

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB

N1-95-87-16

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

DATE RECEIVED

5-21-87

1. FROM (Agency or establishment)

US Department of Agriculture

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Forest Service

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

Watershed and Air Management Staff

DATE ARCHIVIST OF THE UNITED STATES

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE EXT.

235-2539

*4/29/87*  
*Clarence J. ...*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE C. SIGNATURE OF AGENCY REPRESENTATIVE D. TITLE

*11/17/83*

Mary H. Davis

*Mary H. Davis*

Records Management Officer

ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
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Watershed records are generally scheduled under N1-95-83-8.

Item #1 2510-3 NFS Watershed Case files was titled Resource Data under job number N1-95-83-8, Item #31. The Watershed Staff has changed the title and is also requesting permanent status to replace the contingency disposition.

In 1983 these files were incorporated into the filing system but scheduled as internal agency records, similar to working papers. The Watershed Staff would like the retention period reconsidered since the histories developed on these land/water formations are unique.

The Watershed case files contain specific reports, recommendations, analyses, data, and relevant information about the hydrologic process that are needed to analyze the watersheds. The files are gradually built up by periodically gleaning other files within the 2500 series. All Watershed Regional staffs maintain resource data on specific watersheds they want to track; as well as outside agencies, such as the Bureau of Land Management.

*Copies sent to agency NCF, RMT, DMW, TMA 12/15/89*

For instance, flood and damage surveys maintained under 2520-8 are a collection of analyses and reports that reflect only short-term consequences and have limited long-term value for the Staff. But the survey and analyses reports within a specific watershed are vital records because they document how particular watersheds are stressed from natural disasters and floods. These files, over time, provide the basis for more efficient management prescriptions and long-term monitoring of the National Forests' watersheds. Often, the effects will need to be tracked over periods of many decades to be meaningful.

Each watershed on National Forest System land is assigned a unique number. This accounting code is linked to an interagency system set up by the Water Resource Council for tracking and aggregating information.

Items 2 and 3 are new file designations in the 2500 series which are established as a result of recent changes in the 2500 Watershed directives system.

This schedule also provides for Service-wide authority for units to microfilm for the purposes of replacing original paper records. At the beginning of the series, a statement will appear that reads as follows:

If desired, a microform record may be made to replace the original paper records in this series. If temporary records are microfilmed, see section 45.22. If records designated as permanent in this series are microfilmed, transfer the paper records to NARA in accordance with the approved disposition once the microfilm is verified. Retain the microfilm copies in agency. Destroy when no longer needed for administrative use.

Items #4-7 are records verifying the legality of water rights and were uncheduled during the NARA moratorium of 1980.

- 1 2510-3 NFS Watershed Case files (Includes case files on selected watersheds which document the watershed condition, water resource history, past events that influence current watershed conditions; provides a data base for support services, soil and water inventories, and assigning watershed priorities. The documentation may include correspondence, water resource and soil inventories, hydrologic analyses, flood and damage surveys, improvement evaluations, burn area reports, and other documentation that characterizes the condition and history of the watershed. Establish case files according to the NFS coding system. See FSM 2513.)

NOTE: Screen all folders in the 2500 series for significant correspondence and documentation that will be included in the watershed case files.

Supervisor's Office or Ranger District: Permanent.

(1) Paper records: Reproduce case file material every 10 years or when 1 cubic foot is accumulated. Transfer to NARA once reproductions have been verified for completeness and accuracy. (2) Microform: Retain in office. Destroy when superseded.

- 2     **2520-1 Watershed Condition Assessment** (Includes general correspondence related to guidelines, procedures, criteria and standards for classifying watershed conditions.)

All Offices: Destroy records when 5 years old.

- 3     **2520-8 Natural Disaster and Flood Damage Surveys** (Case files containing survey and analyses reports on land under stressful conditions resulting from disasters and floods, including damage estimates, photos, copies of request for funding and correspondence.)

NOTE: Screen 2520-8 folders for documents deemed necessary for the NFS Watershed case files (2510-3). Retention for 2520-8 applies to documents that do not become part of the NFS watershed case file.

All Offices: Destroy records when 5 years old.

- 4     **2540-1 Water Rights of the United States** (Case files documenting water rights use covering various adjudicated rights, reserved rights, and so forth. File includes, but is not limited to, original permits, licenses, court decrees, proof of shares held in irrigation companies, and other records verifying water rights. File also contains the background and working papers.)

All Offices: Do not send to FRC. Retain records in office and destroy records when no longer needed for administrative use or reference.

- 5     **2540-1-2 Denials or Cancellations**

All Offices: Destroy closed cases involving denials or cancellations of applications (see FSH 2509.17) one year after closure.

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**2540-2 Water Uses, Rights and Requirements** (Includes inventory data files on water uses, water requirements and water rights which are needed for the planning and implementation of programs on National Forest Systems lands. Each Region and many forests have their own computer file. Outputs are selected data in the form of basic statistical or summary reports.)

Washington Office (FCCC): Copy the data base onto magnetic tape per instructions in 36 CFR 1228.188 and transfer to NARA with the accompanying documentation every 5 years beginning in 1990.

Regional Offices or Supervisors' Offices: Computer Tapes: Make a copy every fifth cycle of the Master File and store at the disaster site.

All Offices: Printouts: Retain in office. Destroy when no longer needed.

NOTE: This is an national system developed by the Forest Service as a tool in managing its water rights activities. The purpose of the system is to provide uniform data files for recording and storing information on water uses, water requirements and water rights which are needed for planning and implementation of programs on National Forest System lands. Primary users are Forest Service land management and water resources development planners, hydrologists, water-quality management specialists, and water-rights specialists. Data in the system include location, description, status and amounts regarding current water uses, future water requirements, and water rights on the National Forest System. This data will be used in making land management decisions, securing needed water rights, preparing legal reviews for litigative and legislative purposes, and in project planning and design.

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**2540-2-1 Water Uses of Others** (Case files documenting disputes between Forest Service and private or non-federal users of water on, or affecting, National Forest lands. The file contains an application, protest letter to the State agency, and other records related to the dispute.)

All Offices: Destroy records one year after case file is closed.