

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
 Bureau of Reclamation

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 Phyllis Hamilton

5. TELEPHONE
 (303) 236-9731

LEAVE BLANK (NARA use only)

JOB NUMBER
 N1-115-94-2

DATE RECEIVED
 8-1-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 10-19-95

ARCHIVIST OF THE UNITED STATES
John W. Carl

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7-17-95	<i>Phyllis Hamilton</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 1: Acquisitions Management Schedule 4: Financial Management and Program Coordination Schedule 11: Property Management		

115-109
 copy to: Agency
 NAR

OCT 24 1995
 NSN 7540-00-334-4064
 PREVIOUS EDITION NOT USABLE
 NSE NIA

Subject Files
ACQUISITION MANAGEMENT

Item No.	Description	Disposition
ACM-1.10	<p>Acquisition Management Subject Files</p> <p>Correspondence of a general nature pertaining to acquisition management subjects; procurement of supplies, equipment, and services; and contracting for supplies and services; and interagency agreements. DO NOT use this outline for documentation that is appropriate for filing in a specific contract or procurement case file.</p> <p>General Policy/Plans Correspondence pertaining to general policies and procedures.</p> <p>Reports and Statistics Correspondence regarding reporting requirements.</p> <p>Laws, Regulations, Decisions, and Agreements Laws, regulations, and agreements relating to procurement and contracts. Includes Interior Board Contract and Claims Court Decisions.</p> <p>Authorizations and Delegations of Authority General correspondence on Contracting Officers' Warrant System and internal delegations.</p> <p>Procurement Methods General correspondence regarding formal advertising, two-step negotiations, letter contracts, and small purchases. ADP, service contract, consulting, aircraft services, etc. Scheduling, conducting reviews, findings, problem resolutions, reports to the Department, etc.</p> <ul style="list-style-type: none"> • Special Categories of Procurement • Procurement Management Reviews • Advance Procurement Planning • Socioeconomic Program • Small Businesses • Minority Businesses • Women-owned Businesses • Labor Surplus Areas • Small Business Innovative Research Program • Historically Black Colleges and Universities Initiative 	

Subject Files
ACQUISITION MANAGEMENT

Item No.	Description	Disposition
	<ul style="list-style-type: none"> • Procurement Goals/Achievements Suppliers and Contractors General correspondence regarding supplies, suppliers, and contractors. • Bidder Lists/Applications • Procurement Program Information Requests • Suspended and Debarred Bidders/Offerors • Catalogs, Price Lists, Schedules, and Capability Statements Purchase Orders and Requisitions General correspondence regarding purchase orders and requisitions. • Blanket Purchase Agreements • Small Purchase Agreements • Status Requests • Emergency Justifications • Contract Action Requests • Contract Representative • Request for Waivers • Protests and Disputes General correspondence regarding submission and requisitioning of supplies, equipment, and services. • Bids, Solicitations, and Negotiations • Unauthorized Purchases • Ratifications Contracts General correspondence on clauses, forms, etc. • Noncompetitive Procurement • Unsolicited Proposals 	

Subject Files
ACQUISITION MANAGEMENT

Item No.	Description	Disposition
	<ul style="list-style-type: none"> • Approvals <p>Solicitations and Awards General correspondence regarding solicitations and awards.</p> <ul style="list-style-type: none"> • Synopsis • Invitation for Bids and Request for Proposals • Evaluation of Bids and Proposals • Mistakes in Bid • Certificates of Competency • Competitive Range • Negotiation • Preaward Protests • Awards <p>Contract Administration General correspondence regarding contract administrations.</p> <ul style="list-style-type: none"> • Postaward <p>Protests/Debriefings</p> <ul style="list-style-type: none"> • Contract Monitoring • Contracting Officers • Contracting Officers Representatives • Changes, Orders, and Modifications • Cost and Billing Rates • Contract Closeout and Terminations • Disputes/Claims • Audit Resolutions • Terminations for Convenience/Default <p>Office of record/origin</p>	<p style="text-align: center;">Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.</p>

Subject Files
ACQUISITION MANAGEMENT

Item No.	Description	Disposition																																																																																
ACM-1.11	<p>Acquisition Management Subject Files - All Other Copies</p> <p>Include any materials received by a Reclamation office that was not responsible for issuance.</p> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Post 1989 -</td> <td>ACM-1.00</td> <td>ACM-2.00</td> <td>ACM-3.00</td> </tr> <tr> <td></td> <td>ACM-4.00</td> <td>ACM-5.00</td> <td>ACM-6.00</td> </tr> <tr> <td></td> <td>ACM-7.00</td> <td>ACM-8.00</td> <td>ACM-9.00</td> </tr> <tr> <td></td> <td>ADM-16.00</td> <td>IRM-9.00</td> <td>IRM-15.00</td> </tr> <tr> <td style="padding-left: 20px;">Post 1972 -</td> <td>181.0</td> <td>300.0</td> <td>311.0</td> </tr> <tr> <td></td> <td>311.1</td> <td>311.2</td> <td>311.3</td> </tr> <tr> <td></td> <td>311.4</td> <td>320.0</td> <td>320.1</td> </tr> <tr> <td></td> <td>320.2</td> <td>320.3</td> <td>320.4</td> </tr> <tr> <td></td> <td>321.0</td> <td>340.0</td> <td>350.0</td> </tr> <tr> <td style="padding-left: 20px;">Pre 1972 -</td> <td>016.1</td> <td>300.0</td> <td>311.0</td> </tr> <tr> <td></td> <td>311.01</td> <td>311.2</td> <td>311.3</td> </tr> <tr> <td></td> <td>311.4</td> <td>311.41</td> <td>311.42</td> </tr> <tr> <td></td> <td>311.43</td> <td>311.44</td> <td>311.46</td> </tr> <tr> <td></td> <td>311.461</td> <td>311.47</td> <td>311.5</td> </tr> <tr> <td></td> <td>311.51</td> <td>311.512</td> <td>311.513</td> </tr> <tr> <td></td> <td>311.54</td> <td>311.462</td> <td>320.0</td> </tr> <tr> <td></td> <td>320.01</td> <td>320.03</td> <td>320.04</td> </tr> <tr> <td></td> <td>320.05</td> <td>320.051</td> <td>320.052</td> </tr> <tr> <td></td> <td>320.053</td> <td>320.07</td> <td>321.0</td> </tr> <tr> <td></td> <td>340.0</td> <td>350.0</td> <td></td> </tr> </table>	Post 1989 -	ACM-1.00	ACM-2.00	ACM-3.00		ACM-4.00	ACM-5.00	ACM-6.00		ACM-7.00	ACM-8.00	ACM-9.00		ADM-16.00	IRM-9.00	IRM-15.00	Post 1972 -	181.0	300.0	311.0		311.1	311.2	311.3		311.4	320.0	320.1		320.2	320.3	320.4		321.0	340.0	350.0	Pre 1972 -	016.1	300.0	311.0		311.01	311.2	311.3		311.4	311.41	311.42		311.43	311.44	311.46		311.461	311.47	311.5		311.51	311.512	311.513		311.54	311.462	320.0		320.01	320.03	320.04		320.05	320.051	320.052		320.053	320.07	321.0		340.0	350.0		<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
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Subject Files
FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition
FIN-1.10	<p>Financial Management and Program Coordination Subject Files</p> <p>Correspondence of a general nature pertaining to financial management and program coordination subjects including the preparation and submission of budget data; budgetary policies and procedures; disbursement activities; and the maintenance, control, and accountability of allocated funds.</p> <p>General Policy/Plans Budget and financial planning and management in general.</p> <p>Reports and Statistics Correspondence regarding reporting requirements.</p> <p>Laws, Regulations, and Agreements Laws, regulations, and agreements relating to budget and financial management.</p> <p>Accounting Codes/Symbols General correspondence regarding the establishment of accounting codes/symbols.</p> <p>Authorizations/Designations General correspondence regarding authorization and designation of personnel to perform paying, collecting, and timekeeping functions.</p> <p>Budget Execution General correspondence regarding allotments, apportionments, ceilings and limitations, transfer of funds, etc.</p> <p>Budget Preparation and Submission Procedures and correspondence regarding budget preparation.</p> <ul style="list-style-type: none"> • Budget Estimates • Budget Justifications <p>Disbursements General correspondence and procedures regarding accounts payable adjustments, voucher examination, and certification. Does not include payroll or travel.</p> <p>Financial Operating Plans General correspondence regarding overall plans for expenditure of funds, including requests and consolidations.</p> <ul style="list-style-type: none"> • Initial Fiscal Year Plan • Mid-year Review 	

