REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER N1-115-94-/

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408

DATE RECEIVED 8-1-95

1. FROM (Agency or establishment)
Department of the Interior

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

2. MAJOR SUBDIVISION
Bureau of Reclamation

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Phyllis Hamilton

5. TELEPHONE
(303) 236-9731

DATE 10-19-95

ARCHIVIST OF THE UNITED STATES *John W. Carlin*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[✓] is not required; [ ] is attached; or [ ] has been requested.

DATE 7-17-95

SIGNATURE OF AGENCY REPRESENTATIVE (Phyllis Hamilton)

TITLE Management Analyst

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see the following attached schedules: Schedule 5: Information Resource Management Schedule 9: Public Information Schedule 13: Records and Information Management Schedule 16: Records Common to Most Offices		

Copy to: Agency
NWS, NWT, NSR, NCF, NIA

Item No.	Description	Disposition
IRM-1.10	**Information Resource Management Subject Files**	
	General material pertaining to information resource management subjects pertaining to automated and electronic data processing equipment, systems, management, and operations.	
	General Policy/Plans — ADP planning and management in general.	
	Reports and Statistics — Correspondence regarding reporting requirements.	
	Laws, Regulations, and Agreements — Laws and regulations, and revisions relating to ADP programs.	
	Automated Systems — General correspondence regarding system life cycle and configuration management, including systems initiation, development, documentation, operation, and maintenance, etc. Subdivide by program area and name of system. See Chapter 8 of the case files for official system documentation records.	
	System Conversions — Correspondence regarding the conversion of data from one data base system to another.	
	Data Processing Facilities — General correspondence regarding data processing facilities. • Accessories--Auxiliary Equipment • Machine Utilization • Maintenance and Repair • Software	
	Equipment Selection — General correspondence regarding equipment selection. • Requirements, Specifications, and Standards • Equipment Studies	

Item No.	Description		Disposition
	Liaison and Information Exchange	General correspondence regarding computer facilities and programs of other internal components and other Federal Agencies.	
	Feasibility Studies	General correspondence relating to feasibility studies. See IRM-5.00 for specific study projects.	
	Standardization	General correspondence regarding data processing standards and standards development.	
	Security	General correspondence regarding ADP Security. See IRM-7.10 and RIM-4.00 for information security.	
	Office Automation/ Telecommunications	General correspondence regarding office automation, electronic mail, or telecommunications.	
	Office of record/origin		**Temporary**. Cutoff at the end of each year. Destroy 6 years after cutoff.

IRM-1.11	**Information Resource Management Subject Files - All Other Copies**
	
	Include any materials received by a Reclamation office that was not responsible for issuance.
	
	Classification Code Cross Reference:
	Post 1989 - IRM-1.00 IRM-2.00 IRM-3.00
	               IRM-4.00 IRM-5.00 IRM-6.00
	               IRM-7.00 IRM-8.00
	Post 1972 - 109.0 150.0 151.0
	               151.2
	Pre 1972 - 103.23 322.2
			Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.

Item No.	Description	Disposition
PIO-1.10	**Public Information Subject Files** Correspondence of a general nature pertaining to public information subjects regarding communications with the general public, press, private organizations, and other Government Agencies. Include information on external communications, public opinion, and distribution of information through mass media. · e.g., training material correspondence relating to Reclamation programs	
	General Policy/Plans General correspondence regarding Reclamation public relations.	
	Reports and Statistics Correspondence regarding reporting requirements.	
	Laws, Regulations, and Agreements Laws, regulations, agreements, and revisions relating to public relations.	
	Audiovisual Correspondence regarding promotional aids only.	
	Exhibits, Fairs, Ceremonies, Expositions, and Community Projects Correspondence regarding requests for exhibits, fairs, etc.	
	Histories/Anniversaries General correspondence regarding histories and anniversaries.	
	Presentations, Briefings, or Speeches General correspondence regarding oral presentations and speeches.	
	Informal Talks/Speeches General correspondence regarding informal talks and speeches.	
	Invitations/Engagements General correspondence regarding invitations and engagements.	
	Public Opinion General correspondence regarding public opinion. · Commendation, Congratulations and Appreciation · Criticism	
	Publicity and Promotion General correspondence only. · Annual Reports · Newsletters	

Item No.	Description	Disposition
'	· Press Relations and Releases Visitors, Representatives, and Guests — General correspondence regarding visitors, representatives, and guests. Radio, Television, and Motion Picture — Reclamation relations with these groups. Technical Writing and Editing — General correspondence on the preparation, submission, review,, clearance, and approval of scientific and technical manuscripts for publications. Publications — General Information regarding the distribution of information through publications. Includes publication in Reclamation, other Federal Agencies, and commercial. DO NOT use for copies of publications. Office of record/origin	**Temporary.** Cutoff at the end of each year. Destroy 6 years after cutoff.
PIO-1.11	**Public Information Subject Files - All Other Copies** Include any materials received by a Reclamation office that was not responsible for issuance. Classification Code Cross Reference: Post 1989 - ADM-15.00 IRM-13.00 IRM-14.00 　　　　　　IRM-16.00 PIO-1.00 PIO-2.00 　　　　　　PIO-3.00 PIO-3.10 PIO-3.20 　　　　　　PIO-3.30 PIO-4.00 Post 1972 - 148.3 156.0 156.1 　　　　　　180.0 184.0 481.0 　　　　　　503.0 Pre 1972 - 010.4 023.0 024.1 　　　　　　060.0 061.3 061.4 　　　　　　062.2 063.0 400.3 　　　　　　400.33 485.0 502.2	**Temporary.** Cutoff at the end of each year. Destroy 3 years after cutoff.

