

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 14 1975	JOB NO NC - 114-75-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SEP 23 1975 Date ACTING	<i>James E. O'Neill</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
USDA, Soil Conservation Service
2. MAJOR SUBDIVISION
Administrative Services Division
3. MINOR SUBDIVISION
Records & Communications Management Branch
4. NAME OF PERSON WITH WHOM TO CONFER
James S. Bonar
5. TEL. EXT.
447-3907
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 15 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

FEB 11 1975 *Fritz P. Gruber Acting*
(Date) (Signature of Agency Representative)

Agency Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Watershed records of the Soil Conservation Service (RG114) described herewith are classed Program Records on pages 13 and 14 of the "Retention Plan for the Records of the Soil Conservation Service;" NARS Job No. NN-471-1.</p> <p>The attachment request disposal authority for the records created in the primary filing subject WATERSHEDS.</p> <p>Records designated "Permanent" will be offered to the National Archives for archival preservation Watershed project case file records listed as permanent will be offered to the Archives Branch of the designated GSA region for archival preservation <i>15 years after date of transfer to Federal records center.</i></p> <p><i>in 10-yr increments, when records become ten years old.</i></p> <p align="right"><i>2/29/75</i></p>		
Attachment	Watershed Records Guides		
Attachment	Retention Plan NN-471-1 for records of the Soil Conservation Service: file designations of WATERSHED program records deserving permanent preservation.		
<i>Copy to Agency & All Centers 9-29-75</i>			<i>99 items</i>

RECORDS GUIDE
WATERSHEDS

Definition: The records in this category cover the policy, procedures, instructions, and information pertaining to the carrying out of responsibilities under PL 566, Flood Prevention and Pilot Watershed programs.

W - Washington office
T - Technical Service Center
S - State office
A - Area office
F - Field office,
project office,
PMC, etc.
P - Permanent records

	File Code	Folder Label Position	Retention Period (Yrs)				
			W	T	S	A	F
WATERSHEDS General records pertaining to the overall Watershed Protection program in this folder. Use recurring subjects as needed for general records.	* (WS) (0)	Left	P	5	5	5	3
<u>Recurring subjects:</u> The following recurring subjects may be used, as needed, for overall Watershed material. (See definition of recurring subjects and how to use them in the "Instructions for Use of Records Guide.") These recurring subjects may also be used with secondary subjects PL 566, FP and PILOT.							
Authorization and Directives	WS-1	Left, Center	2	5	5	5	3 3
Committees and Panels	WS-2	Left, Center	3	5	5	5	3 3
Meetings and Conferences	* WS-3	Left, Center	4	P	5	5	3 3
Opinion and Decisions	* WS-4	Left, Center	6	P	5	5	3 3
(Code for case files)	WS-5						
Outside Relations	* WS-6	Left, Center	6	P	5	5	3 3
Reports	* WS-7	Left, Center	7	P	5	5	3 3
Review and Inspections	WS-8	Left, Center	8	10	5	5	3 3

* See Retention Plan NN-471-1 (pp. 9, 13, 14) file designations of WATERSHED records deserving permanent preservation and the level at which records are to be selected for retention.
This records control schedule also designates additional records for

