

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-94-003

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Item ADM-1.00 was superseded by DAA-0048-2013-0008-0003
Item ADM-1.10 was superseded by DAA-0048-2013-0001-0002
Item ADM-2.00 was superseded by DAA-0048-2013-0008-0003
Item ADM-5.00 was superseded by DAA-0048-2013-0001-0002
Item ADM-7.00 was superseded by DAA-0048-2013-0001-0002
Item ADM-7.50 was superseded by DAA-0048-2013-0008-0007
Item ADM-9.00 was superseded by DAA-0048-2013-0001-0001
Item ADM-10.00 was superseded by DAA-0048-2013-0001-0001
Item ADM-12.10 was superseded by DAA-0048-2013-0001-0002
Item ADM-22.10 was superseded by DAA-0048-2013-0008-0005
Item ADM-24.00 was superseded by DAA-0048-2013-0008-0003
Item PER-1.00 was superseded by DAA-0048-2013-0008-0003
Item PER-1.10 was superseded by DAA-0048-2013-0001-0005
Item PER-2.00 was superseded by DAA-0048-2013-0001-0004
Item PER-4.00 was superseded by DAA-0048-2013-0001-0005
Item PER-4.10 was superseded by DAA-0048-2013-0001-0004
Item PER-4.20 was superseded by DAA-0048-2013-0001-0004
Item PER-4 30 was superseded by DAA-0048-2013-0001-0004
Item PER-5.00 was superseded by DAA-0048-2013-0001-0004
Item PER-5.10 was superseded by DAA-0048-2013-0001-0004
Item PER-5.20 was superseded by DAA-0048-2013-0001-0004
Item PER-5 40 was superseded by DAA-0048-2013-0001-0005
Item PER-6.00 was superseded by DAA-0048-2013-0001-0004
Item PER-6.30 was superseded by DAA-0048-2013-0001-0004
Item PER-6.40 was superseded by DAA-0048-2013-0001-0004
Item PER-6.70 was superseded by DAA-0048-2013-0001-0004

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Item PER-7.00 was superseded by DAA-0048-2013-0001-0004
Item PER-8.00 was superseded by DAA-0048-2013-0001-0005
Item PER-9.00 was superseded by DAA-0048-2013-0001-0005
Item PER-10.00 was superseded by DAA-0048-2013-0001-0004
Item PER-11.00 was superseded by DAA-0048-2013-0001-0004
Item PER-12.00 was superseded by DAA-0048-2013-0001-0004
Item PER-12.10 was superseded by DAA-0048-2013-0001-0004
Item PER-13.00 was superseded by DAA-0048-2013-0001-0004
Item PER-15.00 was superseded by DAA-0048-2013-0001-0004
Item PER-15.20 was superseded by DAA-0048-2013-0001-0004
Item PER-15.30 was superseded by DAA-0048-2013-0001-0005
Item PER-15.40 was superseded by DAA-0048-2013-0001-0004
Item PER-15.50 was superseded by DAA-0048-2013-0001-0004
Item PER-16.00 was superseded by DAA-0048-2013-0001-0005
Item PER-17.00 was superseded by DAA-0048-2013-0001-0005
Item PER-17.10 was superseded by DAA-0048-2013-0001-0005
Item SAF-1.00 was superseded by DAA-0048-2013-0008-0003
Item SAF-1.10 was superseded by DAA-0048-2013-0001-0002
Item SAF-2.00 was superseded by DAA-0048-2013-0001-0002
Item SAF-3.00 was superseded by DAA-0048-2013-0001-0001
Item SAF-4.10 was superseded by DAA-0048-2013-0001-0002
Item SAF-4.20 was superseded by DAA-0048-2013-0001-0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-115-94-3	
1. FROM (Agency or establishment) Department of the Interior		DATE RECEIVED 8-1-95	
2. MAJOR SUBDIVISION Bureau of Reclamation		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.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Phyllis Hamilton			
5. TELEPHONE (303) 236-9731		NOTIFICATION TO AGENCY	
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,		DATE 10-19-95	
<input checked="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>	
DATE 7-17-95		SIGNATURE OF AGENCY REPRESENTATIVE <i>Phyllis Hamilton</i>	
TITLE Management Analyst			

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Please see the following attached schedules: Schedule 2: Administrative Management Schedule 8: Personnel Management Schedule 14: Safety	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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Subject Files
ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
ADM-1.10	<p>Administrative Management Subject Files</p> <p>Correspondence of a general nature pertaining to administrative management subjects including the establishment, organization, reorganization, and termination of organizational units; INTERNAL committees and meetings; the assignment and reassignment of functions; operational planning; management analyses and surveys; staff-year requirements and utilization; and emergency planning.</p> <p>General Policy/Plans General correspondence pertaining to administrative policies, plans, and procedures.</p> <p>Reports and Statistics Correspondence regarding reporting requirements.</p> <p>Laws and Regulations Laws, regulations, and revisions relating to Reclamation programs.</p> <p>Federal Register Notices General correspondence regarding Federal Register Notices. DO NOT use for Federal Register publications. See ADM-5.00 for case files.</p> <p>Information Collection General correspondence regarding information collection procedures.</p> <p>Committee Management General correspondence regarding the management and administration of committees. See ADM-22.00 for case files.</p> <p>Administrative Audits, Surveys, and Inspections General correspondence regarding administrative audits, surveys, and inspections.</p> <p>Evaluations</p> <ul style="list-style-type: none"> • Internal General correspondence relating to evaluation activities. • Office of Management and Budget Circular A-123 General correspondence relating to vulnerability assessments and internal control review of Reclamation programs as set forth in the circular. • Office of Management and Budget Circular A-50 General correspondence relating to audit followup activities A-50 as set forth in the circular. 	

Subject Files
ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
	<p>Delegations of Authority General correspondence on delegation of authority.</p> <p>Emergency Planning General correspondence on administration and operation procedures of the emergency planning program.</p> <p>Management Analysis and Improvement General correspondence on management improvement and cost reduction activities other than inspections.</p> <p>Conferences/Meetings General correspondence regarding staff or other management meetings that cannot be filed under a more precise subject.</p> <p>Organization/Reorganization General correspondence regarding organization/reorganization.</p> <p>Equal Employment Opportunity (EEO) General correspondence pertaining to EEO plans and procedures.</p> <ul style="list-style-type: none"> • Affirmative Action Planning Standards and procedures for implementation and documentation of affirmative action programs. • Complaints General correspondence regarding the processing of formal and informal complaints of discrimination. • Discrimination General correspondence relating to discrimination in EEO • Special Observances General correspondence regarding special programs or events relating to equal employment. • Counseling and Counselors General correspondence relating to techniques and practices used to counsel employees or applicants on equal employment. 	

Subject Files
ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																																				
	<ul style="list-style-type: none"> • Supervisory Program Requirements General correspondence regarding evaluations, responsibilities and training of supervisors with regard to EEO. • Printing and Reproduction General correspondence regarding graphic, duplicating/copying, printing, and binding services. • Graphic Services • Duplicating/Copying Service • Printing and Binding Visits General correspondence on visits by officials for briefings on administrative or program matters. Office of record/origin 	<p>Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.</p>																																				
ADM-1.11	<p>Administrative 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="width: 33%;">Post 1989 -</td> <td style="width: 33%;">ADM-1.00 ADM-2.00 ADM-3.00</td> <td style="width: 33%;"></td> </tr> <tr> <td></td> <td>ADM-4.00 ADM-5.00 ADM-6.00</td> <td></td> </tr> <tr> <td></td> <td>ADM-7.00 ADM-8.00 ADM-9.00</td> <td></td> </tr> <tr> <td></td> <td>ADM-10.00 ADM-11.00 ADM-12.00</td> <td></td> </tr> <tr> <td></td> <td>ADM-13.00 ADM-14.00 ADM-15.00</td> <td></td> </tr> <tr> <td></td> <td>ADM-16.00 ENV-6.00 IRM-2.00</td> <td></td> </tr> <tr> <td></td> <td>LAW-2.00 PER-3.00 PIO-2.00</td> <td></td> </tr> <tr> <td></td> <td>PIO-3.10 PRJ-5.00</td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>100.0 150.0 190.0</td> <td></td> </tr> <tr> <td></td> <td>910.0</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>100.0 104.12 104.121</td> <td></td> </tr> <tr> <td></td> <td>104.3 922.0</td> <td></td> </tr> </table>	Post 1989 -	ADM-1.00 ADM-2.00 ADM-3.00			ADM-4.00 ADM-5.00 ADM-6.00			ADM-7.00 ADM-8.00 ADM-9.00			ADM-10.00 ADM-11.00 ADM-12.00			ADM-13.00 ADM-14.00 ADM-15.00			ADM-16.00 ENV-6.00 IRM-2.00			LAW-2.00 PER-3.00 PIO-2.00			PIO-3.10 PRJ-5.00		Post 1972 -	100.0 150.0 190.0			910.0		Pre 1972 -	100.0 104.12 104.121			104.3 922.0		<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
Post 1989 -	ADM-1.00 ADM-2.00 ADM-3.00																																					
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Subject Files
PERSONNEL MANAGEMENT

Item No.	Description	Disposition																				
PER-1.10	<p>Personnel Management Subject Files</p> <p>Correspondence of a general nature pertaining to personnel management subjects concerning all phases of personnel administration including employment, employee relations, training and career development, security, etc. This classification code is to be used by NONPERSONNEL offices.</p> <p>Reclamation Personnel offices should use relevant FPM chapter number as identified in the index to the FPM. See Personnel Appendix 1 for all phases of personnel management at the end of PER.</p> <table><tr><td>General Policy/Plans</td><td>General correspondence regarding personnel policy and plans.</td></tr><tr><td>Reports and Statistics</td><td>Correspondence regarding reporting requirements.</td></tr><tr><td>Laws, Regulations, and Agreements</td><td>Laws, regulations, and agreements relating to Reclamation personnel management.</td></tr><tr><td>Attendance and Leave</td><td>General information regarding leave and overtime procedures.</td></tr><tr><td> • Hours of Duty</td><td></td></tr><tr><td> • Overtime</td><td></td></tr><tr><td>Awards and Commendations</td><td>General information regarding cash and honor awards, awards committees, commendations, recognitions, non-Federal awards, and suggestion program.</td></tr><tr><td>Employee Relations and Services</td><td></td></tr><tr><td> • Appeals/Grievances</td><td>General correspondence on appeals system; policies and procedures for handling appeals, complaints, and grievances.</td></tr><tr><td> • Campaign Fund Drives</td><td>General correspondence on charitable contribution campaigns and U.S. Savings Bond promotion.</td></tr></table>	General Policy/Plans	General correspondence regarding personnel policy and plans.	Reports and Statistics	Correspondence regarding reporting requirements.	Laws, Regulations, and Agreements	Laws, regulations, and agreements relating to Reclamation personnel management.	Attendance and Leave	General information regarding leave and overtime procedures.	• Hours of Duty		• Overtime		Awards and Commendations	General information regarding cash and honor awards, awards committees, commendations, recognitions, non-Federal awards, and suggestion program.	Employee Relations and Services		• Appeals/Grievances	General correspondence on appeals system; policies and procedures for handling appeals, complaints, and grievances.	• Campaign Fund Drives	General correspondence on charitable contribution campaigns and U.S. Savings Bond promotion.	
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Subject Files
PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	<ul style="list-style-type: none"> • Conduct of Employees Correspondence regarding regulations and procedures governing conflicts-of-interest, political activity, acceptance of gratuities, etc. Subdivide as necessary. Disciplinary and Adverse Actions General correspondence regarding disciplinary and adverse actions. Employee Organizations Employee associations, social, welfare, and recreational activities. Employment General information regarding students, handicapped people, veterans, experts, consultants, etc. <ul style="list-style-type: none"> • Vacancies • Former Employees • Job Retention and Restoration • Special Employment Health and Medical Care General information regarding injuries and workmen's compensation claims, alcoholism, medical and first aid services, and physical examinations. PAY/PERS Correspondence relating to the development, implementation, and operation of the integrated Payroll/Personnel System. Insurance/Annuities General information regarding group life insurance, health benefits, retirement, and unemployment compensation. Labor Management Relations General material regarding relations with labor organizations including recognition, negotiation, contract grievances, and unfair labor practice charges. Pay Administration General information regarding merit pay, allowances/differentials, deductions, pay increases, and wage and salary determinations. 	

