## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-94-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>05/04/2021</u>

#### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

#### SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

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Item IRM-1.00 was superseded by DAA-0048-2013-0008-0003
Item IRM-1.10 was superseded by DAA-0048-2013-0001-0002 and DAA-0048-2013-0001-0015
Item IRM-2.00 was superseded by DAA-0048-2013-0001-0002 and DAA-0048-2013-0001-0015
Item IRM-3.00 was superseded by DAA-0048-2013-0001-0015
Item IRM-4.00 was superseded by DAA-0048-2013-0001-0015
Item IRM-5.00 was superseded by DAA-0048-2013-0001-0015
Item IRM-6.00 was superseded by DAA-0048-2013-0001-0013
Item IRM-7.10 was superseded by DAA-0048-2013-0001-0013
Item IRM-7.20 was superseded by DAA-0048-2013-0001-0001 and DAA-0048-2013-0001-0013
Item IRM-8.00 was superseded by DAA-0048-2013-0001-0002
Item PIO-1.00 was superseded by DAA-0048-2013-0008-0003
Item PIO-1.10 was superseded by DAA-0048-2013-0001-0002
Item PIO-2.00 was superseded by DAA-0048-2013-0001-0002
Item PIO-7.10 was superseded by DAA-0048-2013-0001-0001
Item RIM-1.00 was superseded by DAA-0048-2013-0008-0003
Item RIM-1.10 was superseded by DAA-0048-2013-0001-0002
Item RIM-2.00 was superseded by DAA-0048-2013-0001-0002
Item RIM-3.00 was superseded by DAA-0048-2013-0001-0001
Item RIM-3.20 was superseded by DAA-0048-2013-0001-0001
Item RIM-4.00 was superseded by DAA-0048-2013-0001-0002
Item RIM-5.00 was superseded by DAA-0048-2013-0001-0001
Item RIM-5.10 was superseded by DAA-0048-2013-0008-0003
Item RIM-5.20 was superseded by DAA-0048-2013-0001-0001
Item RIM-8.00 was superseded by DAA-0048-2013-0001-0001
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## NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE





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REQUEST FOR RECORDS DISPOSIT	TON AUTHORIT	γl		LEAVE BLANK (NAR B NUMBER 311 115 04	
(See Instructions on reverse)			N1-115-94-/		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 8-1-95		
FROM (Agency or establishment)     Department of the Interior				NOTIFICATION TO	AGENCY
2. MAJOR SUBDIVISION . Bureau of Reclamation				In accordance with the prus.C. 3303a the disposi	ovisions of 44 tion request.
3. MINOR SUBDIVISION				including amendments, is ap for items that may be marke	proved excepted "disposition
				not approved" or "withdrawn	" in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER Phyllis Hamilton	(303) 236-9751		DA //\rac{1}{\rac{1}{2}}	19-9-9 DANU	HE UMITED STATES
			,,,	17 Juniou	cue
6. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for and that the records proposed for disposal on of this agency or will not be needed after the the General Accounting Office, under the pr Agencies,  is not required;  is at	this agency in matt the attached retention periods ovisions of Title 8 tached; or	page specif of the	(s) a fied GA	ining to the disposition are not now needed for and that written cond to Manual for Guidar been requested.	of its records r the business currence from ace of Federal
DATE SIGNATURE OF AGENCY REPR	ESENTATIVE TI	TLE		77 amm	
7-17-95 Phyller Hamilto.	$\sqrt{}$	Ma	rai	gement Analys	t
7. ITEM NO. 8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSITIO	N		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
Please see the following attached so	chedules:				
Schedule 5: Information Resource Schedule 9: Public Information Schedule 13: Records and Information Schedule 16: Records Common to	ntion Management				

115-109 OCT 24 1995 MIN NSN 7540-00-334-4064 Copy to: agency NNS NNT NSR, NCF, NIA

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

# Subject Files INFORMATION RESOURCES MANAGEMENT

Item No.	Desc	Disposition	
IRM-1.10	Information Resource Mana		
:	subjects pertaining to automated a	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  AccessoriesAuxiliary Equipment	General correspondence regarding data processing facilities.	
	<ul> <li>Machine Utilization</li> </ul>		
	· Maintenance and Repair		
	· Software		
	Equipment Selection Requirements, Specifications, and Standards	General correspondence regarding equipment selection.	
	· Equipment Studies		

