

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>MAR 17 1975</b>	JOB NO. <b>NC-114-75-2</b>
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 "with-drawn" in column 10.	
SEP 23 1975	<i>James S. O'Neil</i> Date <b>ACTING</b> 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.

3/12/75 (Date) *[Signature]* (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 Engineering records of the Soil Conservation Service (RG114) described herewith are classed Program Records on pages 10 and 11 of the "Retention Plan for the Records of the Soil Conservation Service", NARS Job No. NN-471-1.</p> <p>The attachment requests disposal authority for the records created in the primary filing subject ENGINEERING.</p> <p>Records designated <i>in 10-year increments, when records become 10 years old.</i> "Permanent" will be offered to the National Archives <del>for archival preservation.</del> Engineering case files records listed as permanent for Watershed projects (see page 14, NN-471-1) will be offered to the Archives Branch of the designated GSA region <del>for archival preservation.</del> <i>15 y after the expiration of the retention periods specified in the records guide.</i></p> <p align="right"><i>JP 7/29/75</i></p>		
Attachment	Engineering Records Guide		
Attachment	Retention Plan NN-471-1 for Records of the Soil Conservation Service: file designations of ENGINEERING PROGRAM RECORDS deserving permanent preservation.		
	<i>MP 9/22/75</i>		
	<i>Copy to Agency &amp; All Centers 9-29-75</i>		

RECORDS GUIDE  
ENGINEERING

Definition: The records in this category are the policy, procedure and specifics of soil and water conservation engineering; encompassing planning through application, and operation and maintenance. Activities are: conservation practices, construction, design, drainage, erosion control, geology, highway protection, hydrology, irrigation, operation and maintenance, snow survey, soil mechanics, landscape architecture, and sanitary engineering.

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

For filing purposes these records are divided in two principal groups:

General Files; Engineering files which relate to overall operations.

Case Files: project case files; or case files which relate to directly to specific construction jobs, major structures or measures, etc.

\*\*\*\*\*

Filing: Subjects and codes are basically the same for both general files and case files. In setting up case files, the name of the project, job, etc. is shown on folders, field books, etc. in addition to file subject and code.

GENERAL FILES

File Code	Folder Label Position	Retention Period (Yrs)					
		W	T	S	A	F	
ENGINEERING - General	Classify and file overall or general records pertaining to Engineering in this first position folder.	*	P	5	5	5	3

In some offices this single folder may be sufficient for all Engineering material. However, where the volume of records or need for accessibility necessitates a further breakdown, use one or more of the following recurring, secondary, or tertiary subjects. Use case files as described under "CASE FILES" for RC&D, watershed protection and flood prevention, and other project activities.

Recurring subjects: The following recurring subjects may be used, as needed, with the primary or with any secondary subject. (See definition of recurring subjects and how to use them in the "Instructions" part of the Records Guide.)

\* See Retention Plan NN-471-1 (pp 9-11) for file designations of ENGINEERING records deserving permanent preservation and the level at which records are to be selected for retention. This guide also designates additional records for permanent preservation.

MD 9/22/75

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Authorization and Directives	ENG-1	Left, Center	2	5	5	5	3	1
Committees and Panels	ENG-2	Left, Center	3	5	5	5	3	1
Meetings and Conferences	* ENG-3	Left, Center	7	P	5	5	3	1
Opinions and Decisions	* ENG-4	Left, Center	5	P	5	5	3	1
(Code for case files)	ENG-5							
Outside Relations	* ENG-6	Left, Center	6	P	5	5	3	1
Reports	* ENG-7	Left, Center	7	P	5	5	3	1
Reviews and Inspections	ENG-8	Left, Center	7	10	5	5	3	1

Secondary, and tertiary subjects: Following are approved secondary, and tertiary subjects that may be used as needed. Normally case files are described immediately following the approved secondary and tertiary subjects. However, in the case of Engineering case files for Watershed Protection and Flood Prevention design and construction work, the case files should be kept together for each particular construction phase. For this reason, case files for engineering construction (including "AS Built" plans) and design are described under Case Files. The numbers given these case files correspond to the related secondary or tertiary subject.

Conservation Practices

* ENG-11	Center	9	P	5	5	3	1
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General records of the various Engineering conservation practices. Set up case files for the various individual practices where needed to segregate records for accessibility.

