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CLASS CODE	DESCRIPTION	RETENTION
ADMS	**BOR Accessibility Data Management System** Automated records management system for tracking compliance with the American's with Disabilities Act (ADA) and other handicap program management accountability records. Supports Reclamation's Civil Rights Program, Handicap Accessibility Program, the Commissioner's 10-year plan, the Government Performance and Results Act (GPRA) Plan and other business processes by providing mandated compliance and audit reports for budget review, deferred maintenance, and facilities management activities.	
	INPUTS – Inventories and evaluations features, facilities, or structures owned, operated, or maintained by Reclamation or its partners.	**TEMPORARY –** Delete when data have been entered and verified in master file, or when no longer needed to reconstruct back up or master files.
	MASTER FILES – Facility and program measurements, accessibility deficiencies, and action plans for 1994 to the present.	**TEMPORARY –** Delete non-current files and data when ADMS is migrated to new software, or sooner if files are superseded, obsolete, or no longer required for current business needs.
	OUTPUTS – Compliance status reports, action plans for addressing deficiencies: and cost estimates for budget planning.	**TEMPORARY –** Delete reports 2 years after compliance actions or audit is completed or superseded.
	BACKUP TAPES – Quarterly, monthly, weekly, or daily.	**TEMPORARY –** Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. [GRS 24, 4(a)(1)]
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: N1-115-08-2

CLASS CODE	DESCRIPTION	RETENTION
CDW	**Corporate Data Warehouse** The CDW provides a single source of financial, budgetary, and human resource data for other management information system applications throughout Reclamation. In addition, the CDW is a data source for other Reclamation enterprise applications. When the Federal Budget and Management System (FBMS) becomes operational, CDW will retain historical Reclamation Federal Financial System (FFS) records, and continue its role as a consolidated data repository and data service application.	
	INPUTS – Downloads of external Federal Financial System (FFS) and Federal Personnel and Payroll System (FPPS) data.	**TEMPORARY –** Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. [GRS 20, 2c]
	MASTER FILES – FPPS and FFS financial data that is not modified by Reclamation in any way.	**TEMPORARY –** Delete when no longer needed for administrative, legal, audit, or other operational purposes, or when data reaches 10 years old, whichever is later.
	OUTPUTS – Reports are generated by pulling data from accessible tables. CDW output reports are generated by individual users and retained under other records series.	**TEMPORARY –** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. [GRS 20, 4]
	SYSTEM DOCUMENTATION – User manuals, system feature specifications, data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the CDW system.	**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, 11(1)]
	BACKUP TAPES – Electronic copy of the master files retained in case these files become damaged or inadvertently erased.	**TEMPORARY –** Delete when the identical records have been captured in a subsequent backup file. [GRS 20, 8a]
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: N1-115-08-5

CLASS CODE	DESCRIPTION	RETENTION
CVODSS	**Central Valley Operations Decision Support System** The Central Valley Operations Decision Support System is a data management system for water and power operations data of the nation's largest water project, the Central Valley Project in California. CVODSS supports the Department of the Interior (DOI) Resource Use mission area, "*Manage natural resources to promote responsible use and sustain a dynamic economy*", and the following mission goals: 1) *Deliver water consistent with applicable State and Federal law, in an environmentally responsible and cost-efficient manner*; 2) *Manage or influence resource use to enhance public benefit, responsible development, and economic value – Hydropower*. In addition, CVODSS supports the Expanded E-Government element of the President's Management Agenda by providing Central Valley Project water and power operations information for citizens, federal, state, and local government agencies. The Central Valley Operations Decision Support System is comprised of two applications: a) the Central Valley Operations Scheduling System (CVOSS) and b) Historical Archive and Reports Database Management System (HAR).	
	INPUTS – Data is input from a variety of sources: <u>Raw data</u> is automatically transferred from a supervisory control and data acquisition (SCADA) system collecting real-time data from sensors, transducers, meters, gauges and equipment embedded in Bureau of Reclamation water and power facilities (e.g., dams, powerplants, pumping plants, canals, etc.), and remote telemetry stations installed at reservoirs, major river basins, and the San Francisco Bay/Sacramento-San Joaquin Delta. Data automatically calculated from the raw data (e.g., total inflows and outflows, hourly and daily averages, daily and monthly totals, and daily high, low, and mean values). Manual data entry to the system is performed by Central Valley Project operators and technical staff. Data files automatically transferred from other federal agency systems.	

CLASS CODE	DESCRIPTION	RETENTION
	a. Electronic data entered during update process.	**TEMPORARY –** For manually entered data delete when data has been entered into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later. Real-time data are automatically over written as the instrumentation data is updated. [GRS 20, item 2b]
	b. Real-time data received from other Government agency systems.	**TEMPORARY –** Delete when data has been imported into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later. [GRS 20, 2c]
	MASTER FILES – Master files consist of data documenting water operations of Central Valley Project facilities, power operations of Mid-Pacific Region facilities, and modeling project hydraulic and power system characteristics. a. Central Valley Project water and power operations data for the period October 1943 to the present. The relational database contains reservoir levels, inflows, storages, releases, evaporation and precipitation, river flows and stages, water quality readings, canal flows, pumping quantities, hydroelectric power production statistics, power system performance metrics, SCADA system performance metrics, calculates total inflows and outflows, hourly and daily averages, daily and monthly totals, and daily high, low and mean values. The data is used by Reclamation to plan reservoir releases and water supply allocation, support resource modeling, prepare compliance reports to maintain water permits, monitor power program performance, and record performance statistics for a major supervisory control and data acquisition system.	**PERMANENT –** Transfer a copy of the master files to NARA during the first quarter of the new calendar year on a 3-year basis in accordance with NARA transfer guidance in effect at the time of transfer. [GRS 20, 3.1; previously scheduled under N1-115-94-8, item PRJ 23.00] Migrate Master Files to new technology and software for as long as Reclamation operates the Central Valley Project.