MD 9/22/75

RECORDS GUIDE
WATERSHEDS

	File Code	Folder Label Position	Retention Period (Yrs)				
			W	T	S	A	F
<u>Secondary Subjects:</u> PL 566, FP, PILOT Watershed Protection (PL 566); Flood Prevention (FP); or Watershed Protection (PILOT). Records pertaining to specific phases of these secondary subjects will be filed in accordance with the instructions given below.							
Normally secondary subjects are given numbers for assistance in classifying and filing material. However, in the case of a secondary under WATERSHEDS there are only three: PL 566; Flood Prevention and Pilot. They will be referred to by name, i.e., PL 566, FP and PILOT. Tertiary subjects are numbered under each of the three unnumbered secondary subjects.							
Watershed Protection (PL 566)	WS-PL 566	Center					
Flood Prevention (FP)	WS-FP	Center					
Watershed Protection (PILOT)	WS-PILOT	Center					
<u>General Disposition:</u> Technical Material			5	5	5	5	3
Duplicate Material			1	1	1	1	1
Correspondence regarding reports, arrangements for meetings and other similar general material			1	1	1	1	1
<u>WATERSHEDS - PL 566 - General</u>	X WS-PL 566-(0)	Center		5	5	5	3
Policy, procedures, instructions and information pertaining to the carrying out of responsibilities assigned to the Soil Conservation Service under the Watershed Protection and Flood Prevention Act (Public Law 566, as amended).							
Normally case files are described immediately following the approved secondary subjects. However, in the case of Watershed Protection (PL 566) case files it is important that all folders be kept together for each work plan. For this reason, case files are shown under "PROJECT CASE FILES" immediately following the description of PL 566 tertiary subjects. The numbers given case files correspond to the related subjects.		WS-PL 566-_-5					

9
P
5/15/75

RECORDS GUIDE
WATERSHEDS

	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
<u>General Records:</u> Description of records of tertiary subjects. Includes all records not included in case files.								
Applications	WS-PL 566-11	Right	10	5	5	5	3	3
General records pertaining to applications, their validity, format, contents, required signatures, approvals or disapprovals, amendments, coverage in two or more states, etc.								
Approvals	WS-PL 566-12	Right	11	5	5	5	3	3
General records pertaining to approvals and authorizations, such as approvals for operations, approval for first starts, copies of miscellaneous authorizations and agreements between local organizations to facilitate the installation of works covered by work plan.								
Assistance	WS-PL 566-13	Right	12	5	5	5	3	3
Criteria for providing assistance under the authority of the Act and related authorities; required land treatment; sizes and types of watersheds; multiple objectives of watershed projects; limitations on bringing new land into production; land acquisition; fish and wildlife, pollution abatement, and related benefits; project scheduling; priority of assistance; assistance on federal and non-federal land; requirements to be met by local organizations, states and federal agencies, and responsibilities of each; etc.								
Basic Data	WS-PL 566-14	Right	13	5	5	5	3	3
Covers general records pertaining to government, Department of Agriculture and Soil Conservation Service policy and procedures covering the collection and use of basic data; utilization of existing data in hands of other federal agencies; types of basic data needed; requests for approval of initiating special studies; responsibilities for carrying out special studies; participation of other federal agencies in special studies; etc.								

RECORDS GUIDE
WATERSHEDS

	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Benefit-Cost	WS-PL 566-15	Right	14	5	5	5	3	3
Covers general material pertaining to Benefit-Cost ratios; intangible benefits; measures requiring monetary evaluation and those that do not; procedures to be used in making benefit-cost determinations; benefits within and outside the watershed; costs of planning services, technical assistance, etc.; benefits evaluated and not evaluated in monetary terms; definitions of various costs, primary and community benefits; classification of benefits from structural measures; definitions of beneficiaries from structural improvements.								
Comments	WS-PL 566-16	Right	15	5	5	5	3	3
General records pertaining to comments made by interested federal and state agencies in connection with review of work plans.								
Cost Estimates	WS-PL 566-17	Right	16	5	5	5	3	3
General records pertaining to field cost estimates of works of improvement scheduled on Table 1, including modifications or changes.								
Cost Sharing	WS-PL 566-18	Right	17	5	5	5	3	3
Covers general records pertaining to the sharing of costs of installing any works of improvement; criteria used; definitions; consideration of land treatment costs and sharing; treatment of cost for structural measures; calculations of cost sharing; adjustment of costs; cost-sharing requirements; etc.								
Fund Management	WS-PL 566-19	Right	18	5	5	5	3	3
Increases and decreases to project allocations based on installation progress and the availability of funds.								
Land Treatment	WS-PL 566-20	Right	19	5	5	5	3	3
General records pertaining to land use and treatment needs.								
Maintenance	WS-PL 566-21	Right	20	5	5	5	3	3
General records regarding the provisions for operation and maintenance included in and a part of the work plan.								