Subject Files
FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition
	<ul style="list-style-type: none"> • Fiscal Year Closeout 	
	<p>Obligation (Fund) Control and Flow</p> <p>Payroll--Salaries</p> <p>Travel Accounting</p> <p>Official Travel</p> <ul style="list-style-type: none"> • Travel Orders/Authorizations • Itineraries and Reservations • Travel Allowance • Travel Vouchers <p>Fund Accountability</p> <p>Reimbursements</p> <ul style="list-style-type: none"> • Other Federal Agencies • Non-Federal Agencies <p>Fiscal Accounting</p> <p>Imprest Fund</p>	<p>General correspondence regarding fund control and flow.</p> <p>General correspondence and procedures regarding deductions (bond, insurance, retirement), differentials (overtime, hazardous duty), time and attendance reporting, and withholding taxes.</p> <p>General correspondence and procedures regarding advances, per diem, transportation, and voucher examination and processing.</p> <p>General Correspondence and procedures regarding official travel including foreign travel. See FIN-10.10 for case files.</p> <p>General correspondence and procedures regarding appropriated funds, earned reimbursements, refunds, allocations received, transfer appropriations, etc.</p> <p>General correspondence and procedures regarding reimbursement processing.</p> <p>General correspondence regarding accounting procedures and practices, audits, and revisions to the Reclamation fiscal accounting system.</p> <p>General correspondence regarding imprest fund procedures, practices, and safeguards.</p>

Subject Files
FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																		
	Office of record/origin	Temporary. Cutoff at the end of the year. Destroy 6 years after cutoff.																		
FIN-1.11	<p>Financial Management and Program Coordination Subject Files - All Other Copies</p> <p>Include any materials received by a Reclamation office that was not responsible for issuance.</p> <p>Classification Code Cross Reference:</p> <table style="margin-left: 20px;"> <tr> <td>Post 1989 - FIN-1.00</td> <td>FIN-2.00</td> <td>FIN-3.00</td> </tr> <tr> <td>FIN-4.00</td> <td>FIN-5.00</td> <td>FIN-6.00</td> </tr> <tr> <td>FIN-7.00</td> <td>FIN-8.00</td> <td>FIN-9.00</td> </tr> <tr> <td>FIN-10.00</td> <td>FIN-10.10</td> <td></td> </tr> <tr> <td>Post 1972 - 200.0</td> <td>280.0</td> <td>290.0</td> </tr> <tr> <td>Pre 1972 - 200.0</td> <td></td> <td></td> </tr> </table>	Post 1989 - FIN-1.00	FIN-2.00	FIN-3.00	FIN-4.00	FIN-5.00	FIN-6.00	FIN-7.00	FIN-8.00	FIN-9.00	FIN-10.00	FIN-10.10		Post 1972 - 200.0	280.0	290.0	Pre 1972 - 200.0			Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.
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Subject Files
PROPERTY MANAGEMENT

Item No.	Description	Disposition
PRM-1.10	<p>Property Management Subject Files</p> <p>Correspondence of a general nature pertaining to property management subjects on policies and procedures regarding the movement of household goods; the shipment of equipment, supplies, and materials; and the acquisition, maintenance, use and disposition of motor vehicles, heavy equipment, aircraft. Also includes general correspondence on energy conservation, space management, and building management.</p> <p>General Policy, Procedures, and Plans General correspondence on policy and procedures.</p> <p>Reports and Statistics Correspondence regarding reporting requirements.</p> <p>Laws, Regulations, and Agreements Laws, regulations, and agreements regarding property management.</p> <p>Supply Management General correspondence on distribution and inventory of supplies.</p> <p>Property Accountability General correspondence concerning procurement, FEDSTRIP, inventories, transfers, losses, or damages to personal property.</p> <ul style="list-style-type: none"> • Issuing Property Numbers • Transfers • Board of Survey • Equipment Rental/Loan • Excess/Surplus Property • Accountable Officer • Employee Exit Clearance <p>Property Maintenance and Repair General Correspondence for maintenance and repair.</p> <ul style="list-style-type: none"> • Equipment • Furniture • Other <p>Freight and Express Shipments Procedures on rates, fares, tariffs, routes, and schedules. Preparation and submission of Government bills of lading and claims for loss or damage.</p> <ul style="list-style-type: none"> • Carriers • Bills of Lading 	

Subject Files
PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<ul style="list-style-type: none"> • Claims • Transportation of Personal and Household Effects <p>Vehicles/Heavy Equipment</p> <ul style="list-style-type: none"> • Government-Owned • Leased/Rented • Special Use • Privately-Owned <p>Aircraft</p> <p>Energy Conservation</p> <p>Housing and Quarters</p> <p>Grounds, Buildings, and Space</p> <ul style="list-style-type: none"> • Building Maintenance • Security • Space Needs and Plans • Guidelines and Allowances • Services and Alterations • Safety <p>Office of record/origin</p>	<p>Procedures on acquisition, accidents, assignments and use, credit cards, operator permits, maintenance and repairs, and motor vehicle reporting. Includes GSA interagency motor pool vehicles and departmental vehicles.</p> <p>General correspondence and procedures regarding aircraft. See PRM-11 for cases files.</p> <p>General correspondence</p> <p>General correspondence</p> <p>General correspondence regarding buildings, grounds maintenance, space, safety, and security. See PRM-16.00 and PRM-17.00 for case files.</p> <p>Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.</p>
PRM-1.11	<p>Property Management Subject Files - All Other Copies</p> <p>Include any materials received by a Reclamation office that was not responsible for issuance.</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>

Subject Files
PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Classification Code Cross Reference:</p> <p>Post 1989 - ADM-1.00 ADM-2.00 ADM-17.00 ADM-18.00 ADM-18.10 ADM-18.20 ADM-19.00 ADM-20.00 ADM-21.00 ADM-21.10 ADM-21.20 ADM-21.30</p> <p>Post 1972 - 150.0 323.0 323.2 370.0 381.0</p> <p>Pre 1972 - 323.04 323.05 323.012 323.06 370.0 391.0</p>	

ACQUISITIONS MANAGEMENT

Item No.	Description	Disposition																																																																				
ACM-1.00	<p>Acquisition Management Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for acquisition management activities.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: This file consists of policy for acquisition management subjects that may not be included in the master set of directives.</i></p> </div> <p>Classification Code Cross Reference</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">ACM-1.00</td> <td style="width: 33%;">ACM-5.00</td> <td style="width: 33%;">ACM-9.00</td> </tr> <tr> <td></td> <td>IRM-16.00</td> <td></td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>300.0</td> <td>300.1</td> <td>301.0</td> </tr> <tr> <td></td> <td>310.0</td> <td>310.1</td> <td>310.2</td> </tr> <tr> <td></td> <td>310.4</td> <td>310.5</td> <td>310.6</td> </tr> <tr> <td>Pre 1972 -</td> <td>150.0</td> <td>151.0</td> <td>151.1</td> </tr> <tr> <td></td> <td>151.4</td> <td>152.0</td> <td>152.1</td> </tr> <tr> <td></td> <td>153.0</td> <td>154.0</td> <td>156.0</td> </tr> <tr> <td></td> <td>300.0</td> <td>301.0</td> <td>310.0</td> </tr> <tr> <td></td> <td>310.01</td> <td>310.02</td> <td>310.03</td> </tr> <tr> <td></td> <td>310.031</td> <td>310.032</td> <td>310.04</td> </tr> <tr> <td></td> <td>310.05</td> <td>310.06</td> <td>310.07</td> </tr> <tr> <td></td> <td>310.08</td> <td>310.10</td> <td>310.11</td> </tr> <tr> <td></td> <td>310.12</td> <td>310.13</td> <td>310.14</td> </tr> <tr> <td></td> <td>310.15</td> <td>310.16</td> <td>310.17</td> </tr> <tr> <td></td> <td>310.18</td> <td>310.19</td> <td>310.20</td> </tr> <tr> <td></td> <td>310.21</td> <td>310.22</td> <td>310.23</td> </tr> </table>	Post 1989 -	ACM-1.00	ACM-5.00	ACM-9.00		IRM-16.00			Post 1972 -	300.0	300.1	301.0		310.0	310.1	310.2		310.4	310.5	310.6	Pre 1972 -	150.0	151.0	151.1		151.4	152.0	152.1		153.0	154.0	156.0		300.0	301.0	310.0		310.01	310.02	310.03		310.031	310.032	310.04		310.05	310.06	310.07		310.08	310.10	310.11		310.12	310.13	310.14		310.15	310.16	310.17		310.18	310.19	310.20		310.21	310.22	310.23	<p>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.</p>
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ACM-2.00	<p>Acquisition Management Reports</p> <p>Reports and related correspondence pertaining to acquisition management. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Summaries and tabulations of contracts awarded or in force • Reports on Reclamation utilization of various sources of service <p>Offices of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use PRJ-8.10 for annual or other periodic reports pertaining to construction contracts and A&E contracts.</i></p> </div>	<p>Temporary. Cutoff at the end of each fiscal year. Destroy 6 years after cutoff.</p>																																																																				