Subject Files
PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	<p>Performance Evaluation General information regarding employee performance standards, rating committees, boards, panels, ratings, appraisals, appeals, and hearings.</p> <p>Personnel Program General information on program inspections and surveys.</p> <p>Personnel Security and Suitability General correspondence regarding personal reference checks.</p> <p>Position Classification General information regarding appeals, job descriptions, position series, standards, surveys, and evaluations.</p> <p>Promotion/Internal Placement General information regarding assignments, details, promotions, and demotions.</p> <p>Recruitment, Selection, and Appointment General information regarding advertising and publicity, applications for employment, appointment, certification of eligibles, examination and testing, qualifications, and college recruitment.</p> <p>Separation/Displacement General information regarding employee death, reduction-in-force, resignation, retirement, separation for cause, and transfer.</p> <p>Training and Career Development</p> <ul style="list-style-type: none"> • Career Planning and Counseling General correspondence regarding employee training plans and counseling. • Orientation General correspondence regarding orientation of new employees. • Technical Manuals and Materials General correspondence regarding training manuals and materials. • Training Courses and Seminars General correspondence regarding training courses and seminars. 	

Subject Files
PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	<div>• Training Facilities and Equipment</div> <div>Office of record/origin</div> <div>General correspondence regarding the acquisition of training logistics.</div>	Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.
PER-1.11	Personnel Management Subject Files - All Other Copies Include any materials received by a Reclamation office that was not responsible for issuance. Classification Code Cross Reference: <div>Post 1989 - PER-1.00 PER-2.00 PER-3.00 PER-4.00 PER-5.00 PER-5.10 PER-5.20 PER-5.30 PER-5.40 PER-6.00 PER-7.00 PER-8.00 PER-9.00 PER-10.00 PER-11.00 PER-12.00 PER-12.10 PER-13.00 PER-14.00 PER-15.00 PER-16.00 PER-17.00 PER-17.10 PER-18.00 Post 1972 - 250.0 900.0 952.0 980.0 984.0 985.0 990.0 Pre 1972 - 043.0 900.0 913.4 914.0 925.0</div>	Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.

PERSONNEL APPENDIX 1
(For Personnel Office Use Only)
Subject File Classifications System

This subject outline is for use by Bureau of Reclamation Personnel Offices for all phases of personnel management. It is derived from the Federal Personnel Manual (FPM) and is not all inclusive. Personnel Offices may augment the list from other FPM chapters.

- PER 213 Excepted Service
- PER 230 Delegation of Authority
- PER 250 Personnel Management in Agencies
- PER 275 Evaluation of Personnel Management
- PER 293 Personnel Records and Files
 - 293-1 General Policies Governing Personnel Records and Files
 - 293-2 Safeguarding Personnel Records and Files
 - 293-3 Official Personnel Folder/Merged Records Personnel Folder
 - 293-4 Employee Performance File System
 - 293-5 Employee Medical File System
 - 293-6 Use of Electronic Forms and Signatures
- PER 294 Availability of Official Information (FOIA)
- PER 296 Processing Personnel Actions
- PER 298 Federal Personnel Information Systems
- PER 300 Employment (Details, Limitations on Federal Hiring, Appointment Authorities)
- PER 306 Selective Placement Program
- PER 307 Veterans Readjustment Appointment (VRA)
- PER 308 Student Employment and Work Study Programs

- 308-1 General Provisions
- 308-2 Coop Education Program
- 308-9 Stay-in-School Program
- PER 312 Position Management (Reorganizations)
- PER 315 Career and Career-Conditional Appointments
 - 315-1 Petroleum Engineer Tech-Evaluation and Rating Correspondence
- PER 316 Nonpermanent Employment
- PER 332 Recruitment and Selection Through Competitive Examinations
 - 332-1 Displaced Employee Listing
 - 332-2 Applicant Supply File
- PER 333 Recruitment and Selection for Temporary and Term Appointment Outside the Register
 - 333-1 General Information
 - 333-2 Applicant Supply System
- PER 334 Intergovernmental Personnel Act (IPA)
- PER 335 Promotion and Internal Placement
- PER 351 Reduction-in-Force
- PER 352 Reemployment Rights
- PER 380 Upward Mobility
- PER 405 Orientation
- PER 410 Training
- PER 412 Executive, Management, and Supervisory Development
- PER 430 Performance Appraisals and Ratings

PER 451	Incentive Awards
PER 511	Position Classification
511-1	General Schedule Classification System
511-2	Position Description
511-3	Position Classification and Job Grading Standards
511-4	OPM Assistance to Agencies
511-5	Special Classification Provision
511-6	Appeals
PER 530	Pay Rates and Systems (General)
PER 531	Pay Under the General Schedule
PER 536	Grade and Pay Retention
PER 540	Merit Pay
PER 550	Pay Administration
PER 551	Fair Labor Standards Act
PER 610	Hours of Duty
610-1	Designation of Holidays
610-2	Flexitime
PER 630	Absence and Leave
PER 711	Labor - Management Relations
PER 713	Equal Employment Opportunity
713-1	Upward Mobility
PER 715	Voluntary Separation
PER 720	Affirmative Employment Program

PER 732 Personnel Security

PER 735 Employee Responsibilities and Conduct (Conflict of Interest, Bad Debts, etc.)

PER 751 Discipline

PER 752 Adverse Actions

PER 771 Agency Administrative Grievance System

PER 792 Federal Employees Health and Counseling Programs

792-1 General Provisions

792-4 Basic Concepts of Employee Health

792-5 Alcoholism and Drug Abuse Programs

792-6 Family Counseling Service

PER 810 Injury Compensation

PER 830 Retirement

PER 870 Life Insurance

PER 890 Health Benefits

PER 920 Senior Executive Service

Subject Files
SAFETY

Item No.	Description	Disposition																
SAF-1.10	<p>Safety Subject Files</p> <p>Correspondence of a general nature pertaining to safety subjects relating to the causes, investigations, and prevention of accidents.</p> <p>SEE: Project Development and Power Management (PRJ) for inspection of structures and operations, and incidents of noncompliance.</p> <table><tr><td>General Policy/Plans</td><td>Safety planning and management in general.</td></tr><tr><td>Reports and Statistics</td><td>Correspondence regarding reporting requirements.</td></tr><tr><td>Laws, Regulations, Orders, Notices, and Agreements</td><td>Laws, regulations, agreements, and revisions relating to accidents.</td></tr><tr><td>Accidents/Incidents Investigations</td><td>General correspondence relating to the causes, classification, prevention, and reporting of accidents and injury or loss of life.</td></tr><tr><td><ul style="list-style-type: none">• Equipment Failure• Fire• Storm Damage• Structural Damage• Unsafe Act• Unsafe Procedure• Pipeline Damage</td><td></td></tr><tr><td>Oil Spill and Discharge Contingency Plans</td><td>General correspondence pertaining to plans dealing with pollution events, accidents, or emergencies.</td></tr><tr><td><ul style="list-style-type: none">• Oil Spill</td><td></td></tr><tr><td>Office of record/origin</td><td></td></tr></table>	General Policy/Plans	Safety planning and management in general.	Reports and Statistics	Correspondence regarding reporting requirements.	Laws, Regulations, Orders, Notices, and Agreements	Laws, regulations, agreements, and revisions relating to accidents.	Accidents/Incidents Investigations	General correspondence relating to the causes, classification, prevention, and reporting of accidents and injury or loss of life.	<ul style="list-style-type: none">• Equipment Failure• Fire• Storm Damage• Structural Damage• Unsafe Act• Unsafe Procedure• Pipeline Damage		Oil Spill and Discharge Contingency Plans	General correspondence pertaining to plans dealing with pollution events, accidents, or emergencies.	<ul style="list-style-type: none">• Oil Spill		Office of record/origin		<p>Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.</p>
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Office of record/origin																		
SAF-1.11	<p>Safety 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
SAFETY

Item No.	Description	Disposition
	Classification Code Cross Reference: Post 1989 - SAF-1.00 SAF-2.00 SAF-3.00 SAF-4.00 SAF-5.00 Post 1972 - 106.0 Pre 1972 - 106.0 106.101 106.2 106.21	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																								
ADM-1.00	<p>Administrative Management Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for administrative management activities.</p> <p>Office of record/origin</p> <div><p><i>Note: This file consists of policy for administration management subjects that may not be included in the master set of directives.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ACM-8.00</td><td>ADM-1.00</td><td>PIO-3.00</td></tr><tr><td></td><td>WTR-3.20</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>100.0</td><td>100.3</td><td>110.0</td></tr><tr><td></td><td>110.1</td><td>110.2</td><td>110.3</td></tr><tr><td>Pre 1972 -</td><td>100.0</td><td>100.1</td><td>110.0</td></tr><tr><td></td><td>110.01</td><td>110.03</td><td>110.06</td></tr></table>	Post 1989 -	ACM-8.00	ADM-1.00	PIO-3.00		WTR-3.20			Post 1972 -	100.0	100.3	110.0		110.1	110.2	110.3	Pre 1972 -	100.0	100.1	110.0		110.01	110.03	110.06	<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 -	ACM-8.00	ADM-1.00	PIO-3.00																							
	WTR-3.20																									
Post 1972 -	100.0	100.3	110.0																							
	110.1	110.2	110.3																							
Pre 1972 -	100.0	100.1	110.0																							
	110.01	110.03	110.06																							
ADM-2.00	<p>Administrative Management Reports</p> <p>Reports pertaining to administrative management. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Water and land resource accomplishments• Strategic Plan• Annual Report of the Secretary of the Interior• Annual Report of the Commissioner <p>Office of record/origin</p> <div><p><i>Note: Use PRJ-2.00 for project histories.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-2.00</td><td>IRM-2.00</td><td>LAW-2.00</td></tr><tr><td></td><td>PIO-2.00</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>190.0</td><td></td><td></td></tr><tr><td>Pre 1972 -</td><td>104.0</td><td>104.1</td><td>104.11</td></tr><tr><td></td><td>104.111</td><td></td><td></td></tr></table>	Post 1989 -	ADM-2.00	IRM-2.00	LAW-2.00		PIO-2.00			Post 1972 -	190.0			Pre 1972 -	104.0	104.1	104.11		104.111			<p>Permanent. Cutoff at the end of each year. Transfer to Archives 10 years after cutoff.</p>				
Post 1989 -	ADM-2.00	IRM-2.00	LAW-2.00																							
	PIO-2.00																									
Post 1972 -	190.0																									
Pre 1972 -	104.0	104.1	104.11																							
	104.111																									
ADM-3.00	Reserved																									

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition									
ADM-4.00	Reserved										
ADM-5.00	<p>Federal Register Rulemaking</p> <p>Material which documents the development, clearance, and processing of proposed and final rulemaking for publication in the Federal Register as related to Reclamation activities.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <p>► <i>Files on investigations which require extensive research projects or special geologic, geophysical, and engineering studies, Reclamation Reform Act, water sales or contracts, etc., must be filed and disposed of in accordance with specific disposal instructions provided in this schedule for each feature, structure, etc.</i></p> <p>► <i>Subject-related correspondence, reports, and other material accumulated in the course of preparing input for replies to congressional inquiries should be filed in the 1.10 GENERAL of the functional series applicable to the subject of the inquiry and disposed in the 1.10 classification.</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%;">ADM-5.00</td> <td style="width: 33%;">ADM-7.00</td> </tr> <tr> <td>Post 1972 -</td> <td>102.0</td> <td>102.1</td> </tr> <tr> <td>Pre 1972 -</td> <td>111.0</td> <td>111.1</td> </tr> </table>	Post 1989 -	ADM-5.00	ADM-7.00	Post 1972 -	102.0	102.1	Pre 1972 -	111.0	111.1	<p>Temporary. Cutoff at end of year. Destroy 5 years after rule was published.</p>
Post 1989 -	ADM-5.00	ADM-7.00									
Post 1972 -	102.0	102.1									
Pre 1972 -	111.0	111.1									
ADM-5.10	<p>Federal Register Notices</p> <p>Material documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act [5 U.S.C. 552b (e) (3)]; hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the <u>Code of Federal Regulation</u>.</p> <p>Material documenting the processing of semiannual regulatory agenda.</p>										