RECORDS GUIDE
WATERSHEDS

	<u>File Code</u>	<u>Folder Label Position</u>	<u>Retention Period (Yrs)</u>					
			<u>W</u>	<u>T</u>	<u>S</u>	<u>A</u>	<u>F</u>	
Maps and Photographs	WS-PL 566-22	Right	21	5	5	5	3	3
General records pertaining to maps and photographs, such as site ownership maps; retarding and other structure sites; problem locations; critical areas; storm reports; etc.								
Preliminary Investigations	WS-PL 566-23	Right	22	5	5	5	3	3
General records regarding Preliminary Investigations report and data used to determine project feasibility and to provide other information that may be used in the development of the Work Outline.								
Structural Measures	WS-PL 566-24	Right	23	5	5	5	3	3
General records pertaining to floodwater retarding structures; grade stabilization and control; channel improvement, etc.								
Work Outline	WS-PL 566-25	Right	24	5	5	5	3	3
General records pertaining to Work Outlines and data used in their development.								
Work Plan	WS-PL 566-26	Right	25	5	5	5	3	3
General records pertaining to the work plan, content, such as the schedule of operations, estimated cost, proposed cost-sharing arrangements, economic justification, other information to support the project, minimum requirements; work plan surveys and investigations; review of work plan; contributions by non-sponsors, approvals of work plans; revisions of work plans; technical planning and procedures; including sample work plans; etc.								

PROJECT CASE FILES:

Records of each WS-PL 566 project are case filed according to the subjects listed below. Identify each folder with the project's full name, the file subject and code. Folder labels preprinted as Form SCS-65 are prescribed. (Exhibit 842.6) They require only the typing of the project name on one label and adding PL 566 to the code of the subject label.

The states listed below are designated as the archival record copy office for the identified (PL 566) project. They will identify records (case files) and offer them to the archival section of the FRC in which they are located when files become inactive for administrative purposes (see ASH-833).

Descriptions below for Project Case Files elaborate on the descriptions for tertiary subjects beginning on page 3.

* State	PL 566 Project	GSA Region
Massachusetts	Washington Mountain Brook	1
New York	Ischua Creek	2
Pennsylvania	Marsh Creek	3
Mississippi	West Hatchie	4
Indiana	Little Raccoon Creek	5
Nebraska	Buckley Creek	6
Oklahoma	Four-mile Creek	7
North Dakota	Boundary Creek	8
California	Escondido Creek	9
Washington	Locke	10

General

Set up a project case file for general material, if any, which does not fit in the tertiary subject case files listed below.

Application

Records pertaining to the application of the specific project. Correspondence indicating approval or disapproval of applications; amendments to application. Includes filed examination report, when made, and pertinent correspondence.

Approval

Assistance

Authorities under which assistance is provided; type, extent and limitations of assistance.

File Code	Folder Label Position	Retention Period (Yrs)				
		W	T	S	A	F
WS-PL 566-0-5 Center	26	*	*	*	*	*
WS-PL 566-11-5 Right	27	*	*	*	*	*
WS-PL 566-12-5 Right	28	*	*	*	*	*
WS-PL 566-13-5 Right	29	*	*	*	*	*

*Project case file records are retained in offices creating records and involved in watershed projects as long as the records (plan, site, installation period, etc.) are active. See disposition instructions on page 8 for details.