ACQUISITIONS MANAGEMENT

Item No.	Description	Disposition																								
	<p>Acquisition Management Reports - continued</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - ACM-2.00</p> <p>Post 1972 - 390.0</p> <p>Pre 1972 - 300.01 300.02</p>																									
ACM-3.00	Reserved																									
ACM-4.00	<p>Procurement Transactions of More Than \$25,000</p> <p>Material pertaining to the acquisitions of equipment, material, supplies, service contracts, and warranties. Include:</p> <ul style="list-style-type: none"> • Blanket Purchase Arrangements • Purchase request acquisition planning information and other presolicitation documents • Contract • Requisition • Purchase order • Advertising order • Bond and surety records • Correspondence and related papers pertaining to award, administration receipt, inspection, and payment <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 -</td> <td>ACM-3.00</td> <td>ACM-4.00</td> <td>ACM-8.00</td> </tr> <tr> <td>Post 1972 -</td> <td>312.0</td> <td>330.0</td> <td>328.0</td> </tr> <tr> <td></td> <td>328.1</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>312.0</td> <td>312.1</td> <td>312.11</td> </tr> <tr> <td></td> <td>312.12</td> <td>312.2</td> <td>330.0</td> </tr> <tr> <td></td> <td>328.0</td> <td></td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-6, WBR-45</p>	Post 1989 -	ACM-3.00	ACM-4.00	ACM-8.00	Post 1972 -	312.0	330.0	328.0		328.1			Pre 1972 -	312.0	312.1	312.11		312.12	312.2	330.0		328.0			<p>Temporary. Break file at the end of each year. Cutoff after final payment. Destroy 6 years and 3 months after cutoff. GRS 3.3a(1)</p>
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ACQUISITIONS MANAGEMENT

Item No.	Description	Disposition
ACM-4.10	<p>Procurement Transactions of Less Than \$25,000</p> <p>See ACM-4.00 for description</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ACM-4.00 ACM-8.00 Post 1972 - 328.0 328.1 330.0 Pre 1972 - 328.0 330.0</p> <p><u>Subject to Privacy Act</u> WBR-6, WBR-45</p>	<p>Temporary. Break file at the end of each year. Cutoff final payment. Destroy 3 years after cutoff. GRS 3.3a(2)</p>
ACM-4.20	<p>Solicited and Unsolicited Bids and Proposals</p> <p>Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p>Temporary. Break file at the end of each year. Cutoff after date of award or final payment. Destroy 1 year after cutoff. GRS 3.5b</p>
ACM-4.30	<p>Relating to Transactions Above Small Purchase Limitations in 48 CFR 13</p> <ul style="list-style-type: none"> • When filed separately from contract case files <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p>Temporary. Destroy when related contract is completed. GRS 3.5b(2)(a)</p>
ACM-4.40	<p>Relating to Transactions Above Purchase Limitations</p> <ul style="list-style-type: none"> • When filed with contract case files 	

ACQUISITIONS MANAGEMENT

Item No.	Description	Disposition
	<p>Relating to Transactions Above Purchase Limitations - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p>Temporary. Destroy with related contract case file. GRS 3.5b(2)(b)</p>
ACM-4.50	<p>Cancelled Solicitations Files</p> <ul style="list-style-type: none"> Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals, requests for quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any Reclamation action up to the time of cancellation, and evidence of the cancellation. <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ACM-3.00 Post 1972 - 311.0 Pre 1972 - 311.0</p>	<p>Temporary. Break file at the end of each year. Cutoff after date of cancellation. Destroy 5 years after cutoff. GRS 3.5c(1)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Unopened Bids - return to bidder. GRS 3.5c(2)</i></p> </div>
ACM-4.60	<p>Bidder's Lists or Card Files of Acceptable Bidders</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p>Temporary. Destroy when superseded or obsolete. GRS 3.5d</p>

ACQUISITIONS MANAGEMENT

Item No.	Description	Disposition																																												
ACM-4.61	<p>Procurement Registers</p> <p>Registers or logs which record and control the assignment of numbers to purchase orders, requisitions, job orders, printing requisitions, amendments, and similar documents related to processing procurement actions.</p> <p style="padding-left: 40px;">Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p>Temporary. Cutoff at the end of last entry. Destroy when no longer needed for reference. GRS 23.8</p>																																												
ACM-4.70	<p>Automated Data Processing (ADP) Equipment Selection and Acquisition of More Than \$25,000</p> <p>Material used in the plans, preparations, and acquisition of ADP equipment (group 70).</p> <ul style="list-style-type: none"> • Practices for conducting benchmark demonstrations <p style="padding-left: 40px;">Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Post 1989 -</td> <td style="padding-right: 20px;">ACM-4.00</td> <td style="padding-right: 20px;">ACM-7.00</td> <td>IRM-6.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>IRM-7.00</td> </tr> <tr> <td style="padding-right: 20px;">Post 1972 -</td> <td style="padding-right: 20px;">109.0</td> <td style="padding-right: 20px;">330.0</td> <td>322.0</td> </tr> <tr> <td></td> <td></td> <td></td> <td>322.2</td> </tr> <tr> <td style="padding-right: 20px;">Pre 1972 -</td> <td style="padding-right: 20px;">322.0</td> <td style="padding-right: 20px;">322.1</td> <td>322.2</td> </tr> <tr> <td></td> <td></td> <td></td> <td>322.21</td> </tr> <tr> <td></td> <td></td> <td></td> <td>322.3</td> </tr> <tr> <td></td> <td></td> <td></td> <td>322.6</td> </tr> <tr> <td></td> <td></td> <td></td> <td>322.7</td> </tr> <tr> <td></td> <td></td> <td></td> <td>322.9</td> </tr> <tr> <td></td> <td></td> <td></td> <td>330.0</td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-6, WBR-45</p>	Post 1989 -	ACM-4.00	ACM-7.00	IRM-6.00				IRM-7.00	Post 1972 -	109.0	330.0	322.0				322.2	Pre 1972 -	322.0	322.1	322.2				322.21				322.3				322.6				322.7				322.9				330.0	<p>Temporary. Break file at the end of each year. Cutoff after final payment. Destroy 6 years and 3 months after cutoff. GRS 3.3a(1)</p>
Post 1989 -	ACM-4.00	ACM-7.00	IRM-6.00																																											
			IRM-7.00																																											
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ACM-4.80	<p>Automated Data Processing (ADP) Equipment Selection and Acquisition of Less Than \$25,000</p> <p>See ACM-4.70 for description</p>																																													

ACQUISITIONS MANAGEMENT

Item No.	Description	Disposition
	<p>Automated Data Processing (ADP) Equipment Selection and Acquisition of Less Than \$25,000 - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use ACM-1.10 for general material such as equipment catalogs and brochures submitted by companies which do not result in a contract award.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - ACM-4.00 IRM-6.00 Post 1972 - 322.2 330.0 Pre 1972 - 322.21 330.0</p> <p><u>Subject to Privacy Act</u> WBR-6, WBR-45</p>	<p>Temporary. Break file at the end of each year. Cutoff after final payment. Destroy 3 years after cutoff. GRS 3.3a(2)</p>
ACM-5.00	Reserved	
ACM-6.00	<p>Small and Disadvantaged Business Utilization</p> <p>Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Any contract awarded under the Small Business Program use appropriate ACM-4. code.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - ACM-6.00 Post 1972 - 300.2 Pre 1972 - 302.0</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff. GRS 3.17</p>
ACM-7.00	Reserved	
ACM-8.00	Reserved	
ACM-9.00	Reserved	

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																												
FIN-1.00	<p>Financial Management and Program Coordination Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for financial management and program coordination activities.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: This file consists of policy for financial management and program coordination subjects that may not be included in the master set of directives.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - FIN-1.00 Post 1972 - 200.0 Pre 1972 - 200.0</p>	<p>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.</p>																												
FIN-2.00	<p>Financial Management and Program Coordination Reports</p> <p>Reports pertaining to financial management and program coordination. Includes:</p> <ul style="list-style-type: none"> • Federal outlay by geographic location • Program accomplishments • Salary and wage distribution report • Budget and Fund Status Data (includes printouts or forms called Fund Reports, Pay Category, and Summary Budget Reports) <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">FIN-1.00</td> <td style="width: 33%;">FIN-2.00</td> <td style="width: 33%;">FIN-7.00</td> </tr> <tr> <td>Post 1972 -</td> <td>200.0</td> <td>240.0</td> <td>291.0</td> </tr> <tr> <td></td> <td>291.1</td> <td>291.2</td> <td>291.4</td> </tr> <tr> <td></td> <td>291.7</td> <td>291.9</td> <td>292.0</td> </tr> <tr> <td></td> <td>292.1</td> <td>293.0</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>200.0</td> <td>220.041</td> <td>220.17</td> </tr> <tr> <td></td> <td>220.18</td> <td>221.3</td> <td></td> </tr> </table>	Post 1989 -	FIN-1.00	FIN-2.00	FIN-7.00	Post 1972 -	200.0	240.0	291.0		291.1	291.2	291.4		291.7	291.9	292.0		292.1	293.0		Pre 1972 -	200.0	220.041	220.17		220.18	221.3		<p>Temporary. Cutoff at the end of each fiscal year. Destroy 5 years after cutoff.</p>
Post 1989 -	FIN-1.00	FIN-2.00	FIN-7.00																											
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FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition
FIN-3.00	<p>Funds and Funding</p> <p>Correspondence and material related to special fund accounts generally financed from sources earmarked by law. Material regarding the use of loans, trust funds, and special funds appropriated for emergencies and disaster relief. Includes:</p> <ul style="list-style-type: none"> • Revolving fund • Imprest fund • Transfer of funds • Water user advances • Unobligated funds • Unexpended funds • Prevalidation of funds • Appropriations carryovers • Lapsed appropriations • Unliquidated obligations • Unobligated balances • Form 7-1672 (Statement of Unexpended Balances of Appropriations and Funds) • Disaster Relief Fund <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use FIN-4.00 for material pertaining to the Reclamation Fund, Colorado River Dam Fund, and Colorado River Development Fund. ▶ Use FIN-8.00 for Imprest fund audits </div>	<p>Temporary. Cutoff at the end of each fiscal year. Destroy 6 years after cutoff.</p>