Item No.	Description	Disposition
RIM-1.10	**Records and Information Management Subject Files** Correspondence of a general nature pertaining to records/information management subjects relating to records and information management functions, including records maintenance and disposition, mail, correspondence, forms, library, directives, reports, Privacy and Freedom of Information Acts, and document security.	
	General Policy/Plans Correspondence relating to overall program.	
	Reports and Statistics Correspondence regarding reporting requirements.	
	Laws, Regulations, and Agreements Laws, regulations, and agreements relating to records (information) management.	
	Mail Facilities and Services General correspondence regarding addresses, mailing lists, postage and fees, and messenger services.	
	Correspondence Procedures and instructions for correspondence and word processing output.	
	Directives (Issuance) Management Correspondence regarding systems for issuing policy and procedural information and guidance. DO NOT use for copies of published issuances.	
	Forms Management General correspondence regarding forms clearance and control, design and development, analysis, storage, and distribution.	
	Automated Records Management General correspondence regarding the management of automated records, including electronic and microform records.	
	Records Disposition Policy and procedures to be followed in administering and operating the records disposition program as a whole.	
	Records Maintenance Procedures to be followed in maintaining records.	

Item No.	Description		Disposition
	Reports Management	General correspondence concerning reports preparation, submission, control, costs, and elimination of unnecessary reports.	
	Records Equipment and Supplies	General correspondence regarding records equipment and supplies.	
	Vital Records	Policy and procedures to be followed in handling records essential to operations in an emergency situation. See RIM-4.00.	
	Information Services and Security • Document and Information Security • Public Inspection and Copying of Records • Privacy Act • Freedom of Information Act (FOIA)	General correspondence regarding information services and disclosure of information and records to other Government Agencies, States, private industry, and the general public. DO NOT use for copies of requests. See RIM-6.00 for FOIA and RIM-7.00 for Privacy Act.	
	Library Services • Library Acquisitions • Interlibrary Loans • Utilization of Library	General correspondence on regarding library acquisitions, including free publications, subscriptions, and purchases.	
	Office of record/origin		**Temporary**. Cutoff at the end of each year. Destroy 6 years after cutoff.
RIM-1.11	**Records and Information Management Subject Files - All Other Copies** Include any materials received by a Reclamation office that was not responsible for issuance.		**Temporary**. Cutoff at the end of each year. Destroy 3 years after cutoff.

Item No.	Description	Disposition

	Classification Code Cross Reference:
	Post 1989 - ADM-1.00 ADM-2.00 ADM-3.00
	            ADM-4.00 IRM-1.00 IRM-2.00
	            IRM-9.00 IRM-10.00 IRM-11.00
	            IRM-12.00 IRM-12.10 IRM-13.00
	            IRM-14.00 IRM-15.00 IRM-16.00
	            IRM-17.00
	Post 1972 - 100.0 150.1 151.0
	            152.0 181.0
	Pre 1972 - 016.0 016.2 020.2
	            100.0 103.21 103.211
	            103.212 103.26	

Item No.	Description	Disposition
IRM-1.00	**Information Resource Management Policy** Material which serves to establish policy or precedents pertinent to future and continuing actions for information resources management activities. Office of record/origin *Note: This file consists of policy for information resource management subjects that may not be included in the master set of directives.* Classification Code Cross Reference: Post 1989 - IRM-1.00 IRM-8.00 Post 1972 - 109.0 151.0 Pre 1972 - 322.2	**Permanent.** Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.
IRM-2.00	**Information Resource Management Reports** Reports and related correspondence pertaining to information resource management. Includes, but is not limited to: • Data General Report • Minicomputer • Workstation Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-2.00 Post 1972 - 109.2 Pre 1972 - 322.22	**Temporary.** Cutoff at the end of each year. Destroy 10 years after cutoff.
IRM-3.00	**Software** Correspondence and related material pertaining to software development, maintenance, and documentation. Includes, but is not limited to: • Backup data for software programs • Software systems • Software applications	

Item No.	Description	Disposition
	Software - continued · Graphics software · Service agreements Office of record/origin *Note: Use ACM-4.80 or ACM-4.90 for procurement of software.* Classification Code Cross Reference: Post 1989 - IRM-3.00 IRM-5.00 Post 1972 - 109.0 109.1 Pre 1972 - 322.2 322.29 322.291	**Temporary.** Cutoff at the end of each year. Destroy 10 years after cutoff.
IRM-4.00	**Hardware** Correspondence and related material pertaining to the physical equipment and components in a computer system. Includes, but is not limited to: · Mainframes · Minicomputers · Local Area Networks (LAN) · Hardware · Wide Area Networks (WAN) Office of record/origin *Note: Use ACM-4.80 or 4.90 for procurement of hardware.* Classification Code Cross Reference: Post 1989 - IRM-4.00 Post 1972 - 109.0 Pre 1972 - 322.2 322.21	**Temporary.** Cutoff at the end of each year. Destroy 10 years after cutoff.
IRM-5.00	**Information Resource Management Planning and Programs** Material pertaining to information resource management planning reviews and programs. Includes, but is not limited to:	

Item No.	Description	Disposition
	Information Resource Management Planning and Programs - continued · Master plans for managing ADP resources · Budget strategy · Life-cycle management · Requirements and feasibility studies · Cost benefit analyses · Assurance of integrity in database administration · Triennial reviews · Data management decisions · ADP managers' responsibilities in meeting user needs · IRM Council Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-5.00 Post 1972 - 109.0 Pre 1972 - 322.2	 **Temporary**. Cutoff at the end of the year. Destroy 10 years after cutoff.
IRM-6.00	**Computer Operations and Maintenance** Correspondence and related material pertaining to the Reclamation office computer system, technical operation, and maintenance. Includes: · Schedules · Console logs · Computer service response time and turnaround time · System upgrade data · Operational procedures Office of record/origin	 **Temporary**. Cutoff at the end of each year. Destroy 10 years after cutoff.