RECORDS GUIDE
WATERSHEDS

	<u>File Code</u>	<u>Folder Label Position</u>	<u>Retention Period (Yrs)</u>																			
			<u>W</u>	<u>T</u>	<u>S</u>	<u>A</u>	<u>F</u>															
Basic Data	WS-PL 566-14-5	Right	30	*	*	*	*	*														
<p>Arrange Basic Data records, in the categories shown below, by watershed or sub-watershed. File records covering data developed by site, by categories shown below, fully identified, including category and site number. These records may be placed in file folders or bound in books with paper fasteners.</p> <table border="0"> <tr> <td><u>Drainage</u></td> <td><u>Hydrology</u></td> </tr> <tr> <td><u>Economics</u></td> <td><u>Irrigation</u></td> </tr> <tr> <td><u>Engineering</u></td> <td><u>Sedimentation</u></td> </tr> <tr> <td><u>Forestry</u></td> <td><u>Soil Condition and Land Use</u>, including range</td> </tr> <tr> <td><u>Environment</u></td> <td>condition and cover</td> </tr> <tr> <td><u>Geology</u></td> <td><u>Valley Sections</u></td> </tr> <tr> <td><u>Hydraulics</u></td> <td></td> </tr> </table>									<u>Drainage</u>	<u>Hydrology</u>	<u>Economics</u>	<u>Irrigation</u>	<u>Engineering</u>	<u>Sedimentation</u>	<u>Forestry</u>	<u>Soil Condition and Land Use</u> , including range	<u>Environment</u>	condition and cover	<u>Geology</u>	<u>Valley Sections</u>	<u>Hydraulics</u>	
<u>Drainage</u>	<u>Hydrology</u>																					
<u>Economics</u>	<u>Irrigation</u>																					
<u>Engineering</u>	<u>Sedimentation</u>																					
<u>Forestry</u>	<u>Soil Condition and Land Use</u> , including range																					
<u>Environment</u>	condition and cover																					
<u>Geology</u>	<u>Valley Sections</u>																					
<u>Hydraulics</u>																						
Benefit-Cost	WS-PL 566-15-5	Right	31	*	*	*	*	*														
<p>Benefit-Cost determinations, including data supporting various Table in Work Plan that reflect Benefit-Cost; etc.</p>																						
Comments	WS-PL 566-16-5	Right	32	*	*	*	*	*														
<p>Comments resulting from review of Work Plan. Included are various Soil Conservation Service offices, such as Plant Technologists, Engineering and Watershed Planning Units, comments on environmental impact statements and answers thereto, etc.</p>																						
Cost Estimates	WS-PL 566-17-5	Right	33	*	*	*	*	*														
<p>Field cost estimates of scheduled works of improvement, including modifications and revisions therein; Tables 1 and Supplemental Tables 1; Field Cost Estimate, Form SCS-WS-207; Watershed Cost Data, etc.</p>																						
Cost Sharing	WS-PL 566-18-5	Right	34	*	*	*	*	*														
<p>Cost sharing criteria; federal government and local sponsors proposed cost sharing; sharing of costs of structures and land treatment measures in compliance with Executive Order 10584; data supporting Tables 9, 9A and 9B of Work Plan, etc.</p>																						

*Project case file records are retained in offices creating records and involved in watershed projects as long as the records (plan, site, installation period, etc.) are active. See disposition instructions on page 8 for details.

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WATERSHEDS

	File Code	Folder Label Position		Retention Period (Yrs)					
				W	T	S	A	P	
Fund Management	WS-PL 566-19-5	Right	35	*	*	*	*	*	
Availability of funds, project and federal cost ceiling, etc.									
Land Treatment	WS-PL 566-20-5	Right	36	*	*	*	*	*	
Maintenance	WS-PL 566-21-5	Right	37	*	*	*	*	*	
Maps and Photographs	WS-PL 566-22-5	Right	38	*	*	*	*	*	
Control levels and sites. When maps and photographs are too large to file here, include a notation in the file to show where they are filed.									
Preliminary Investigations	WS-PL 566-23-5	Right	39	*	*	*	*	*	
Structural Measures	WS-PL 566-24-5	Right	40	*	*	*	*	*	
Work Outline	WS-PL 566-25-5	Right	41	*	*	*	*	*	
Other than Preliminary Investigations									
Work Plan	*WS-PL 566-26-5	Right	42	P	*	*	*	*	
				(Final & Suppl.)					
Includes a copy of a draft of the Work Plan and a copy of the final signed Work Plan and Supplements.									
<u>Disposition:</u> (WS-PL 566-0-5 to 26-5)									
<u>PROJECT CASE FILES:</u>									
Send Watershed Work Plan Party case files to state office 30 days after final technical approval of work plan.								+30 days	
Send area and field office work plan records, except a copy of the Work Plan, to state office 1 year after end of installation period.								+1	+1
								1/	1/
Send Engineering and Watershed Planning Unit case files to state office 1 year after end of installation period.								+1	
								1/	
Consolidated Washington, E&WP Unit, Watershed Work Plan Party, State, Area and field office case files. Throw away duplicate records. Send consolidated case files to Federal Records Center 2 years after end of installation period.								15	(**P)