# Subject Files INFORMATION RESOURCES MANAGEMENT

	Liaison and Information	scription	Disposition
	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 Mana Copies	agement Subject Files - All Other	
	Include any materials received b responsible for issuance.	y a Reclamation office that was not	Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.
	IRM-4.00 IR	ence: kM-2.00 IRM-3.00 kM-5.00 IRM-6.00 kM-8.00	
	Post 1972 - 109.0 15 151.2	50.0 151.0 22.2	

# Subject Files PUBLIC INFORMATION

Item			
No.	Des	scription	Disposition
PIO-1.10	Public Information Subject	·	
	subjects regarding communication private organizations, and other information on external commun	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 corre programs	spondence relating to Reclamation	
	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  Commendation,	General correspondence regarding public opinion.	
	Congratulations and Appreciation		
	Criticism		
	Publicity and Promotion	General correspondence only.	
	· Annual Reports		
	Newsletters		

## Subject Files PUBLIC INFORMATION

Item No.	Description	Disposition
1	Press Relations and Releases	
	Visitors, Representatives, and General correspondence regarding visitors, representatives, and guests.	
	Radio, Television, and Motion 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.	Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.
	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	

# Subject Files RECORDS AND INFORMATION MANAGEMENT

Item No.	De	Disposition	
RIM-1.10	Records and Information Management Subject Files		
		directives, reports, Privacy and	
	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.	

# Subject Files RECORDS AND INFORMATION MANAGEMENT

Item			
No.	Desc	ription	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	General correspondence regarding information services and disclosure of information and records to other Government Agencies, States, private industry, and the general public.	
· · · · · ·	Public Inspection and Copying of Records     Privacy Act	DO NOT use for copies of requests. See RIM-6.00 for FOIA and RIM-7.00 for Privacy Act.	
	Freedom of Information Act (FOIA)		
	Library Services  Library Acquisitions  Interlibrary Loans	General correspondence on regarding library acquisitions, including free publications, subscriptions, and purchases.	
	Utilization of Library		
	Office of record/origin		Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.
RIM-1.11	Records and Information Ma Other Copies	nagement Subject Files - All	
:	Include any materials received by responsible for issuance.	a Reclamation office that was not	<u>Temporary</u> . Cutoff at the end of each year. Destroy 3 years after cutoff.

# Subject Files RECORDS AND INFORMATION MANAGEMENT

Item No.		D	escription				Disposition	
	Classification Code	e Cross Refe	erence:		*			
,	Post 1989 - AD	DM-1.00	ADM-2.00	ADM-3.00				
	1		IRM-1.00	IRM-2.00				
			IRM-10.00	IRM-11.00				
	1	*	IRM-12.10	IRM-13.00				,
	1		IRM-15.00	IRM-16.00				
	1	M-17.00				•	•	
,	Post 1972 - 100	0.0	150.1	151.0				•
	152		181.0	•				
	Pre 1972 - 016		016.2	020.2				
	100		103.21	103.211		1.		
		•	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	Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff at
	Note: This file consists of policy for information resource management subjects that may not be included in the master set of directives.	end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.
	Classification Code Cross Reference:  Post 1989 - IRM-1.00 IRM-8.00  Post 1972 - 109.0 151.0  Pre 1972 - 322.2	
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	
tur Tur	Office of record/origin	Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.
	Classification Code Cross Reference; Post 1989 - IRM-2.00 Post 1972 - 109.2 Pre 1972 - 322.22	
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	Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.
	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	
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	Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.
	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	
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	Temporary. Cutoff at the end of the year. Destroy 10 years after cutoff.
	Classification Code Cross Reference: Post 1989 - IRM-5.00 Post 1972 - 109.0 Pre 1972 - 322.2	
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	Temporary. Cutoff at the end of each year.  Destroy 3 years after cutoff.
	Classification Code Cross Reference: Post 1989 - IRM-7.00 Post 1972 - 109.0 Pre 1972 - 322.2	
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.		
	Information Resource Management Security - continued	
	Office of record/origin	Temporary. Break file at the end of each year. Cutoff after issuance of a new plan. Destroy 3 years after cutoff.
	Classification Code Cross Reference: Post 1989 - ADM-11.00 Post 1972 - 109.0 Pre 1972 - 322.2	
RM-7.20	Computer Systems Access	
	Material pertaining to an individual's access privileges to computer systems. Includes:	
	<ul> <li>Authorization and application to gain access to computer systems. Includes:</li> </ul>	
	Minicomputers	
•	· Microcomputers	
	· Local Area Networks (LAN)	
*	Wide Area Networks (WAN)	
	Office of record/origin	Temporary. Cutoff at the end of each year. Destroy when superseded, revoked, or after transfer or separation of employee.
	Classification Code Cross Reference: Post 1989 - IRM-7.00 Post 1972 - 109.0 Pre 1972 - 322.2	
RM-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	
	<ul> <li>Materials regarding frequencies, line changes, traffic and service reports, inventories, recurring charges, work orders</li> </ul>	
,	<ul> <li>Communication network plans, studies, or control carrier information</li> </ul>	
	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:	
	<ul> <li>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</li> </ul>	
	<ul> <li>Records relating to the location of telephones and those indicating assignment of employee numbers predominately the telephone directory in either hardcopy or electronic forms</li> </ul>	