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
	<p>Federal Register Published Documents - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-5.00 ADM-7.00 Post 1972 - 102.0 102.1 Pre 1972 - 111.0 111.1</p>	<p>Temporary. Cutoff at the end of the year. Destroy when superseded, no longer needed for reference or 2 years after cutoff, whichever is sooner.</p>
ADM-6.00	<p>Information Collection Budget</p> <p>Case files on reports required by the Office of Management and Budget under the Paperwork Reduction Act regarding the number of hours the public spends fulfilling agency reporting requirements. Includes:</p> <ul style="list-style-type: none"> • Associated feeder reports, report exhibits, correspondence, directives, and statistical compilations <p>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 each year. Destroy 7 years after cutoff. GRS 16.12</p>
ADM-7.00	<p>Management Reviews - Offices Conducting Reviews</p> <p>Staff <u>studies</u> or <u>management improvement projects</u> as analyses of administrative policies and procedures. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Organization and methods studies • Records management studies • Work simplification and standardization studies • Workload and work distribution analyses • Intermediate progress reports and correspondence • Final survey reports and documentation of actions taken as a direct result of the survey 	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																												
	<p>Management Reviews - Offices Conducting Reviews - continued</p> <ul style="list-style-type: none">• Revenue enhancements• A-76 reviews• National Performance Review• Reform 88• Human resources development and management strategy <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-5.10</td><td>ADM-6.00</td><td>ADM-7.00</td></tr><tr><td></td><td>PRJ-9.00</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>101.0</td><td>101.1</td><td>101.2</td></tr><tr><td></td><td>102.0</td><td></td><td></td></tr><tr><td>Pre 1972 -</td><td>107.0</td><td>107.01</td><td>107.1</td></tr><tr><td></td><td>107.2</td><td>107.3</td><td>108.0</td></tr><tr><td></td><td>111.2</td><td></td><td></td></tr></table>	Post 1989 -	ADM-5.10	ADM-6.00	ADM-7.00		PRJ-9.00			Post 1972 -	101.0	101.1	101.2		102.0			Pre 1972 -	107.0	107.01	107.1		107.2	107.3	108.0		111.2			<p>Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.</p>
Post 1989 -	ADM-5.10	ADM-6.00	ADM-7.00																											
	PRJ-9.00																													
Post 1972 -	101.0	101.1	101.2																											
	102.0																													
Pre 1972 -	107.0	107.01	107.1																											
	107.2	107.3	108.0																											
	111.2																													
ADM-7.10	<p>Management Reviews - Offices Reviewed</p> <p>See ADM-7.00 for description.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-6.00</td><td>ADM-7.00</td><td>PRJ-9.00</td></tr><tr><td>Post 1972 -</td><td>101.0</td><td>101.1</td><td>101.2</td></tr><tr><td>Pre 1972 -</td><td>107.0</td><td>107.01</td><td>107.1</td></tr><tr><td></td><td>107.2</td><td>107.3</td><td>108.0</td></tr></table>	Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00	Post 1972 -	101.0	101.1	101.2	Pre 1972 -	107.0	107.01	107.1		107.2	107.3	108.0	<p>Temporary. Destroy on completion of next comparable survey or when 10 years old.</p>												
Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00																											
Post 1972 -	101.0	101.1	101.2																											
Pre 1972 -	107.0	107.01	107.1																											
	107.2	107.3	108.0																											
ADM-7.20	<p>Management Survey Background</p> <p>Records accumulated in the collection of data for or during a management review or staff study. Includes notes, statistical data, feeder reports, working documents, copies of directives, and operating procedures, charts and similar material collected for factfinding or backup purposes.</p> <p>Office of record/origin</p>	<p>Temporary. Destroy 6 months after final action on project or 3 years after completion of report if no final action is taken.</p>																												

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																
	<p>Management Survey Background - continued</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-6.00</td><td>ADM-7.00</td><td>PRJ-9.00</td></tr><tr><td>Post 1972 -</td><td>101.0</td><td>101.1</td><td>101.2</td></tr><tr><td>Pre 1972 -</td><td>107.0</td><td>107.01</td><td>107.1</td></tr><tr><td></td><td>107.2</td><td>107.3</td><td>108.0</td></tr></table>	Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00	Post 1972 -	101.0	101.1	101.2	Pre 1972 -	107.0	107.01	107.1		107.2	107.3	108.0	
Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00															
Post 1972 -	101.0	101.1	101.2															
Pre 1972 -	107.0	107.01	107.1															
	107.2	107.3	108.0															
ADM-7.30	<p>Management Objectives - Responsible Office</p> <p>Material from the office responsible for consolidation and submission of the plan that accumulates from the process of establishing and reporting on short-, mid-, and long-range management objectives. Includes, but not limited to, secretarial, directorial, divisional, and locally monitored objectives.</p> <ul style="list-style-type: none">• Specific tasks• Progress reports• Major problems and accomplishments in meeting the management objectives established by the plans• Related correspondence and documents <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-6.00</td><td>ADM-7.00</td><td>PRJ-9.00</td></tr><tr><td>Post 1972 -</td><td>101.0</td><td>101.1</td><td>101.2</td></tr><tr><td>Pre 1972 -</td><td>107.0</td><td>107.01</td><td>107.1</td></tr><tr><td></td><td>107.2</td><td>107.3</td><td>108.0</td></tr></table>	Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00	Post 1972 -	101.0	101.1	101.2	Pre 1972 -	107.0	107.01	107.1		107.2	107.3	108.0	<p>Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.</p>
Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00															
Post 1972 -	101.0	101.1	101.2															
Pre 1972 -	107.0	107.01	107.1															
	107.2	107.3	108.0															
ADM-7.40	<p>Management Objectives - Contributing Offices</p> <p>See ADM-7.30 for description.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-6.00</td><td>ADM-7.00</td><td>PRJ-9.00</td></tr><tr><td>Post 1972 -</td><td>101.0</td><td>101.1</td><td>101.2</td></tr><tr><td>Pre 1972 -</td><td>107.0</td><td>107.01</td><td>107.1</td></tr><tr><td></td><td>107.2</td><td>107.3</td><td>108.0</td></tr></table>	Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00	Post 1972 -	101.0	101.1	101.2	Pre 1972 -	107.0	107.01	107.1		107.2	107.3	108.0	<p>Temporary. Cutoff at the end of each year. Destroy 2 years after cutoff or when no longer needed for reference, whichever is earlier.</p>
Post 1989 -	ADM-6.00	ADM-7.00	PRJ-9.00															
Post 1972 -	101.0	101.1	101.2															
Pre 1972 -	107.0	107.01	107.1															
	107.2	107.3	108.0															

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
ADM-7.50	<p>Congressional Investigations</p> <p>Material accumulated as a result of an investigation and studies of activities of congressional committees. Includes records relating to:</p> <ul style="list-style-type: none"> • Conduct of the investigation • Information on the activities of the investigating committee • Analyses of committee reports • Committee recommendations and Reclamation replies <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note:</p> <ul style="list-style-type: none"> ► <i>Use ADM-1.10 for routine Congressional, White House, or Secretarial correspondence and inquiries.</i> ► <i>Use PRJ-1.10 for mission related Congressional, White House, or Secretarial correspondence and inquiries.</i> ► <i>Files on investigations which require extensive research projects or special geologic, geophysical, and engineering studies, Reclamation Reform Act, water sales or contracts, etc., must be filed and disposed of in accordance with specific disposal instructions provided in this schedule for each feature, structure, etc.</i> ► <i>Subject-related correspondence, reports, and other material accumulated in the course of preparing input for replies to congressional inquiries should be filed in the 1.10 <u>GENERAL</u> of the functional series applicable to the subject of the inquiry and disposed in the 1.10 classification.</i> </div> <p>Classification Code Cross Reference:</p> <p>Post 1989 - ADM-7.00</p> <p>Post 1972 - 100.1</p> <p>Pre 1972 - 100.6</p>	<p>Permanent. Break file at the end of each year. Cutoff after close of investigation. Transfer to the National Archives 10 years after cutoff.</p>

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition									
ADM-8.00	<p>Compliance Audit</p> <p>Audit requests/proposals, work plans, work papers, correspondence, internal and external exhibits, and reports of findings.</p> <p>Office of record/origin</p> <div><p>Note:</p><ul style="list-style-type: none">► Use FIN 8.00 for audits specific to financial operations.► Use FIN 9.00 for accountable officer's records held for onsite audits by the General Accounting Office (GAO).</div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-7.00</td><td></td></tr><tr><td>Post 1992 -</td><td>101.0</td><td>101.1</td></tr><tr><td>Pre 1972 -</td><td>107.0</td><td>107.01</td></tr></table>	Post 1989 -	ADM-7.00		Post 1992 -	101.0	101.1	Pre 1972 -	107.0	107.01	<p>Temporary. Cutoff at the end of each year or when audit is complete whichever occurs first. Transfer to FRC 10 years after cutoff. FRC destroy 25 years after cutoff.</p>
Post 1989 -	ADM-7.00										
Post 1992 -	101.0	101.1									
Pre 1972 -	107.0	107.01									
ADM-8.10	<p>Compliance Audit Appeal</p> <p>Work papers, internal and external exhibits, legal opinions, and reports of findings; and conclusions and final decisions regarding <u>appeals to previous compliance audit results</u>.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-7.00</td></tr><tr><td>Post 1972 -</td><td>101.0</td></tr><tr><td>Pre 1972 -</td><td>107.01</td></tr></table>	Post 1989 -	ADM-7.00	Post 1972 -	101.0	Pre 1972 -	107.01	<p>Temporary. Cutoff when appeal is settled or at the end of each year whichever occurs first. Transfer to FRC 10 years after cutoff. FRC destroy 30 years after cutoff.</p>			
Post 1989 -	ADM-7.00										
Post 1972 -	101.0										
Pre 1972 -	107.01										
ADM-9.00	<p>Internal Delegations of Authority</p> <p>This code applies to the inhouse delegation of authority and responsibility to officials; includes but not limited to:</p> <ul style="list-style-type: none">• Delegation of signatory authority• Designation of technical representatives• Deputization of Reclamation employees• Delegation of procurement authority										