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition
	<p>Funds and Funding - continued</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - FIN-3.00</p> <p>Post 1972 - 200.0 210.0 212.0</p> <p> 212.1 213.0 214.0</p> <p> 214.1 214.2 214.3</p> <p> 215.0 216.0 216.1</p> <p> 216.2 216.3 216.4</p> <p> 217.0 222.0 222.1</p> <p> 222.2</p> <p>Pre 1972 - 200.0 220.07 220.08</p> <p> 220.081 220.082 220.09</p> <p> 220.091 220.141 220.27</p> <p> 220.29 223.0 223.1</p> <p> 223.3 223.5 223.7</p> <p> 226.0 226.1</p>	
FIN-4.00	<p>Appropriations</p> <p>Material pertaining to the scheduling of major programs prior to the actual appropriation. Scheduling activity involves budget estimates and justifications for appropriation:</p> <ul style="list-style-type: none"> • Planning, programming, and budgeting • Illustrative material and other graphics accompanying Reclamation's budget presentation to Congress • Flag-Action Report • Allocation of appropriations, allotment accounts, appropriation accounting and reporting, the utilization and withdrawal of funds, reprogramming of funds (such as General Investigation Funds and appropriation warrants) • Reclamation Funds • The Colorado River Dam Fund • The Colorado River Dam Development Fund • Cost Authority Systems 	

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																																																												
	<p>Appropriations - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use LAW-3.00 for Legislative material, i.e., a copy of appropriation bills, Congressional Committee reports and hearings, and Public Laws.</i></p> </div> <p>Classification Code Cross Reference:</p> <table border="0" style="width: 100%;"> <tr> <td>Post 1989 - ACM-9.00</td> <td>FIN-3.00</td> <td>FIN-4.00</td> </tr> <tr> <td></td> <td>WTR-3.20</td> <td></td> </tr> <tr> <td>Post 1972 - 160.1</td> <td>201.0</td> <td>211.0</td> </tr> <tr> <td></td> <td>211.1</td> <td>211.2</td> </tr> <tr> <td></td> <td>211.2</td> <td>211.3</td> </tr> <tr> <td></td> <td>212.0</td> <td>212.1</td> </tr> <tr> <td></td> <td>212.1</td> <td>212.2</td> </tr> <tr> <td></td> <td>212.2</td> <td>212.3</td> </tr> <tr> <td></td> <td>212.3</td> <td>213.1</td> </tr> <tr> <td></td> <td>213.1</td> <td>213.2</td> </tr> <tr> <td>Pre 1972 - 168.1</td> <td>220.07</td> <td>221.0</td> </tr> <tr> <td></td> <td>221.2</td> <td>223.2</td> </tr> <tr> <td></td> <td>223.2</td> <td>223.21</td> </tr> <tr> <td></td> <td>223.22</td> <td>223.23</td> </tr> <tr> <td></td> <td>223.23</td> <td>223.24</td> </tr> <tr> <td></td> <td>223.6</td> <td>290.0</td> </tr> <tr> <td></td> <td>290.01</td> <td>291.0</td> </tr> <tr> <td></td> <td>291.0</td> <td>292.0</td> </tr> <tr> <td></td> <td>295.0</td> <td>296.0</td> </tr> <tr> <td></td> <td></td> <td>820.0</td> </tr> </table>	Post 1989 - ACM-9.00	FIN-3.00	FIN-4.00		WTR-3.20		Post 1972 - 160.1	201.0	211.0		211.1	211.2		211.2	211.3		212.0	212.1		212.1	212.2		212.2	212.3		212.3	213.1		213.1	213.2	Pre 1972 - 168.1	220.07	221.0		221.2	223.2		223.2	223.21		223.22	223.23		223.23	223.24		223.6	290.0		290.01	291.0		291.0	292.0		295.0	296.0			820.0	<p>Temporary. Cutoff at the end of each fiscal year. Destroy 5 years after cutoff.</p>
Post 1989 - ACM-9.00	FIN-3.00	FIN-4.00																																																												
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FIN-5.00	<p>Collection Procedures</p> <p><u>Correspondence</u> pertaining to procedures and methods used for collecting monies due the United States.</p> <p>Correspondence regarding the preparation, distribution, loss, theft, undelivered, mutilated, and outstanding checks including salary checks</p> <ul style="list-style-type: none"> • Sales slips (copies) • Bills for collection (copies) • Daily abstract of remittance • Listing of depositories • Prompt payment interest • Late interest charge 																																																													

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																								
	<p>Collection Procedures - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Originals of sales slips, Bills for Collection, and individual collection transactions are a part of the accountable officer records FIN-9.00.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post 1989 - FIN-5.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 224.0</td> <td style="text-align: center;">224.1</td> <td style="text-align: center;">224.2</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">224.3</td> <td style="text-align: center;">225.0</td> <td style="text-align: center;">226.0</td> </tr> <tr> <td></td> <td style="text-align: center;">253.0</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 - 220.13</td> <td style="text-align: center;">220.24</td> <td style="text-align: center;">220.241</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">220.242</td> <td style="text-align: center;">220.243</td> <td style="text-align: center;">220.25</td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-27</p>	Post 1989 - FIN-5.00				Post 1972 - 224.0	224.1	224.2			224.3	225.0	226.0		253.0			Pre 1972 - 220.13	220.24	220.241			220.242	220.243	220.25	<p>Temporary. Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Copies of daily abstracts of remittances destroy when final audit report is received or 6 months, whichever comes first.</i></p> </div>
Post 1989 - FIN-5.00																										
Post 1972 - 224.0	224.1	224.2																								
	224.3	225.0	226.0																							
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Pre 1972 - 220.13	220.24	220.241																								
	220.242	220.243	220.25																							
FIN-5.10	<p>Unpaid Obligations</p> <p><u>Correspondence</u> regarding unpaid obligations against Reclamation which cannot be filed by a specific purchase order or transaction number. Includes unclaimed monies due individuals whose whereabouts are unknown.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - FIN-5.00 Post 1972 - 225.0 Pre 1972 - 220.25</p>	<p>Temporary. Cutoff at the end of each fiscal year. Destroy 6 years after cutoff.</p>																								
FIN-6.00	<p>Accounting Systems</p> <p><u>Correspondence</u> regarding the Administration of accounting systems, including studies for centralization, decentralization, and similar issues.</p> <ul style="list-style-type: none"> • <u>Correspondence</u> regarding the establishment and operation of data processing systems in the broad administrative areas of financial management and program coordination 																									

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition
	<p>Accounting Systems - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - FIN-6.00 Post 1972 - 230.0 Pre 1972 - 230.03</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
FIN-6.10	<p>Accounting Systems Conversions</p> <p>Documentation recording the conversions from one accounting system to another.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - FIN-6.00 Post 1972 - 230.0 Pre 1972 - 230.03</p>	<p>Temporary. Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC destroy 25 years after cutoff.</p>
FIN-6.20	<p>Repayment Accounting</p> <p>Ledgers showing payments of project construction, operations and maintenance costs. Include fiscal transactions with irrigation districts, water users associations, and other repaying entities.</p> <ul style="list-style-type: none"> • Repayment Accounting Ledgers • Journal or Standard Vouchers • Statement of Project Costs • Accounting for expenditures • Financial statements <p>Plant-in-service accounts including cost authorities, plant ledgers, and related completion reports.</p> <ul style="list-style-type: none"> • PF27A or equivalents • Yearly replacement costs • Rate schedules and increases <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: This information is the basis for repayment contracts. See WTR-4.00 for Water Repayment Contracts.</i></p> </div>	