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:				
x	· Economic dispatch				
	· Microwave				
	· Satellite Systems				
	· 2-way Radio (fixed or mobile)				
	· Leased facilities				
,	Specialized Mobil Radio Systems (SMR)				
į	· Leased services				

Item No.	Description	Disposition			
	Radio Communications Systems - continued				
	· Cellular telephones				
	• Early Warning Device Systems				
	· Applications, licenses, permits				
	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 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				
IRM-8.30	Supervisory Control and Data Acquisition				
IKIVI-6.50	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	Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.			
	Classification Code Cross Reference: Post 1989 - IRM-8.00 Post 1972 - 567.0 Pre 1972 - 567.0				

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	Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff at
	Note: This file consists of policy for public information subjects that may not be included in the master set of directives.	end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.
	Classification Code Cross Reference:  Post 1989 - IRM-16.00 PIO-1.00  Post 1972 - 156.1 180.0  Pre 1972 - 010.0 062.0	
PIO-2.00	Public Information Reports	
	Reports pertaining to public information activities.	
	Office of record/origin	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.
	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	
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	
	<ul> <li>Invitations and authorization for presentations or speeches</li> </ul>	
	Office of record/origin	Permanent. Place in inactive file when cancelled or superseded or 3 years after
	Note: Use PIO-1.10 for speeches and addresses made by Reclamation personnel other than senior or high-level officials and outside entities.	issuance, whichever is earlier. Cutoff inactive at the end of each year. Transfer to Archives 10 years after cutoff.
	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	
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	Permanent. Place in inactive file when		
	Note:  * Use Transitory File for copies of press releases, news clippings, and periodicals from other agencies or the news media.	cancelled or superseded or 3 years after issuance. Cutoff inactive at the end of each year. Transfer to Archives 10 years after cutoff.		
	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			
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	Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.			
	Celebrations and Dedications - continued				
	Office of record/origin	Permanent. Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC			
•	Note:  • A copy of this material may be filed with appropriate project file.	Note: Only those activities pertaining to			
	► Use PIO-1.10 for material incidental to	Reclamation-associated activities are to be kept as a permanent record.			
	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				
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	Temporary. Destroy 1 year after final publication.			
· ·	Note: Use PRM-10.00 for artwork designated to be museum property.	Note: Artwork of a continuing usefulness			
		may be retained as nonrecord material until no longer needed.			
	Classification Code Cross Reference: Post 1989 - PIO-3.20 Post 1972 - 180.3 Pre 1972 - 013.0				
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:				
	<ul> <li>Original recording or the earliest generation of each recording or a kinescope of the recording</li> </ul>				

