational and maintenance standards, instructions, procedures, and practices; status and maintenance; requirements and guidance; testing and analyses; planning; and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the status of transmission load equipment, transmission load allocation, alarm systems, system maintenance and monitoring activities, and automated systems, such as the Real-time Operation Dispatch and Scheduling (RODS). These records may include transmission load data and documentation supporting the planning, design, and construction of transmission lines, substations, control system additions, and routine communications and correspondence, not including those of major system trouble, accidents, and other unusual conditions. These records may also contain technical information used as the basis for service and operation agreements, engineering usage studies, logs, guidelines, standards, procedures, and instructions. These transmission load-related records have a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy no sooner than 1 year and no later than 5 years after the records are closed.

c. Data and documents recording rights, interests, disputes, regulatory compliance, market monitoring, and price mitigation activities. Records include customer correspondence, standing orders for special operating conditions, materials supporting operations and interaction with other transmission control entities, industry restructuring pricing methodologies, liability and risk management studies, benefit and cost studies, implementation and interpretation of transmission tariffs, transmission operating agreements, regional load adequacy studies, and supporting materials for other transmission load-related business activities that create rights and obligations that are still enforceable after the records are closed.

> TEMPORARY: Destroy no sooner than 6 years and no later than 10 years after the records are closed.

d. Data and documents used to record substantive reports, analyses, studies, aggregations of data, long-term load and resource forecasting, blackout restoration

procedures, intertie access issues, policies and contracting, enterprisewide BPA electrical system logs, long-term generation and load statistics, storage and flow information, power interruptions, and other significant events and statistics. Records also include transmission load communications and correspondence concerning major system trouble, accidents, and other unusual conditions. These records document transmission load-related functions having a long-term forecasting or analysis business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 10 years and no later than 30 years after the records are closed.

5. Agency Management and Policy Development Records

Data and documents recording activities and BPA-approved records systems that document BPA-wide management decisions and activities regarding organizational structure, staffing, functional responsibilities, regulatory compliance, resource allocation, and policy development. Records may include plans, studies, and recommendations; draft policies with review comments; minutes of meetings; transcripts of public hearings; public comments; Federal Register notifications; BPA annual and other activity reports; and reports of internal and external audits.

a. Data and documents recording agency management-related reports, analyses, planning, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording agency management-related functions including internal, ad hoc, and informal committee formation and management; program-level management improvement analyses, studies, and reviews; BPA relations with professional organizations; technical architecture and facilities configurations; and similar management and policy development functions having short-term business purposes for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 6 years after the records are closed.

c. Data and documents recording management, program, and fiscal audits including those by the BPA inspector general and the Government Accountability Office; external and formal committee formation and management; program-level policy, practices, and procedures development; and productivity measurement and reporting.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, substantive policy and procedural decisions, the development and implementation of policies and procedures issued under the authority of the Administrator of BPA, the history of BPA including annual reports, Office of Management and Budget and congressional budget requests with supporting documents, substantial changes to BPA's organizational structure or leadership, staffing, agency-level organizational analyses, and reorganization activities. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

> PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 20 to 25 years after the records are closed.

6. Law and Litigation Records

Data and documents recording activities and BPA-approved records systems that track and manage law and litigation records. These activities and systems maintain and monitor legal issues about personnel matters; litigation; treaties; methodology; rates development, hearings and ratemaking; tort claims; conservation and environment programs; fish and wildlife; and contracting. These records also document internal legal consultation, advice, and policy and rule development case files and notices.

a. Data and documents recording law-related manuals, research and request-related reports, analyses, forecasting, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording analyses, studies, reviews, comments, and information on legal issues about employee claims including appeals and grievances. These also include settlement of land claims having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record or document financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording litigation, including securities fraud; patents, copyrights, and trademarks; and personal injury and property damage. These records also document interactions with Energy Northwest on nuclear power projects and tort claims.

> TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents used to report upon legal issues and questions about conservation programs and projects; power sales contracts and power customers; procurement; and transmission services. These records also document internal

management issues such as conflict of interest, insurance and bankruptcies, government travel, budgets, and other financial issues.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

e. Data and documents recording the legal and regulatory activities associated with BPA ratemaking, fish and wildlife, environment, litigation, acquisition and management of land rights, resource acquisition, and planning and operation of the power and transmission systems.

1. Data and documents recording legal issues concerning BPA ratemaking. These records document the processes of acquisition and management of land for BPA's use, legal interpretations of BPA fiscal and accounting practices and financial issues involving project amortization, U.S. Department of the Treasury repayment, revenue requirements, separate accounting, and other financial goals and practices related to BPA ratemaking having a short-term business purpose for reference or documentation after the records are closed.

TEMPORARY: Destroy no sooner than 20 years and no later than 55 years after the records are closed.

2. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, interpretation of law; legislation; related activities issued under the authority of the Administrator for BPA for complying with legal laws and regulations; and litigation that established a precedent for changing policy, received extensive media coverage, or resulted from a significant controversy. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 20 to 50 years after the records are closed.

7. Human Resources Records

Data and documents recording activities and BPA-approved records systems used to administer and record personnel actions, employee awards, position management, benefit management, staff scheduling, performance management, and recruitment activities. Records are maintained in a commercial human resources management system.

a. Data and documents recording personnel administration activities including employee recruitment, position classification assessment, selection, and employment offers; competitive and noncompetitive employment processes and programs; priority placement programs, personnel actions, employee associations, and employee reassignments and transfers; voluntary separations and reductions in grade/rank/pay; and reduction-in-force (RIF) registers on which no action has been taken.

Included are records and systems used to track personnel data such as employee position numbers, position titles, personal histories, and individual employee records that are not included in the employee's official or supervisor's personnel folders or otherwise covered by NARA's General Records Schedule for civilian personnel records. These data and documents are used for reference and support information and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording human resources planning, recruiting, personnel actions, and performance management activities. Included are notifications of personnel action not maintained in employee personnel files; records documenting initial employment, promotions, transfers, separations, financial disclosure and conflict of interest statements; and career counseling activities. Also included are records documenting agreements between the Office of Personnel Management and BPA to authorize recruitment and rating for BPA positions, employment suitability criteria, classification studies and surveys, as well as special emphasis programs managed by BPA's equal employment opportunity office. These records have a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 4 years after the records are closed.

c. Data and documents recording substantive reports, analyses, studies, and aggregations of data concerning human resources planning and policy development and implementation. Records include materials relating to the BPA merit promotion plans, cultural and diversity programs, and BPA's Pluralism Council. Also included are records associated with employee services programs such as smoking cessation, the fitness facility and childcare, the employee assistance program, psychological testing and evaluation, and counseling of employees and their families. These data and documents record activities related to employee recruitment, testing and evaluation, placement, management, compensation, Office of Workers' Compensation Programs claims, promotion, and services having a long-term business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 5 years and no later than 12 years after the records are closed.

d. Data and documents recording significant position management as it applies to BPA's mission. Included are studies, analyses, and plans pertaining to the design of an efficient organizational framework, position design, planning and tracking staffing levels, and staffing cost controls.

TEMPORARY: Destroy no sooner than 25 years after the records are closed.

8. Training Records

Data and documents recording activities and BPA-approved records systems that manage, facilitate, track, schedule, and report upon BPA-sponsored employee training and development. These systems may perform computer-based training and produce training content evaluations and analyses.

a. Data and documents recording the production of training manuals, syllabi, textbooks, substantive handouts, audiovisual aids, and other aids used for BPA-sponsored training. These records support reference and information activities and have no further business purpose once superseded, updated or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the establishment, operation, delivery, and evaluation of institutionalized BPA training programs, such as new employee orientation programs, and management development programs. These records also include correspondence, memoranda, agreements, authorizations, analyses, reports, requirement reviews, plans, and objectives relating to BPA training courses and programs having a short-term business purpose for reference or documentation after the records are closed. These data and document do not record financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy 5 years after the records are closed.