CLASS CODE	DESCRIPTION	RETENTION
	b. Electronic logbook of Central Valley Project control center operations from November 2003 to the present. **Controlled Unclassified Information** – Relational database tables contain information manually entered by control operators and hydro-system controllers to log operations and maintenance activities, operational events, or unusual incidents at dams, power plants, pumping plants, and associated facilities. The data is used by Reclamation to prepare technical reports.	**TEMPORARY** – Retain in agency for the life of the asset or for as long as Reclamation operates the Central Valley Project. (GRS 20, b(4); previously scheduled under N1-115-94-8, item PRJ 20.00) Migrate to new technology and software as required.
	c. Central Valley Project hydropower generation long-term and short-term forecasting models. Relational database of Central Valley Project hydraulic and power system operating constraints, hourly unit generation and reserves schedules, proprietary optimization and simulation tools for long-term resource planning and short-term generation scheduling.	**TEMPORARY** – Delete model data when the proprietary Central Valley Project power system model is retired in FY 2009. Generation schedule data will be retained for 30 years.
	OUTPUTS – Reports generated from data stored in the system. CVODSS does not electronically store reports. Reports are output in multiple formats for official use. a. Paper reports attached to official correspondence or retained in binders for staff technical reference purposes. b. Portable Document Format (pdf) file that is attached to official e-mail transmittals or automatically transferred to the Reclamation public web server for Internet access.	 **PERMANENT** – Use IMH—PRJ-2.00, (N1-115-07-2) **PERMANENT** – Transfer a copy of the PDF files to NARA during the first quarter of the new calendar year on a 3-year basis in accordance with NARA transfer guidance in effect at the time of transfer. (GRS 20, 3.1; previously scheduled under N1-115-94-8, item PRJ 13.10) (Delete automatically transferred PDF files data upon completion of electronic transfer to server for posting on public web page.)

CLASS CODE	DESCRIPTION	RETENTION
	c. Standard Hydrometeorological Exchange Format (SHEF) file for automated transmission to other federal, state, and local agencies.	**TEMPORARY –** Delete automatically transmitted SHEF file data upon completion of electronic transmission to other agencies.
	d. Forecasts generated from short-term and long-term resource optimization and simulation runs.	**TEMPORARY –** Delete data from modeling runs when output is no longer needed or the proprietary Central Valley Project power system model is retired.
	SYSTEM DOCUMENTATION – a. Central Valley Project water and power operations database dictionary, layout, and Standard Hydrometeorological Exchange Format (SHEF) code definitions. Technical references (e.g., system user guides, technical manuals, system procedures, and vendor technical references and user guides for commercial-off-the-shelf products used in the system).	**PERMANENT –** Transfer to National Archives with permanent records to which the documentation relates, Master Files (a) and Outputs (b), in accordance with NARA transfer guidance in effect at the time of transfer. [GRS 20, 11a(2)]
	b. System plans relating to lifecycle management. System management plans, e.g., capital asset plans and business case, operational analysis, acquisition plans.	**TEMPORARY –** Destroy or delete at the end of the system lifecycle. [GRS 20, 11a(1)]
	c. System plans relating to security. **Controlled Unclassified Information** – Security related plans, e.g., security assessments, risk management, configuration management, contingency plans, IT security plan.	**TEMPORARY –** Destroy/delete 1 year after system is superseded or at the end of the system lifecycle. [GRS 24, 5]
	BACKUP TAPES – Updates of the technology components of the CVODSS are planned and performed by the Central Valley Operations Office to support business requirements and agency performance goals. An automated backup/recovery system is installed to electronically backup system software and databases according to annual schedules.	

CLASS CODE	DESCRIPTION	RETENTION
	a. Daily incremental backup tapes store all essential production and development system files that were created or altered since the preceding backup. Incremental backup tapes are not removed from the backup device, allowing system files to be recovered from the end of any day for the previous month.	**TEMPORARY –** Recycle daily incremental backup tapes after 60 days. [GRS 20, 8b]
	b. Weekly full backup tapes store the entire production system. The on-site full backup tapes allow files to be recovered from the end of any week for five weeks. Full backup tapes are cloned and stored off-site.	**TEMPORARY –** Recycle weekly full backup tapes after 5 weeks. [GRS 20, 8b]
	c. Monthly full backup tapes store the entire production system. Monthly full backup tapes are stored off-site and allow the recovery of system files from the end of any month for the lifetime of CVODSS.	**PERMANENT –** Monthly full backup tapes will not be recycled. These tapes will be retained in agency at the relocation site for the entire life-cycle of the CVODSS. [GRS 20, 8a]
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-08-11

ETAS	**BOR Electronic Time and Attendance System**	
	E-TAS is a web-based time and attendance system providing automated employee data entry to record daily time, flexitime and leave information into the individuals payroll file. The system includes employee information, and time and attendance data including pay codes, account structures, pay tracking and coding information, and leave information. Source data for E-TAS includes Federal Personal and Payroll System (FPPS) data, Federal Financial System (FFS) data, and employee time, attendance, and leave information (either paper or electronic based). Employee personnel information is imported from FPPS. Reclamation employees enter individual T&A and Leave information and the file is interfaced through FPPS which performs any edits and processes the payroll information for funds disbursement. Note: The DOI-National Business Center (NBC) is the responsible agency for non-current payroll files.	
	INPUTS – Time and attendance records upon which leave input data is based.	**TEMPORARY –** Destroy when 6 years old or after GAO audit, whichever is sooner. (GRS 2, item 7.)
	MASTER FILES – The system contains employee data, time and attendance data that includes pay codes, account structures, pay tracking/coding information and leave information.	**TEMPORARY –** Delete or destroy in agency 7 years after closure of the pay year in which generated or when GAO audit occurs, whichever is sooner. Supersedes GRS 2, items 7 and 8.
	OUTPUTS – Time and attendance records and payroll files and outputs to work management systems.	**TEMPORARY –** Delete or destroy 6 years after closure of the pay year in which generated or when no longer required for current administrative, legal, audit, or business purposes. (Use N1-115-94-02, code FIN-13.00)

	SYSTEM DOCUMENTATION – Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the E-TAS master files (item 2 above).	**TEMPORARY –** Delete or destroy upon successful migration to a new system; 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, item 11a(1)]
	BACKUP TAPES – Files identical to E-TAS Master File records (item 2 above) required for full system restoration.	**TEMPORARY –** Delete or destroy when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, item 8b]
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-09-2