[Items 26-42]

1/ +1, indicates office involved will consolidate files, dispose of duplicate material and forward to state office within 1 year.
 * Project case file records are retained in offices creating records and involved in watershed projects as long as the records (plan, site, installation period, etc.) are active. See disposition instructions on this page for details.
 ** Case files of selected projects are permanent. See list and instructions on page 6.

RECORDS GUIDE
WATERSHEDS

	File Code	Folder Label Position	Retention Period (Yrs)				
			W	T	S	A	P
Application - Disapproved		WS-PL 566-11-5 Right	+1 <u>1/</u>	+1 <u>1/</u>		+1 <u>1/</u>	+1 <u>1/</u>
Send all pre-application records pertaining to <u>disapproved</u> applications from the WO, E&WP Unit, Watershed Work Plan Party, Area and Field office to State Office 1 year after end of fiscal year in which application was disapproved.							
Consolidate all pre-application records pertaining to disapproved applications from the WO, E&WP Unit, Watershed Work Plan Party, State, Area and Field office. Throw away duplicate records. Send to Federal Records Center 4 years after end of fiscal year in which disapproved.					15		
Termination of Planning		WS-PL 566-26-5 Right	+1 <u>1/</u>	+1 <u>1/</u>		+1 <u>1/</u>	+1 <u>1/</u>
Send all Washington, E&WP Unit, Watershed Work Plan Party, area and field office work plan case files, where <u>planning is terminated</u> , to state office 1 year after end of fiscal year in which planning is terminated.							
Send consolidated work plan case file records, where planning is terminated, from state office to Federal Records Center 4 years after end of fiscal year in which planning is terminated.					15		
<u>FLOOD PREVENTION (FP) - General</u>		* WS-FP-(0) Center		P	5	5	3
Policy, procedure, instructions and information pertaining to the carrying out the responsibilities assigned to the Soil Conservation Service under the eleven authorized watersheds.							
Case files are shown under " <u>PROJECT CASE FILES</u> " immediately following the listing of (FP) tertiary subjects. The numbers given case files correspond to the related subjects.		WS-FP- -5					

2025 RELEASE UNDER E.O. 14176

RECORDS GUIDE
WATERSHEDS

Descriptions for tertiary subjects listed below are omitted since they are described beginning on page 3.

	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Assistance	WS-FP-13	Right	46	5	5	5	3	3
Basic Data	WS-FP-14	Right	47	5	5	5	3	3
Benefit-Cost	WS-FP-15	Right	48	5	5	5	3	3
Comments	WS-FP-16	Right	49	5	5	5	3	3
Cost Estimates	WS-FP-17	Right	50	5	5	5	3	3
Cost Sharing	WS-FP-18	Right	51	5	5	5	3	3
Fund Management	WS-FP-19	Right	52	5	5	5	3	3
Land Treatment	WS-FP-20	Right	53	5	5	5	3	3
Maintenance	WS-FP-21	Right	54	5	5	5	3	3
Maps and Photographs	WS-FP-22	Right	55	5	5	5	3	3
Preliminary Investigations	WS-FP-23	Right	56	5	5	5	3	3
Structural Measures	WS-FP-24	Right	57	5	5	5	3	3
Work Outline	WS-FP-25	Right	58	5	5	5	3	3
Work Plan	WS-FP-26	Right	59	5	5	5	3	3

RECORDS GUIDE
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PROJECT CASE FILES:

Case files: Records of each WS-FP project are case filed according to the subjects listed below. Identify each folder with the project's full name, the file subject and code. Folder labels preprinted as Form SCS-65 are prescribed. (Exhibit 842.6) They require only the typing of the project name on one label and adding "FP" to the code of the subject label.