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	P	
Construction	* ENG-12	Center	10	P	5	5	3	1
General records of construction phases of Engineering. (For 'construction' records, see project or major job case files.)								
"AS BUILT" Plans	ENG-12-11	Right	11	S	5	5	3	1
General records and information pertaining to "As Built" plans.								
Design	* ENG-13	Center	12	P	5	5	3	1
General records of policy, procedures and criteria of the design of conservation measures.								
Drainage	* ENG-14	Center	13	P	5	5	3	1
General records of drainage work or activities.								
Erosion Control	* ENG-15	Center	14	P	5	5	3	1
General records of erosion control work, including erosion control structures.								
Geology	* ENG-16	Center	15	P	5	5	3	1
General records of geology. Use tertiary subjects shown below where needed to segregate records for accessibility.								
Engineering Geology	* ENG-16-11	Right	16	P	5	5	3	1
Ground Water	* ENG-16-12	Right	17	P	5	5	3	1
Sedimentation	* ENG-16-13	Right	18	P	5	5	3	1
Highway Protection	* ENG-17	Center	19	P	5	5	3	1
General records regarding highway protection work.								

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Hydrology General hydrology records.	* ENG-18	Center	20	P	5	5	3	1
Irrigation General irrigation records.	* ENG-19	Center	21	P	5	5	3	1
Maintenance General records on maintenance of conservation measures.	* ENG-20	Center	22	P	5	5	5	5
Snow Surveys General or overall snow survey and water supply forecasting records and correspondence.	* ENG-21	Center	23	P 20-16 9-11	P	5	5	5
Case files: set up as needed by name of State, River Basin, etc. Arrange in alphabetical order.	* ENG-21-0-5	Center	24	5	P	15	5	5
Directives Snow surveys, directives	ENG-21-1	Center	25	5	5	5	3	1
Committees General records of snow survey committees. Set up case files as needed by name of committee:	ENG-21-2	Center	26	5	5	5	5	5
National	ENG-21-2-5	Center	27	5	5	5	3	1
Regional	ENG-21-2-5	Center	28	5	5	5	3	1
State	ENG-21-2-5	Center	29	5	5	5	3	1
Meetings and Conferences General records regarding meetings and conferences.	* ENG-21-3	Center	30	5	P	5	3	1
Set up case files as needed for Western Snow Conference, Colorado River Basin, Missouri River Basin, Columbia River Basin, etc.	* ENG-21-3-5	Center	31	15	P	15	5	5

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	P	
Outside Relations	* ENG-21-6	Center	32	5	P	5	5	5
Set up case files as needed by name of Agency or organization, i.e., Bureau of Reclamation, Forest Service, Weather Bureau, Geological Survey, etc. Arrange in alphabetical order. Note: Working copies of agreements may be included in these case files. (Record copies of agreements are filed under AS-12.)								
National	* ENG-21-6-5	Center	33	P	5	5	3	1
Regional	ENG-21-6-5	Center	24	5	P	5	3	1
State	ENG-21-6-5	Center	35	5	5	75	3	1
Reports	ENG-21-7	Center	26	5	5	5	3	1
General records regarding snow surveys reports.								
Inspection and Reviews	ENG-21-8	Center	37	5	5	5	3	3
General information regarding snow survey inspections.								
Automatic Data Processing	ENG-21-11	Right	38	5	5	3	3	1
Basic Data	ENG-21-12	Right	39	5	5	75	3	3
General records, primarily correspondence and basic hydro-meteorological data from sources other than SCS. Basic data pertaining to individual snow courses, soil moisture stations, etc., should be included in the case files described under Snow Survey Courses.								
Forecasting	ENG-21-13	Right	40	5	5	75	3	3
Includes forest procedure and methodology, equations, accuracy, economic benefits associated with forecasting.								
Mailing Lists	ENG-21-14	Right	41	5	5	75	5	5
Case file: set up for each mailing list.	ENG-21-14-5	Right	42	5	5	75	5	5

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File Code	Folder Label Position	Retention Period (Yrs)					
		W	T	S	A	F	
Snow Survey Courses	ENG-21-15-5 Right	43A	5	5	10*	3	3

Case file: set up for snow course, aerial marker and soil moisture station. Include, map, forecast formula and correspondence. Also include soil moisture data, photo-canopy data, and basic hydrometeorological data relating to the individual courses.