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																																
	<p>Internal Delegations of Authority - continued</p> <ul style="list-style-type: none">• Designation of Privacy Act Officer• Freedom of Information Act Officers• Designation of imprest fund cashier• Agents to receive checks• Personnel authorized to draw from the warehouse or individuals assigned fiscal responsibilities including disallowances, exceptions to payments, and power of attorney• Designation of Notary Public• Designation of employees to certify items for publication in the Federal Register <p>Office of record/origin</p> <div><p><i>Note: Use appropriate feature or structure code for delegations of design and specifications work.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-9.00</td><td>FIN-5.00</td><td>IRM-11.00</td></tr><tr><td></td><td>PER-5.10</td><td>PER-10.00</td><td></td></tr><tr><td>Post 1972 -</td><td>110.4</td><td>223.0</td><td>223.1</td></tr><tr><td></td><td>223.2</td><td>226.0</td><td>300.0</td></tr><tr><td></td><td>939.0</td><td>975.2</td><td></td></tr><tr><td>Pre 1972 -</td><td>106.3</td><td>110.09</td><td>110.091</td></tr><tr><td></td><td>130.1</td><td>220.11</td><td>220.12</td></tr><tr><td></td><td>220.13</td><td>220.22</td><td>300.0</td></tr></table>	Post 1989 -	ADM-9.00	FIN-5.00	IRM-11.00		PER-5.10	PER-10.00		Post 1972 -	110.4	223.0	223.1		223.2	226.0	300.0		939.0	975.2		Pre 1972 -	106.3	110.09	110.091		130.1	220.11	220.12		220.13	220.22	300.0	<p>Temporary. Break file at the end of each year. Cutoff and destroy when superseded, revoked, withdrawn, or expired.</p>
Post 1989 -	ADM-9.00	FIN-5.00	IRM-11.00																															
	PER-5.10	PER-10.00																																
Post 1972 -	110.4	223.0	223.1																															
	223.2	226.0	300.0																															
	939.0	975.2																																
Pre 1972 -	106.3	110.09	110.091																															
	130.1	220.11	220.12																															
	220.13	220.22	300.0																															
ADM-10.00	<p>Conferences and Meetings</p> <p>Material related to Reclamation and non-Reclamation conferences, meetings, congresses, conventions, and workshops. Includes:</p> <ul style="list-style-type: none">• Arrangements for accommodations and services and approvals of attendance for meetings, conferences, and workshops																																	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																
	<p>Conferences and Meetings - continued</p> <ul style="list-style-type: none">• Information on upcoming conferences and workshops <p>Office of record/origin</p> <div><p>Note:</p><ul style="list-style-type: none">► <i>Material relating to a specific subject, use appropriate subject file.</i>► <i>Use PRJ-5.00 for technical Commissions, Committees, and Professional Societies.</i>► <i>Use WTR-4.00 for minutes of meetings pertaining to water repayment contracts.</i></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ARM-10.00</td><td>IRM-7.00</td><td></td></tr><tr><td>Post 1972 -</td><td>105.0</td><td>105.1</td><td></td></tr><tr><td>Pre 1972 -</td><td>030.0</td><td>105.0</td><td>105.01</td></tr><tr><td></td><td>105.1</td><td>905.0</td><td></td></tr></table> <p><u>Subject to Privacy Act</u> WBR-3</p>	Post 1989 -	ARM-10.00	IRM-7.00		Post 1972 -	105.0	105.1		Pre 1972 -	030.0	105.0	105.01		105.1	905.0		<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner.</p>
Post 1989 -	ARM-10.00	IRM-7.00																
Post 1972 -	105.0	105.1																
Pre 1972 -	030.0	105.0	105.01															
	105.1	905.0																
ADM-11.00	<p>Emergency, Disaster, and Security Planning</p> <p>Emergency operation plans for the Denver Office, each regional office, and each operating office which identifies that office mission and program responsibilities under defense emergency conditions. Includes:</p> <ul style="list-style-type: none">• Natural disasters• Internal disorder including bomb threats or actual bomb damage to installations.																	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																
	<p>Emergency, Disaster, and Security Planning - continued</p> <p>Office of record/origin</p> <div><p>Note:</p><ul style="list-style-type: none">▶ <i>If an incident occurs, use LAW-4.00.</i>▶ <i>Use FIN-3.00 for disaster relief funds.</i>▶ <i>Use RIM-4.00 for material concerning the vital records program.</i>▶ <i>Use RIM-4.00 for classified documents reporting.</i>▶ <i>Use IRM-7.10 for Information Resource Management Security.</i>▶ <i>These files consist of the emergency plan or directive that is not included in the permanent set of master directives.</i>▶ <i>Use ADM-11.10 to file emergency planning feeder reports submitted by operating offices for consolidation to the office responsible for preparation and issuance of plans and directives. Dispose in accordance with the instructions in ADM-11.10.</i></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-11.00</td><td>FIN-3.00</td><td></td></tr><tr><td>Post 1972 -</td><td>170.0</td><td>172.0</td><td></td></tr><tr><td>Pre 1972 -</td><td>170.0</td><td>170.1</td><td>171.0</td></tr><tr><td></td><td>172.0</td><td>174.0</td><td></td></tr></table>	Post 1989 -	ADM-11.00	FIN-3.00		Post 1972 -	170.0	172.0		Pre 1972 -	170.0	170.1	171.0		172.0	174.0		<p>Permanent. Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.</p>
Post 1989 -	ADM-11.00	FIN-3.00																
Post 1972 -	170.0	172.0																
Pre 1972 -	170.0	170.1	171.0															
	172.0	174.0																
ADM-11.10	<p>Emergency Operation Plans</p> <p>Background material accumulated by offices responsible for preparation and issuance of plans and directives. Consists of one copy of each plan or directive issued.</p>																	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																
	<p>Emergency Operation Plans - continued</p> <p>Office of origin/record</p> <div><p><i>Note: Use ADM-11.00 to file a copy of each plan or directive when not included in the permanent set of master directives.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-11.00</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>170.0</td><td>172.0</td><td></td></tr><tr><td>Pre 1972 -</td><td>170.0</td><td>170.1</td><td>171.0</td></tr><tr><td></td><td>172.0</td><td>174.0</td><td></td></tr></table>	Post 1989 -	ADM-11.00			Post 1972 -	170.0	172.0		Pre 1972 -	170.0	170.1	171.0		172.0	174.0		<p>Temporary. Break file at the end of each year. Cutoff after new plan or directive is issued. Destroy 3 years after cutoff.</p>
Post 1989 -	ADM-11.00																	
Post 1972 -	170.0	172.0																
Pre 1972 -	170.0	170.1	171.0															
	172.0	174.0																
ADM-12.00	<p>International Affairs</p> <p>Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), cooperative management agreements, or other similar documents that describe the relationship between Reclamation and other countries for purposes of mutual assistance activities. Including all supporting materials that document the project or program and its activities, administration, and management. Materials may include requests for services, technical advice, design work, development activities, scientific investigations, construction estimates, funding proposals, diplomatic/political/policy documentation. Including, but not limited to:</p> <ul style="list-style-type: none">• Investigations• Studies• Plans• Evaluations• Reports• Protocols• Translations <p>Office of record/origin</p>	<p>Permanent. Break files at the end of each year. Cutoff files when agreement is completed, terminated, or cancelled. Transfer to FRC 2 years after cutoff. FRC transfer to NARA 25 years from date of receipt.</p>																

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Item No.	Description	Disposition
	<p>International Affairs - continued</p> <p>Classification Code Cross Reference: Post 1989 - ADM-13.00 Post 1972 - 167.0 Pre 1972 - 167.0</p>	
ADM-12.10	<p>International Visitor and Training</p> <p>Materials relating to official visitors and trainees from other countries.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Requests for publications and information - file in Transitory Files.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - ADM-13.00 Post 1972 - 167.1 Pre 1972 - 167.1</p>	<p>Temporary. Break files at the end of each year. Purge files and transfer to central files every 5 years. Central files transfer to FRC when 10 years old. FRC destroy 15 years after date of receipt.</p>
ADM-13.00	<p>Cooperative Management</p> <p>Cooperative management agreements including Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or similar agreements, either inter- or intra-agency, which document Reclamation's relationship with other public agencies or private parties, for purposes of mutual assistance. Including materials pertaining to Reclamation's participation in the planning, design, development, research, construction, rehabilitation, or management of irrigation systems, municipal water projects, water delivery systems, or individual features and structures for other agencies such as BIA, EPA, Department of Agriculture, State or local governments, etc., and private or industrial users. Materials should also include research and development agreements with colleges and universities or private industry. Also include all supporting materials that describe the project or program and its activities, administration, and management. Including:</p> <ul style="list-style-type: none"> • MOU, MOA, or similar agreement 	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition																																																				
	<p>Cooperative Management - continued</p> <ul style="list-style-type: none">• Technical correspondence• Studies, investigations, reports• Grants• Design data, drawings, related documentation• Safety evaluations• Operation and maintenance plans• Public comments and transcripts of public hearings <p>Office of record/origin</p> <div><p>Note:</p><ul style="list-style-type: none">► <i>Office of record/origin is the office having signatory authority for the agreement.</i>► <i>MOU/MOA's, or agreements between BIA (see PRJ-28.00), EPA, Department of Agriculture, or other Governmental agencies, and Reclamation relating to that agency's projects, features, facilities, or structures.</i>► <i><u>Case file</u> by agency or organization, then by project or agreement, and if needed, by subject.</i></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ACM-9.00</td><td>ADM-13.00</td><td>PRJ-10.00</td></tr><tr><td></td><td>PRJ-24.00</td><td>RES-7.00</td><td>RES-7.10</td></tr><tr><td>Post 1972 -</td><td>106.5</td><td>125.0</td><td>125.1</td></tr><tr><td></td><td>125.2</td><td>125.3</td><td>160.0</td></tr><tr><td></td><td>160.1</td><td>160.2</td><td>450.1</td></tr><tr><td></td><td>451.2</td><td>452.0</td><td>460.1</td></tr><tr><td></td><td>472.0</td><td>472.1</td><td>580.0</td></tr><tr><td>Pre 1972 -</td><td>125.0</td><td>125.1</td><td>125.2</td></tr><tr><td></td><td>125.3</td><td>160.0</td><td>161.0</td></tr><tr><td></td><td>168.0</td><td>168.1</td><td>168.2</td></tr><tr><td></td><td>168.3</td><td>393.0</td><td>425.0</td></tr><tr><td></td><td>460.1</td><td>461.0</td><td>462.4</td></tr><tr><td></td><td>580.0</td><td></td><td></td></tr></table> <p><u>Subject to Privacy Act</u> WBR-9, WBR-35</p>	Post 1989 -	ACM-9.00	ADM-13.00	PRJ-10.00		PRJ-24.00	RES-7.00	RES-7.10	Post 1972 -	106.5	125.0	125.1		125.2	125.3	160.0		160.1	160.2	450.1		451.2	452.0	460.1		472.0	472.1	580.0	Pre 1972 -	125.0	125.1	125.2		125.3	160.0	161.0		168.0	168.1	168.2		168.3	393.0	425.0		460.1	461.0	462.4		580.0			<p>Permanent. Break files at the end of each year. Cutoff after agreement completed or terminated. Transfer to FRC 1 year after cutoff. FRC transfer to Archives 10 years after cutoff.</p>
Post 1989 -	ACM-9.00	ADM-13.00	PRJ-10.00																																																			
	PRJ-24.00	RES-7.00	RES-7.10																																																			
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ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
ADM-14.00	<p>Equal Employment Opportunity</p> <p>Official discrimination complaint files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a S.S. Court.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ACM-1.00 ADM-14.00 Post 1972 - 310.3 970.4 Pre 1972 - 110.12 310.24 930.3</p>	<p>Temporary. Break file at the end of each year. Cutoff after resolution of case. Destroy 4 years after cutoff. GRS 1.25a</p>
ADM-14.10	<p>Duplicates of files retained in Official Discrimination Complaint</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ACM-1.00 ADM-14.00 Post 1972 - 310.3 970.4 Pre 1972 - 110.12 310.24 930.3</p>	<p>Temporary. Break file at the end of each year. Cutoff after resolution. Destroy 1 year after cutoff. GRS 1.25b</p>
ADM-14.20	<p>Background Records not Filed in Official Discrimination Complaint</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ACM-1.00 ADM-14.00 Post 1972 - 310.3 970.4 Pre 1972 - 110.12 310.24 930.3</p>	<p>Temporary. Break file at the end of each year. Cutoff after final resolution of case. Destroy 2 years after cutoff. GRS 1.25c(1)</p>
ADM-14.30	<p>Compliance Review</p> <p>Reviews, background, papers, and correspondence relating to contractor employment practices.</p>	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
	<p>Compliance Review - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ACM-1.00 ADM-14.00 Post 1972 - 310.3 970.4 Pre 1972 - 110.12 310.24 930.3</p>	<p>Temporary. Cutoff at the end of each year. Destroy 7 years after cutoff. GRS 1.25d(1).</p>
ADM-14.40	<p>Equal Employment Opportunity (EEO) Office Compliance Reports</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use ADM-1.10 for general correspondence pertaining to equal employment opportunity.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - ACM-1.00 ADM-14.00 Post 1972 - 310.3 970.4 Pre 1972 - 110.12 310.24 930.3</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff. GRS 1.25d(2).</p>
ADM-14.50	<p>Employment Statistics</p> <p>Statistics relating to race and sex.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-14.00 Post 1972 - 970.4 970.5 Pre 1972 - 930.3</p>	<p>Temporary. Cutoff at the end of each year. Destroy 5 years after cutoff. GRS 1.25f.</p>
ADM-14.60	<p>Equal Employment Opportunity (EEO) Office Affirmative Action Plans (AAP)</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-14.00 Post 1972 - 970.5 Pre 1972 - none</p>	<p>Temporary. Destroy 5 years from date of plan. GRS 1.25h(1)</p>