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:				
· · · · · · · · · · · · · · · · · · ·	<ul> <li>Production or similar material containing copies of production contracts, scripts, or other documentation bearing or the origin, acquisition, release, or ownership of the production.</li> </ul>				
	Office of record/origin	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.			
*					
	Classification Code Cross Reference: Post 1989 - PIO-3.20				
,	Post 1972 - 180.3 Pre 1972 - 013.0				
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:				
	<ul> <li>Production or similar material containing copies of production contracts, scripts, or other documentation bearing or the origin, acquisition, release, or ownership of the production.</li> </ul>				

Item No.	Description	Disposition			
	Motion Picture Films - continued				
,	Office of record/origin	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.			
	Classification Code Cross Reference: Post 1989 - IRM-16.00 Post 1972 - 156.1 Pre 1972 - 062.0				
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	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	Permanent. Cutoff at the end of each year. Transfer superseded or cancelled material to
	Note:  • Official file copy is maintained by the office responsible for preparation and issuance <u>OR</u> the office requiring contractor preparation. Publications in this file will be distinctly marked "Record Set" and will not be charged out.	FRC 10 years after issuance. FRC transfer to Archives 30 years after cutoff.
	► 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.	

Item No.	Description				Disposition
No.	Information F Classification Post 1989 - Post 1972 - Pre 1972 -	Publication Ma Code Cross Re ADM-12.00 PER-2.00 100.2 010.3 021.0 022.0 022.2 022.203	aster Files - co	020.1 021.02 022.11 022.202 022.205	Disposition
	Subject to Priv WBR-26	022,206 022,4 025.0 904.0 acy Act	022.207 022.6 400.3	022.208 024.0 400.33	

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	Permanent. Place in inactive file when cancelled or superseded. Cutoff at end of year
	Note: This file consists of policy for records and information management subjects that may not be included in the master set of directives.	that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.
	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	
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	
A .	Postal estimate reports	
	Office of record/origin	Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.
	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	
RIM-3.00	Mail Management Program	
	Correspondence and material accumulated as a result of a mail management program.	

Item No.	Description	Disposition
110*	Mail Management Program - continued	Disposition
	Office of record/origin	Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.
	Classification Code Cross Reference:	
	Post 1989 - IRM-9.00 Post 1972 - 152.0	
	Pre 1972 - none	
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	Temporary. Cutoff at the end of each year. Destroy 1 year after cutoff. GRS 12.6a
	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	
	105,214	
RIM-3.20	Postage Meter Licenses and Permits	
RIM-3.20		

Item No.	Description	Disposition
	Postage Meter Licenses and Permits - continued	
	· Permit and license	
	Office of record/origin	<u>Temporary</u> . Cutoff file when no longer in use by a Reclamation office. Destroy 1 year after cutoff.
•	Classification Code Cross Reference: Post 1989 - IRM-9.00 Post 1972 - 152.0 Pre 1972 - none	
RIM-4.00	Records and Information Management Program	
	Correspondence and related material pertaining to overall records and information management promotion and improvement programs. 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	Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.
	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	

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	
· .	<ul> <li>Directives</li> </ul>	
	Office of record/origin	Permanent. Place in inactive file when
	Note: Use RIM-8.00 for Library Operation.	inactive file at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
	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	
RIM-4.20	Records Disposition	
	Description inventories, disposal authorizations, schedules, and reports. Includes, but is not limited to:	
	<ul> <li>Documentation of records description and disposition programs</li> </ul>	
	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	Temporary. Cutoff at the end of each year.  Destroy 3 years after cutoff or when no longer
	Note: Use RIM-5.10 to file the master sets of Reclamation releases.	needed for administrative purposes.
	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	