CLASS CODE	DESCRIPTION	RETENTION
FIRM	**BOR Foundation Information for Real Property Management** FIRM is used to maintain an inventory of various types of Reclamation's Project lands and land rights including acquired, withdrawn, easements and mineral rights. FIRM also provides data for Department of the Interior mandated reporting; Public Law 97-258 (Payment in Lieu of Taxes); and for the General Services Administration Federal Real Property Profile annual report. Data and information in FIRM is provided by Regional Lands and Realty staff. The data and information is obtained from various types of land documents such as Secretarial withdrawal orders, deeds, or other title records maintained in Reclamation's region and area offices, or at local county government offices.	
	INPUTS – Source data derived from land transaction documents, such as withdrawal orders, deeds, or other title documents used to create, update, or modify records in the master file. These source records have been previously scheduled by NARA - approved retention schedules. Non-electronic documents or forms used solely to create, update or modify the master files.	**DISPOSITION –** Use NARA approved retention schedules in the Information Management Handbook Vol. Ii – Land Operations / Realty for specific temporary or permanent records.
	MASTER FILES – Land transaction data used as a source of accountability and verification to prepare various mandated reports. FIRM data is used for tracking entitlement acreage at the State and County level for Payment in Lieu of Taxes as required by P. L. 97-258 and for entry into the Federal Real Property Profile system.	**TEMPORARY –** Delete data 5 years after property transfer, sale, or release from Government ownership, or when revised and no longer required for administrative, legal, audit, or operational purposes, whichever is later.

CLASS CODE	DESCRIPTION	RETENTION
	OUTPUTS – User defined reports and other information, either printed or in downloaded electronic form, for quarterly summary reports, annual reports, monthly financial transaction data files, and ad hoc reports. Reports are used to determine property accountability, inventory, and budgets to support other financial management decisions. Annual reports such as the Federal Real Property Profile report are created in whatever format is requested and paper copies of the transmittal memo summarizing the data are retained.	**DISPOSITION –** Use NARA approved retention schedules in the Information Management Handbook Vol. II – Land Operations / Realty for specific temporary or permanent records.
	SYSTEM DOCUMENTATION – Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the FIRM master files.	**TEMPORARY –** Delete or destroy upon successful migration to a new system or when the system is no longer needed for administrative, legal, audit, or operational purposes, whichever is later [GRS 20, item 11(1)]
	BACKUP FILES – Backups for the FIRM system.	**TEMPORARY –** Delete/destroy when replaced by a subsequent backup file. (GRS 20, item 8b).
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-09-4

CLASS CODE	DESCRIPTION	RETENTION
GIS	**BOR - GEOSPATIAL INFORMATION SYSTEM** Reclamation-wide system that ensures the integrity, confidentiality, and availability of reclamation's geospatial information assets. The system acquires, processes, manages, stores, and preserves geospatial data and imagery. The data is used by Reclamation for most projects and programs. BORGIS makes the most commonly used geospatial data themes (State and County boundaries, highways and roads, rivers and streams, terrains, and aerial imagery) readily available in usable forms for a variety of Reclamation programs. BORGIS also provides geospatial information services that directly support Reclamation's operations and business processes.	
	INPUTS – Data developed by Reclamation staff in region and area offices, data and map information acquired from other Federal agencies (USGS and USDA), and data acquired from other cooperators (Nature Serve, et al).	**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 and 2c]
	MASTER FILES – Copies of geospatial data and imagery layers, created and maintained by outside entities, and downloaded for Bureau mapping and other geospatial applications and uses. Unique Bureau data includes location data for boundaries, Reclamation sites and lands, etc.	**TEMPORARY –** Migrate in agency as necessary and delete when data are no longer needed for operational purposes.
	OUTPUTS – Extracted data that supports: geospatial analysis, geospatial data storage and retrieval, Internet map services, spatial statistics, satellite and remote sensing airborne data, global positioning data, data visualization, and cartographic map products.	**TEMPORARY –** Delete in agency when data are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, item 5)
	BACKUP TAPES – Quarterly, monthly, weekly, or daily.	**TEMPORARY –** Delete when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, item 8b]
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-08-8

CLASS CODE	DESCRIPTION	RETENTION
HMIS	**Hydrological and Meteorological (HydroMet) Information System** 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.	

	INPUTS –
	    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 4 hours of the time that data were observed) through a satellite downlink.
	
	    b. Data received from the USGS, NOAA, Reclamation, and Corps of Engineers via automated file transfer.
		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]
		
		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]

CLASS CODE	DESCRIPTION	RETENTION
	MASTER FILES – 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.	**TEMPORARY –** Retain in agency and migrate to new hardware/software as necessary. Delete when no longer required for operational purposes.
	OUTPUTS – Includes hydrological and meteorological output reports. These reports provide selected daily data for the last 5 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]
	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)]
	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]
	Security Code: None Vital Record: Yes	NARA Disposal Authority: N1-115-08-10

CLASS CODE	DESCRIPTION	RETENTION
MPS	**BOR MOVEABLE PROPERTY SYSTEM** MPS provides an automated capability for managing system controlled government owned, or leased assets (other than real property. The MPS includes inventory recording; property tracking; financial maintenance of individual costs and current values; and, performance of depreciation and replacement calculation for capitalized property. MPS supports Reclamation's business responsibility to inventory system controlled personal property, and additional financial responsibility to account for capitalized personal property. Reclamation is required to perform the above functions as dictated in the Federal Management Regulation and the Federal Property Management regulation (FPMR). The records of property in MPS are constantly manipulated, corrected, updated, transferred, dropped, reinstated, loaned, returned, and upgraded. The Property Control Number (PCN) is the primary unit.	
	INPUTS –. Information is manually entered into MPS including acquisition or transfer documents such as: Purchase Orders, Receiving Reports, and Property Vouchers.	**TEMPORARY –** Apply previously approved schedules in IMH that cover these types of documents. [GRS 20, item 2a(3)]
	MASTER FILES – MPS data is composed of all defining, logistic, ownership, and financial details about the system controlled property items described in the schedule introduction. The qualification of property for inclusion in MPS is determined by agency set thresholds and other factors such as accountability and capitalization. MPS transfers financial transactions monthly to the DOI-National Business Center for processing in the Federal Financial System.	**TEMPORARY –** Delete or destroy in agency 3 years after property disposal, transfer, or when no longer in Government service, whichever is later. Supersedes GRS 4, item 2