9. Procurement, Billing, Budget, and Accounting Records

Data and documents recording activities and BPA-approved records systems that track and manage procurement, billing, budget, and accounting records. These activities and systems may maintain and monitor financial statements and ledgers, treasury borrowing, contract management, claims and losses, and wildlife agreements.

a. Data and documents consisting of procurement-related manuals; billing, budget and accounting request-related reports; analyses; forecasting; and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording procurement, billing, budget, and accounting analyses; studies; reviews; statistics; requests; and information on staff planning, capital projects, purchases and repairs, goods and services, reimbursables, and operating plans having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording rights; analyses; statutory requirements; and financial, contractual, and other enforceable obligations including commitments, payroll, collections, disbursements and trust agreements, and expenditure documentation.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording reports containing substantive projections, historical trends, and analyses having long-term value even after closed, superseded, updated, or replaced. These records also contain contract compliance, revenue and receipts, bond refinancing, depreciation summaries, and repayment to the U. S. Treasury information.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

e. Data and documents recording the establishment and implementation of wildlife agreements, bond financing and refinancing information, and information on depreciation and costs for the major components of BPA's power and transmission infrastructure.

1. Data and documents recording the establishment and implementation of wildlife agreements, summary bond financing and refinancing information used to provide information for new bond issues and answer questions about previous bond issues, and information on depreciation, replacement cost, and Federal Energy Regulatory Commission design and cost information for the major components of the BPA's power and transmission infrastructure.

TEMPORARY: Destroy no sooner than 20 years and no later than 50 years after the records are closed.

2. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, wildlife agreements containing loss assessments, mitigation actions, and the implementation of policies and procedures issued under the authority of the Administrator of BPA for maintaining the environment and complying with environmental laws and regulations. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 20 to 50 years after the records are closed.

10. Property Asset Management Records

Data and documents recording activities and BPA-approved systems that inventory, administer, and report upon real and personal property owned by BPA. Records include information on property, location, rights-of-way, facility names, property assignment and distribution, property status, and property values.

a. Data and documents recording correspondence, inquiries, reports, property inventories, custodial records, operating procedures, project plans, estimates, appraisals, and other supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording activities relating to the policy and management of real and personal property. Documents include, but are not limited to, correspondence, inventories, survey reports, studies, equipment requests, property loans, acquisition of operations and maintenance records, disposal records, property relief certificates, and investigative reports.

> TEMPORARY: Destroy no sooner than 1 year and no later than 7 years after the records are closed.

c. Data and documents recording land policies with other Federal agencies and state and local governments and other non-Federal entities. Documents include case files pertaining to land acquisitions, survey notes, land rights granted others, land usage, outgrants, permits and rights-of-way, original legal conveyance instruments, title policies, legal opinions, appraisals, and other related data. These records also include survey notes, computations, and supporting documents used to create maps.

> TEMPORARY: Destroy no sooner than 12 years and no later than 35 years after the records are closed.

d. Data and documents having significant value used in the creation of maps and transmission line designs and having a long-term business purpose after the records are closed. Records include survey notes and survey control documents, benchmark (BM) lists, point-on-tangent (POT) lists, survey adjustment records, original documents about right-of-way and related survey topics, and legal documents.

> TEMPORARY: Review records annually and destroy no earlier than 25 years and no later than 100 years after the records are closed.

11. Facilities, Equipment, and Vehicles Records

Data and documents recording activities and BPA-approved records systems that track and manage facilities, equipment, and vehicle records. These activities and systems can maintain, track, diagnose, inventory, and report upon facilities, equipment, and vehicles (including aircraft). Activities and systems may include operational logs, usage statistics, facility and equipment management status reports, construction case files, engineering drawings, specifications, lab and problem reports, change requests, and test results.