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																																																						
	<p>Repayment Accounting - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note:</p> <p>► <i>If litigation or appeals ensue, transfer the records to LAW-5.00.</i></p> <p>► <i>Correspondence regarding specifically named contracting organizations and agencies use appropriate WTR-4.00 codes.</i></p> </div> <p>Classification Code Cross Reference:</p> <table border="0" style="width: 100%;"> <tr> <td>Post 1989 - FIN-2.00</td> <td>FIN-4.00</td> <td>FIN-6.00</td> </tr> <tr> <td></td> <td>PRJ-9.00</td> <td>WTR-3.20</td> </tr> <tr> <td>Post 1972 - 221.0</td> <td>218.0</td> <td>230.0</td> </tr> <tr> <td></td> <td>231.0</td> <td>232.0</td> </tr> <tr> <td></td> <td>234.0</td> <td>233.0</td> </tr> <tr> <td></td> <td>235.0</td> <td>291.3</td> </tr> <tr> <td></td> <td>291.5</td> <td>291.8</td> </tr> <tr> <td></td> <td>830.0</td> <td>502.0</td> </tr> <tr> <td></td> <td>831.0</td> <td>832.0</td> </tr> <tr> <td>Pre 1972 - 110.10</td> <td>213.0</td> <td>220.03</td> </tr> <tr> <td></td> <td>220.031</td> <td>220.05</td> </tr> <tr> <td></td> <td>220.14</td> <td>220.06</td> </tr> <tr> <td></td> <td>220.19</td> <td>220.20</td> </tr> <tr> <td></td> <td>220.26</td> <td>220.261</td> </tr> <tr> <td></td> <td>220.263</td> <td>220.262</td> </tr> <tr> <td></td> <td>230.0</td> <td>230.03</td> </tr> <tr> <td></td> <td>230.05</td> <td>231.0</td> </tr> <tr> <td></td> <td>240.0</td> <td>232.0</td> </tr> </table>	Post 1989 - FIN-2.00	FIN-4.00	FIN-6.00		PRJ-9.00	WTR-3.20	Post 1972 - 221.0	218.0	230.0		231.0	232.0		234.0	233.0		235.0	291.3		291.5	291.8		830.0	502.0		831.0	832.0	Pre 1972 - 110.10	213.0	220.03		220.031	220.05		220.14	220.06		220.19	220.20		220.26	220.261		220.263	220.262		230.0	230.03		230.05	231.0		240.0	232.0	<p>Permanent. Break file at the end of each fiscal year. Transfer to FRC. FRC transfer to Archives at conclusion of 50-year audit.</p>
Post 1989 - FIN-2.00	FIN-4.00	FIN-6.00																																																						
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	291.5	291.8																																																						
	830.0	502.0																																																						
	831.0	832.0																																																						
Pre 1972 - 110.10	213.0	220.03																																																						
	220.031	220.05																																																						
	220.14	220.06																																																						
	220.19	220.20																																																						
	220.26	220.261																																																						
	220.263	220.262																																																						
	230.0	230.03																																																						
	230.05	231.0																																																						
	240.0	232.0																																																						
FIN-6.30	<p>Accounting Codes/Symbols</p> <p><u>Correspondence</u> requesting or establishing fund symbols and title (fiscal) for Reclamation Accounts and Finance office station numbers.</p> <ul style="list-style-type: none"> • Account numbers, titles <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table border="0" style="width: 100%;"> <tr> <td>Post 1989 - FIN-3.00</td> <td>FIN-4.00</td> <td>FIN-6.00</td> </tr> <tr> <td>Post 1972 - 220.1</td> <td>222.0</td> <td>230.0</td> </tr> <tr> <td></td> <td>230.1</td> <td></td> </tr> <tr> <td>Pre 1972 - 220.03</td> <td>220.08</td> <td>220.23</td> </tr> <tr> <td></td> <td>220.28</td> <td></td> </tr> </table>	Post 1989 - FIN-3.00	FIN-4.00	FIN-6.00	Post 1972 - 220.1	222.0	230.0		230.1		Pre 1972 - 220.03	220.08	220.23		220.28		<p>Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.</p>																																							
Post 1989 - FIN-3.00	FIN-4.00	FIN-6.00																																																						
Post 1972 - 220.1	222.0	230.0																																																						
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Pre 1972 - 220.03	220.08	220.23																																																						
	220.28																																																							

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																												
FIN-7.00	<p>General Accounting Ledgers</p> <p><u>General ledgers</u> showing debit and credit entries and reflecting expenditures in summary.</p> <ul style="list-style-type: none"> • <u>Appropriation Control Files.</u> Control records showing status of obligations and apportionments under each authorized appropriation <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use FIN-6.20 for journal or standard vouchers which are used to transfer costs from construction work in progress accounts to plant accounts, make correcting entries for Project Financial Statements, correct errors on payment documents, correct payroll errors, adjust objective class, and/or organization code errors.</i></p> </div> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 -</td> <td>FIN-4.00</td> <td>FIN-7.00</td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>218.0</td> <td>240.0</td> <td>240.1</td> </tr> <tr> <td></td> <td>240.2</td> <td>241.0</td> <td>241.1</td> </tr> <tr> <td></td> <td>241.2</td> <td>241.3</td> <td>242.0</td> </tr> <tr> <td></td> <td>243.0</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>220.032</td> <td>220.033</td> <td>220.14</td> </tr> <tr> <td></td> <td>220.21</td> <td></td> <td></td> </tr> </table>	Post 1989 -	FIN-4.00	FIN-7.00		Post 1972 -	218.0	240.0	240.1		240.2	241.0	241.1		241.2	241.3	242.0		243.0			Pre 1972 -	220.032	220.033	220.14		220.21			<p>Temporary. Cutoff at the end of each fiscal year. Destroy 6 years and 3 months after the close of the fiscal year involved. GRS 7.2 and GRS 7.3</p>
Post 1989 -	FIN-4.00	FIN-7.00																												
Post 1972 -	218.0	240.0	240.1																											
	240.2	241.0	241.1																											
	241.2	241.3	242.0																											
	243.0																													
Pre 1972 -	220.032	220.033	220.14																											
	220.21																													
FIN-7.10	<p>Expenditures Accounting</p> <p><u>Correspondence</u> files on expenditures accounting pertaining to the internal operations and administration of an office.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 -</td> <td>FIN-2.00</td> <td>FIN-4.00</td> <td>FIN-6.00</td> </tr> <tr> <td></td> <td>FIN-7.00</td> <td></td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>220.0</td> <td>230.0</td> <td>240.0</td> </tr> <tr> <td>Pre 1972 -</td> <td>220.0</td> <td>220.03</td> <td>220.032</td> </tr> <tr> <td></td> <td>220.033</td> <td>220.04</td> <td></td> </tr> </table>	Post 1989 -	FIN-2.00	FIN-4.00	FIN-6.00		FIN-7.00			Post 1972 -	220.0	230.0	240.0	Pre 1972 -	220.0	220.03	220.032		220.033	220.04		<p>Temporary. Cutoff at the end of each fiscal year. Destroy 2 years after cutoff. GRS 7.1</p>								
Post 1989 -	FIN-2.00	FIN-4.00	FIN-6.00																											
	FIN-7.00																													
Post 1972 -	220.0	230.0	240.0																											
Pre 1972 -	220.0	220.03	220.032																											
	220.033	220.04																												

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																		
FIN-8.00	<p>Financial Audits and Claim Settlements</p> <p>Material pertaining to Reclamation accounts, audits of accounts of other entities with which Reclamation has working agreements, financial reviews, and internal reviews of financial operations.</p> <ul style="list-style-type: none"> • General accounting office inquiries • Imprest fund audits • Travel audits • Financial Audits, such as Environmental Protection Agency, Superfund, Job Corp, etc. • <u>Correspondence</u> regarding the procedures and methods for settling direct settlement claims, dormant claims, and deceased employee estate claims • Waiver of Claims <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>If a claim ensues, transfer to LAW-5.10 and follow the retention instruction assigned for that code.</i> ▶ <i>Claim files that are affected by a court order or that are subject to litigation transfer to LAW-5.00 and follow the retention instruction assigned for that code.</i> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - ADM-8.00</td> <td style="width: 33%;">FIN-3.00</td> <td style="width: 33%;">FIN-8.00</td> </tr> <tr> <td></td> <td>FIN-9.00</td> <td></td> </tr> <tr> <td>Post 1972 - 101.0</td> <td>215.0</td> <td>270.0</td> </tr> <tr> <td></td> <td>271.0</td> <td></td> </tr> <tr> <td>Pre 1972 - 220.10</td> <td>220.101</td> <td>220.29</td> </tr> <tr> <td></td> <td>225.0</td> <td>225.1</td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-5</p>	Post 1989 - ADM-8.00	FIN-3.00	FIN-8.00		FIN-9.00		Post 1972 - 101.0	215.0	270.0		271.0		Pre 1972 - 220.10	220.101	220.29		225.0	225.1	<p>Temporary. Break file at the end of each year, cutoff when audit is completed. Transfer to FRC 2 years after cutoff. FRC destroy 7 years after cutoff.</p>
Post 1989 - ADM-8.00	FIN-3.00	FIN-8.00																		
	FIN-9.00																			
Post 1972 - 101.0	215.0	270.0																		
	271.0																			
Pre 1972 - 220.10	220.101	220.29																		
	225.0	225.1																		
FIN-9.00	<p>Accountable Officers Records</p> <p>Original or official copy of accountable officers accounts, files maintained in the Financial Management Office for site audit by GAO Auditors. Includes:</p>																			