CLASS CODE	DESCRIPTION	RETENTION
	OUTPUTS – Monthly financial transaction data files and reports. Printed or electronic user defined reports or other information such as quarterly summary reports, annual reports, monthly financial transaction data files, and ad hoc reports. These reports are used to determine property accountability, inventory, budgets, depreciation, working capital fund information, replacement needs, replacement funding information, and to support other financial management decisions.	**DISPOSITION –** Use the disposition mandated in the IMH, Vol. II for the specific temporary records series in the Property Management (PRM) chapter.
	SYSTEM DOCUMENTATION – Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, systems operation manuals, and final reports relating to the master files.	**TEMPORARY –** Delete or destroy upon successful migration to a new system or when the system is no longer needed for administrative, legal, audit, or operational purposes, whichever is later [GRS 20, item 11(1)]
	BACKUP TAPES – Files identical to records authorized for disposal in a NARA-approved records schedule.	**TEMPORARY –** Use the normal NetBackup protocol and schedules for MPS backups as provided by the Unix/DG System Administrator. Deletion/destruction is allowed when the identical records have been deleted; when replaced by a subsequent backup file. [GRS 20, item 8b]
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: N1-115-09-3
PABS	**BOR Program and Budget System** PABS is an automated tool for Budget Formulation and tracking that provides for programming and budgeting Reclamation's appropriated projects and activities in a standard format. It is used by the Commissioner's Office to control the official Program and Financing documents which present those projects and activities to Congress, OMB, and the Department. The system allows Reclamation offices to build, maintain, and monitor budget records for the agency's projects/activities from multiple perspectives. These are: Macro-level, Mid-level, and Micro-level. The Macro-level contains data from the Commissioner's Office perspective. The Mid-level contains data from the regional and/or area office perspective. The Micro-level contains data from individual organizational or operating office perspective.	

CLASS CODE	DESCRIPTION	RETENTION
	INPUTS – Data are input directly by budget personnel throughout Reclamation via a centralized multi-functional driver program through a menu-pick option. a. Non-electronic documents or forms designed and used solely to create, update or modify the records in the master file and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule. b. Electronic records created by the Bureau and entered into the system during an update process, and not required for audit and legal purposes.	**TEMPORARY –** Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the electronic record. [GRS 20, item 2a(4)] **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.]
	MASTER FILES – Electronic information which allows Reclamation offices to create, monitor, and maintain budget information and data of the agency's projects, programs, and activities from multiple sources such as the Commissioner's Office, Regional Offices, and local Area or program offices; including related metadata and indexes.	**TEMPORARY –** Delete or destroy in agency 6 years after fiscal year closure of project or program activity, or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. Supersedes GRS 5 Items 2 and 3.
	OUTPUTS – Hard-copy reports and flat sequential files generated or printed. Electronic files consisting solely of records extracted from the PABS master file.	**TEMPORARY –** Delete when no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive annotations that is not included in the electronic version. [GRS 20, item 16]

CLASS CODE	DESCRIPTION	RETENTION
	SYSTEM DOCUMENTATION – Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the PABS master files (item 2 above).	**TEMPORARY –** Destroy upon successful migration of the records and data to new technology and software or when no longer required for legal or operational purposes. [GRS 20, item 11a(1)]
	BACKUP TAPES – Files identical to PABS Master File records (item 2 above) required for full system restoration.	**TEMPORARY –** Delete or destroy when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, item 8b]
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-09-1
PROPC	**PROPOSAL AND PERFORMANCE CONTRACT MANAGEMENT SYSTEM** This system automates the business practices and workflow processes of the Bureau of Reclamation Research and Development Office, Science and Technology (S&T) program. The PropC system allows for the electronic submission (through direct data entry) of research proposals and online review of those same proposals. After a proposal is submitted, it is subject to three distinct reviews. The first review is the relevancy review which evaluates the relevancy of the proposal to reclamation's core mission and S&T program goals and is conducted by Reclamation subject matter experts in Regional and Area Offices as well as the Office of Policy Services. The next phase of the review process is done by technical experts both inside and outside of Reclamation. The Research Director's Office and Regional Research Coordinators also conduct a program review for relevancy and technical merit to determine if the proposal meets S&T program goals, steering team priorities, administration priorities, affordability, and checks past progress and performance of the investigators that results in the final funding decision. Funding decisions are then transferred to a financial screen, which automates the processes for establishing accounts by sending e-mails to Finance and to the submitters, notifying them of funding data. This portion of the system is not a financial management application, but simply automates the Research and Development Office funding processes.	

ELECTRONIC SYSTEMS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION
	INPUTS – Data provided by requestors for proposed research projects	**TEMPORARY –** Delete when research project is concluded.
	MASTER FILES – Research proposal and project data, proposal and project funding information, proposal relevancy, technical and program review scores and comments.	**TEMPORARY –** Delete or destroy one year after migration to new system and verification that transfer data is accurate.
	OUTPUTS – Research project proposal reports.	**TEMPORARY –** Delete when the Research and Development Program Office determines that they are no longer needed for administrative, legal, audit, or other operational purposes. [GRS 20, item 4]
	SYSTEM DOCUMENTATION – Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the master files.	**TEMPORARY –** Destroy or delete upon successful migration to new system or when the system is no longer needed for administrative, legal, audit, or other operational purposes, which ever is later. [GRS 20, item 11(1)]
	BACKUP TAPES – Files identical to records described for disposal under Outputs. Backups are performed, daily, weekly and monthly and stored offsite.	**TEMPORARY –** Delete when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, item 8b]
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-08-6

CLASS CODE	DESCRIPTION	RETENTION
REDS	**Reclamation Electronic Document System** REDS is a records management system that captures and stores electronic engineering drawings in addition to metadata on physical records and their indexes. The system is divided into REDS Drawings and REDS Records. REDS Drawings operates as a full content work flow while the Records segment operates as an indexing system for paper based records. REDS has the capacity to be a full content management Electronic Records Management (ERM) system and a Physical Records Management system. The REDS Records indexing system contains migrated data from a previous electronic database implemented in 1989.	

	INPUTS –
	Electronic records created in the document management component of REDS, including office application files (word processing, electronic mail messages, spreadsheets, databases, presentations, etc.), as well as engineering drawing files that are input through the AutoCAD document management component, printed, and scanned into REDS. Indexing information is manually entered by users.
	
	    a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in the master file and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule.
	
	    b. Electronic records, except as noted in item 1a, entered into the system during an <u>update</u> process, and not required for audit and legal purposes.
		