a. Data and documents consisting of construction-related manuals, engineering standards and practices, research and request-related reports, analyses and design, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording analyses, studies, reviews, comments, and information on the planning, design, and construction support of substations, radio stations, and repeater stations; interties and interconnections; transmission lines; fiber-optics infrastructure; structures and towers; and high-voltage equipment. These records include facilities management, engineering drawings, system planning, lab test reports, geotechnical, right-of-way maintenance, quality control, and related materials having a short-term business purpose for reference or documentation after the records are closed, superseded, updated, or replaced. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents recording the sale of high-voltage substations and high-voltage equipment, construction of fiber optics, energy sales agreements, and inspection reports.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Aerial photographs including negative film cans, contact prints, and digital files recording the design, construction, and maintenance of the transmission infrastructure and other facilities serving the BPA system.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

e. Data and documents recording quality assurance, BPA specifications, and access roads and line crossings.

1. Data and documents recording monitoring and control quality assurance activities including policy program guides and related regulatory requirements. These data and documents include master copies of BPA specifications, roads, bridges, and culverts in the construction support of transmission lines.

TEMPORARY: Destroy no sooner than 20 years and no later than 60 years after the records are closed.

2. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, long-term policies on fiber optics and other equipment and facility technologies and BPA's enterprisewide policies and procedures for equipment and facilities in their role of governing the sale of energy. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 20 to 50 years after the records are closed.

12. Environmental Compliance Records

Data and documents recording activities and BPA-approved records systems that track and facilitate the creation of documentation concerning BPA's compliance with environmental laws and regulations. These activities and systems may facilitate, document, and track BPA environmental planning, analysis, and compliance actions, including NEPA-driven environmental assessments and mitigation, pollution prevention and abatement, hazardous waste management policies and procedures, and fish and wildlife programs.

a. Data and documents recording environmental compliance-related reports, analyses, planning, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording coordination, reference, working materials, and facilitative communications and comments upon environmental assessments, protection, mitigation, and enhancements of facilities, environmental compliance policies, fashion resource requirements, procedures, and other activities having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record plans, policies, or financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy 5 years after the records are closed.

c. Data and documents used to record environmental plans, reviews, analyses, policies, mitigation, projects, wildlife mitigation and rights, interests, disputes, regulatory compliance, or other power and transmission request-related business activities that create rights and obligations that are still enforceable after the records are closed. These include contracts, agreements, billing materials, standards, policies, forecasts, transactions, customer relations records, and associated development files, correspondence, and other records produced by related activities.

> TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

d. Data and documents used to record substantive environmental reviews, assessments, reports, analyses, studies, and aggregations of data concerning compliance with environmental laws, regulations, and policies as they relate to protection, mitigation, and enhancement of wildlife affected by hydroelectric activities; pollution prevention and abatement including hazardous waste management; aquatic nuisance species; and other plans and cooperative agreements used to ensure BPA's environmental compliance or document cooperation with other agencies and organizations having a long-term monitoring, analysis, or business purpose after the records are closed.

> TEMPORARY: Destroy 30 years after the records are closed.

e. Data and documents recording the establishment and implementation of long-term policies and procedures relating BPA's compliance with environmental laws and regulations needing long-term retention because they document significant decisions, policies, and environmental response activities and procedures that may be in effect for many years. These records document environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other related activities having a long-term reference, regulatory, or research and information value long after the records are closed.

1. Data and documents recording environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other activities having long-term reference, regulatory, or research and informational value long after the records are closed.

TEMPORARY: Destroy no sooner than 50 years and no later than 55 years after the records are closed.

2. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document, at the agency level, environmental planning, analyses, compliance actions, mitigation activities, pollution prevention and abatement, hazardous waste management policies and procedures, fish and wildlife programs, and other activities providing information on BPA's effects on the environment, fish, and wildlife. These records document the BPA activities that established a precedent for changing policy, received extensive media coverage, resulted in significant controversy, were the subject of extensive litigation, and/or provided unique and significant information on fish, wildlife, and habitats. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 15 to 30 years after the records are closed.