Original field notes of snow survey measurements taken since 1936 are to be microfilmed. The following items should be considered in microfilming:

1. Use 16mm roll film with one original (negative) and one copy (positive). <sup>→ both copies</sup> Retain ~~the positive copy~~ in the State office. ~~Send the original to the Records and Management Branch.~~
2. Use microfilming facilities at the GSA Regional office.
3. Include on the film maps showing location of snow courses and any other data pertinent to a specific course.

Note: File documents and correspondence relating to snow survey equipment under Administrative Services; relating to training of personnel under Personnel, etc. **Published summaries of snow course data**

Soil Mechanics

General records of soil tests and use of soil tests in design and construction.

Specifications

General records of specifications for construction, construction methods, materials, standardization, etc. Set Up Case Files for specific specifications.

* ENG-21-15-5	43B	-	-	P	-	-
* ENG-22	Center	44	P	5	5	3 1
* ENG-23	Center	45	P	5	5	3 1

\* Snow survey course case files (microfilm copies) are retained in the state office as long as the records are active. Throw away microfilm copies 10 years after the snow course has been abandoned. Throw away hard copy when microfilm has been verified for accuracy.

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Water Conservation and Management	* ENG-24	Center	46	P	5	5	3	1
General or overall and correspondence of water conservation and management.								
Water Plans	* ENG-24-11	Right	47	P	5	5	3	1
General records on water plans. Includes state water plans; other federal agency water plans; water develop- ment schemes of foreign countries; water plans of local irrigation or water districts and other local water agencies.								
Water Rights	* ENG-24-12	Right	48	P	5	5	3	1
General records on water law, rights and authorities to take and use water and allocations and adjudications of water for beneficial uses.								
Water Quality	* ENG-24-13	Right	49	P	5	5	3	1
General records on water quality and pollution such as laws, regulations, standards, criteria, practices and treatments.								
Sea Water Conversion	* ENG-24-14	Right	50	P	5	5	3	1
General records on conversion of sea and brackish water to fresh water.								
Landscape Architecture	* ENG-25	Center	51	P	5	5	3	1
General records of landscape architecture.								
Sanitary Engineering	* ENG-26	Center	52	P	5	5	3	1
General records of sanitary engineering.								



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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
<u>CASE FILES</u>								
<u>CASE FILES</u> covering normal individual on-farm engineering practices. Engineering records of specific structures, jobs, or construction units wherever filed, e.g., resource plan, job, or project case file folder, etc.	ENG-12-5	Center 53	-	-	5 1/	5 1/	5 1/	
Engineering notes, drawings, technical data, etc., covering normal individual on-farm (including RECP & GPCP) engineering practices such as terraces, diversions, waterways, farm ponds, grade stabilization structures, drainage systems, irrigation systems and land leveling and grading.	ENG-13-5	Center 54	-	-	5 1/	5 1/	5 1/	

1/ Some engineering notes, drawings, and other data may have a value for future work beyond the normal 5 year period. Do not dispose of them until the period of usefulness has expired. Guidance in determining what records may have future value is to be obtained from the Area Engineer or State Conservation Engineer. Similar materials required by state laws to be retained will be kept for the legal retention period. Notes, drawings, and data covering structures or measures in controversy are considered as active and should be retained for a period of 5 years after the controversy is settled.

Examples of materials which may be deemed useful for future work are:

- (a) Elevations and descriptions of permanent bench marks.
- (b) Topographic maps which still reflect field conditions.
- (c) Maps locating buried work such as tile or pipelines if there is a likelihood of such work being extended or physically tied in with adjacent work.
- (d) Plans and construction records on important irrigation or drainage systems or important structures sponsored by groups.

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- (e) Engineering notes, drawings, and data for jobs that did not materialize but which may do so in the future.
- (f) Technical reports or other technical material related to the above items.
- (g) Survey records, construction plans and related engineering data for Federal or Soil Conservation District owned structures and facilities.

Construction drawings, location maps, sketches and similar material that would be useful to cooperators or groups in maintenance or repair of the work they cover will be offered to such cooperators or groups before they are thrown away.

CASE FILES for major structures or measures: includes ENG 12 Construction; and ENG 13 Design.

Following are file subjects, codes, and disposition schedules for project and major job case files. The file subjects and codes are also preprinted on gummed labels as Form SCS-66. (ASH Exhibit 842.6-A) In addition to the official file code on the folder label placed in the specified position, the other two label positions on the folder may be used for the name of a project or job, site number, or location. Other appropriate information such as PL 566, RC&D, contract number, etc., may be added for identifying or cross reference purposes.