Item No.	Description	Disposition
	Computer Operations and Maintenance - continued Classification Code Cross Reference: 　Post 1989 -　ACM-4.10　IRM-3.00　IRM-4.00 　　　　　　　 IRM-5.00　IRM-6.00　IRM-9.00 　Post 1972 -　322.2 　Pre 1972 -　322.2	
IRM-7.00	**User Support and Liaison** Correspondence and related material pertaining to user support and liaison. Includes: 　·　Computer user technical assistance 　·　Help files 　·　Establishing user support groups 　·　Articles for ADP newsletters 　·　User meetings - data and notes 　·　Technical notes 　Office of record/origin Classification Code Cross Reference: 　Post 1989 -　IRM-7.00 　Post 1972 -　109.0 　Pre 1972 -　322.2	**Temporary**. Cutoff at the end of each year. Destroy 3 years after cutoff.
IRM-7.10	**Information Resource Management Security** Correspondence and related material pertaining to computer security plans and planning. Includes: 　·　IRM security related material 　·　Risk analysis 　·　Misuse of computer hardware and software 　·　Unauthorized use of software applications 　·　Continuity of Operations Plan (COOP) 　·　IRM security plan to prevent sabotage or subversive action	

Item No.	Description	Disposition
	Information Resource Management Security - continued Office of record/origin Classification Code Cross Reference: Post 1989 - ADM-11.00 Post 1972 - 109.0 Pre 1972 - 322.2	**Temporary.** Break file at the end of each year. Cutoff after issuance of a new plan. Destroy 3 years after cutoff.

IRM-7.20	**Computer Systems Access**
	
	Material pertaining to an individual's access privileges to computer systems. Includes:
	
	• Authorization and application to gain access to computer systems. Includes:
	
	    • Minicomputers
	
	    • Microcomputers
	
	    • Local Area Networks (LAN)
	
	    • Wide Area Networks (WAN)
	
	Office of record/origin
	
	Classification Code Cross Reference:
	Post 1989 - IRM-7.00
	Post 1972 - 109.0
	Pre 1972 - 322.2
		Temporary. Cutoff at the end of each year. Destroy when superseded, revoked, or after transfer or separation of employee.

IRM-8.00	**Telecommunications Equipment Management** Correspondence and related materials pertaining to the installation, operation, maintenance and management of telecommunications equipment used for the transmission of voice and data signals over hard wire or via satellite. • Requirements for acquisition, usage, consolidation, and disposition of telecommunications equipment • Leased facilities, equipment, or lines	

Item No.	Description	Disposition
	Telecommunications Equipment Management - continued	
	· Materials regarding frequencies, line changes, traffic and service reports, inventories, recurring charges, work orders	
	· Communication network plans, studies, or control carrier information	
	Office of record/origin	**Temporary.** Cutoff at the end of each year. Destroy 10 years after cutoff.
	Note: Use PRJ-22.00 for materials pertaining to telecommunication site facilities.	
	Classification Code Cross Reference: 　Post 1989 - ADM-16.00　IRM-8.00　IRM-9.00 　Post 1972 - 151.1　　　　151.2　　　567.0 　Pre 1972 - 103.22　　　　103.23　　　103.24 　　　　　　　103.25	
IRM-8.10	**Telephone Call Detail** Material pertaining to telephone call detail records that are used to identify and eliminate the misuse of Government telephone systems. Including: · Computer-generated listings of calling and called telephone numbers, dates, specific time, and length of calls. Include those that are maintained in electronic form and/or hardcopy form · Records relating to the location of telephones and those indicating assignment of employee numbers predominately the telephone directory in either hardcopy or electronic forms	

Item No.	Description	Disposition
	Telephone Call Detail - continued Office of record/origin	**Temporary.** Cutoff files at the end of each year. Destroy 3 years after cutoff. *Note:* ► *Electronic records will be maintained for 3 years by the Department of the Interior. Paper reference copies sent to offices and bureaus may be destroyed when no longer needed or when 3 years old, whichever comes first.* ► *Since these records are used in conjunction with one another to monitor long distance telephone calls, they constitute a system of records that is subject to the Privacy Act.*

	Classification Code Cross Reference:
	    Post 1989 - ADM-16.00 IRM-8.00
	    Post 1972 - 151.1
	    Pre 1972 - 103.22
	
	Subject to Privacy Act
	    OS-36	

IRM-8.20	**Radio Communications Systems** Correspondence and related materials pertaining to the installation, operation, maintenance, and management of equipment used for direct communication, automation, or remote control of either voice or data transmissions. Includes, but is not limited to: · Economic dispatch · Microwave · Satellite Systems · 2-way Radio (fixed or mobile) · Leased facilities · Specialized Mobil Radio Systems (SMR) · Leased services	

Item No.	Description	Disposition

	Radio Communications Systems - continued
	
	· Cellular telephones
	
	· Early Warning Device Systems
	
	· Applications, licenses, permits
	
	Office of record/origin
	
	Note: Use PRJ-22.00 for materials pertaining to radio communication site facilities.
	
	Classification Code Cross Reference:
	   Post 1989 - IRM-8.00
	   Post 1972 - 567.0
	   Pre 1972 - 567.0 567.1 567.2
	              567.3 567.4
		Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.

IRM-8.30	**Supervisory Control and Data Acquisition Systems**
	
	Correspondence and related materials pertaining to the installation, operation, and maintenance of equipment used in the supervision and control of Reclamation works by either direct communication, automation, or remote control. Including, but not limited to:
	
	· Powerline carrier current systems
	
	· Supervisory control data acquisition systems
	
	· Load frequency controls
	
	· Water systems automation
	
	· Fiber optics systems
	
	· Transfer trip systems
	
	Office of record/origin
	
	Classification Code Cross Reference:
	   Post 1989 - IRM-8.00
	   Post 1972 - 567.0
	   Pre 1972 - 567.0
		Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.

Item No.	Description	Disposition

PIO-1.00	**Public Information Policy**
	
	Material which serves to establish policy or precedents pertinent to future and continuing actions for public information activities.
	
	    Office of record/origin
	
	Note: This file consists of policy for public information subjects that may not be included in the master set of directives.
	