13. Energy Conservation Records

Data and documents recording activities and BPA-approved record systems that track and manage energy conservation records. These activities and systems can maintain program development, implementation plan, and program management records. These activities and systems may include, but are not limited to, marketing studies, research, evaluations, and strategies general to all or several conservation issues or programs.

a. Data and supporting documents recording the BPA's energy conservation activities that are used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording programs offering financial incentives to utilities and consumers that make generation, transmission, and the end-use of electricity more efficient or that displace electricity with renewable resources. Records also include lost opportunities having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy 3 years after the records are closed.

c. Data and documents recording legal correspondence and background data relating to BPA's conservation programs, and documents related to congressional issues regarding energy conservation and BPA's participation in the National Energy Policy.

1. Data and documents recording legal correspondence and background data relating to BPA's conservation programs, congressional issues regarding energy conservation, and BPA's participation in the National Energy Policy.

TEMPORARY: Destroy when 13 years old.

2. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document agency-level energy conservation resources issues, policies, long-term contracting correspondence, and other records establishing significant agencywide policies and procedures governing the sale and conservation of energy. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 20 years after the records are closed.

14. Safety and Risk Management Records

Data and documents recording activities and BPA-approved records systems that manage, facilitate, track, and report upon safety regulations, policies, standards, and procedures. These data and documents record activities pertaining to inspections, violations, accidents, and incidents resulting in fatalities. Records include data and documents relating to BPA's internal risk management activities (e.g., enterprise risk management, transmission risk management, and transacting and credit risk management).

a. Data and documents recording safety-related regulations, reports, analyses, forecasts, assessments, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording safety-related activities pertaining to employee drug and alcohol test procedures and results, safety and risk management tracking and

accountability, and day-to-day safety operations having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations or commitments.

TEMPORARY: Destroy 3 years after the records are closed.

c. Data and documents recording activities associated with record inspections, appraisals, audits, studies, tests, analyses, reports, recommendations, models, methodologies, activities of safety and risk management committees, and other information maintenance relating to safety and risk management. These records include technical, financial, policy, procedural, and other records produced by safety and risk management activities with enforceable rights and interests after the records are closed.

TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents recording incidents resulting in the death of a Federal employee or contractor performing duties for BPA or the death of a third party that occurs in a BPA vehicle, at a BPA facility, or on a BPA right-of-way.

1. Documentation on the establishment and implementation of enterprisewide policies and procedures pertaining to incidents that result in a fatality as described above.

TEMPORARY: Destroy no sooner than 20 years and no later than 75 years after the records are closed.

2. Records that document specific incidents resulting in the death of a Federal employee or contractor performing duties for BPA or the death of a third party that occurs in a BPA vehicle, at a BPA facility, or on a BPA right-of-way.

TEMPORARY: Destroy no sooner than 75 years after the records are closed.

15. Security Records

Data and documents recording activities and BPA-approved records systems that are used to administer, track, and maintain BPA's physical security activities. Activities include employee badge issuance, tracking, and verification. Systems also maintain and track parking assignments, building and room access control, and security clearances for employees and contractors.

a. Data and documents consisting of security-related manuals, systems documentation, reports, planning, maintenance, reference, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents used to record security-related statistics, tracking and accountability information, facility security information, security surveys and inspections,

routine incidents, studies, analyses, reviews, and information on day-to-day security operations having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 6 years after the records are closed.

c. Data and documents used to record investigation of incidents involving vandalism, theft, explosions, fires, accidents, and other security-related events. These records consist of incident case files with supporting documentation and correspondence, incident statistical reports, crime witness information, and other information documenting exceptional or unique security incidents.

TEMPORARY: Destroy 10 years after the records are closed.

d. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records consist of agency-level program, procedure, and policy guides; operational security manuals; and documents used as guides in administering enterprisewide security programs and achieving established policy goals. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 25 years after the records are superseded, replaced, or no longer applicable.