		TEMPORARY –
		Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later. [GRS 20, 2a(4)]
		
		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 back-up to, a master file or database, whichever is later. [GRS 20, 1b]

CLASS CODE	DESCRIPTION	RETENTION
	MASTER FILES – Electronic records captured and stored in the electronic repository of REDS, including related metadata and indexes.	**Disposition:** Reference the Bureau of Reclamation's Information Management Handbook (IMH) of NARA approved retention schedules for specific temporary or permanent record series.
	a. Metadata and indexes for permanent (non-electronic) records, and metadata and electronic record versions of permanent record series.	**PERMANENT –** Transfer permanent records and system documentation to NARA at the end of calendar year every 3 years in accordance with NARA transfer guidance in effect at the time of the transfer.
	b. Metadata and indexes for temporary electronic and non-electronic records.	**TEMPORARY –** Delete or destroy with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. [GRS 20, 9]
	c. Electronic record versions of temporary record series.	**TEMPORARY –** Delete after expiration of the retention period specified in the GRS or the IMH.
	OUTPUTS – Printed or downloaded (electronic) user defined reports, indexes, drawings, lists, or other miscellaneous data. Paper copies of records (including drawings). Also user defined reports, indexes, folder lists, and folder labels.	**TEMPORARY –** Dispose of in accordance with Information Management Handbook instructions. **Disposition.** Use the disposition mandated in the Information Management Handbook, Volume II for the specific temporary or permanent record series.

CLASS CODE	DESCRIPTION	RETENTION
	DOCUMENTATION – a. Documentation relating to electronic records that are scheduled for permanent retention in the GRS or the IMH. Includes technical documentation adequate to identify, service and interpret **permanent** electronic records, such as data system specifications, data element descriptions, data dictionaries, code books, record layouts, user guides, output specifications, and similar documentation necessary for servicing and interpreting the system-generated records.	**PERMANENT –** Transfer to the National Archives with the permanent records to which the documentation relates in Master Files (a). [GRS 20, 11a(2)]
	b. Documentation relating to electronic records that are scheduled for destruction in the GRS or the IMH.	**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)]
	BACKUP TAPES – Electronic copy, considered by the Bureau to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased. Includes incremental and full backups. a. Files identical to records scheduled for transfer to the National Archives.	**TEMPORARY –** Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied. [GRS 20, 8a]
	b. Files identical to records authorized for disposal in the GRS or IMH.	**TEMPORARY –** Delete when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, 8b]
	Security Code: None Vital Record: Yes	NARA Disposal Authority: N1-115-08-4

CLASS CODE	DESCRIPTION	RETENTION
SCADA	**Supervisory Control and Data Acquisition Systems** The Bureau of Reclamation IT System portfolio includes 14 SCADA systems. These systems collect real time data used to operate and maintain water storage, water conveyance, and hydroelectric power production at facilities in 17 western states. Real-time data is acquired from instrumentation, sensors, and equipment control interfaces that monitor river basin gauging stations, dams, canals, power plants, switchyards, pumping plants, control centers, and associated supporting facilities. The data and information collected supports mission-related program goals such as Safety of Dams; flood control; water delivery for irrigation, municipal, and industrial use; hydropower generation; and environmental mitigation.	
	INPUTS – SCADA systems receive real time data from a variety of automated instrumentation that monitors conditions ranging from milliseconds to hours. This data is captured, analyzed, and over-written as required by preset system parameters. Additional data may be manually entered by facility operators to control processes and functional outputs such as water flow, water releases, power generation, equipment operation, and in response to facility alarms.	**TEMPORARY –**
	a. Real-time data received from automated instrumentation	Automatically deleted when new data is collected, updated, and previous data is over written. [GRS 20, item 2b]
	b. Manual data entered by facility operator	Delete when data has been entered into master files and verified, or when no longer required to support master file reconstruction or serve as backup, which ever is later [GRS 20, item 2b]
	c. Real-time data transmitted from other Government agency systems.	Delete when data has been entered into master files and verified, or when no longer required to support master file reconstruction or serve as backup, which ever is later. [GRS 20, 2c]

CLASS CODE	DESCRIPTION	RETENTION
	MASTER FILES – SCADA systems vary in size ranging from 50,000 data points for the largest power plant to a few hundred for a water conveyance system. The real-time data provides current status or reservoirs, rivers, canals, dams, and hydropower production. This data may also be used to monitor hydrometeorological conditions, water quality, and the operating state of equipment in water and power facilities. Each SCADA system maintains its real-time data to operate its assigned facilities.	**TEMPORARY –** Delete when data is over written, or has become obsolete or superseded or when processed and converted to an output. Migrate current data to new software systems as necessary for continued use.
	OUTPUTS – System outputs may consist of summarized daily, weekly, or monthly reports of operations, system analysis, or conditions including logs of alarms and events, and system logs. Outputs may include transmission of real-time data to other Government systems and agencies.	**TEMPORARY –** Convert to record format as defined in the Information Management Handbook. Delete when no longer needed for administrative, legal, audit, or other operational purposes. [GRS 20, item 4]
	SYSTEM DOCUMENTATION – SCADA system documentation consists of both technical reference such as user guides, tech manuals, and system procedures, and system plans, including security, contingency, risk management, and configuration management.	**TEMPORARY –** Migrate to new system as necessary. 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, item 11a(1)]

	BACKUP TAPES –
	    a. Periodic backups of key data and information are performed by each SCADA system as determined by the criticality of the data collection and use, and level of system automation.
	
	    b. Historic backup data required to replicate conditions existing at time of incident or event.
		TEMPORARY – Delete when the identical data and information have been deleted, or when replaced by a subsequent backup file. [GRS 20, item 8b]
		
		Delete when no longer needed for administrative, legal, audit, forensic or other operational purposes.