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																
	<p>Accountable Officers Records - continued</p> <ul style="list-style-type: none"> • Statements of transactions and accountability collection schedules and vouchers • Disbursement schedules and vouchers such as SF-1145 and all other schedules and vouchers or documents used as same, exclusive of freight records or payroll records <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>Exceptions and exclusions:</i> • <i>Land; original documents vesting title of land to the United States LND-10.00.</i> • <i>Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians. Use PRJ-28.00, WTR-4.13, or WTR-4.14.</i> • <i>Construction contracts, Architectural and Engineering (A&E) contracts for the construction and operation and maintenance of Reclamation's permanent or long-term structures and supporting features (see PRJ-8.10).</i> ▶ <i>Use FIN-10.00 for freight records.</i> </div> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 -</td> <td>FIN-9.00</td> <td></td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>244.0</td> <td>244.1</td> <td>271.0</td> </tr> <tr> <td></td> <td></td> <td>272.0</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>225.0</td> <td>227.0</td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-2, WBR-44</p>	Post 1989 -	FIN-9.00			Post 1972 -	244.0	244.1	271.0			272.0		Pre 1972 -	225.0	227.0		<p>Temporary. Cutoff at close of year in which final payment is made. Destroy 6 years 3 months after cutoff. GRS 6.1.a</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note: Transfer to FRC no later than 3 years after close of related fiscal year.</i></p> </div>
Post 1989 -	FIN-9.00																	
Post 1972 -	244.0	244.1	271.0															
		272.0																
Pre 1972 -	225.0	227.0																

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																				
FIN-10.00	<p>Commercial Freight and Transportation</p> <p>Records covering payment for freight and transportation charges for services for which:</p> <ul style="list-style-type: none"> • Notice of overcharge has been or is expected to be issued or if a rail freight collection overpayment is involved • Deduction of collection action has been taken • Voucher contains inbound transit shipment(s) • Parent voucher has print of paid supplemental bill associated • Voucher has become involved in litigation <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 -</td> <td>FIN-10.00</td> <td></td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>155.2</td> <td>155.3</td> <td>155.4</td> </tr> <tr> <td>Pre 1972 -</td> <td>142.0</td> <td>142.01</td> <td>142.02</td> </tr> <tr> <td></td> <td>142.03</td> <td>142.04</td> <td>142.1</td> </tr> <tr> <td></td> <td>143.0</td> <td>144.0</td> <td></td> </tr> </table>	Post 1989 -	FIN-10.00			Post 1972 -	155.2	155.3	155.4	Pre 1972 -	142.0	142.01	142.02		142.03	142.04	142.1		143.0	144.0		<p>Temporary. Cutoff at the end of each fiscal year. Destroy 10 years after cutoff. GRS 9.1.b</p>
Post 1989 -	FIN-10.00																					
Post 1972 -	155.2	155.3	155.4																			
Pre 1972 -	142.0	142.01	142.02																			
	142.03	142.04	142.1																			
	143.0	144.0																				
FIN-10.10	<p>Travel</p> <p>Material pertaining to official travel by Reclamation employees and others authorized by law to travel. Includes:</p> <ul style="list-style-type: none"> • Travel by privately owned vehicles used in connection with official travel • Air travel • Reimbursement of personal expense claims incurred while in official travel status • Advance of travel expenses • Passports and visas • Immigration and customs passes 																					

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																					
	<p>Travel - continued</p> <ul style="list-style-type: none"> • Travel requests and authorizations, international or domestic • Orders, authorizations, and allowances. Includes special and restricted travel orders • Periodic reports of issuances • Per diem allowances • Mileage allowances for the use of privately owned vehicles in the transfer of a new headquarters point of duty • Actual subsistence <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use ADM-12.00 to file travel reports if travel involves a foreign assignment. All other travel reports use appropriate code. ▶ Official government passports and visas must be returned to the Department of State, through International Affairs, upon completion of overseas travel, expiration, or separation of the employee. </div> <p>Classification Code Cross Reference:</p> <table border="0" style="width: 100%;"> <tr> <td>Post 1989 - ADM-16.00</td> <td>FIN-10.00</td> <td>FIN-10.10</td> </tr> <tr> <td>Post 1972 - 155.0</td> <td>155.1</td> <td>155.4</td> </tr> <tr> <td>Pre 1972 - 140.0</td> <td>141.0</td> <td>141.01</td> </tr> <tr> <td></td> <td>141.03</td> <td>141.04</td> </tr> <tr> <td></td> <td>141.06</td> <td>141.05</td> </tr> <tr> <td></td> <td>141.2</td> <td>141.3</td> </tr> <tr> <td></td> <td>144.0</td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-35, WBR-36</p>	Post 1989 - ADM-16.00	FIN-10.00	FIN-10.10	Post 1972 - 155.0	155.1	155.4	Pre 1972 - 140.0	141.0	141.01		141.03	141.04		141.06	141.05		141.2	141.3		144.0		<p>Temporary. Cutoff at the end of each fiscal year. Destroy 6 years after cutoff. GRS 9.3.a</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Imprest fund copies of travel vouchers and other supporting document destroy when final audit report is received or 6 months, whichever comes first.</i></p> </div>
Post 1989 - ADM-16.00	FIN-10.00	FIN-10.10																					
Post 1972 - 155.0	155.1	155.4																					
Pre 1972 - 140.0	141.0	141.01																					
	141.03	141.04																					
	141.06	141.05																					
	141.2	141.3																					
	144.0																						
FIN-11.00	<p>Taxation</p> <p><u>Correspondence</u> and material related to taxation. Includes:</p> <ul style="list-style-type: none"> • Payment in Lieu of Taxes (compensation of states and political subdivision, because of land holding or developments by the Federal Government) 																						

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																				
	<p>Taxation - continued</p> <ul style="list-style-type: none"> • Lands (taxation of lands owned or acquired by the Federal Government; taxation of unpatented entries) • Sales and use taxes (road toll and toll taxes, electric energy sales taxes, gasoline taxes) • Material regarding tax exemption certificates and tax exemption identification cards • Unemployment and Social Security Tax (unemployment benefits and Social Security retirement programs) • Income taxes (liability for payment of Federal income taxes by corporations and water users organizations) <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use PER-8.00 for administration of the retirement system.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post 1989 - FIN-4.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 201.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 - 290.01</td> <td style="text-align: center;">291.0</td> <td></td> <td style="text-align: center;">292.0</td> </tr> <tr> <td></td> <td style="text-align: center;">295.0</td> <td style="text-align: center;">296.0</td> <td></td> </tr> </table>	Post 1989 - FIN-4.00				Post 1972 - 201.0				Pre 1972 - 290.01	291.0		292.0		295.0	296.0		<p>Temporary. Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.</p>				
Post 1989 - FIN-4.00																						
Post 1972 - 201.0																						
Pre 1972 - 290.01	291.0		292.0																			
	295.0	296.0																				
FIN-12.00	<p>Time and Attendance Reports</p> <p>Computer printouts for each pay period for each cost center arranged by employee account number. Includes employee name, leave record, pay information, deductions, year to date totals, and similar information. Payroll preparation and processing copy.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post 1989 - FIN-3.00</td> <td style="width: 20%; text-align: center;">FIN-7.00</td> <td style="width: 20%; text-align: center;">PER-11.00</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">PER-18.00</td> </tr> <tr> <td>Post 1972 - 250.0</td> <td style="text-align: center;">251.0</td> <td></td> <td style="text-align: center;">251.1</td> </tr> <tr> <td></td> <td style="text-align: center;">251.2</td> <td style="text-align: center;">251.3</td> <td></td> </tr> <tr> <td>Pre 1972 - 914.0</td> <td style="text-align: center;">914.1</td> <td></td> <td></td> </tr> </table>	Post 1989 - FIN-3.00	FIN-7.00	PER-11.00					PER-18.00	Post 1972 - 250.0	251.0		251.1		251.2	251.3		Pre 1972 - 914.0	914.1			<p>Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2 and 2.8</p>
Post 1989 - FIN-3.00	FIN-7.00	PER-11.00																				
			PER-18.00																			
Post 1972 - 250.0	251.0		251.1																			
	251.2	251.3																				
Pre 1972 - 914.0	914.1																					

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition																																				
FIN-13.00	<p>Flexitime Attendance</p> <p>Supplemental time and attendance records, such as SF-71's, Overtime Requests, sign in/sign out sheets, work reports, and any other background materials used for time accounting under flexitime systems.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-11.00 Post 1972 - 250.0 251.0 Pre 1972 - 914.1</p>	<p>Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2.8</p>																																				
FIN-14.00	<p>Payroll Adjustment and Change</p> <p>Documents forwarded to Payroll Operations Division to correct, change, or make additions to records reflected in payroll printouts. Includes:</p> <ul style="list-style-type: none"> • Copies of correction documents and annotated printouts prepared to transfer salaries and related charges from undistributed payroll accounts • Copies of accounting distribution change worksheets prepared to add or change employee account number • Related correspondence regarding discrepancies in leave balances, salary checks, and deductions <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 -</td> <td>ADM-4.00</td> <td>PER-1.00</td> <td>PER-8.00</td> </tr> <tr> <td></td> <td>PER-10.00</td> <td>PER-11.00</td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>252.0</td> <td>252.1</td> <td>252.2</td> </tr> <tr> <td></td> <td>253.0</td> <td>253.1</td> <td>253.2</td> </tr> <tr> <td></td> <td>253.3</td> <td>253.4</td> <td>254.0</td> </tr> <tr> <td></td> <td>254.1</td> <td>254.2</td> <td>254.3</td> </tr> <tr> <td></td> <td>260.0</td> <td>261.0</td> <td>262.0</td> </tr> <tr> <td></td> <td>263.0</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>043.0</td> <td>176.0</td> <td>220.13</td> </tr> </table>	Post 1989 -	ADM-4.00	PER-1.00	PER-8.00		PER-10.00	PER-11.00		Post 1972 -	252.0	252.1	252.2		253.0	253.1	253.2		253.3	253.4	254.0		254.1	254.2	254.3		260.0	261.0	262.0		263.0			Pre 1972 -	043.0	176.0	220.13	<p>Temporary. Destroy when related pay records are audited by GAO or when 3 years old. GRS 2.23a</p>
Post 1989 -	ADM-4.00	PER-1.00	PER-8.00																																			
	PER-10.00	PER-11.00																																				
Post 1972 -	252.0	252.1	252.2																																			
	253.0	253.1	253.2																																			
	253.3	253.4	254.0																																			
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	260.0	261.0	262.0																																			
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Pre 1972 -	043.0	176.0	220.13																																			