	Classification Code Cross Reference:
	    Post 1989 - IRM-16.00 PIO-1.00
	    Post 1972 - 156.1 180.0
	    Pre 1972 - 010.0 062.0
		Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.

PIO-2.00	**Public Information Reports**
	
	Reports pertaining to public information activities.
	
	    Office of record/origin
	
	Classification Code Cross Reference:
	    Post 1989 - ADM-15.00 PIO-2.00
	    Post 1972 - 183.0 190.0
	    Pre 1972 - 010.3 104.0 104.1
	                104.3
		Temporary. Cutoff at the end of each year. Destroy 5 years after cutoff.
		
		Note: Disposal of these reports must be approved by subject matter specialist in office of primary responsibility.

PIO-3.00	Reserved	

Item No.	Description	Disposition
PIO-3.10	**Speeches, Addresses, and Comments** Remarks made by senior and other high-level officials at formal ceremonies and during interviews concerning Reclamation programs. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups such as college and university students, business associations, and cultural news media commentators. The format selected may be paper, audio or video tape, or motion picture film. Includes: · Lectures and speeches of the Secretary of the Interior relating to Reclamation activities · Invitations and authorization for presentations or speeches Office of record/origin *Note: Use PIO-1.10 for speeches and addresses made by Reclamation personnel other than senior or high-level officials and outside entities.* Classification Code Cross Reference: Post 1989 - ADM-10.00 PIO-3.10 Post 1972 - 105.0 105.1 105.2 180.1 180.2 Pre 1972 - 011.0 012.0 105.0 105.1 105.2 105.21 105.22 105.23 105.24 105.27 105.28 905.0 <u>Subject to Privacy Act</u> WBR-33	**Permanent.** Place in inactive file when cancelled or superseded or 3 years after issuance, whichever is earlier. Cutoff inactive at the end of each year. Transfer to Archives 10 years after cutoff.
PIO-3.20	Reserved	
PIO-3.30	**Press Releases** Material pertaining to press releases issued by Reclamation announcing events, programs, changes in policy or senior personnel, or other activities, including: · Prepared statements of announcements issued for distribution to the news media	

Item No.	Description	Disposition

	Press Releases - continued
	
	· Articles for publications in periodicals
	
	· Formal press releases
	
	Office of record/origin
	
	Note:
	► *Use Transitory File for copies of press releases, news clippings, and periodicals from other agencies or the news media.*
	
	► *Copies of press releases, news clippings, and periodicals issued by Reclamation may be filed with the appropriate project file.*
	
	► *Use PIO-6.00 for audio/visual recordings of the event, activity, or announcement regarding a press release*
	
	Classification Code Cross Reference:
	    Post 1989 - PIO-3.30
	    Post 1972 - 180.4 180.5
	    Pre 1972 - 014.0 015.0
		Permanent. Place in inactive file when cancelled or superseded or 3 years after issuance. Cutoff inactive at the end of each year. Transfer to Archives 10 years after cutoff.

PIO-4.00	**Celebrations and Dedications** Information regarding Reclamation-associated celebrations and dedications. Includes, but is not limited to: · Final reports on participation in celebration or dedication exercises · Arrangements and preparations · Announcements · Pamphlets/brochures · Ground breaking celebrations/dedications · Anniversary celebrations · Special events such as Centennial 2002	

Item No.	Description	Disposition
	Celebrations and Dedications - continued Office of record/origin *Note:* *► A copy of this material may be filed with appropriate project file.* *► Use PIO-1.10 for material incidental to participation in celebrations or dedications such as invitations and general public information.* Classification Code Cross Reference: Post 1989 - PIO-4.00 Post 1972 - 182.0 Pre 1972 - 017.0	**Permanent.** Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff. *Note: Only those activities pertaining to Reclamation-associated activities are to be kept as a permanent record.*
PIO-5.00	**Arts and Graphics** Visuals, exhibits, art, and graphics. Material filed here may consist of original artwork, illustrations, slides, charts, graphics, acetates, negatives, and other visual aids. Office of record/origin *Note: Use PRM-10.00 for artwork designated to be museum property.* Classification Code Cross Reference: Post 1989 - PIO-3.20 Post 1972 - 180.3 Pre 1972 - 013.0	**Temporary.** Destroy 1 year after final publication. *Note: Artwork of a continuing usefulness may be retained as nonrecord material until no longer needed.*
PIO-6.00	**Audio/Visual Recordings** Audio or visual recordings of events and activities sponsored by Reclamation and used for promotional, educational, and informational purposes. Includes: • Original recording or the earliest generation of each recording or a kinescope of the recording	

Item No.	Description	Disposition
	Audio/Visual Recordings - continued Finding aids and production documentation such as data sheets, shot lists, catalogs, indexes, and other textual documentation for the proper identification, retrieval, and use of video records. Includes: • Production or similar material containing copies of production contracts, scripts, or other documentation bearing or the origin, acquisition, release, or ownership of the production. Office of record/origin Classification Code Cross Reference: Post 1989 - PIO-3.20 · Post 1972 - 180.3 Pre 1972 - 013.0	**Permanent**. Cutoff at the end of each year. Transfer to Archives 10 years after cutoff. *Note: Duplicate recordings may be destroyed when 5 years old or when no longer needed for reference.*
PIO-6.10	**Motion Picture Films** Use this code for motion picture films produced or sponsored by Reclamation and used for promotional, educational, and informational purposes. Includes: • Original negative or color original plus separate optical sound track • An intermediate master positive or duplicate negative plus optical sound track and sound projection print for each motion picture Finding aids and production documentation such as data sheets, shot lists, catalogs, indexes, and other textual documentation for the proper identification, retrieval, and use of video records. Includes: • Production or similar material containing copies of production contracts, scripts, or other documentation bearing or the origin, acquisition, release, or ownership of the production.	