16. Document Management and Workflow Records

Data and documents recording activities and BPA-approved records systems used to maintain, track, and report upon records retention and disposition; electronic files and document management; document routing; and document analysis. Systems include applications that manage document flow and maintenance for collaboration and workflow including project submission and analysis.

a. Data and documents that track, maintain, report upon, and provide reviews of documents and records. These data and documents are used for reference and information and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the tracking, maintenance, registering, reporting, routing, and reviewing of other documents and records. These data and documents provide evidence of management and administrative controls, mandated reviews and information collection activities, classified document handling, and document management and workflow activities providing useful or required information after the records have been superseded, updated, replaced, or closed.

TEMPORARY: Destroy no sooner that 3 years and no later than 7 years after the related records have been downgraded, transferred, or destroyed.

17. News Releases and Publications Records

Data and documents recording activities and BPA-approved records systems used to document the formal and informal relationships between BPA and outside interests. These activities and systems may authorize, generate, distribute, and store record and nonrecord copies of BPA news releases, publications, and other materials relating to BPA efforts to inform and involve public officials, private individuals, and other external entities.

a. Data and documents recording the formal and informal relationships between BPA and outside interests, including the public and news media. These include records documenting activities to keep the public informed, manage news media contacts, plan and schedule publications, develop style guidelines, and manage publishing and printing processes. These records are used for reference and support information and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the planning, implementation, and management of external relations with the public, the news media, governmental bodies and officials, and local energy councils. Policy, procedures, processes, and systems regarding audiovisual and photographic materials are included, as are audiovisual and photographic materials that have no long-term value beyond the express purpose for which they were created. These data and documents include requests for information that do not reference the Freedom of Information Act or the Privacy Act and BPA's responses; public education and outreach activities; and materials documenting short-term activities and procedures meant to inform and involve the public. These records also document requests submitted to BPA by the public for resources to promote understanding of BPA policies, programs, and issues, including requests for funding, sponsorships, and the creation of working committees. These records document policies, procedures, reports, evaluations, memorandums of agreement or understanding, and correspondence. These data and documents do not include customer files or contracts or document financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 5 years after the records are closed.

c. Data and documents recording activities related to planning, implementation, and evaluation of BPA-sponsored or co-sponsored public conferences or symposia.

TEMPORARY: Destroy 10 years after the records are closed.

d. Data and documents consisting of BPA-numbered publications, records documenting BPA's long-term public involvement efforts, news releases and scripts of media presentations, significant speeches of the agency Administrator and senior officials, and

audiovisual and photographic materials having long-term reference or informational value.

1. Documentation on the establishment and implementation of long-term policies and procedures relating to BPA-numbered publications, news releases and media presentations, significant speeches by the BPA Administrator and senior management staff, and audiovisual/photographic materials of enduring value.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

2. Records designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer. These records document significant aspects of the BPA's public involvement policy, procedures, and activities; official news releases and scripts of media presentations; and speeches of the BPA Administrator and senior agency officials on topics relating to the agency's mission, programs, or activities. These records also include audiovisual and photographic materials that document substantive and mission-related BPA activities. These records document or illustrate activities or topics that are a precedent or basis for agency level policy change, are involved in extensive litigation, or receive widespread media attention. Records also include record copies of BPA-numbered publications produced by or for the agency and made available to the public. These records include one-time reports and studies, policy-making publications, and publications created to educate the public about BPA. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks 20 to 30 years after the records are closed.

18. Digital Maintenance Records

Data and documents recording activities and BPA-approved records systems that monitor, maintain, diagnose, connect, and report upon other digital systems and applications, including telecommunications and messaging. These activities and systems provide such services as security, data verification and validation, software version control, and printing routing and control. These activities and systems may also act as a communications link between two or more other systems.

a. Data and documents recording the administration, maintenance, and allocation of information technology, including service requests, systems access requests and inquiries, assignments, assistance and help requests, systems security-related manuals, systems documentation, routine maintenance, reference, and other supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the oversight, and compliance with, information technology policies, directives, and plans; system configuration, maintenance, administration, security, and planning; and data resource management and data standardization having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy when 3 years old or 1 year after plan, policy, system, or report is superseded, updated, or replaced.

c. Data and documents recording the administration, maintenance, and allocation of information technology resources that document accountability for fiscal, security, regulatory, performance, investigative, or other issues that have continuing research, reference, and accountability value even after closed, superseded, updated, or replaced. These data and documents may document exceptional or unique digital maintenance incidents and initiatives such as Y2K compliance records.