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	
	<ul> <li>Regional office supplements to the Reclamation Instructions</li> </ul>	
	· Appendices	
	ACER Memorandums	
	<ul> <li>Memorandums and bulletins</li> </ul>	
	<ul> <li>Reclamation Instruction supplements to other agency releases</li> </ul>	
	Office of record/origin	Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff
	Note: Reclamation Instructions issued as a supplement to other agency releases file together with a copy of the other agency release.	inactive file at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
	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	
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	
٠.	· 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	
٠	Office of record/origin	Contingent. Destroy when cancelled, superseded, or revoked.
	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	
RIM-6.00	112.4 112.5 112.6 112.7 113.0 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	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
DD 6 6 10	Post 1972 - 146.1 Pre 1972 - 103.3	
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	
	<ul> <li>Correspondence and supporting documents</li> <li>(EXCLUDING) the official file copy of the records requested if filed here</li> </ul>	
	· Granting access to all the requested records	
	<ul> <li>Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</li> </ul>	
•	· Request <u>not</u> appealed	
	Office of record/origin	Temporary. Cutoff file after date of reply.  Destroy 2 years after cutoff. GRS 14.11
	Note:  POfficial 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.  PUse 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	
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 <u>not</u> appealed	
	Office of record/origin	Temporary. Cutoff file after date of reply. Destroy 6 years after cutoff. GRS 14.11.a.(3)(a)
	Note: Use RIM-6.12 for those requests that have been appealed.	

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)	
	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.	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.
	Classification Code Cross Reference: Post 1989 - IRM-12.10 Post 1972 - 146.1 Pre 1972 - 103.3	
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	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	Post 1972 - 146.1 Pre 1972 - 103.3	
	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	Temporary. Cutoff at the end of each year. Destroy when 2 years old. GRS 14.25
	Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.1 Pre 1972 - 103.3	
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.	

Privacy Act Administrative Files - continued  Office of record/origin  Temporary. Cutoff at the end of end Destroy when 2 years old or sooner longer needed for administrative us GRS 14.26  Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.1 Pre 1972 - 103.3	if no
Destroy when 2 years old or sooner longer needed for administrative us GRS 14.26  Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.1 Pre 1972 - 103.3	if no
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	
<ul> <li>Responding to requests for nonexistent records; to requesters who provide inadequate descriptions and to those who fail to pay reproduction fees</li> </ul>	
Requests <u>not</u> appealed	
Office of record/origin  Temporary. Cutoff file after date Destroy 2 years after cutoff. GRS	
Note:  > Official file copies of requested records should be disposed of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.	
► 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 not appealed.  Office of record/origin	Temporary. Break file at the end of each year. Cutoff after date of reply. Destroy 5
	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	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	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.
	Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.1 Pre 1972 - 103.3	
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	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.
	Classification Code Cross Reference: Post 1989 - IRM-12.10 Post 1972 - 146.1 Pre 1972 - 103.3	
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	<u>Temporary</u> . 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
	Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.1 Pre 1972 - 103.3	
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.	
the state of the s	Registers or Listings	
	Office of record/origin	Temporary. Break file at the end of each year. Cutoff after date of last entry. Destroy 5 years after cutoff. GRS 14.24.a.
	Classification Code Cross Reference: Post 1989 - IRM-12.00 Post 1972 - 146.6 Pre 1972 - 103.3	
RIM-7.17	Other Privacy Act Files	
	Office of record/origin	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.
	Classification Code Cross Reference: Post 1989 - IRM-12.10 Post 1972 - 146.1 Pre 1972 - 103.3	

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	Temporary. Cutoff at the end of each year.  Destroy 3 years after cutoff.
	Classification Code Cross Reference:  Post 1989 - IRM-13.00  Post 1972 - 148.0	
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	<u>Temporary</u> . Break file at the end of each year. Cutoff after study is completed or
	Note: Use RIM-1.10 for microform requests, approvals/denials.	cancelled. Destroy 5 years after cutoff. GRS 16.9
	Classification Code Cross Reference:  Post 1989 - IRM-11.00 IRM-15.00  Post 1972 - 140.0 142.0  Pre 1972 - 103.0 103.14	
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	Temporary. Break file at the end of each year. Cutoff after form is discontinued,
	Note: Use RIM-4.00 for material related to a forms management program.	superseded, or cancelled. Destroy 5 years after cutoff. GRS 16.3a
	Classification Code Cross Reference: Post 1989 - IRM-17.00	
	Post 1972 - 147.0 905.0 Pre 1972 - 322.8 902.0	

#### **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/PublicationsReference 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.	

# RECORDS COMMON TO MOST OFFICES

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