ARCHIVAL RECORDS

ENGINEERING Design and Construction Case Files for certain PL 566, Flood Prevention (FP), and PILOT Watershed projects have been designated for offer to the National Archives. States designated will consolidate ENG. case files with WS case file records similarly listed under the primary subject WATERSHEDS and offer to the Archives Branch of the GSA region.

The states listed on page 10 are designated as the archival record copy office for the identified (1) PL 566, (2) Flood Prevention (FP), and (3) Pilot Watershed projects. They will identify records (case files) and offer them to the archives Branch of the GSA region in which the state is located when files become inactive for administrative purposes (see ASH 833).

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(1) PL 566 Projects

\*

<u>State</u>	<u>PL 566 Project</u>	<u>GSA Region</u>
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

(2) Flood Prevention (FP) Projects

<u>State</u>	<u>FP Project</u>	<u>Watershed</u>	<u>GSA Region</u>
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

(3) Pilot Projects

<u>State</u>	<u>Pilot Project</u>	<u>GSA Region</u>
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 Swederburg Tribs	6
Oklahoma	Double Creek	7
North Dakota	Tongue River	8
California	Walnut Creek	9
Washington	Mission Creek	10

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Construction Records	ENG-12-5	Center	55	*	*	*	*	*
Case file of overall correspondence, data, forms, etc., not specifically related to one of the tertiary subjects listed below.								
Reviews and Inspections	ENG-12-8-5	Center	56	*	*	*	*	*
State, TSC, Washington								
AS BUILT PLANS	ENG-12-11-5	Right	57	*	*	*	*	*
These are the prints of the construction drawings on which all changes are recorded during construction.								
Computation Sheets	ENG-12-12-5	Right	58	*	*	*	*	*
Control Tests on Construction Material	ENG-12-13-5	Right	59	*	*	*	*	*
Includes concrete aggregate analysis and other tests.								
Field Density Determinations	ENG-12-14-5	Right	60	*	*	*	*	*
Includes weekly summaries.								
Field Notebooks	ENG-12-15-5	Right	61	*	*	*	*	*
Inspector's Construction Reports	ENG-12-16-5	Right	62	*	*	*	*	*
Job Diary	ENG-12-17-5	Right	63	*	*	*	*	*

\*Case files are retained in offices creating records as long as the records (specific structure, job, or construction unit) are active.

See disposition instructions on pages 12 and 13 for details.



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	File Code	Folder Label Position	Retention Period (Yrs)				
			W	T	S	A	F
<p>The state office will send out one set of photostats, described in Step 2 under Cartographic Unit to organization that has operation and maintenance responsibilities; send one set to appropriate area or field office, and retain one set, duplicate to the one the cartographic unit sent to FRC, in the state office files.</p>							
Retain As Built plans and original tracings (state office copy) that apply to specific channel or structure for 10 years after close of calendar year in which construction is completed. At end of this period send originals to owner or sponsor.	ENG-12-11-75	Right				10(P)	
Throw away all other copies of prints or working drawings.							
Send construction engineering, the government representatives, area and field office construction records to the state office, or the state design unit as designated by the state office, 90 days (three months) after construction is completed under the applicable contract.	ENG-12-5	Center				+3mo	+3mo
	ENG-12-8-5	Center				+3mo	+3mo
	ENG-12-12-5	Right				+3mo	+3mo
	ENG-12-13-5	Right				+3mo	+3mo
	ENG-12-14-5	Right				+3mo	+3mo
	ENG-12-15-5	Right				+3mo	+3mo
	ENG-12-16-5	Right				+3mo	+3mo
Send E&WP unit case file (if any) to the state office 90 days (3 months) after completion of construction under the applicable contract.	ENG-12-5	Center				+3mo	
	ENG-12-8-5	Center				+3mo	
	ENG-12-12-5	Right				+3mo	
	ENG-12-13-5	Right				+3mo	
The state office will consolidate construction records, throw away duplicates, and send consolidated case file to Federal Records Center within 3 years after close of calendar year in which construction under applicable contract is completed, identify as RG 114 SCS Records.	ENG-12-5	Center					15(P)
	ENG-12-8-5	Center					15(P)
	ENG-12-12-5	Right					15(P)
	ENG-12-13-5	Right					15(P)
	ENG-12-14-5	Right					15(P)
	ENG-12-15-5	Right					15(P)
	ENG-12-16-5	Right					15(P)
	ENG-12-17-5	Right					15(P)
(P) States designated as archival record copy offices for those watershed projects listed on page 10 will identify such records as archival and transfer to Archives Branch, GSA region listed. Records for all other projects will be transferred to FRC and disposed of when appropriate, i.e., when they are 10 or 15 years old.							