	Security Code: None Vital Record: Yes	NARA Disposal Authority: N1-115-08-9

CLASS CODE	DESCRIPTION	RETENTION
SSIS	**BOR - Security and Safety Information System** Composed of two independent systems that support Reclamation's Dam Safety Office: Data Acquisition and Management System (DAMS) and Safety of Dams Information Systems (SODIS), both of which support Reclamation's dam safety program. The purpose of DAMS is to collect and display data from dam sites in a timely and convenient manner. DAMS provides the engineering and management services necessary to store and disseminate instrumentation data, assuring reliable operation of water storage facilities and early identification of any developing anomalous conditions. The purpose of SODIS is to assist the Dam Safety Office, the Technical Service Center (TSC), and Regional personnel in developing and tracking Safety of Dams (SOD) and Operations and Maintenance (O&M) recommendations, decisions, analysis and other dam-related technical data. It is used to store and process the following types of information: SOD Recommendations; O&M Recommendations; dam related contacts; dam safety documents including but not limited to: Comprehensive Facility Reviews; Periodic Facility Reviews; Examination Reports; Annual Status Reports; Decision documents; Flood analysis; Geotechnical analysis; Dam statistical data; Field test data, Examination schedules; and Information required for Government Performance and Results Act (GPRA) goals. The system is also used to collect information related to Reclamation's inventory of dams.	
	INPUTS – Dam safety-related technical reports, comprehensive, periodic, annual facility reviews, issue evaluations, decision documents, electronic mail, examination reports, field and instrumentation data, and user-provided input.	**TEMPORARY –** Dispose of inputs using the appropriate items found elsewhere in the Information Management Handbook. For other input data used solely to update the master file, delete when data has been entered into the master file and verified.

CLASS CODE	DESCRIPTION	RETENTION
	MASTER FILES – Consists of data related to the Reclamation Dam Safety Program including dam safety documents and data, dam inventory data, statistical and engineering data, and examination related information including schedules and recommendations.	**TEMPORARY –** Delete superseded or obsolete data during system migration or when revised data is input.
	OUTPUTS – Reoccurring Dam Safety Program reports and revised technical data.	**TEMPORARY –** Destroy or delete when data has been converted into report format and filed using code PRJ-13.00 of the Information Management Handbook. (N1-115-94-8)
	BACKUP TAPES – Electronic copies considered by the agency to be Federal records, of the master copies of electronic records or files and retained in case the master file or database is damaged or inadvertently erased. Includes incremental and full backups.	**TEMPORARY –** Delete when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, 8b]
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-08-7

CLASS CODE	DESCRIPTION	RETENTION
TSCESS	**Technical Service Center Engineering Support System** TSCESS is an IT portfolio investment providing specialized engineering and scientific support to the Reclamation Technical Service Center (TSC). The TSC provides Reclamation with reimbursable services necessary for managing, protecting, and developing water and related resources. The business need that TSCESS fulfills is to provide the technology support required in conducting scientific data collection, engineering analyses, technical reviews, and other specialized applications required for TSC to deliver products to its clients. TSCESS includes specialized components for dynamic structural modeling, earthquake hazards analysis, geophysical and geologic site characterization, electrical analysis, GIS, water resources management, scientific visualization, and other technical analyses. These applications are specifically tailored to address Reclamation's infrastructure inventory. TSCESS also includes associated technology support for security activities, technology upgrades, maintenance and repairs, software development, supplies, and replacement equipment. TSCESS consists of four technology support components. They are (1) TSCESS/SEISMIC; (2) TSCESS/TSCWRS; (3) TSCESSI HRTSGAT SCADA; and (4) TSCESS/CIVIL.	

CLASS CODE	DESCRIPTION	RETENTION
	(1) TSCESS/SEISMIC: The Seismotectonics and Geophysics (SEISMIC) subsystem collects earthquake and engineering geology data needed for technical, scientific, and engineering analyses. The system monitors induced earthquakes from deep-well injection of salt brine at Reclamation's Paradox Valley, Colorado desalinization plant (Colorado River Salinity Control Project) to determine optimal injection rates and avoid damage to project facilities or nearby communities. For dam safety, the system monitors strong ground shaking from local earthquakes at Reclamation dams, and issues seismic alert messages to Reclamation personnel. Seismic data is exchanged in real-time with cooperating agencies, including the Geological Survey and universities operating seismic monitoring networks (e.g., the Universities of Utah, Washington, and Nevada). In addition to data collection, the SEISMIC system is used to perform specialized analyses including fault rupture modeling, seismic tomography, geophysical well-logging, seismic wave propagation, seiche-wave modeling, non-linear soil response, seismic risk assessment, geologic mapping, GIs, and scientific visualization.	
	INPUTS – Seismic monitoring data, engineering, geologic and geophysical data. a. Non-electronic documents used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules. b. Electronic records used to create or update the master file.	**TEMPORARY** – Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)] **TEMPORARY** – Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)] **NOTE:** Use the approved retention schedules in the Information Management Handbook, Volume II for the specific records series.

CLASS CODE	DESCRIPTION	RETENTION
	MASTER FILES – Contains raw seismic data; technical, scientific, and engineering analysis preliminary data; and work products.	**TEMPORARY –** Maintain in system until no longer needed for technical, scientific, and engineering analyses.
	OUTPUTS – Preliminary data and work products such as draft reports, and technical and engineering analyses.	<u>**Disposition.**</u> Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series in which the outputs are filed.
	(2) TSCESS/TSCWRS: The Technical Service Center Water Resources Services (TSCWRS) subsystem provides specialized analyses for Water Resources Services Division employees and customers. Physical data, both spatial and time series, are processed through water resource planning tool models and Geographic Information System (GIS) applications to provide comprehensive information to Reclamation's regional and field offices, other Federal, State and local agencies, and water and irrigation districts.	
	INPUTS – a. Non-electronic documents or forms used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules. b. Electronic records used to create or update the master file.	**TEMPORARY –** Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)] **TEMPORARY –** Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)] <u>**NOTE:**</u> Use approved retention schedules in the Information Management Handbook Vol. II for the specific records series.
	MASTER FILES – Spatial and time-series physical data on water resources.	**TEMPORARY –** Maintain in system until no longer needed for specialized water resource planning analyses.

CLASS CODE	DESCRIPTION	RETENTION
	OUTPUTS – Water resource planning analysis products derived from the system and distributed to Reclamation's regional and field offices, other Federal, State and local agencies,	**Disposition**. Use the approved retention schedules in the Information Management Handbook, Volume II for the specific records series to which the outputs are filed.
	(3) TSCESSI HRTSGAT SCADA: The Hydroelectric Research and Technical Services Group Automation Team SCADA (HRTSGAT SCADA) subsystem is used for software development for SCADA systems used to operate Reclamation facilities.	**Disposition.** Use the approved retention schedules in the Information Management Handbook, Volume II for the specific records series.
	INPUTS – a. Non-electronic documents or forms used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules. b. Electronic records used to create or update the master file.	**TEMPORARY** – Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)] **TEMPORARY** – Delete when no longer needed.
	MASTER FILES – Software development files	**Disposition.** Use the approved retention schedules in the Information Management Handbook, Volume II for the specific records series to which the outputs are filed.
	OUTPUTS –	**Disposition.** Use the approved retention schedules in the Information Management Handbook, Volume II for the specific records series to which the outputs are filed.
	(4) TSCESS/CIVIL: The Civil Engineering (CIVIL) subsystem is used to perform technical and engineering analyses essential to carrying out Reclamation's mission, including structural stability analyses of concrete dams, intake towers, and spillway piers. These analyses assess structural stability under normal operating conditions as well as under potential emergency conditions such as floods and earthquakes. Such analyses are needed to determine the safety and stability of Reclamation's dams, and to determine whether adequate protection is provided to the downstream public. process finite element computations.	