FINANCIAL MANAGEMENT AND PROGRAM COORDINATION

Item No.	Description	Disposition
FIN-15.00	<p>Rental Deduction Files - Rental Rate Surveys</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - FIN-7.00 Post 1972 - 256.0 Pre 1972 - 240.1</p>	<p><u>Temporary</u>. Cutoff at the end of each year. Destroy 10 years after cutoff.</p>

PROPERTY MANAGEMENT

Item No.	Description	Disposition																								
PRM-1.00	<p>Property Management Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for property management activities.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: This file consists of policy for property management subjects that may not be included in the master set of directives.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Post 1989 -</td> <td style="padding: 2px;">ADM-17.00</td> <td style="padding: 2px;">ADM-18.20</td> <td style="padding: 2px;">ADM-19.00</td> </tr> <tr> <td></td> <td style="padding: 2px;">SAF-5.00</td> <td style="padding: 2px;">SAF-21.20</td> <td></td> </tr> <tr> <td style="padding: 2px;">Post 1972 -</td> <td style="padding: 2px;">323.1</td> <td style="padding: 2px;">370.0</td> <td style="padding: 2px;">575.0</td> </tr> <tr> <td></td> <td style="padding: 2px;">982.0</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Pre 1972 -</td> <td style="padding: 2px;">323.03</td> <td style="padding: 2px;">370.0</td> <td style="padding: 2px;">323.02</td> </tr> <tr> <td></td> <td style="padding: 2px;">575.0</td> <td></td> <td></td> </tr> </table>	Post 1989 -	ADM-17.00	ADM-18.20	ADM-19.00		SAF-5.00	SAF-21.20		Post 1972 -	323.1	370.0	575.0		982.0			Pre 1972 -	323.03	370.0	323.02		575.0			<p>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.</p>
Post 1989 -	ADM-17.00	ADM-18.20	ADM-19.00																							
	SAF-5.00	SAF-21.20																								
Post 1972 -	323.1	370.0	575.0																							
	982.0																									
Pre 1972 -	323.03	370.0	323.02																							
	575.0																									
PRM-2.00	<p>Property Management Reports</p> <p>Reports pertaining to property management. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Report of Excess Real Property • Report on Exchange Sale Property • Report of Real Property Leased to U.S. and Summary of Properties Leased to U.S. • Reports on space holdings and requirements • Annual Motor Vehicle Report • Vehicle Trip Report • Motor Vehicle Report • Motor Vehicle Use and Assignment Report • Reports to General Services Administration • SF-81, Request for Space • Quarterly Energy Report 																									

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Property Management Reports - continued</p> <p>Office or record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-17.00 ADM-19.00 ADM-20.00 Post 1972 - 323.0 329.0 Pre 1972 - 323.01 323.011 323.012 329.5</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
PRM-3.00	<p>Personal Property Classification</p> <p>Use his code for correspondence and documentation relating to identification numbers or other symbolizations which are assigned and affixed to controlled property. Includes:</p> <ul style="list-style-type: none"> • Manufacture codes • Federal Supply Classification Identification • Vehicle license plate record including automated systems <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.00 ADM-18.10 Post 1972 - 380.0 382.1 Pre 1972 - 390.0 390.01 392.1</p>	<p>Temporary. Cutoff at the end of each year. Destroy when superseded, revoked, or 3 years after cutoff, whichever is sooner.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Property officials retain copies of administrative files onsite for permanent reference. Review annually and destroy material which is no longer needed for local reference.</i></p> </div>
PRM-4.00	<p>Property Accountability</p> <p>Documents accumulated in controlling and accounting for personal property.</p> <ul style="list-style-type: none"> • Responsibility listings • Property assignments • Freight bills 	

PROPERTY MANAGEMENT

Item No.	Description	Disposition																				
	<p>Property Accountability - continued</p> <ul style="list-style-type: none"> • Government Bill of Lading • Packing slips • Copies of requisitions • Copies of purchase orders • Fedstrip requisition files • SF-44 • Storehouse and/or warehouse records • Barcode • Receipts for Property (issued or received) • Inventories • Designation of Custodial Officer <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use <i>FIN-7.00</i> for financial accountability. ▶ Use <i>PRM-10.00</i> for material regarding museum property. </div> <p style="margin-top: 10px;">Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post 1989 -</td> <td style="width: 20%;">ADM-18.10</td> <td style="width: 20%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Post 1972 -</td> <td>382.0</td> <td>382.2</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>392.0</td> <td>392.201</td> <td>392.202</td> </tr> <tr> <td></td> <td>392.203</td> <td>392.204</td> <td>392.205</td> </tr> <tr> <td></td> <td>392.206</td> <td>392.2</td> <td></td> </tr> </table> <p style="margin-top: 10px;"><u>Subject to Privacy Act</u> WBR-20, WBR-21</p>	Post 1989 -	ADM-18.10			Post 1972 -	382.0	382.2		Pre 1972 -	392.0	392.201	392.202		392.203	392.204	392.205		392.206	392.2		<p style="text-align: center;">Disposition</p> <p style="margin-top: 100px;">Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff. GRS 9.1c</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Property officials retain copies of administrative files onsite for permanent reference. Review annually and destroy material which is no longer needed for local reference.</i></p> </div>
Post 1989 -	ADM-18.10																					
Post 1972 -	382.0	382.2																				
Pre 1972 -	392.0	392.201	392.202																			
	392.203	392.204	392.205																			
	392.206	392.2																				
PRM-5.00	<p>Personal Property Loan Activities</p> <p>Material accumulated as a result of property loans. Includes, but not limited to:</p> <ul style="list-style-type: none"> • Loan agreement • Equipment maintenance • Receipts for property (issued or received) • Inventories 																					

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Personal Property Loan Activities - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.00 Post 1972 - 372.0 Pre 1972 - 320.02</p>	<p>Temporary. Break file at the end of each year. Cutoff after property is returned. Destroy 2 years after cutoff.</p>
PRM-6.00	<p>Nonexpendable Property Rental</p> <p>Documents which reflect the temporary loan and receipt of nonexpendable property.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.20 Post 1972 - 370.0 Pre 1972 - 370.0</p>	<p>Temporary. Break file at then end of each year. Cutoff after equipment is returned. Destroy 2 years after cutoff.</p>
PRM-7.00	<p>Excess Personal Property</p> <p>Material regarding the transfer of equipment or supplies owned by Reclamation or any other Federal agency. Includes:</p> <ul style="list-style-type: none"> • Inquiries about the availability of items listed for disposal • Lists of items available for disposal on SF-120, SF-122, or equivalent • Withdrawals or cancellations of items previously offered for disposal • Requests to be devised of future offerings • Inspection reports <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Do not use this code for material regarding the transfer of Reclamation-owned property, equipment, material, or supplies to water users' organizations. See WTR-4.00.</i></p> </div>	<p>Temporary. Cut of at the end of each year. Destroy 3 years after cutoff. GRS 4.2</p>

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Excess Personal Property - continued</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.20 Post 1972 - 371.0 Pre 1972 - 371.0 371.1 371.3</p>	
PRM-8.00	<p>Surplus Property Transactions of More Than \$25,000</p> <p>Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.20 Post 1972 - 370.0 Pre 1972 - 370.0</p> <p><u>Subject to Privacy Act</u> WBR-6</p>	<p>Temporary. Break file at the end of each year. Cutoff after final payment. Destroy 6 years after cutoff. GRS 3a(1)</p>
PRM-8.10	<p>Surplus Property Transactions of Less than \$25,000</p> <p>See PRM-8.00 description</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.20 Post 1972 - 370.0 Pre 1972 - 370.0</p> <p><u>Subject to Privacy Act</u> WBR-6</p>	<p>Temporary. Break file at the end of each year. Cutoff after final payment. Destroy 3 years after cutoff. GRS 3a(2)</p>
PRM-9.00	<p>Survey Boards</p> <p>Actions taken by a Board of Survey for items which are lost, stolen, or damaged beyond repair. Includes:</p>	

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Survey Boards - continued</p> <ul style="list-style-type: none"> • Survey Officer findings and recommendations • Appeals <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.10 Post 1972 - 382.3 382.4 Pre 1972 - 392.3 392.4</p> <p><u>Subject to Privacy Act</u> WBR-1, WBR-34</p>	<p>Temporary. Destroy 3 years after case is closed.</p>
PRM-10.00	<p>Museum Property, Artwork, and Artifacts</p> <p>Administrative accountability records, and inventory reports for:</p> <ul style="list-style-type: none"> • Museum property • Artifacts • Artwork • Archeological and historical collections • Renderings • Scope of collections statements 	

