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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. | N1-76-90-1 |
| 1. FROM (Agency or establishment) | | DATE RECEIVED | 3/19/90 |
| 2. MAJOR SUBDIVISION | | NOTIFICATION TO AGENCY | |
| INTERNATIONAL BOUNDARY AND WATER COMMISSION | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | | DATE | ARCHIVIST OF THE UNITED STATES |
| UNITED STATES AND MEXICO | | 4/20/90 |  |
| UNITED STATES SECTION | | 5. TELEPHONE EXT. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | | FTS 570-6679 | |
| MARIA C. SMITH | | | |
| 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 2 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.

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|---------|---|--------------------------------|
| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
| 3/12/90 |  | MARIA C. SMITH, CH, C&R Branch |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-------------|--|-----------------------------------|--|
| 1. | <p>Item No. 201-05 Progress Statement Files. Consists of monthly progress statements signed by the Commissioner. Includes information on agreements with Mexico and principal projects. Distributed to all headquarters and field office supervisors, ARA/MEX, USEMBMEX, and OMB. Includes data such as status of projects, operation and maintenance, boundary mapping, and personnel statistics.</p> <p>a. Original. PERMANENT. Cut off at the close of the calendar year. Transfer to the FRC 10 years after cutoff. Transfer to the National Archives 25 years after cutoff.</p> <p>b. Offices receiving copies. Cut off at the close of the calendar year. Destroy 5 years after cutoff.</p> | | |
| 2. | <p>Item No. 1002-04 Reservoir Flood Operations Study Files. Case files consisting of studies and analyses of various proposed or agreed upon reservoir flood operation criteria based on past flood data, past flood data adjusted to present conditions, or theoretical floods.</p> | | |

*Copies sent to agency
MNT, MA 2, MA, MA-W 5/13/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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|-------------|---|-----------------------------------|----------------------------------|
| | <p>PERMANENT. Cut off at end of calendar year when study is completed. Transfer to the FRC 10 years after cutoff. Transfer to the National Archives 30 years after cutoff.</p> <p>3. Item No. 1002-05 <u>Flow Probability Studies</u>. Case files consisting of studies and analyses of historical, adjusted historical, estimated, or theoretical flow data. Consists of flow duration analyses, flood probability analyses, and related computations.</p> <p>Cut off at the end of the calendar year when the study is completed. Transfer to the FRC 10 years after cutoff. Destroy 30 years after cutoff.</p> <p>4. Item 1204-04 <u>Memorandum of Conversation Files</u>. Consists of memorandums for the record documenting all conversations between the two Commissioners and Secretaries either by telephone or in meetings. These memorandums represent a unilateral interpretation by the U.S. Section of the communication and may contain evidence of an informal agreement between the Commissioners. Record copy consists of signed originals; copies are also filed according to the subject discussed. A copy is sent to the Department of State.</p> <p>PERMANENT. Cut off at the close of the calendar year. Transfer to the FRC 10 years after cutoff. Transfer to the National Archives 30 years after cutoff.</p> <p>5. Item No. 1205-05 <u>Joint Report Files</u>. Consists of various joint reports prepared by the Principal Engineers, or Secretaries, of the U.S. and Mexican Sections, IBWC. Joint reports are approved by exchange of letters between the two Commissioners and constitute Commission agreements. These reports, though separate from Minutes, are not incorporated into the actual Minute. Reports are either annual or periodic, depending upon the requirements of the applicable Minute.</p> <p>PERMANENT. Cut off at the close of the calendar year. Transfer to the FRC 10 years after cutoff. Transfer to the National Archives 30 years after cutoff.</p> | | |