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
ADM-14.70	<p>Feeder Plan to Consolidated Affirmative Action Plans (AAP)</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-14.00 Post 1972 - 970.5 Pre 1972 - none</p>	<p>Temporary. Destroy 5 years from date of feeder plan or when administratives have been served, whichever is sooner. GRS 1.25h(2)</p>
ADM-15.00	<p>Printing/Reproduction Services</p> <p>Requests for printing/reproduction services, requisition forms, printing requirements, delivery receipts, and related material.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-15.00 Post 1972 - 322.1 Pre 1972 - 322.5</p>	<p>Temporary. Cutoff at the end of the year. Destroy 1 year after cutoff. GRS 13.2a</p>
ADM-15.10	<p>Joint Committee on Printing (JCP) Reports</p> <p>Material pertaining to Joint Committee on Printing.</p> <ul style="list-style-type: none"> • Production Reports <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ADM-15.00 Post 1972 - 322.1 Pre 1972 - 322.5</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff. GRS 13.5a</p>
ADM-16.00	<p>Identification Cards/Credentials</p> <p>Identification credentials. Includes:</p> <ul style="list-style-type: none"> • Identification cards • Badges 	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
	<p>Identification Cards/Credentials - continued</p> <ul style="list-style-type: none"> • Parking permits • Dining room passes • Building and visitor passes • Credit Cards <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p><i>Note: Use PRM-13.00 for Drivers Licenses.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - ADM-16.00 Post 1972 - 157.0 Pre 1972 - 100.2 100.21</p>	<p>Temporary. Break file at the end of each year. Cutoff after return to issuing office. Destroy 3 months after cutoff.</p>
ADM-16.10	<p>Credential File Controls</p> <p>Indices, listings, and administrative records for identification credentials. Includes:</p> <ul style="list-style-type: none"> • Credit cards • Parking permits • Visitor pass assignments • Photographs <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - ACM-16.00 Post 1972 - 157.0 Pre 1972 - 100.2 100.21</p>	<p>Temporary. Break file at the end of each year. Cutoff and destroy after all listed credentials are accounted for. GRS 11.4b</p>
ADM-17.00	Reserved	
ADM-18.00	Reserved	

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
ADM-18.10	Reserved	
ADM-18.20	Reserved	
ADM-19.00	Reserved	
ADM-20.00	Reserved	
ADM-21.00	Reserved	
ADM-21.10	Reserved	
ADM-21.20	Reserved	
ADM-21.30	Reserved	
ADM-22.00	<p>Committee Management Program</p> <p>Material pertaining to Reclamation's involvement as a Federal Advisory Committee in compliance with the Federal Advisory Committee ACT (FACA). Includes:</p> <ul style="list-style-type: none"> • Federal officer designation • Requirements for establishing and managing advisory committees • Reports on advisory committees • Related Correspondence <p>Office of record/origin</p>	<p>Temporary. Cutoff at the close of each year. Destroy 5 years after termination or when no longer needed for reference, whichever is later. GRS 16.8c</p> <div style="border: 1px solid black; padding: 5px;"> <p>Note: Disposal of this material must be coordinated with the Designated Federal Officer (DFO).</p> </div>

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
	Committee Management Program - continued Classification Code Cross Reference: Post 1989 - PRJ-5.00 Post 1972 - 122.0 122.1 122.2 Pre 1972 - 122.0 122.1	
ADM-22.10	Committee Management Established advisory committee case files included, but not limited to: <ul style="list-style-type: none"> • Related Correspondence • Nominating letter • Committee charter • Membership list • Federal Register notice • Agenda • Minutes and transcripts • Followup actions • Reclamation responses to committee reports (recommendations) • Electronic recordings • Annual reports Office of record/origin <div style="border: 1px solid black; padding: 5px;"> <i>Note: Use PRJ-5.10 for planning boards, committees and special Commissions established for planning the conservation, development, or use of natural resources.</i> </div> Classification Code Cross Reference: Post 1989 - PRJ-5.00 Post 1972 - 122.0 122.1 122.2 Pre 1972 - 122.0 122.1	Permanent. Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.

ADMINISTRATIVE MANAGEMENT

Item No.	Description	Disposition
ADM-23.00	<p>Visitor Control</p> <p>Registers or logs used to record names of visitors, outside contractors, service personnel, vendors representatives, and other visitors.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PIO-3.10 Post 1972 - 105.2 Pre 1972 - 105.2</p>	<p>Temporary. Break file at the end of each year. Cutoff after final entry in register. Destroy 2 years after cutoff. GRS 18.17b</p>
ADM-24.00	<p>Organization</p> <p>Material regarding the organization/reorganization of Reclamation. Include establishment, discontinuance of offices, selection of location, change in location, and organization charts.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-3.00 Post 1972 - 910.0 911.0 911.1 911.2 911.3 911.4 911.5 912.0 Pre 1972 - 101.0 920.0 920.1 921.0 923.0 923.1 923.2 923.3 923.31 923.32 923.33</p>	<p>Permanent. Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.</p>

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																																																								
PER-1.00	<p>Personnel Management Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for personnel management activities.</p> <p>Office of record/origin</p> <div><p><i>Note: This file consists of policy for personnel management subjects that may not be included in the master set of directives.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>PER-1.00</td><td>PER-5.00</td><td>PER-5.10</td></tr><tr><td></td><td>PER-9.00</td><td>PER-18.00</td><td></td></tr><tr><td>Post 1972 -</td><td>253.3</td><td>261.0</td><td>900.0</td></tr><tr><td></td><td>901.0</td><td>930.0</td><td>930.1</td></tr><tr><td></td><td>930.2</td><td>930.3</td><td>930.4</td></tr><tr><td></td><td>930.5</td><td>930.6</td><td>931.1</td></tr><tr><td></td><td>938.0</td><td></td><td></td></tr><tr><td>Pre 1972 -</td><td>043.0</td><td>176.0</td><td>500.3</td></tr><tr><td></td><td>900.0</td><td>910.0</td><td>911.0</td></tr><tr><td></td><td>911.01</td><td>910.02</td><td>911.03</td></tr><tr><td></td><td>911.1</td><td>930.0</td><td>930.1</td></tr><tr><td></td><td>932.6</td><td>933.0</td><td>933.7</td></tr><tr><td></td><td>946.0</td><td>946.1</td><td>946.11</td></tr><tr><td></td><td>946.12</td><td></td><td></td></tr></table>	Post 1989 -	PER-1.00	PER-5.00	PER-5.10		PER-9.00	PER-18.00		Post 1972 -	253.3	261.0	900.0		901.0	930.0	930.1		930.2	930.3	930.4		930.5	930.6	931.1		938.0			Pre 1972 -	043.0	176.0	500.3		900.0	910.0	911.0		911.01	910.02	911.03		911.1	930.0	930.1		932.6	933.0	933.7		946.0	946.1	946.11		946.12			<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 -	PER-1.00	PER-5.00	PER-5.10																																																							
	PER-9.00	PER-18.00																																																								
Post 1972 -	253.3	261.0	900.0																																																							
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	932.6	933.0	933.7																																																							
	946.0	946.1	946.11																																																							
	946.12																																																									
PER-2.00	<p>Personnel Management Reports</p> <p>Reports pertaining to personnel management, includes:</p> <ul style="list-style-type: none">• Nationwide unemployment, statistics, plans, and relief programs• Reports of area trends in employment and unemployment• Employment forecasts• Incentive Awards Program Reports <p>Office of record/origin</p> <div><p><i>Note: Use appropriate subject classification codes for those reports pertaining to a specific personnel subject.</i></p></div>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff or when no longer needed for reference, whichever comes first.</p>																																																								

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																				
	<p>Personnel Management Reports - continued</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>ADM-7.00</td><td>PER-2.00</td><td>PER-5.00</td></tr><tr><td></td><td>PER-10.00</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>100.1</td><td>292.0</td><td>920.6</td></tr><tr><td></td><td>986.0</td><td>986.1</td><td>990.0</td></tr><tr><td>Pre 1972 -</td><td>913.0</td><td>913.2</td><td>913.7</td></tr></table> <p><u>Subject to Privacy Act</u> WBR-47, OS-58, OS-85</p>	Post 1989 -	ADM-7.00	PER-2.00	PER-5.00		PER-10.00			Post 1972 -	100.1	292.0	920.6		986.0	986.1	990.0	Pre 1972 -	913.0	913.2	913.7	
Post 1989 -	ADM-7.00	PER-2.00	PER-5.00																			
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Post 1972 -	100.1	292.0	920.6																			
	986.0	986.1	990.0																			
Pre 1972 -	913.0	913.2	913.7																			
PER-3.00	Reserved																					
PER-4.00	<p>Position Classification Standards</p> <p>Correspondence and other material relating to the development of standards for classification of positions.</p> <ul style="list-style-type: none">• Purposes of determining the salary or wage placement of classified GS/GM employees• Wage grade employees• Position reviews and reporting requirements of section 1310(d) of the supplemental Appropriations Act of 1952 (Whitten Amendment) <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>PER-4.00</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>900.0</td><td>902.2</td><td>950.0</td></tr><tr><td></td><td>950.1</td><td>951.0</td><td></td></tr><tr><td>Pre 1972 -</td><td>900.0</td><td>900.2</td><td>910.0</td></tr><tr><td></td><td>926.0</td><td>931.2</td><td>931.4</td></tr></table>	Post 1989 -	PER-4.00			Post 1972 -	900.0	902.2	950.0		950.1	951.0		Pre 1972 -	900.0	900.2	910.0		926.0	931.2	931.4	<p>Temporary. Break file at the end of each year. Cutoff after position is abolished or description is superseded. Destroy 5 years after cutoff.</p> <div><p><i>Note: Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency, destroy when superseded or obsolete. GRS 1.7a(1)</i></p></div>
Post 1989 -	PER-4.00																					
Post 1972 -	900.0	902.2	950.0																			
	950.1	951.0																				
Pre 1972 -	900.0	900.2	910.0																			
	926.0	931.2	931.4																			

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
PER-4.10	<p>Position Descriptions</p> <p>Descriptions maintained in Reclamation personnel offices which describe duties, responsibilities, and relationships of each position within the organization.</p> <ul style="list-style-type: none"> • Position descriptions/amendments • Certifications • Checklists or fill in descriptions <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-4.00 Post 1972 - 950.0 Pre 1972 - 926.0</p>	<p>Temporary. Break file at the end of each year. Cutoff after position is abolished or description is superseded. Destroy 2 years after cutoff. GRS 1.7b</p>
PER-4.20	<p>Position Surveys and Audits</p> <p>Classification survey reports on various positions prepared by classification specialists, including periodic reports.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-4.00 Post 1972 - 950.2 Pre 1972 - 926.4</p>	<p>Temporary. Cutoff at the end of each year. Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. GRS 1.7c(1)</p>
PER-4.30	<p>Position Description Appeals</p> <ul style="list-style-type: none"> • Classification appeals <p>Office of record/origin</p>	<p>Temporary. Break file at the end of each year. Cutoff after case is closed. Destroy 3 years after cutoff.</p>