The states listed below are designated as the archival record copy office for the identified Flood Prevention (FP) project. They will identify records (case files) and offer them to the archival section of the FRC in which they are located when files become inactive for Administrative purposes (see ASH 833).

State	FP Project	Watershed	GSA Region
* New York	Buffalo Creek	Cayuga Creek	2
West Virginia	Potomac River	Patterson Creek	3
Georgia	Coosa River	Little River	4
Oklahoma	Washita River	Oak Creek	7
California	Los Angeles	Los Angeles River	9

Descriptions for records in Project Case Files listed below are omitted since they are described beginning on page 6.

General
Assistance
Basic Data
Benefit-Cost
Comments
Cost Estimates
Cost Sharing

File Code	Folder Label Position	Retention Period (Yrs)					
		W	T	S	A	F	
WS-FP-0-5	Center	60	*	*	*	*	*
WS-FP-13-5	Right	61	*	*	*	*	*
WS-FP-14-5	Right	62	*	*	*	*	*
WS-FP-15-5	Right	63	*	*	*	*	*
WS-FP-16-5	Right	64	*	*	*	*	*
WS-FP-17-5	Right	65	*	*	*	*	*
WS-FP-18-5	Right	66	*	*	*	*	*

* Project case file records are retained in offices creating records and involved in watershed projects as long as the records (plan, site, installation period, etc.) are active. See disposition instructions on page 8 for details.

GSA FPMR (41 CFR) 101-11.6

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Fund Management	WS-FP-19-5	Right	67	*	*	*	*	*
Land Treatment	WS-FP-20-5	Right	68	*	*	*	*	*
Maintenance	WS-FP-21-5	Right	69	*	*	*	*	*
Maps and Photographs	WS-FP-22-5	Right	70	*	*	*	*	*
Preliminary Investigations	WS-FP-23-5	Right	71	*	*	*	*	*
Structural Measures	WS-FP-24-5	Right	72	*	*	*	*	*
Work Outline	WS-FP-25-5	Right	73	*	*	*	*	*
Work Plan	WS-FP-26-5	Right	74	P	*	*	*	*
				(Final & Supplements)	*	*	*	*

Disposition: (WS-FP-0-5 to 26-5)

PROJECT CASE FILES:

See detailed disposition instructions on page 8. Same as Disposition: (WS-PL 566-0-5 to 26-5) Project Case Files.

[Items 60-74]

15
(**P)

WATERSHED - WS PILOT - General

Policy, procedure, instructions and information pertaining to the carrying out of the responsibilities assigned to the Soil Conservation Service under the Watershed Protection and Flood Prevention Act, (PILOT).

Case files are shown under "PROJECT CASE FILES" immediately following the listing of (PILOT) tertiary subjects. The numbers given case files correspond to the related subjects.

* WS-PILOT-(0) Center 75 P 5 5 5 3

WS-PILOT-_-5 Right

- * Project case file records are retained in offices creating records and involved in watershed projects as long as the records (plan, site, installation period, etc.) are active. See disposition instructions on page 8 for details.
- ** Case files of selected projects are permanent. See list and instructions on page 11.

25%
70%
10%

RECORDS GUIDE
WATERSHEDS

Descriptions for tertiary subjects listed below are omitted since they are described beginning on page 3.

