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Good morning,

For your awareness, WAPA's Records and Information Management Program recently submitted 10 new records schedules covering all of our key functional areas to the National Archives and Records Administration (NARA). These new records schedules will help WAPA streamline our approach to records management in order to handle the scale of electronic information we create.

Record schedules describe how long federal records must be maintained and what happens to them at the end of their lifecycle. Federal records document an organization's mission, functions, decisions and activities to protect the legal and financial rights of the organization and the public.

We wanted to let you know that as part of this process to update our records schedules, NARA has published the first in a series of [Federal Register notices](#) allowing for public review and comment regarding our draft records schedules. Comments are due on August 6. Additional *Federal Register* notices and public comment deadlines will be published in a rolling manner over the next several weeks. At this time, there are no changes to how WAPA stores records and for how long. Changes will only occur once the records schedules are approved after the public comment periods.

NARA is managing all aspects of this process so any comments should be submitted to NARA for their adjudication, not to your normal WAPA points of contact.

To comment on the draft WAPA records schedules, submit comments to NARA following the steps outlined on [this page on regulations.gov](#). For questions about WAPA's Records and Information Management Program, please email records@wapa.gov.

Once approved by the Archivist of the United States and NARA, the record schedules will provide WAPA a modern framework to continue our responsible stewardship of the federal records we manage. The updated record schedules will not significantly affect how WAPA works with you.

Thank you for your continued support.

Office of Public Affairs

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