Item No.	Description	Disposition
	Motion Picture Films - continued Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-16.00 Post 1972 - 156.1 Pre 1972 - 062.0	**Permanent**. Cutoff at the end of each year. Transfer to Archives 10 years after cutoff. *Note: Duplicate recordings may be destroyed when 5 years old or when no longer needed for reference.*
PIO-7.00	**Photographs** Original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image. Includes: • Photographs of significant Reclamation officials and other individuals • Photographs resulting from significant Reclamation Program responsibilities which constitute evidence of the organization, function, policy development, decisions, procedures, operations, or other activities • Finding aids Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-16.00 Post 1972 - 156.0 Pre 1972 - 061.0 061.2 Subject to Privacy Act WBR-26	 **Permanent**. Cutoff at the end of each year. Transfer to Archives when 10 years old.

Item No.	Description	Disposition
PIO-7.10	**Special Purpose Photographs** Photographs made to serve a temporary purpose but not having sufficient value to justify continual retention. Includes, but is not limited to: · photo's reproduced in technical reports which are meaningless without any text · duplicate copies · photographs of local interest only Office of record/origin	**Temporary**. Destroy when purpose if served or no longer needed for reference.
PIO-8.00	**Information Publication Master Files** Official file copy of each booklet, pamphlet, poster, monograph, employee newsletter, or other issuance primarily of an informational character. Includes: · Publications for internal Reclamation use and publication for promotional or external use Office of record/origin *Note:* *► Official file copy is maintained by the office responsible for preparation and issuance OR the office requiring contractor preparation. Publications in this file will be distinctly marked "Record Set" and will not be charged out.* *► Use PIO-1.10 for requests for Bureau publications including, but not limited to Technical and Design Standards.* *► Use RES-2.00 for technical publications, manuals, and standards.* *► See PRJ-2.00 for Project Histories.*	**Permanent**. Cutoff at the end of each year. Transfer superseded or cancelled material to FRC 10 years after issuance. FRC transfer to Archives 30 years after cutoff.

Item No.	Description	Disposition
	Information Publication Master Files - continued	
	Classification Code Cross Reference:	
	Post 1989 - ADM-12.00 ADM-15.00 IRM-14.00 PER-2.00	
	Post 1972 - 100.2 183.0	
	Pre 1972 - 010.3 020.0 020.1	
	021.0 021.01 021.02	
	022.0 022.1 022.11	
	022.2 022.201 022.202	
	022.203 022.204 022.205	
	022.206 022.207 022.208	
	022.4 022.6 024.0	
	025.0 400.3 400.33	
	904.0	
	<u>Subject to Privacy Act</u> WBR-26	

Item No.	Description	Disposition

RIM-1.00	**Records and Information Management Policy**
	
	 Material which serves to establish policy or precedents pertinent to future and continuing actions for records and information management activities.
	
	 Office of record/origin
	
	 Note: This file consists of policy for records and information management subjects that may not be included in the master set of directives.
	
	 Classification Code Cross Reference:
	 Post 1989 - ADM-1.00 IRM-8.00 IRM-10.00
	            IRM-11.00
	 Post 1972 - 100.0 140.0 140.1
	            141.0 151.0
	 Pre 1972 - 100.0 103.0 103.01
	            103.13
		Permanent. Place in inactive file when cancelled or superseded. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.

RIM-2.00	**Records and Information Management Reports**
	
	 Reports pertaining to records and information management. Includes, but is not limited to:
	
	 • Reports to the National Archives and Records Administration
	
	 • Postage usage reports including supporting receipts for postage meter settings
	
	 • Postal estimate reports
	
	 Office of record/origin
	
	 Classification Code Cross Reference:
	 Post 1989 - ADM-2.00 IRM-2.00 IRM-9.00
	            IRM-11.00
	 Post 1972 - 140.1 144.0 146.0
	            152.0 190.0
	 Pre 1972 - 103.01 103.15 103.18
	            103.212 104.0
		Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.

RIM-3.00	**Mail Management Program** Correspondence and material accumulated as a result of a mail management program.	

Item No.	Description	Disposition
	Mail Management Program - continued Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-9.00 Post 1972 - 152.0 Pre 1972 - none	**Temporary.** Cutoff at the end of each year. Destroy 3 years after cutoff.
RIM-3.10	**Postal Records** U.S. Postal Service forms and supporting material pertaining to incoming and outgoing mail. Includes: · Receipts for registered and certified mail · Receipts for insured mail · Special delivery receipts and forms · Reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail · Daily record of meter register reading Office of record/origin *Note: Postage meter resetting receipts charged to the Official Mail Accounting System (OMAS) should be attached to the Postage Usage Report in RIM-2.00.* *Postage meter resetting receipts paid for by Purchase Order should be submitted as supporting data to the Purchase Order.* Classification Code Cross Reference: Post 1989 - IRM-9.00 Post 1972 - 152.0 Pre 1972 - 103.211 103.212 103.213 103.214	**Temporary.** Cutoff at the end of each year. Destroy 1 year after cutoff. GRS 12.6a
RIM-3.20	**Postage Meter Licenses and Permits** Material pertaining to postage meters. Includes: · Application for postage meter	

Item No.	Description	Disposition
.	**Postage Meter Licenses and Permits - continued** · Permit and license Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-9.00 Post 1972 - 152.0 Pre 1972 - none	**Temporary**. Cutoff file when no longer in use by a Reclamation office. Destroy 1 year after cutoff.

RIM-4.00	**Records and Information Management Program**
	
	Correspondence and related material pertaining to overall records and information management promotion and <u>improvement programs</u>. Includes, but is not limited to:
	
	· Managing file stations
	
	· Forms Management Program
	
	· Use of seals and certification of records
	
	· Correspondence Management Program
	
	· Vital Operating Records Program
	
	· Security of records and official information
	
	· Records Retention and Disposition Program
	
	· Classified Documents Report
	
	Office of record/origin
	
	Note: Use RIM-4.10 for systems developed and prescribed by Reclamation for the <u>numbering</u> and <u>filing</u> of record material created or received by Reclamation.
	