> TEMPORARY: Destroy no sooner than 6 years and no later than 10 years after the records are closed.

d. Data and documents recording systems documentation for permanent electronic systems including data systems specifications, file specifications, code books, record layouts, user guides, and output specifications.

> PERMANENT: Transfer a copy of current systems documentation to NARA when transferring the associated permanent electronic system.

19. Geographic Information Systems (GIS) Records

Data and documents recording activities and BPA-approved records systems used to create and maintain maps and spatial diagrams for a variety of programmatic and administrative purposes including transmission routing, planning studies, fish and wildlife projects, other natural resources-related studies, and power generating resource projects. Systems include systems that facilitate the conversion of existing maps, aerial photographs, and other media for importation into the GIS.

a. Data and documents created during GIS conversion and facilitation by applications and activities used to assist with the creation and conversion of GIS data. (This item does not apply to existing spatial data sources used to create base maps, such as photographs, hard copy maps, aerial photographs, and remotely-sensed imagery.)

> TEMPORARY: Destroy when layers have no further business purpose or once superseded, updated, or replaced.

b. Data layers

> **1.** Data layers created by outside entities such as the U.S. Forest Service, the U.S. Geological Survey, and the Bureau of Land Management that are not significantly altered by BPA.

TEMPORARY: Destroy when layers have no further business purpose or once superseded, updated, or replaced.

2. Data layers and associated metadata uniquely created or significantly altered by BPA. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer permanently valuable records to NARA in 5-year blocks when records are 10 years old in accordance with NARA's current transfer guidance.

20. Computer Assisted Design (CAD) Records

Data and documents in BPA-approved records systems created by computer assisted design applications (CAD) to design, access, store, print, and retrieve design specifications and drawings for BPA equipment, transmission lines, and structures.

a. Data and documents created during CAD activities and used solely to assist with the creation, modification, and conversion of CAD data, designs, and drawings. (This item does not apply to existing sources that were input, traced, or scanned into a CAD system.)

TEMPORARY: Destroy when data and documents have no further business purpose or once superseded, updated, or replaced.

b. Computer Assisted Design Files

1. Application-specific (native) CAD files containing plans and profiles associated with a signed record copy of a drawing stored as hardcopy or stored in an electronic document management system or BPA's electronic records management system.

TEMPORARY: Destroy when plans and profiles have no further business purpose or once superseded, updated, or replaced.

c. Digitally signed drawings in image file format such as PDF or TIFF

1. Drawings that depict equipment, objects, and structures that are not directly and significantly related to the BPA's power generation, power transmission, and mitigation activities or depicting multiple identical objects and structures, such as transmission towers.

TEMPORARY: Destroy 10 years after the equipment, object or structure ceases to exist or is transferred out of BPA custody or destroy when no longer needed, whichever is later.

2. Drawings designated as permanently valuable by the BPA program/project manager in consultation with the BPA Records Officer depicting equipment, objects, and structures that are directly and significantly related to the BPA's power generation, power transmission, and mitigation activities or that depict

new, initial, or one-of-a-kind designs for BPA essential mission-related equipment, objects, and structures. These records have long-term research and informational value after BPA no longer has a business purpose for the records.

PERMANENT: Transfer drawings with appropriate legends and metadata to NARA in 5-year blocks when the records are 20 years old in accordance with NARA's current transfer guidance. Permanent documents with digital signatures must contain a human readable representation of the name(s) associated with the signatures.

d. Legends containing metadata describing the meaning of the various line styles and other aspects and conventions of drawings.

1. Legends associated with temporary drawings as defined in item c(1) above.

TEMPORARY: Destroy when no longer applicable to any drawings or when superseded, updated, or replaced.

2. Legends associated with permanent drawings as defined in item c(2) above.

PERMANENT: Transfer legends with associated drawings to NARA.