CLASS CODE	DESCRIPTION	RETENTION
	INPUTS – a. Non-electronic documents or forms used to create, update, or modify the records in the master file and previously scheduled under NARA-approved schedules. b. Electronic records used to create or update the master file.	**Disposition.** Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series. **TEMPORARY** – Delete after information has been transferred to the master file and verified. [GRS 20, 2a(4)]
	MASTER FILES – Engineering data	**TEMPORARY** – Delete when no longer needed.
	OUTPUTS	**Disposition.** Use the approved retention schedules in the Information Management Handbook Vol. II for the specific records series to which the outputs are filed.
	SYSTEM DOCUMENTATION – Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the subsystem master files of the TSCESS system.	**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)]
	BACKUPS OF FILES – Electronic copies of the master copies of electronic records (described above) and retained in case the master file or database is damaged or inadvertently erased.	**TEMPORARY** – Delete when the identical records have been deleted, or when replaced by a subsequent backup file. [GRS 20, 8b]
	Security Code: None Vital Record: Yes	NARA Disposal Authority: N1-115-08-3

CLASS CODE	DESCRIPTION	RETENTION
TSCMIS	**Technical Service Center Management Information System** TSCMIS supports Technical Service Center's financial billing process and project management. TSCMIS provides automated support to TSC engineering organization business processes and activities that relate to reimbursable engineering and analytical services for its clientele.	
	INPUTS – Time and attendance, account structure, employee information, and budget and schedule information. Some of the data is derived from the following systems: Time and Attendance System (TAAS); Corporate Data Warehouse (CDW). In real time, TSC employees also input budget and schedule information.	**TEMPORARY –** Delete when data have been entered into the master file and verified.
	MASTER FILES – Financial data, billing rates, resource usage, tasks, and project management data from 1996 to the present. Also includes service agreement data including staff hours, hourly rates, project titles, staff resources, schedules etc.	**TEMPORARY –** Delete when data have been entered into the master file and verified.
	OUTPUTS – Billable rate files summarized by organization code and account structure that brings in revenue to the TSC. Accrual file created to aid the Finance Division in meeting its goals of monthly and quarterly accrual accounting.	**TEMPORARY –** Reports are generated by pulling data from accessible tables. TSCMIS output reports are generated by individual users and retained under other records series.
	SYSTEM DOCUMENTATION – Certification and accreditation documents, user manual, and system feature specifications.	**TEMPORARY –** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. [GRS 20, 11(a)]

ELECTRONIC SYSTEMS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION

	BACKUP TAPES –
	Quarterly, monthly, weekly, and daily backups.
	
	    a. Incremental backups
	
	    b. Full backups.
		TEMPORARY –
		
		Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 24, 4(a)(1)]
		
		Destroy or delete when second back up is verified as successful or when no longer needed for system restoration, whichever is later. [GRS 24, 4(a)(2)]

	SUPPORTING DOCUMENTATION – E-mail messages and other communications between clients and the TSC regarding approvals, service agreement changes, etc.	**TEMPORARY.** Retain 10 years from project closure and destroy.
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-08-1

CLASS CODE	DESCRIPTION	RETENTION
WMIS	**BOR - Water Management Information System** BORWMIS is a portfolio of decision-making tools used in the acquisition, processing, and long-term storage of water data in the Western United States and additional border and territorial sites. The system provides automated hydrological modeling support for advanced planning and decision-making related to issues of water supplies, storage, diversion, allocation, and usage associated with Reclamation projects. The system is also used to provide comprehensive operational support and analytical information management to Reclamation's partners, stakeholders, and other Federal, State, and Local agencies regarding their water resource management activities.	
	INPUTS – Data is input from a variety of sources: Raw data is automatically transferred from a supervisory control and data acquisition (SCADA) system collecting real-time data from sensors, transducers, meters, gauges and equipment embedded in Bureau of Reclamation water and power facilities (e.g., dams, powerplants, pumping plants, canals, etc.), and remote telemetry stations installed at reservoirs and in major river basins. Data automatically calculated from the raw data (e.g., total inflows and outflows, hourly and daily averages, daily and monthly totals, and daily high, low, and mean values). Manual data entry to the system is performed by users based on requirements. Data files automatically transferred from other federal, State, and local agency systems. a. Electronic data entered during update process.	**TEMPORARY** – For manually entered data, delete when data has been entered into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later. Real-time data are automatically over written as the instrumentation data is updated. [GRS 20, item 2b]

CLASS CODE	DESCRIPTION	RETENTION
	b. Real-time data received from other Government agency systems.	**TEMPORARY –** Delete when data has been imported into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later. [GRS 20, 2c]
	MASTER FILES – Day to day scheduling of reservoir operations. Physical processes (e.g., stream flow, bank storage, and solute transport), stream flow hydrographs, climate observations, water supply, water quality, and a broad range of resource management data.	**TEMPORARY –** Retain in agency and migrate to new hardware/software for as long as data is required to support Mission-related activities.
	OUTPUTS – Reports are generated by pulling data from accessible tables. BORWMIS output reports are generated by individual users and retained under other records series. Reports provide comprehensive, essential management, operational support and analytical information to Reclamation's regional and area offices, as well as other federal, state and local agencies and water and irrigation districts. Some select data output from the modeling activities can be made available depending on the nature of the study. Meteorological and stream flow data are, in some cases, public domain.	**TEMPORARY –** Convert to record format as defined in the Information Management Handbook. Delete when no longer needed for administrative, legal, audit or other operational purposes. [GRS 20, 3b]
	SYSTEM DOCUMENTATION – Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, final reports (regardless of medium) relating to BORWMIS master files, and other related electronic records.	**TEMPORARY –** Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. [GRS 20, 11a(1)]
	BACKUP TAPES – Quarterly, monthly, weekly, and daily backups. a. Incremental backups nightly.	**TEMPORARY –** Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. [GRS 20, 8b]