	Classification Code Cross Reference:
	Post 1989 - IRM-10.00 IRM-11.00 IRM-12.00
	Post 1972 - 140.0 140.1 144.0
	              145.0 146.0 151.3
	Pre 1972 - 103.0 103.01 103.11
	              103.15 103.151 103.152
	              103.17 103.18
		Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.

Item No.	Description	Disposition

RIM-4.10	**Records Management Filing Systems**
	
	Correspondence, handbooks, index or guides, and other material related to systems developed and prescribed by Reclamation for the <u>NUMBERING</u> and <u>FILING</u> of correspondence, reports, publications, and other formats. Includes:
	
	· Drawings
	
	· Maps
	
	· Field books
	
	· Identification and filing of photographs
	
	· Audio visual
	
	· Electronic files
	
	· Microfilm
	
	· Directives
	
	Office of record/origin
	
	Note: Use RIM-8.00 for Library Operation.
	
	Classification Code Cross Reference:
	Post 1989 - IRM-11.00 IRM-14.00 IRM-15.00
	Post 1972 - 140.0 141.0 142.0
	          143.0
	Pre 1972 - 103.0 103.13 103.132
	          103.14
		Permanent. Place in inactive file when superseded, cancelled, or revoked. Cutoff inactive file at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.

RIM-4.20	**Records Disposition** Description inventories, disposal authorizations, schedules, and reports. Includes, but is not limited to: · Documentation of records description and disposition programs · SF-115, Request for Records Disposition Authority · SF-135, Records Transmittal and Receipt · SF-258, Request to Transfer, Approval, and Receipt of Records to NARA; and related documentation	

Item No.	Description	Disposition
	Records Disposition - continued Office of record/origin	**Temporary.** Destroy when related records have been destroyed, transferred to the National Archives, or when no longer needed for administrative or reference purposes. *Note: Records Administration maintain as permanent reference material. GRS 16.2a*
	Classification Code Cross Reference: Post 1989 - IRM-11.00 Post 1972 - 144.0 Pre 1972 - 103.15 103.152	

RIM-5.00	**Directives Management Program**
	
	Correspondence and material accumulated as a result of managing the directives program established to develop internal policy and procedural instructions. Includes:
	
	· Preparation/format
	
	· Revision
	
	· Clearance
	
	· Publication
	
	· Distribution
	
	· Sales of instructions and releases
	
	Office of record/origin
	
	Note: Use RIM-5.10 to file the master sets of Reclamation releases.
	
	Classification Code Cross Reference:
	Post 1989 - ADM-1.00 ADM-3.00 ADM-4.00
	               ADM-15.00 IRM-10.00
	Post 1972 - 102.2 102.21 103.0
	             103.1 104.0 183.0
	Pre 1972 - 022.0 022.1 111.3
	             111.31 111.312 112.0
	             112.2 113.0
		Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff or when no longer needed for administrative purposes.

Item No.	Description	Disposition
RIM-5.10	**Reclamation Releases** Master sets of each internal issuance published by Reclamation to provide policy and procedural instructions, such as: · Material regarding clearance/concurrence · Manual release transmittal sheets and supplements · Reclamation Instructions · Reclamation Instruction Supplements/Amendments · Regional office supplements to the Reclamation Instructions · Appendices · ACER Memorandums · Memorandums and bulletins · Reclamation Instruction supplements to other agency releases Office of record/origin *Note: Reclamation Instructions issued as a supplement to other agency releases file together with a copy of the other agency release.* Classification Code Cross Reference: Post 1989 - ADM-1.00 ADM-3.00 Post 1972 - 102.21 103.2 104.0 Pre 1972 - 111.31 112.3 113.0	**Permanent.** Place in inactive file when cancelled, superseded, or revoked. Cutoff inactive file at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
RIM-5.20	**Department of the Interior and Other Agency Releases** Master sets of Departmental and other agency releases that affect or govern Reclamation programs. Includes, but is not limited to: · Departmental Manual · Federal Personnel Manual · Federal Acquisition Regulations · Federal Information Resources	

Item No.	Description	Disposition

	Department of the Interior and Other Agency Releases - continued
	
	• Management Regulation
	
	• OMB Circulars and Bulletins
	
	Office of record/origin
	
	Note: *Reclamation Instructions issued to supplement other agency releases file together with a copy of the other agency release. Use RIM-5.10.*
	
	Classification Code Cross Reference:
	  Post 1989 - ADM-1.00 ADM-4.00 IRM-10.00
	  Post 1972 - 102.2 103.0 103.1
	              103.3 103.4 103.5
	              103.6 104.0
	  Pre 1972 - 111.3 112.0 112.1
	              112.2 112.21 112.22
	              112.4 112.5 112.6
	              112.7 113.0
		Contingent. Destroy when cancelled, superseded, or revoked.

RIM-6.00	**Freedom of Information Act (FOIA) Administrative File**
	
	Material pertaining to FOIA. Include notices, correspondence, recurring reports, and one-time information requirements relating to the implementation of FOIA.
	
	  Office of record/origin
	
	Classification Code Cross Reference:
	  Post 1989 - IRM-12.00
	  Post 1972 - 146.1
	  Pre 1972 - 103.3
		Temporary. Cutoff at the end of each year. Destroy when 2 years old or when no longer needed for administrative use. GRS 14.14 and GRS 14.15

RIM-6.10	**Freedom of Information Act (FOIA) Requests - Full Disclosure** Files created in response to requests for information under FOIA consisting of the original request, a copy of the reply, and all related supporting files which may include the official file copy of requested record or copy.	

Item No.	Description	Disposition

	Freedom of Information Act (FOIA) Requests - Full Disclosure - continued
	
	· Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed here
	
	· Granting access to all the requested records
	
	· Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.
	
	· Request not appealed
	
	Office of record/origin
	
	Note:
	► Official file copies of records requested should be disposed of in accordance with approved agency disposition instructions for the related records, or with the related FOIA request, whichever is later.
	