21. Web Records

Data and documents recording activities and BPA-approved records systems containing static and dynamically generated Internet and Intranet content and utilities used to maintain Web page content, links, and e-mail addresses and used to monitor and report upon web page access statistics. Systems also include portals that provide access to other recordkeeping systems.

a. Content files such as written, graphical, video, and/or audio representation and the associated automated tools that assist in the design, display, and operation of Web pages including scripts, style sheets, and templates. These data and documents are the access points to agency data bases, document repositories, announcements, and notices and have no further business purpose once superseded, updated, or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording the monitoring, control, and maintenance of Web servers and reporting upon Web content, usage, and technical performance. These records include statistical information on users, load, technical performance, and related records having a short-term business purpose for reference or documentation after the records are closed, superseded, updated, or replaced. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy no sooner than 1 year and no later than 3 years after the records are closed.

c. Data and documents recording the initiation, or transactions during, a Web-based business transaction or delivery of service that provide contextual information for transactions logged or recorded in a data base and that provide the necessary context for financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy no sooner than 6 years and no later than 10 years after the transactional records are closed.

22. Weather and Streamflow Data Systems

Data and documents recording activities and BPA-approved records systems that track, forecast, model, aggregate, and report upon weather and streamflow information. These data and documents support power generation forecasts, load forecasts, BPA-specific weather reporting, and records of decisions. The information is aggregated from National Oceanic and Atmospheric Administration weather station data, National Climatic Data Center historic data, U.S. Geological Survey streamflow data sets, and BPA stations and gages and is used to provide daily operations and seasonal planning information.

a. Data and documents recording weather and streamflow-related reports, analyses, forecasts, models, and supporting records used for reference and information having no further business purpose once superseded, updated, or replaced.

> TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording weather and streamflow-related reports, analyses, forecasts, models, and supporting records having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record or document financial, contractual, or other enforceable obligations and commitments.

> TEMPORARY: Destroy no sooner than 3 years and no later than 5 years after the records are closed.

c. Data and documents used to record weather and streamflow-related reports, analyses, forecasts, and models that document rights, interests, disputes, regulatory compliance, or other power and transmission request-related business activities that create rights and obligations that are still enforceable after the records are closed. These records include contracts, agreements, standards, policies, forecasts, records of decisions for rates and supply, correspondence, and other records produced by related activities.

> TEMPORARY: Destroy no sooner than 7 years and no later than 10 years after the records are closed.

d. Data and documents used to record substantive reports, analyses, studies, and aggregations of data concerning weather, streamflow, snowpack, and related phenomena having a long-term forecasting, analysis, or business purpose after the records are closed.

TEMPORARY: Destroy no sooner than 10 years and no later than 20 years after the records are closed.

23. Reference Records

Data and documents recording activities and BPA-approved records systems that track and manage staff directories; mailing and distribution lists; library holdings and access information; dictionaries of terms, acronyms, and abbreviations; and other reference information maintained or collected by the BPA.

a. Data and documents recording requests for the production and maintenance of BPA mailing and distribution lists, staff directories and phone listings, and similar activities. These materials are used for reference and information and have no further business purpose once superseded, updated or replaced.

TEMPORARY: Destroy when superseded, updated, replaced, or no longer applicable.

b. Data and documents recording reference activities and tools such as media clippings and articles pertaining to the BPA; dictionaries of terms, acronyms, and abbreviations specific to and/or used by the BPA; and other reference information maintained or collected by the BPA. Also included are data and documents relating to the BPA library such as inventories, catalogs, and finding aids having a short-term business purpose for reference or documentation after the records are closed. These data and documents do not record financial, contractual, or other enforceable obligations and commitments.

TEMPORARY: Destroy 2 years after the records are closed.

24. GRS. Record Covered by NARA's General Records Schedule

Data and documents recording activities and BPA-approved records systems covered by NARA's General Records Schedules, see http://www.archives.gov/records-mgmt/ardor/records-schedules.html.