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58  
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61  
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63

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	File Code	Folder Label Position	Retention Period (Yrs)					
			W	T	S	A	F	
Design Data	ENG-13-5	Center	64	**	**	**	**	**
Case file of overall correspondence, data, forms, etc., not specifically related to one of the tertiary subjects listed below.								
Design Report	ENG-13-7-5	Center	65	**	**	**	**	**
Drainage	ENG-13-11-5	Right	66	**	**	**	**	**
Field Notebooks and Engineering Surveys	ENG-13-12-5	Right	67	**	**	**	**	**
Geologic Reports	ENG-13-13-5	Right	68	**	**	**	**	**
Include Logs of Borings.								
Engineering Geology	ENG-16-11-5	Right	69	**	**	**	**	**
Forms; SCS-35A, SCS-ENG-35B, and SCS-ENG-35C.								
Hydrology	ENG-13-14-5	Right	70	**	**	**	**	**
Irrigation	ENG-13-15-5	Right	71	**	**	**	**	**
Preliminary and Final Design Computations	ENG-13-16-5	Right	72	**	**	**	**	**
Includes Hydraulic and structural.								
Sedimentation	ENG-13-17-5	Right	73	**	**	**	**	**
Soil Mechanics Reports	ENG-13-18-5	Right	74	**	**	**	**	**
Including Test Results.								
Specifications	ENG-13-19-5	Right	75	**	**	**	**	**
** Case files are retained in offices creating records as long as the records (specific structure, job, or construction unit) are active.								
See disposition instructions on page 15 for details.								

W T S A P

ENG-13-5  
ENG-13-7-5  
ENG-13-11-5

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Send design data records from area and field offices, and engineers under their jurisdiction, soils mechanics laboratory, soils mechanics unit, and engineering and watershed planning unit design data case files to the state office or state design office as designated by the state office, 90 days (three months) after completion of construction specified in the design.

Consolidate all design data case files in the state office or state design office, as designated by the state office. Throw away duplicate records. Send consolidated design data case files (the record copy) to the Federal Records Center within six months after completion of structural works of improvement in the construction unit.

ENGINEERING design case files for PL 566, Flood Prevention (FP), and PILOT watershed projects listed on pages 8 and 9 have been designated for offer to the National Archives. States listed will consolidate ENG case files with WS case file records similarly listed under the primary subject WATERSHEDS and offer to the Archives Branch of the GSA region listed when files become inactive for administrative purposes (See ASH 833).

File Code	Folder Label Position	Retention Period (Yrs)				
		W	T	S	A	F
ENG-13-12-5	Right		3mo		3mo	3mo
ENG-13-13-5	Right		3mo		3mo	3mo
ENG-16-11-5	Right		3mo		3mo	3mo
ENG-13-14-5	Right		3mo		3mo	3mo
ENG-13-15-5	Right		3mo		3mo	3mo
ENG-13-16-5	Right		3mo		3mo	3mo
ENG-13-17-5	Right		3mo		3mo	3mo
ENG-13-18-5	Right		3mo		3mo	3mo
ENG-13-19-5	Right		3mo		3mo	3mo

ENG-13-12-5	Right	67		15(P*)		
ENG-13-13-5	Right	68		15(P*)		
ENG-16-11-5	Right	69		100(P*)		
ENG-13-14-5	Right	70		25(P*)		
ENG-13-15-5	Right	71		25(P*)		
ENG-13-16-5	Right	72		25(P*)		
ENG-13-17-5	Right	73		25(P*)		
ENG-13-18-5	Right	74		15(P*)		
ENG-13-19-5	Right	75		25(P*)		
ENG-13-5		64		15(P*)		
ENG-13-7-5		65		"		
ENG-13-11-5		66		"		

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7/2/25*

(P\*) States designated as archival record copy offices for those Watershed projects listed on pages 8 and 9 will identify such records as archival and transfer to Archives Branch, GSA region listed. Records for all other projects will be transferred to FRC and disposed of when appropriate, i.e., when they are 15, 25, or 100 years old.

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.