CLASS CODE	DESCRIPTION	RETENTION
	b. Full system (level 0) on a weekly and biweekly backup basis.	**TEMPORARY –** Destroy or delete when second back up is verified as successful or when no longer needed for system restoration, administrative, legal, or audit purposes whichever is later. [GRS 20, 8b]
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-08-12

CLASS CODE	DESCRIPTION	RETENTION
WORKS	**BOR - Water Operations and Record-Keeping System** The Bureau of Reclamation Water Operations and Record-Keeping System (BOR-WORKS) provides automated means of updating and tracking water delivery charge, and payment data for the Central Valley Project water contractors. BOR-WORKS supports the Department of the Interior (DOI) Resource Use mission area, "*Manage natural resources to promote responsible use and sustain a dynamic economy*", and the mission goal to "*Deliver water consistent with applicable State and Federal law, in an environmentally responsible and cost-efficient manner*." In addition, BOR-WORKS supports the Budget Performance Integration, Expanded E-Government, Financial Performance, and Human Capital elements of the President's Management Agenda.	

	INPUTS –
	Data is input from a variety of sources:
	
	BOR-WORKS contains data related to water contracts including contract #, name, program, water rates, surcharges and assessments. Raw Data received from water user authorities and water district reports is manually entered into BOR-WORKS on a monthly basis. (BOR-WORKS will receive payment data from the Federal Financial System beginning Fall, 2009.)
	
	    a. Water user authority and water district reports in non-electronic format.
	
	    b. Water contract data, rates, and payment data transferred from an official source.
		
		TEMPORARY –
		Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support system reconstruction, or serve as backup. [GRS 20, item 2(a)(4)]
		
		TEMPORARY –
		Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction, or serve as backup. [GRS 20, item 2b]

CLASS CODE	DESCRIPTION	RETENTION
	c. Manual input of data regarding water deliveries, transfers, or exchange of related data from water contractors.	**TEMPORARY –** Delete when data have been entered into the master file or database and verified, or at the end of the contract year, or upon termination of contract. [GRS 20, item 2b]
	MASTER FILES – Master files consist of data documenting water contractor delivery, charge, and payment data from January 2001 to the present, and historical data from the prior system ('705') covering 1981-2001. a. Historical water delivery and charge data from 1981 to 2001 captured in the electronic repository, including related metadata and indexes. This data is used by Reclamation to track repayment of the Central Valley Project by water contractors and used for rate-setting purposes as a means of calculating future water rates and distributing costs.	**PERMANENT –** Transfer permanent records and system documentation to NARA (at the end of calendar year) every 3 years in accordance with NARA transfer guidance in effect at the time of transfer. [GRS 20, 3.1; IMH FIN-6.20] Retain data in current system and migrate to new technology and software for as long as Reclamation operates the Central Valley Project.
	b. Water delivery and charge data from 2001 to present and captured in the electronic repository, including related metadata and indexes. This data is used by Reclamation to track repayment of the Central Valley Project by water contractors and used for rate-setting purposes as a means of calculating future water rates and distributing costs	**PERMANENT –** Transfer permanent records and system documentation to NARA (at the end of calendar year) every 3 years in accordance with NARA transfer guidance in effect at the time of transfer. [GRS 20, 3.1; IMH FIN-6.20] Retain data in current system and migrate to new technology and software for as long as Reclamation operates the Central Valley Project.

CLASS CODE	DESCRIPTION	RETENTION
	OUTPUTS – BOR-WORKS does not electronically store reports. Reports and statements are output in multiple formats for official use and include primarily contract financial reporting documentation. a. Portable Document Format (pdf) files that include charge (obligations) and/or payment documentation for water users' project construction, operations and maintenance costs. b. Conversion files from BOR-WORKS to Federal Financial System for recordation of water revenue and charges.	 **PERMANENT** – Transfer a copy of the pdf files to NARA (during the first quarter of the new calendar year) on a 3-year basis in accordance with NARA transfer guidance in effect at the time of transfer. [GRS 20, 3.1; IMH FIN-6.20] **TEMPORARY** – Destroy or delete when no longer required for conversion or update.
	SYSTEM DOCUMENTATION – BOR-WORKS documentation consists of technical references (e.g., system user guides, technical manuals, system procedures, and vendor technical references and user guides for commercial-off-the-shelf products used in the system). Also, system plans relating to lifecycle management. System management plans, e.g., capital asset plans and business case, operational analysis, acquisition plans. a. Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule. b. Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule. c. System plans relating to security plans, e.g., security assessments, risk management, configuration management, contingency plans, IT security plan. d. Entity Relationship Diagram.	 **PERMANENT** – Transfer to National Archives with permanent records to which the documentation relates as in Master Files (a) and Outputs (b) in accordance with NARA transfer guidance in effect at the time of transfer. [GRS 20, 11a(2)] **TEMPORARY** – Destroy or delete at the end of the system lifecycle. [GRS 20, 11a(1)] **TEMPORARY** – Destroy/delete 1 year after system is superseded or at the end of the system lifecycle. [GRS 24, 5] **TEMPORARY** – Destroy when system is updated.

CLASS CODE	DESCRIPTION	RETENTION
	BACKUP TAPES – Updates of the technology components of BOR-WORKS are planned and performed by the Mid-Pacific Regional Office to support business requirements and agency performance goals. An automated backup/recovery system is installed to electronically backup system software and databases according to schedules. a. Daily incremental backup tapes store all essential production and development system files that were created or altered since the preceding backup. Incremental backup tapes are not removed from the backup device, allowing system files to be recovered from the end of any day for the previous month. b. Weekly full backup tapes store the entire production system. The on-site full backup tapes allow files to be recovered from the end of any week for five weeks. Full backup tapes are cloned and stored off-site. c. Monthly full backup tapes store the entire production system. Monthly full backup tapes are stored off-site and allow the recovery of system files back 120 days.	 **TEMPORARY –** Recycle daily incremental backup tapes after14 days. [GRS 20, items 8a and 8b] **TEMPORARY –** Recycle weekly full backup tapes after 4 weeks. [GRS 20, items 8a and 8b] **TEMPORARY –** Monthly full back up tapes will be stored for 120 days, minimally, before recycling or destruction. [GRS 20, items 8a and 8b]
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-09-1