	► Use RIM-6.12 for those requests that have been appealed.
	
	Classification Code Cross Reference:
	  Post 1989 - IRM-12.00
	  Post 1972 - 146.1
	  Pre 1972 - 103.3
		Temporary. Cutoff file after date of reply. Destroy 2 years after cutoff. GRS 14.11

RIM-6.11	**Freedom of Information Act (FOIA) Requests - Denials** FOIA requests that Reclamation is denying access to all or part of the records requested. · Request not appealed Office of record/origin *Note: Use RIM-6.12 for those requests that have been appealed.*	**Temporary.** Cutoff file after date of reply. Destroy 6 years after cutoff. GRS 14.11.a.(3)(a)

Item No.	Description	Disposition

	Freedom of Information Act (FOIA) Requests - Denials - continued
	
	Classification Code Cross Reference:
	   Post 1989 - IRM-12.00
	   Post 1972 - 146.1
	   Pre 1972 - 103.3	

RIM-6.12	**Freedom of Information Act (FOIA) Appeals**
	
	Files created in responding to administrative appeals under FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply, and related supporting documents, which may include the official file copy of records under appeal or copy.
	
	   • Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed here)
	
	   Office of record/origin
	
	Note: Official file copies of records under appeal should be disposed of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.
	
	Classification Code Cross Reference:
	   Post 1989 - IRM-12.10
	   Post 1972 - 146.1
	   Pre 1972 - 103.3
		Temporary. Destroy 6 years after final determination by agency or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later. GRS 14.12.a.

RIM-6.13	**Freedom of Information Act (FOIA) Controls** Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose or request and name and address of requester. **Register or Listing** Office of record/origin	**Temporary.** Break file at the end of each year. Cutoff after date of last entry. Destroy 6 years after cutoff. GRS 14.13.a.

Item No.	Description	Disposition
	Freedom of Information Act (FOIA) Controls - continued Classification Code Cross Reference: 　Post 1989 -　IRM-12.00 　Post 1972 -　146.1 　Pre 1972 -　103.3	
RIM-6.14	**Other Freedom of Information Act (FOIA) Files** Office of record/origin Classification Code Cross Reference: 　Post 1989 -　IRM-12.00 　Post 1972 -　146.1 　Pre 1972 -　103.3	**Temporary.** Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later. GRS 14.13.b.
RIM-7.00	**Privacy Act** Material pertaining to the implementation of the Privacy Act including notices, correspondence, recurring reports, and one-time information reports. Also include biennial reports to the Office of Management and Budget and the Report on New Systems at all levels. 　· Privacy Act Systems of Record Notices Office of record/origin Classification Code Cross Reference: 　Post 1989 -　IRM-12.00 　Post 1972 -　146.1 　Pre 1972 -　103.3	**Temporary.** Cutoff at the end of each year. Destroy when 2 years old. GRS 14.25
RIM-7.01	**Privacy Act Administrative Files** Files relating to the general implementation of the Privacy Act, including notices, memorandums, routine correspondence, and related material.	

Item No.	Description	Disposition
	Privacy Act Administrative Files - continued Office of record/origin	**Temporary.** Cutoff at the end of each year. Destroy when 2 years old or sooner if no longer needed for administrative use. GRS 14.26
	Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.1 Pre 1972 - 103.3	
RIM-7.10	**Privacy Act Requests - Full Disclosure** Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply, and all related supporting documents, which may include the official file copy of records requested or copy. · Correspondence and supporting documents (EXCLUDING) the official file copy of the records requested if filed here) · Granting access to all the requested records · Responding to requests for nonexistent records; to requesters who provide inadequate descriptions and to those who fail to pay reproduction fees · Requests <u>not</u> appealed Office of record/origin	**Temporary.** Cutoff file after date of reply. Destroy 2 years after cutoff. GRS 14.21
	Note: ▸ *Official file copies of requested records should be disposed of in accordance with approved agency disposition instructions for the related records, <u>or with the related Privacy Act request, whichever is later.</u>* ▸ *See RIM-7.12 for requests appealed.*	

Item No.	Description	Disposition

	Privacy Act Requests - Full Disclosure - continued
	
	Classification Code Cross Reference:
	    Post 1989 - IRM-12.00
	    Post 1972 - 146.1
	    Pre 1972 - 103.3	

RIM-7.11	**Privacy Act Requests - Denials**
	
	Privacy Act requests that Reclamation is denying access to all or part of the records requested. Requests <u>not</u> appealed.
	
	    Office of record/origin
	
	Note: See RIM-7.12 for requests appealed.
	
	Classification Code Cross Reference:
	    Post 1989 - IRM-12.00
	    Post 1972 - 146.1
	    Pre 1972 - 103.3
		Temporary. Break file at the end of each year. Cutoff after date of reply. Destroy 5 years after cutoff. GRS 14.21.a.(3)(a)

RIM-7.12	**Privacy Act Amendment**
	
	Case files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).
	
	Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies and related materials.
	
	    Office of record/origin
	
	Classification Code Cross Reference:
	    Post 1989 - IRM-12.00
	    Post 1972 - 146.1
	    Pre 1972 - 103.3
		Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later. GRS 14.22.a.

Item No.	Description	Disposition
RIM-7.13	**Privacy Act Amendment - Refusal** Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies, statement of disagreement, agency justification for refusal to amend a record, and related materials. Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.1 Pre 1972 - 103.3	**Temporary**. Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. GRS 14.22.b.
RIM-7.14	**Privacy Act Amendment - Refusal Appeal** Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record. Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-12.10 Post 1972 - 146.1 Pre 1972 - 103.3	**Temporary**. Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 3 years after final adjudication by courts, whichever is later. GRS 14.21(3)(b) and GRS 14.22.c.
RIM-7.15	**Privacy Act - Accounting Disclosure** Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	

Item No.	Description	Disposition

	Privacy Act - Accounting Disclosure - continued
	
	Office of record/origin
	
	Classification Code Cross Reference:
	  Post 1989 - IRM-12.00
	  Post 1972 - 146.1
	  Pre 1972 - 103.3
		Temporary. Dispose of in accordance with approved disposition instructions for the related subject individual's record, or 5 years after the disclosure for which the accountability was made, whichever is later. GRS 14.23

RIM-7.16	**Privacy Act Controls**
	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.
	