	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Assistance	WS-PILOT-13	Right	76	5	5	5	3	3
Basic Data	WS-PILOT-14	Right	77	5	5	5	3	3
Benefit-Cost	WS-PILOT-15	Right	78	5	5	5	3	3
Costs Estimates	WS-PILOT-17	Right	79	5	5	5	3	3
Cost Sharing	WS-PILOT-18	Right	80	5	5	5	3	3
Fund Management	WS-PILOT-19	Right	81	5	5	5	3	3
Land Treatment	WS-PILOT-20	Right	82	5	5	5	3	3
Maintenance	WS-PILOT-21	Right	83	5	5	5	3	3
Maps and Photographs	WS-PILOT-22	Right	84	5	5	5	3	3
Structural Measures	WS-PILOT-24	Right	85	5	5	5	3	3
Work Plans	WS-PILOT-26	Right	86	5	5	5	3	3

RECORDS GUIDE
WATERSHEDS

PROJECT CASE FILES:

Records of each WS-PILOT project as case filed according to the subjects listed below. Identify each folder with the project's full name, the file subject and code. Folder labels preprinted as Form SCS-65 are prescribed. Exhibit 842.6) They require only the typing of the project name on one label and adding "PILOT" to the code of the subject label.

The states listed below are designated as the archival record copy office for the identified (PILOT) project. They will identify records (case files) and offer them to the archival section of the FRC in which they are located when files become inactive for administrative purposes (see ASH 833).

State	Pilot Project	GSA Region
New Hampshire	Baboosia River	1
New Jersey	Pequest River	2
West Virginia	Salem Fork of Ten Mile Creek	3
Georgia	North Fork Broad River	4
Indiana	Flat Creek	5
Nebraska	Upper Salt Swedeburg Tribs	6
Oklahoma	Double Creek	7
North Dakota	Tongue River	8
California	Walnut Creek	9
Washington	Mission Creek	10

Descriptions for records in Project Case Files listed below are omitted since they are described beginning on page 6.

General

Assistance

Basic Data

Benefit Cost

File Code	Folder Label Position		Retention Period (Yrs)				
			W	T	S	A	F
WS-PILOT-0-5	Center	87	*	*	*	*	*
WS-PILOT-13-5	Right	88	*	*	*	*	*
WS-PILOT-14-5	Right	89	*	*	*	*	*
WS-PILOT-15-5	Right	90	*	*	*	*	*

* Project case file records are retained in offices creating records and involved in watershed projects as long as the records (plan, site, installation period, etc.) are active. See disposition instructions on page 8 for details.

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WATERSHEDS

	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	P	
Cost Estimates	WS-PILOT-17-5	Right	91	*	*	*	*	*
Cost Sharing	WS-PILOT-18-5	Right	92	*	*	*	*	*
Fund Management	WS-PILOT-19-5	Right	93	*	*	*	*	*
Land Treatment	WS-PILOT-20-5	Right	94	*	*	*	*	*
Maintenance	WS-PILOT-21-5	Right	95	*	*	*	*	*
Maps and Photographs	WS-PILOT-22-5	Right	96	*	*	*	*	*
Structural Measures	WS-PILOT-24-5	Right	97	*	*	*	*	*
Work Plan	WS-PILOT-26-5	Right	98	P	*	*	*	*

(Final & Supplements)

Disposition: (WS-PILOT-0-5 to 26-5)

PROJECT CASE FILES:

See detailed disposition instructions on page 8. Same as Disposition: (WS-PL 566-0-5 to 26-5) Project Case Files.

[Items 87-98.]

15 (**P)

Project Termination

WS-PILOT-__-5 Center

+1 +1 +1 +1
1/ 1/ 1/ 1/

Send all Washington, E&WP Unit, Watershed Work Plan Party, area and field office work plan case files, where the project was terminated, to state office within 1 year.

Send consolidated work plan case files records, where the project was terminated, from state office to Federal Records Center within 2 years.

99

15

* Project case file records are retained in offices creating records and involved in Watershed projects as long as the records (plan, site, installation period, etc.) are active. See disposition instructions on page 8 for details.

** Case files of selected projects are permanent. See list and instructions on page 14.

Cut off files on June 30. Destroy all files not marked P (permanent) at the end of the number of successive years from cutoff date.

CODE SHEET FOR WATERSHED PROJECTS