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	<p>Position Description Appeals - continued</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - PER-4.00</p> <p>Post 1972 - 950.0</p> <p>Pre 1972 - 926.0</p>	
PER-5.00	<p>Employment Staffing Methods and Practices</p> <p>Material pertaining to employment staffing methods, procedures, and practices:</p> <ul style="list-style-type: none"> • Reviews and determinations of staffing ceilings and limitations • Loans of positions under ceilings • Staffing adjustments • Work staff analyses • Review, establishment, or abolishment of positions • Clearances required to fill positions outside register of eligible and key positions • Employment forecasts • Employment in the excepted service, competitive service, executive assignment system, etc. • Special purpose employment • Military commitment • Overseas employment • Employment of experts and consultants • Applications for employment from applicants outside Reclamation • Material on work conditions such as duty hours, breaks, lunch periods, work week, and flexitime • Corps members enrollment • Tour of duty <p>Office of record/origin</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																																							
	<p>Employment Staffing Methods and Practices - continued</p> <p>Classification Code Cross Reference:</p> <table> <tr> <td>Post 1989 - PER-5.00</td><td></td><td></td></tr> <tr> <td>Post 1972 - 900.0</td><td>920.0</td><td>920.1</td></tr> <tr> <td></td><td>920.2</td><td>920.3</td></tr> <tr> <td></td><td>920.6</td><td>930.0</td></tr> <tr> <td></td><td>930.2</td><td>930.3</td></tr> <tr> <td></td><td>930.5</td><td>934.0</td></tr> <tr> <td></td><td>990.0</td><td>991.0</td></tr> <tr> <td></td><td>991.2</td><td>991.3</td></tr> <tr> <td>Pre 1972 - 500.3</td><td>900.0</td><td>910.0</td></tr> <tr> <td></td><td>913.0</td><td>913.5</td></tr> <tr> <td></td><td>932.5</td><td>932.6</td></tr> <tr> <td></td><td>946.1</td><td>946.11</td></tr> <tr> <td></td><td>976.0</td><td>976.1</td></tr> </table> <p><u>Subject to Privacy Act</u> OS-58</p>	Post 1989 - PER-5.00			Post 1972 - 900.0	920.0	920.1		920.2	920.3		920.6	930.0		930.2	930.3		930.5	934.0		990.0	991.0		991.2	991.3	Pre 1972 - 500.3	900.0	910.0		913.0	913.5		932.5	932.6		946.1	946.11		976.0	976.1	
Post 1989 - PER-5.00																																									
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Pre 1972 - 500.3	900.0	910.0																																							
	913.0	913.5																																							
	932.5	932.6																																							
	946.1	946.11																																							
	976.0	976.1																																							
PER-5.10	<p>Appointment and Tenure</p> <p>Material pertaining to the appointment and tenure or career, career-conditional, temporary, and indefinite employees. Include information on such related considerations as:</p> <ul style="list-style-type: none"> • The employment of relatives (nepotism) • Conversion of career and career-conditional employment from other types of employment • Probationary periods • Employment reinstatement • Term of employment and duration authority • Appointments and separations of summer and part-time employees • Appointments to unclassified or ungraded positions such as notaries public and law enforcement officers • Appointments through special means such as political endorsements and presidential appointments • Selective placement program 																																								

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																																							
	<p>Appointment and Tenure - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table> <tr> <td>Post 1989 - ADM-14.00</td><td>PER-5.00</td><td>PER-5.10</td></tr> <tr> <td></td><td>PER-5.30</td><td>PER-9.00</td></tr> <tr> <td>Post 1972 - 930.6</td><td>931.0</td><td>931.1</td></tr> <tr> <td></td><td>931.2</td><td>931.3</td></tr> <tr> <td></td><td>935.0</td><td>938.0</td></tr> <tr> <td></td><td>970.4</td><td>972.0</td></tr> <tr> <td>Pre 1972 - 130.1</td><td>930.0</td><td>930.1</td></tr> <tr> <td></td><td>930.2</td><td>930.3</td></tr> <tr> <td></td><td>931.1</td><td>932.0</td></tr> <tr> <td></td><td>932.201</td><td>932.202</td></tr> <tr> <td></td><td>932.4</td><td>932.6</td></tr> <tr> <td></td><td>932.8</td><td>932.71</td></tr> <tr> <td></td><td></td><td>932.72</td></tr> </table> <p><u>Subject to Privacy Act</u> OS-58</p>	Post 1989 - ADM-14.00	PER-5.00	PER-5.10		PER-5.30	PER-9.00	Post 1972 - 930.6	931.0	931.1		931.2	931.3		935.0	938.0		970.4	972.0	Pre 1972 - 130.1	930.0	930.1		930.2	930.3		931.1	932.0		932.201	932.202		932.4	932.6		932.8	932.71			932.72	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
Post 1989 - ADM-14.00	PER-5.00	PER-5.10																																							
	PER-5.30	PER-9.00																																							
Post 1972 - 930.6	931.0	931.1																																							
	931.2	931.3																																							
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	932.4	932.6																																							
	932.8	932.71																																							
		932.72																																							
PER-5.20	<p>Recruitment, Selection, and Placement</p> <p>Material pertaining to recruitment efforts and practices used for selecting and placing persons to fill job vacancies. Related topical material includes:</p> <ul style="list-style-type: none"> • Appointments from reemployment priority lists • Position restriction to reference eligible • Positions filled through certifications and competitive examination • The placement of persons without competitive status who are receiving compensation for work injuries or who are recovered disability annuitants or who are rehired annuitants • Recruitment of shortage occupations, few-of-a-kind positions, off-the-street and register type positions, and at colleges and universities • Vacancy notices including completed packages <p>Office of record/origin</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>																																							

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	Recruitment, Selection, and Placement - continued Classification Code Cross Reference: Post 1989 - PER-5.20 Post 1972 - 920.5 932.0 932.1 932.2 932.4 Pre 1972 - 910.1 932.21 932.22 932.24 <u>Subject to Privacy Act</u> OS-58	
PER-5.30	Reserved	
PER-5.40	Details and Dual Employment Material pertaining to detailed personnel data regarding employees within offices of Reclamation. Include: <ul style="list-style-type: none"> • Restrictions and allowances regarding dual employment that apply to Federal employees who are active in private enterprise or self-employment, or who are active in other Federal positions. These topics include material on short-term employment overseas, reports of employees dually employed, and other similar material. Office of record/origin Classification Code Cross Reference: Post 1989 - PER-5.40 Post 1972 - 936.0 937.0 Pre 1972 - 941.0 945.0 <u>Subject to Privacy Act</u> OS-58	<u>Temporary.</u> Cutoff at the end of each year. Destroy 5 years after cutoff.
PER-6.00	Personnel Actions and Data Processing Material pertaining to the methods for gathering and processing personnel actions. <ul style="list-style-type: none"> • Application for service credits • Verification of service records • Armed service credits 	

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																
	<p>Personnel Actions and Data Processing - continued</p> <ul style="list-style-type: none">• Summaries• Profiles• Outlines• Requests for personnel actions• Methods for documenting personnel data such as:<ul style="list-style-type: none">• Chronological journal files• Birth records• Fingerprints• Proof of citizenship• Oaths and other agreements <p>Office of record/origin</p> <div><p><i>Note: Procedures for filing and maintenance of service record cards, the official personnel folder, the employee medical folder, and the employee performance folder are described in the FPM Supplement 293.31.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 - PER-6.00</td><td></td><td></td><td></td></tr><tr><td>Post 1972 - 902.2</td><td>902.0</td><td></td><td></td></tr><tr><td>Pre 1972 - 900.0</td><td>900.2</td><td>902.1</td><td></td></tr><tr><td></td><td>931.2</td><td>931.4</td><td>940.2</td></tr></table> <p><u>Subject to Privacy Act</u> OS-58</p>	Post 1989 - PER-6.00				Post 1972 - 902.2	902.0			Pre 1972 - 900.0	900.2	902.1			931.2	931.4	940.2	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
Post 1989 - PER-6.00																		
Post 1972 - 902.2	902.0																	
Pre 1972 - 900.0	900.2	902.1																
	931.2	931.4	940.2															

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
PER-6.10	<p>Official Personnel Files (OPF) - Separated Employee</p> <p>Official folders maintained by personnel offices having personnel management responsibilities, e.g., authority to request or take a personnel action, such as recruitment, promotion, evaluation, or disciplinary action. Includes information and correspondence pertaining to requests or plans for changes in assignment, resume of pertinent experience and education, performance appraisals, training or career development plans, and other records of this type.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-6.00 Post 1972 - 902.0 902.1 Pre 1972 - 940.0 940.4</p>	<p>Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. The NPRC will destroy 65 years after separation from Federal service. GRS 1.1b</p>
PER-6.20	<p>Official Personnel Files (OPF) - Transferred Employees</p> <p>See PER 6.10 description.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-6.00 Post 1972 - 902.0 Pre 1972 - 940.0</p>	<p>Refer to Federal Personnel Manual (FPM) for instructions relating to folders of employees transferred to another Agency/Bureau. GRS 1.1a</p>
PER-6.30	<p>Supervisor's Personnel Files</p> <p>Office of record/origin</p>	<p>Temporary. Review annually and destroy superseded or obsolete documents; or destroy employee file within 1 year after separation or transfer. GRS 1.18a</p>

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	Supervisor's Personnel Files - continued Classification Code Cross Reference: Post 1989 - PER-6.00 Post 1972 - 902.0 Pre 1972 - 940.0	
PER-6.40	Service Record Card Cards such as SF-7B or other manual or automated systems maintained for ready reference which show jobs, grades, and similar information relating to an individual's employment. Office of record/origin Classification Code Cross Reference: Post 1989 - PER-6.00 Post 1972 - 902.3 Pre 1972 - 944.0	Temporary. Cutoff after separation of employee. Destroy 3 years after cutoff. GRS 1.2b <div data-bbox="930 898 1425 1008" style="border: 1px solid black; padding: 5px;"> <i>Note: Except: Cards for employees transferred within Reclamation will be forwarded to the gaining office.</i> </div>
PER-6.50	Employee Medical Files (EMF) - Transferred Employees Long-term medical records as defined in the Federal Personnel Manual (FPM) chapter 293. Office of record/origin <div data-bbox="272 1457 889 1535" style="border: 1px solid black; padding: 5px;"> <i>Note: An SF-66-D must be used to send the records to the next employing agency.</i> </div> Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none	See FPM for instructions. GRS 1.21a(1)

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
PER-6.60	<p>Employee Medical Files (EMF) - Separated Employees</p> <p>See PER-6.50 description.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p>Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. GRS 1.21a(2)</p>
PER-6.70	<p>Employee Medical Files (EMF) Temporary or Short-Term Records</p> <p>As defined in the Federal Personnel Manual (FPM).</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p><u>Temporary.</u> Cutoff after separation or transfer of employee. Destroy 1 year after cutoff. GRS 1.21.b</p>
PER-6.80	<p>Individual Employee Health Files Created Prior to Employee Medical File (EMF) System</p> <p>Records created prior to August 1984.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - none Post 1972 - none Pre 1972 - none</p>	<p><u>Temporary.</u> Destroy 60 years after retirement to FRC. GRS 1.21c</p>