	Registers or Listings
	
	Office of record/origin
	
	Classification Code Cross Reference:
	  Post 1989 - IRM-12.00
	  Post 1972 - 146.6
	  Pre 1972 - 103.3
		Temporary. Break file at the end of each year. Cutoff after date of last entry. Destroy 5 years after cutoff. GRS 14.24.a.

RIM-7.17	**Other Privacy Act Files**
	
	Office of record/origin
	
	Classification Code Cross Reference:
	  Post 1989 - IRM-12.10
	  Post 1972 - 146.1
	  Pre 1972 - 103.3
		Temporary.. Cutoff at the end of each year. Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later. GRS 14.24.b.

Item No.	Description	Disposition
RIM-8.00	**Library Operations** Correspondence and material related to the collection, indexing, cataloging, filing, retrieving, and disseminating of library reference material. Office of record/origin Classification Code Cross Reference: Post 1989 - IRM-13.00 Post 1972 - 148.0 148.1 148.2 Pre 1972 - 103.16 109.0 109.1 109.2	**Temporary.** Cutoff at the end of each year. Destroy 3 years after cutoff.
RIM-9.00	**Records and Information Resources Management Feasibility Studies** Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications, studies and systems analysis for the initial establishment and major changes of these systems. These studies typically include a consideration of the alternatives of the purposed system, and cost benefit analysis of the improved efficiency and effectiveness to be expected from the proposed system. Office of record/origin *Note: Use RIM-1.10 for microform requests, approvals/denials.* Classification Code Cross Reference: Post 1989 - IRM-11.00 IRM-15.00 Post 1972 - 140.0 142.0 Pre 1972 - 103.0 103.14	**Temporary.** Break file at the end of each year. Cutoff after study is completed or cancelled. Destroy 5 years after cutoff. GRS 16.9
RIM-10.00	Reserved	
RIM-10.10	Reserved	

Item No.	Description	Disposition

RIM-11.00	**Forms Development**
	
	Record copy of each form developed/revised and the Form 7-1370, supporting data, clearances, and the related procedures for use of the proposed form.
	
	    Office of record/origin
	
	Note: Use RIM-4.00 for material related to a forms management program.
	
	Classification Code Cross Reference:
	    Post 1989 - IRM-17.00
	    Post 1972 - 147.0 905.0
	    Pre 1972 - 322.8 902.0
		Temporary. Break file at the end of each year. Cutoff after form is discontinued, superseded, or cancelled. Destroy 5 years after cutoff. GRS 16.3a

RECORDS COMMON TO MOST OFFICES

This section defines the types of documents which are considered nonrecord and provides standards for their disposition. Nonrecord materials have no documentary or evidential value. They are: (1) duplicate copies of an original maintained by a separate office of primary interest which serves as the official record, and (2) printed or processed materials of which only the master copy is considered official. Retention of nonrecord material is not required.

Nonrecord material accumulates in offices as a convenience to personnel but should be kept to a minimum. It is often found interfiled with official papers, which is a poor files maintenance practice. Most of this material should be destroyed without filing. If, however, nonrecord material is filed, it should be kept separately from official records.

Item No.	Description	Disposition
RCO-1.00	**Reading or Chronological Files** Copies of correspondence and other documents prepared and maintained by originating office, used solely as a reading or reference file. All offices	Cutoff at the end of each year. Destroy 1 year after cutoff or after reference value has been exhausted, whichever is sooner.
RCO-2.00	**Suspense Reminders** A Note or Other Reminder to Submit a Report or To Take Some Other Action Documents arranged in chronological order as a reminder that an action is required on a given date or a reply to action is expected and, if not received, should be traced on a given date. Also, transitory documents being held for reference which may be destroyed on a given date. All offices	Destroy after action is taken. GRS 23.6a
RCO-2.10	**Suspense Files** The File Copy, or an Extra Copy of an Outgoing Communication, Filed by the Date on Which a Reply is Expected See RCO-2.00 for description All offices	Withdraw when reply is received. If suspense copy is an extra copy, destroy it; if it is the file copy, incorporate it into the official files. GRS 23.6

RECORDS COMMON TO MOST OFFICES

Item No.	Description	Disposition
RCO-3.00	**Routine Tracking and Control Files** Logs, registers, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records. Includes: • fax logs All offices	Destroy when work is completed or when no longer needed for operating purposes. GRS 23.8
RCO-4.00	**Directives/Publications--Reference Copies** Copies of internal regulations, directives, and publications, (including bulletins, circulars, pamphlets, and public relations material). All offices	Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference.
RCO-4.10	**Directives/Publications of Other Government Agencies** Copies of external regulations and publications, including congressional documents, OMB Circulars, Code of Federal Regulations, Federal Register Notices, GSA publications, Departmental Manual releases, etc. All offices	Destroy when superseded, obsolete, or in the case of bound volume, when not needed for library purposes.
RCO-4.20	**Non-Government Publications** Publications of commercial firms, private institutions, and vendors including catalogs, brochures, price lists, and similar materials. All offices	Destroy when superseded or obsolete. GRS 23.6
RCO-5.00	**Library Materials** Copies of books, pamphlets, journals, and similar materials.	

Item No.	Description	Disposition
	Library Materials (continued) All offices	Destroy when superseded, obsolete, or no longer needed for reference. Refer items of potential value to librarian for disposition. GRS 23.6
RCO-6.00	**Technical Reference Files** Copies of reports, studies, special compilation data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes. Prepared internally and externally. All offices	Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference. GRS 23.6