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Aircraft Release and Transfer - continued</p> <ul style="list-style-type: none"> • Transfer voucher and related files <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.20 ADM-20.00 Post 1972 - 329.0 370.0 Pre 1972 - 242.0 329.0</p>	<p>Temporary. Break file at the end of each year. Cutoff after aircraft is transferred or otherwise disposed of. Destroy 4 years after cutoff.</p>
PRM-12.00	<p>Motor Vehicle/Heavy Equipment</p> <p>Case file consisting of documents reflecting information on each of Reclamation's vehicles and heavy equipment from acquisition to disposal.</p> <ul style="list-style-type: none"> • Procurement requests and justifications • Purchase repair/maintenance invoices • License plate issuances • Special equipment capabilities • Daily trip logs • Inspection Report • Gas and oil consumption <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Physical form of the documents might be originals or copies of memorandums, reports, completed forms. Information could also be automated.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - ADM-18.00 ADM-19.00 Post 1972 - 323.0 323.3 323.4 382.1 Pre 1972 - 323.0 323.07 323.3 323.4 323.5 392.1</p>	<p>Temporary. Break file at the end of each year. Cutoff after vehicle is transferred or otherwise disposed of. Destroy 2 years after cutoff.</p>

PROPERTY MANAGEMENT

Item No.	Description	Disposition
PRM-12.10	<p>Motor Vehicle/Heavy Equipment Accidents</p> <p>Files related to accidents involving motor vehicles and heavy equipment.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p><i>Note: If claim ensues, transfer to LAW-5.10.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - SAF-3.00 SAF-4.00 Post 1972 - 106.0 106.1 Pre 1972 - 106.1 323.6</p> <p><u>Subject to Privacy Act</u> WBR-1, WBR-5</p>	<p>Temporary. Break file at the end of each year. Cutoff after case is closed. Destroy 6 years after cutoff. GRS 10.5</p>
PRM-12.20	<p>Motor Vehicle/Heavy Equipment Release and Transfer</p> <p>Records relating to the transfer, sale, donation, or exchange of vehicles.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-18.20 ADM-19.00 Post 1972 - 323.0 370.0 Pre 1972 - 242.0 323.0</p>	<p>Temporary. Break file at the end of each year. Cutoff after vehicle/heavy equipment is transferred or disposed of. Destroy 4 years after cutoff. GRS 10.6</p>
PRM-13.00	<p>Motor Vehicle Operator Records</p> <p>Documents and correspondence relating to individual employee operations of Government-owned vehicles:</p> <ul style="list-style-type: none"> • Driver's tests • Authorization/permit to operate motor vehicle • Safe driving awards • Related correspondence • Driver's identification card 	

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Motor Vehicle Operator Records - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - SAF-5.00 Post 1972 - 982.0 Pre 1972 - 323.02</p> <p><u>Subject to Privacy Act</u> WBR-11</p>	<p>Temporary: Break file at the end of each year. Cutoff after operator has separated or transferred, or 3 years after rescission of authorization to operate Government-owned vehicle. Destroy 3 years after cutoff. GRS 10.7</p>
PRM-14.00	<p>Energy Conservation Programs</p> <p>Energy conservation programs. Includes, but not limited to:</p> <ul style="list-style-type: none"> • Recycling Program • Ridesharing Program • Alternative fuel vehicles • Employee Awareness Program • Life-cycle cost analysis • Energy Survey checklists • Energy Conservation Plans for building, facilities, and vehicles <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p>Note: Use ADM-13.00 for agreements.</p> </div> <p>Classification Code Cross Reference: Post 1989 - ADM-17.00 Post 1972 - 120.1 Pre 1972 - 120.01</p>	<p>Temporary. Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC destroy 15 years after cutoff.</p>

PROPERTY MANAGEMENT

Item No.	Description	Disposition
PRM-15.00	<p>Housing/Quarters Lease Records</p> <p>Various material which makes up the case file pertaining to Housing/Quarters leased to individuals by the Government. Includes application, lease, agreement renewal, termination notices and related documents.</p> <p style="padding-left: 40px;">Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>If litigation ensues, transfer to LAW-5.00.</i> ▶ <i>Use FIN-11.00 for rental deduction files.</i> </div> <p>Classification Code Cross Reference: Post 1989 - ADM-21.20 Post 1972 - 575.0 Pre 1972 - 575.1</p> <p><u>Subject to Privacy Act</u> WBR-18</p>	<p>Temporary. Break file at the end of each year. Cutoff after lease termination, lapse, or cancellation occurs. Destroy 3 years after cutoff.</p>
PRM-16.00	<p>Grounds and Space Management</p> <p>Material pertaining to space allocation and utilization files. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Building plan files • Requests for space, floor plans, and space layouts • Handicap accessibility plans, including ramps, wheelchair access, and designated handicap parking • Designated smoking areas • Handicap Accessibility Data Management Program (ADMS) • Surveys and related material utilized in planning, assignment, and adjustment • Automobile parking • Vehicle entry permits • Space agreement files 	

PROPERTY MANAGEMENT

Item No.	Description	Disposition																																								
	<p>Grounds and Space Management - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">ADM-21.00</td> <td style="width: 33%;">ADM-21.10</td> <td style="width: 33%;">ADM-21.30</td> </tr> <tr> <td>Post 1972 -</td> <td>154.0</td> <td>154.1</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>100.7</td> <td>102.0</td> <td>102.02</td> </tr> <tr> <td></td> <td>102.03</td> <td>102.05</td> <td>102.06</td> </tr> <tr> <td></td> <td>102.11</td> <td>102.12</td> <td>102.16</td> </tr> <tr> <td></td> <td>102.26</td> <td>102.27</td> <td>102.28</td> </tr> <tr> <td></td> <td>102.31</td> <td>102.34</td> <td>102.36</td> </tr> <tr> <td></td> <td>102.37</td> <td>102.44</td> <td>102.46</td> </tr> <tr> <td></td> <td>102.47</td> <td>102.5</td> <td>102.53</td> </tr> <tr> <td></td> <td>102.54</td> <td></td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-11</p>	Post 1989 -	ADM-21.00	ADM-21.10	ADM-21.30	Post 1972 -	154.0	154.1		Pre 1972 -	100.7	102.0	102.02		102.03	102.05	102.06		102.11	102.12	102.16		102.26	102.27	102.28		102.31	102.34	102.36		102.37	102.44	102.46		102.47	102.5	102.53		102.54			<p>Temporary. Break file at the end of each year. Cutoff after assignment is terminated, lease is cancelled, or floor plans are superseded or become obsolete. Destroy 2 years after cutoff.</p>
Post 1989 -	ADM-21.00	ADM-21.10	ADM-21.30																																							
Post 1972 -	154.0	154.1																																								
Pre 1972 -	100.7	102.0	102.02																																							
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	102.37	102.44	102.46																																							
	102.47	102.5	102.53																																							
	102.54																																									
PRM-17.00	<p>Building Maintenance and Service</p> <p>Material relating to the general administration of building renovations and grounds maintenance and services. Correspondence generated as a result of complaints or recommendations regarding work environment. Includes:</p> <ul style="list-style-type: none"> • Installation and placement of electrical outlets and communications equipment • Issuance of room keys • Furniture moving • Painting • Air conditioning • Plumbing and custodial service • Computer site planning and management <p>Office of record/origin</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>																																								

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Building Maintenance and Service - continued</p> <p>Classification Code Cross Reference: Post 1989 - ADM-21.00 ADM-21.10 ADM-21.30 Post 1972 - 154.0 Pre 1972 - 102.0 976.2</p> <p><u>Subject to Privacy Act</u> WBR-11</p>	
PRM-18.00	<p>Copiers - Leased/Rental</p> <p>Forms, letters, and other material that documents the history of a leased/rented copier.</p> <p style="padding-left: 20px;">Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-7.00 ADM-15.00 Post 1972 - 322.0 322.1 Pre 1972 - 322.0 322.5 322.53 322.531</p> <p><u>Subject to Privacy Act</u> WBR-6</p>	<p>Temporary. Break file at the end of each year. Cut of after release of equipment by Reclamation. Destroy 1 year after cutoff.</p>
PRM-18.10	<p>Copiers - Owned</p> <p>Forms, correspondence, and other material that documents the history of a Reclamation-owned copier.</p> <ul style="list-style-type: none"> • Operator manuals <p style="padding-left: 20px;">Office of record/origin</p>	<p>Temporary. Break file at the end of each year. Cutoff after release of equipment. Destroy 1 year after cutoff.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Transfer operator manuals and related material with traded or turned in equipment or destroy if equipment is no longer in Reclamation custody.</i></p> </div>

PROPERTY MANAGEMENT

Item No.	Description	Disposition
	<p>Copiers - Owned - continued</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - ACM-7.00 ACM-15.00</p> <p>Post 1972 - 322.0 322.1</p> <p>Pre 1972 - 322.0 322.5 322.53</p>	