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
PER-7.00	<p>Personnel Audits, Inspections, and Surveys</p> <p>Material pertaining to inspections, surveys, and audits of personnel administration, actions, records, and procedures performed by the Civil Service Commission and the Office of Personnel Management (OPM)</p> <ul style="list-style-type: none"> • Findings and corrective actions • Personnel management evaluations <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: For specific procedural operations, use appropriate subject code.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - PER-7.00 Post 1972 - 903.0 Pre 1972 - 910.2</p> <p><u>Subject to Privacy Act</u> OS-58</p>	<p>Temporary. Destroy when obsolete or when no longer needed for reference. GRS 1.7c(2)</p>
PER-8.00	<p>Pay Rates</p> <p>Correspondence and related material pertaining to the administration of wage and salary pay rates. Include:</p> <ul style="list-style-type: none"> • Wage surveys • Pay scales • Transfer of groups of employees from classified to unclassified service • Establishment and activities of wage boards • Lump-sum pay for unused annual leave • Types of premium pay, including night differential pay, Sunday pay, holiday pay, hazardous pay, overtime pay, and severance pay • Special allowances such as cost of living, foreign living, and uniform bonus pay • Allotments and assignments of pay to financial institutions • Savings bonds 	

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																																	
	<p>Pay Rates - continued</p> <ul style="list-style-type: none"> • Salary offsets • Garnishments • Charitable contributions • Employee income tax deductions • Correspondence and forms related to withholding of Federal and state income taxes <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use FIN-11.00 for payment in lieu of taxes, land taxes, and sales and use taxes.</i></p> </div> <p>Classification Code Cross Reference:</p> <table> <tr> <td>Post 1989 - PER-8.00</td><td>PER-11.00</td><td>PER-18.00</td></tr> <tr> <td>Post 1972 - 254.0</td><td>254.1</td><td>254.2</td></tr> <tr> <td></td><td>254.3</td><td>255.0</td></tr> <tr> <td></td><td>952.0</td><td>952.1</td></tr> <tr> <td></td><td>953.1</td><td>953.2</td></tr> <tr> <td></td><td>960.0</td><td>960.1</td></tr> <tr> <td>Pre 1972 - 176.0</td><td>913.6</td><td>925.0</td></tr> <tr> <td></td><td>925.2</td><td>925.21</td></tr> <tr> <td></td><td>961.0</td><td>961.1</td></tr> <tr> <td></td><td>961.3</td><td>961.4</td></tr> <tr> <td></td><td>961.6</td><td>961.7</td></tr> </table> <p><u>Subject to Privacy Act</u> OS-58, OS-85</p>	Post 1989 - PER-8.00	PER-11.00	PER-18.00	Post 1972 - 254.0	254.1	254.2		254.3	255.0		952.0	952.1		953.1	953.2		960.0	960.1	Pre 1972 - 176.0	913.6	925.0		925.2	925.21		961.0	961.1		961.3	961.4		961.6	961.7	<p>Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.</p>
Post 1989 - PER-8.00	PER-11.00	PER-18.00																																	
Post 1972 - 254.0	254.1	254.2																																	
	254.3	255.0																																	
	952.0	952.1																																	
	953.1	953.2																																	
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Pre 1972 - 176.0	913.6	925.0																																	
	925.2	925.21																																	
	961.0	961.1																																	
	961.3	961.4																																	
	961.6	961.7																																	
PER-9.00	<p>Reduction in Force (RIF) and Employee Separation Procedures</p> <p>Correspondence and related material pertaining to reductions in force and separation procedures, exit interviewing, and resignation processes. Include:</p> <ul style="list-style-type: none"> • Appeal procedures and actions • Assignment rights • Retention registers and periods • Scope of competition 																																		

PERSONNEL MANAGEMENT

Item No.	Description	Disposition															
	<p>Reduction in Force (RIF) and Employee Separation Procedures - continued</p> <ul style="list-style-type: none"> • Competitive levels involuntary separations and furloughs other than military • Surplus employee lists • Reemployment rights <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>Material on appeals as a result of a reduction in force is filed under PER-17.00.</i> ► <i>Use PER-17.10 for employee appeals as a result of a reduction in force.</i> </div> <p>Classification Code Cross Reference:</p> <table> <tr> <td>Post 1989 - PER-51.0</td> <td>PER-9.00</td> <td>PER-17.00</td> </tr> <tr> <td>Post 1972 - 931.2</td> <td>938.0</td> <td>938.1</td> </tr> <tr> <td></td> <td>938.2</td> <td>938.3</td> </tr> <tr> <td>Pre 1972 - 930.0</td> <td>932.3</td> <td>933.0</td> </tr> <tr> <td></td> <td>933.4</td> <td>933.7</td> </tr> </table> <p><u>Subject to Privacy Act</u> OS-58</p>	Post 1989 - PER-51.0	PER-9.00	PER-17.00	Post 1972 - 931.2	938.0	938.1		938.2	938.3	Pre 1972 - 930.0	932.3	933.0		933.4	933.7	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
Post 1989 - PER-51.0	PER-9.00	PER-17.00															
Post 1972 - 931.2	938.0	938.1															
	938.2	938.3															
Pre 1972 - 930.0	932.3	933.0															
	933.4	933.7															
PER-10.00	<p>Employee Benefits</p> <p>Correspondence and material related to the administration of employee benefits. Include:</p> <ul style="list-style-type: none"> • Health programs • Life, health, unemployment insurance; compensation programs; enrollment plans; payment of premiums; and applications for benefits • Insurance and annuities • Civil Service Retirement System (CSRS) • Federal Employees Retirement System (FERS) • Retirement and Social Security • Thrift Savings Plan • Survivors and disability insurance 																

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																								
	<p>Employee Benefits - continued</p> <ul style="list-style-type: none"> • Office of Workers Compensation Programs (OWCP) (not employee case file) • Health centers and immunization • Material pertaining to the administration of the Federal Retirement System • Contribution rates to the retirement fund • Retirement eligibility • Types of annuities • Refunds • Death benefits • Designation of beneficiaries <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Reclamation copy of the OWCP claim records are filed in the employees OPF and transferred to FRC upon termination or retirement.</i></p> </div> <div style="margin-top: 10px;"> <p>Classification Code Cross Reference:</p> <table> <tr> <td>Post 1989 - PER-10.00</td> <td>SAF-4.10</td> <td></td> </tr> <tr> <td>Post 1972 - 106.4</td> <td>974.0</td> <td>975.0</td> </tr> <tr> <td></td> <td>975.2</td> <td>975.3</td> </tr> <tr> <td></td> <td>975.5</td> <td>975.6</td> </tr> <tr> <td>Pre 1972 - 106.0</td> <td>106.02</td> <td>106.2</td> </tr> <tr> <td></td> <td>106.3</td> <td>156.0</td> </tr> <tr> <td></td> <td>962.0</td> <td>962.6</td> </tr> <tr> <td></td> <td>963.0</td> <td>962.61</td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-47, OS-58</p> </div>	Post 1989 - PER-10.00	SAF-4.10		Post 1972 - 106.4	974.0	975.0		975.2	975.3		975.5	975.6	Pre 1972 - 106.0	106.02	106.2		106.3	156.0		962.0	962.6		963.0	962.61	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Check with compensation specialist prior to destroying.</i></p> </div>
Post 1989 - PER-10.00	SAF-4.10																									
Post 1972 - 106.4	974.0	975.0																								
	975.2	975.3																								
	975.5	975.6																								
Pre 1972 - 106.0	106.02	106.2																								
	106.3	156.0																								
	962.0	962.6																								
	963.0	962.61																								
PER-11.00	<p>Leave and Attendance</p> <p><u>Correspondence</u> and material accumulated in the administration of sick and annual leave. Includes the <u>methods</u> by which sick and annual leave is granted, accrued, or expended.</p>																									

PERSONNEL MANAGEMENT

Item No.	Description	Disposition																				
	<p>Leave and Attendance - continued</p> <p>Office of record/origin</p> <div><p>Note:</p><ul style="list-style-type: none">► Use FIN-12.00 - Accounting for Lump Sum Payments of Annual Leave.► Use FIN-13.00 for Flextime Attendance files maintained by timekeepers.</div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 - PER-11.00</td><td></td><td></td><td></td></tr><tr><td>Post 1972 - 960.0</td><td>960.1</td><td>960.2</td><td></td></tr><tr><td>Pre 1972 - 961.0</td><td>961.1</td><td>961.2</td><td></td></tr><tr><td></td><td>961.3</td><td>961.4</td><td>961.5</td></tr><tr><td></td><td>961.6</td><td>961.7</td><td></td></tr></table>	Post 1989 - PER-11.00				Post 1972 - 960.0	960.1	960.2		Pre 1972 - 961.0	961.1	961.2			961.3	961.4	961.5		961.6	961.7		<p>Temporary. Cutoff at the end of each years. Destroy 3 years after cutoff.</p>
Post 1989 - PER-11.00																						
Post 1972 - 960.0	960.1	960.2																				
Pre 1972 - 961.0	961.1	961.2																				
	961.3	961.4	961.5																			
	961.6	961.7																				
PER-12.00	<p>Employee Performance and Utilization</p> <p>Correspondence and related material pertaining to increasing the effectiveness of job performance by employees and:</p> <ul style="list-style-type: none">• The methods used to evaluate and rate performance• The elements of the job to be rated• Changes in the evaluation or rating system• Information relating to the Performance and Management Recognition System (PMRS) system of pay including PMRS awards• Establishment of boards of review, appeal procedure, hearing procedures, and decisions• Material regarding disagreements on performance evaluations <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 - PER-12.00</td><td></td></tr><tr><td>Post 1972 - 940.0</td><td></td></tr><tr><td>Pre 1972 - 950.0</td><td></td></tr></table>	Post 1989 - PER-12.00		Post 1972 - 940.0		Pre 1972 - 950.0		<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>														
Post 1989 - PER-12.00																						
Post 1972 - 940.0																						
Pre 1972 - 950.0																						

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	Employee Performance and Utilization - continued <u>Subject to Privacy Act</u> OS-58	
PER-12.10	Incentive Awards Program Documents pertaining to the incentive awards program. Office of record/origin Classification Code Cross Reference: Post 1989 - PER-12.10 Post 1972 - 902.0 943.0 943.1 943.2 Pre 1972 - 106.12 106.121 902.1 940.0 940.13 940.3 943.12 <u>Subject to Privacy Act</u> OS-58	<u>Temporary.</u> Cutoff at the end of each year. Destroy 3 years after cutoff.
PER-13.00	Merit Promotions Material related to the Federal Merit Promotion Program, its implementation, procedures, reviews, and corrective actions. Office of record/origin Classification Code Cross Reference: Post 1989 - PER-12.10 PER-13.00 Post 1972 - 932.3 943.0 Pre 1972 - 943.0 943.1 943.11 943.12 943.2 <u>Subject to Privacy Act</u> OS-58	<u>Temporary.</u> Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. GRS 1.32
PER-14.00	Training Authorization Controls Register, log sheets, or similar documents created to control and record the assignment numbers to employee training.	

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Item No.	Description	Disposition
	<p>Training Authorization Controls - continued</p> <p>Office of record/origin</p> <div data-bbox="272 457 889 533" style="border: 1px solid black; padding: 5px;"> <p><i>Note: These are files accumulated by individual offices.</i></p> </div> <p>Classification Code Cross Reference:</p> <p>Post 1989 - PER-14.00</p> <p>Post 1972 - 904.0 941.0</p> <p>Pre 1972 - 901.0 903.0 910.1</p> <p><u>Subject to Privacy Act</u></p> <p>OS-58</p>	<p>Temporary. Cutoff at the end of each year. Destroy 2 years after cutoff or when no longer needed, whichever is sooner. GRS 23.1</p>
PER-14.10	<p>Training Record History</p> <p>Training achievement records showing training history of individual employees.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - PER-14.00</p> <p>Post 1972 - 904.0 941.0</p> <p>Pre 1972 - 901.0 903.0 910.1</p> <p><u>Subject to Privacy Act</u></p> <p>OS-58</p>	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff. GRS 1.29 a(2)</p>
PER-14.20	<p>Training Reports</p> <p>Documents reflecting proposed and actual training progress and accomplishments. Include monthly reports of projected status of training, reports of accomplished training, computer listings, and reports of individual employee training.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - PER-14.00</p> <p>Post 1972 - 904.0 941.0</p> <p>Pre 1972 - 901.0 903.0 910.1</p>	<p>Temporary. Cutoff at the end of each year after completion of a specific training program. Destroy 5 years after cutoff. GRS 1.29 a(1)</p>

PERSONNEL MANAGEMENT

Item No.	Description	Disposition															
	<p>Training Reports - continued</p> <p><u>Subject to Privacy Act</u> OS-58</p>																
PER-15.00	<p>Employee Relations Activities and Welfare</p> <p>Correspondence, memorandums, and other material related to employee membership and activity in:</p> <ul style="list-style-type: none">• Subversive organizations• Political activities• Unions• Cooperative welfare and social activities such as credit union, employee associations <p>Office of record/origin</p> <div><p><i>Note: Material regarding a current employee use PER-6.00.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 - PER-15.00</td><td>PER-17.00</td><td>PER-17.10</td></tr><tr><td>Post 1972 - 970.0</td><td>970.1</td><td>970.3</td></tr><tr><td></td><td>972.1</td><td></td></tr><tr><td>Pre 1972 - 970.0</td><td>971.0</td><td>971.1</td></tr><tr><td></td><td>971.3</td><td>971.4</td></tr></table> <p><u>Subject to Privacy Act</u> OS-58</p>	Post 1989 - PER-15.00	PER-17.00	PER-17.10	Post 1972 - 970.0	970.1	970.3		972.1		Pre 1972 - 970.0	971.0	971.1		971.3	971.4	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>
Post 1989 - PER-15.00	PER-17.00	PER-17.10															
Post 1972 - 970.0	970.1	970.3															
	972.1																
Pre 1972 - 970.0	971.0	971.1															
	971.3	971.4															
PER-15.10	<p>Personnel Counseling Programs</p> <p>Personnel Counseling includes report of interviews, analyses, and related records.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 - PER-15.00</td></tr><tr><td>Post 1972 - 970.0</td></tr><tr><td>Pre 1972 - 970.0</td></tr></table>	Post 1989 - PER-15.00	Post 1972 - 970.0	Pre 1972 - 970.0	<p>Temporary. Cutoff after termination of counseling. Destroy 3 years after cutoff. GRS 1.26 a</p>												
Post 1989 - PER-15.00																	
Post 1972 - 970.0																	
Pre 1972 - 970.0																	

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
PER-15.20	<p>Standards of Conduct</p> <p>Correspondence, memorandums, and other records relating to codes of ethics and standards of conduct. Includes:</p> <ul style="list-style-type: none"> • Acceptance of gifts, foreign and domestic • Entertainment and favors • Indebtedness • Gambling • Betting • Lotteries • Riots or other civil disorders • Financial interests which may conflict with Federal employment <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-17.10 Post 1972 - 972.2 Pre 1972 - 110.07</p>	<p>Temporary. Destroy when obsolete or superseded. GRS 1.27</p>
PER-15.30	<p>Personnel Security Clearance</p> <p>Personnel security clearance files and related indexes maintained by the personnel security offices.</p> <ul style="list-style-type: none"> • Files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other person such as those performing work for Reclamation under contract who require an approval before having access to Government facilities or to sensitive data. Includes: • Questionnaires • Summaries of reports prepared by the investigating agency • Index to personnel security files 	

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	<p>Personnel Security Clearance - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-17.10 Post 1972 - 972.3 Pre 1972 - 947.0</p>	<p>Temporary. Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable. GRS 18.22a and GRS 18.22c</p>
PER-15.40	<p>Investigative Reports</p> <p>Reports and related papers furnished to Reclamation by investigative organizations for use in making security/suitability determinations.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-5.30 PER-17.10 Post 1972 - 972.3 Pre 1972 - 947.0</p>	<p>Destroy in accordance with the investigating agency instructions. GRS 18.22b</p>
PER-15.50	<p>Personnel Security Clearance Status</p> <p>Lists or rosters showing the current security clearance status of individuals.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-17.10 Post 1972 - 972.3 Pre 1972 - 947.0</p>	<p>Temporary. Destroy when superseded or obsolete. GRS 18.23</p>
PER-16.00	<p>Labor Management Relations</p> <p>Correspondence, memorandums, reports, and records relating to the relationship between management and employee unions or other groups.</p>	

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	<p>Labor Management Relations - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: These files pertain to the office negotiating agreement.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - PER-15.00 PER-16.00 Post 1972 - 970.2 Pre 1972 - 971.2</p> <p><u>Subject to Privacy Act</u> OS-77, OS-98</p>	<p>Temporary. Break file at the end of each year. Cutoff after expiration of agreements. Destroy 5 years after cutoff.</p>
PER-17.00	<p>Grievance and Appeals</p> <p>Records relating to grievances raised by Reclamation employees, except EEO complaints. Include:</p> <ul style="list-style-type: none"> • Statement of witnesses • Reports of interviews and hearings • Examiners findings and recommendations • A copy of the original decision related correspondence, and exhibits <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-17.00 Post 1972 - 973.3 973.2 Pre 1972 - none</p>	<p>Temporary. Destroy no sooner than 4 years but no later than 7 years after case is closed. GRS 1.30a</p>
PER-17.10	<p>Adverse Actions and Performance-Based Actions</p> <p>Records created in reviewing an adverse action (disciplinary or nondisciplinary removal reduction in grade, furlough, leave without pay, reduction-in-force against an employee). Includes:</p> <ul style="list-style-type: none"> • A copy of the proposed adverse action with supporting documents • Statement of witnesses 	

PERSONNEL MANAGEMENT

Item No.	Description	Disposition
	<p>Adverse Actions and Performance-Based Actions - continued</p> <ul style="list-style-type: none"> • Employee's reply • Hearing notices • Reports and decisions • Reversal of action • Appeal records • <u>Excluding</u> letters of reprimand which are filed in the Official Personnel Folder <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-17.00 Post 1972 - 973.0 973.1 Pre 1972 - none</p>	<p><u>Temporary.</u> Destroy no sooner than 4 years but no later than 7 years after case is closed. GRS 1.30b</p>

SAFETY

Item No.	Description	Disposition
SAF-1.00	<p>Safety Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for safety 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 safety subjects that may not be included in the master set of directives.</i></p> </div> <p>Classification Code Cross Reference:</p> <p>Post 1989 - SAF-1.00 SAF-3.00 SAF-4.00</p> <p>Post 1972 - 106.0</p> <p>Pre 1972 - 106.0 106.1</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>
SAF-2.00	<p>Safety Reports</p> <p>Monthly and other periodic reports both in forms and narrative concerning safety activities of Reclamation. These reports consist of the following or their equivalent:</p> <ul style="list-style-type: none"> • Tool Box Safety Meeting • Narrative Reports • Minutes of monthly safety meetings • 7-1696, Regional Lost Time Accident Summary <p>Summary</p> <ul style="list-style-type: none"> • 7-125, Lost Time Accident Summary • 7-1433, Lost Time Accident Summary • DI-134, Supervisor's Report of Accident • DI-450, Accident Summary - Semi, Annual, and Cumulative • 7-1801, Report of Test - Mobile Cranes 	

7/95 (Supersedes 11/01/93, 12/93, 2/94, 4/94)

SAFETY

Item No.	Description	Disposition																
	<p>Safety Reports - continued</p> <ul style="list-style-type: none">• 7-1918, Blasting Report• Safety and Health Evaluation Report <p>Office of record/origin</p> <div><p><i>Note: Safety report pertaining to a specific contract use PRJ-8.10.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>SAF-2.00</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>106.6</td><td>106.5</td><td></td></tr><tr><td>Pre 1972 -</td><td>106.11</td><td>106.113</td><td>106.114</td></tr><tr><td></td><td>106.115</td><td>393.0</td><td></td></tr></table>	Post 1989 -	SAF-2.00			Post 1972 -	106.6	106.5		Pre 1972 -	106.11	106.113	106.114		106.115	393.0		<p>Temporary. Cutoff at the end of each year. Destroy 5 years after cutoff.</p>
Post 1989 -	SAF-2.00																	
Post 1972 -	106.6	106.5																
Pre 1972 -	106.11	106.113	106.114															
	106.115	393.0																
SAF-3.00	<p>Safety Procedures and Programs</p> <p>Documents pertaining to safety programs and procedures for:</p> <ul style="list-style-type: none">• The protection of individuals• The elimination of hazardous working conditions• Public safety awareness programs• Inspections of safety measures <p>Office of record/origin</p> <div><p><i>Note: Use PER-14.00 for employee safety training.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>SAF-2.00</td><td></td><td></td></tr><tr><td>Post 1972 -</td><td>106.0</td><td>106.5</td><td></td></tr><tr><td>Pre 1972 -</td><td>106.1</td><td>106.101</td><td>393.0</td></tr></table>	Post 1989 -	SAF-2.00			Post 1972 -	106.0	106.5		Pre 1972 -	106.1	106.101	393.0	<p>Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.</p>				
Post 1989 -	SAF-2.00																	
Post 1972 -	106.0	106.5																
Pre 1972 -	106.1	106.101	393.0															
SAF-4.00	Reserved																	
SAF-4.10	<p>Contractor Employee Accident</p> <p>Material pertaining to accidents, injuries, and fatalities of contractor's employees.</p>																	

SAFETY

Item No.	Description	Disposition																
	<p>Contractor Employee Accident - continued</p> <p>Office of record/origin</p> <div><p><i>Note: Claims for damage transfer to LAW-5.10.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>SAF-3.00</td><td>SAF-4.00</td><td></td></tr><tr><td>Post 1972 -</td><td>106.0</td><td>106.2</td><td>106.3</td></tr><tr><td></td><td>106.5</td><td>160.0</td><td></td></tr><tr><td>Pre 1972 -</td><td>106.01</td><td>106.1</td><td>393.0</td></tr></table> <p><u>Subject to Privacy Act</u> WBR-1, WBR-5</p>	Post 1989 -	SAF-3.00	SAF-4.00		Post 1972 -	106.0	106.2	106.3		106.5	160.0		Pre 1972 -	106.01	106.1	393.0	<p>Temporary. Destroy 6 years after date of incident or 3 years after the Release of Settlement of any claim.</p>
Post 1989 -	SAF-3.00	SAF-4.00																
Post 1972 -	106.0	106.2	106.3															
	106.5	160.0																
Pre 1972 -	106.01	106.1	393.0															
SAF-4.20	<p>Public Accident</p> <p>Accidents, injuries, fatalities, and disabilities involving the public.</p> <p>Office of record/origin</p> <div><p><i>Note: Claims for damage transfer to LAW-5.10.</i></p></div> <p>Classification Code Cross Reference:</p> <table><tr><td>Post 1989 -</td><td>SAF-3.00</td><td>SAF-4.00</td><td></td></tr><tr><td>Post 1972 -</td><td>106.0</td><td>106.2</td><td>106.3</td></tr><tr><td></td><td>106.5</td><td></td><td></td></tr><tr><td>Pre 1972 -</td><td>106.01</td><td>106.1</td><td>393.0</td></tr></table> <p><u>Subject to Privacy Act</u> WBR-1, WBR-5</p>	Post 1989 -	SAF-3.00	SAF-4.00		Post 1972 -	106.0	106.2	106.3		106.5			Pre 1972 -	106.01	106.1	393.0	<p>Temporary. Cutoff at the end of each year. Destroy 6 years after date of incident or 3 years after the Release of Settlement of any claim.</p>
Post 1989 -	SAF-3.00	SAF-4.00																
Post 1972 -	106.0	106.2	106.3															
	106.5																	
Pre 1972 -	106.01	106.1	393.0															
SAF-5.00	Reserved																	

7/95 (Supersedes 11/01/93, 12/93, 2/94, 4/94)