

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**Bureau of Reclamation**

2 MAJOR SUBDIVISION  
**General Services Division**

3 MINOR SUBDIVISION  
**Records Management Branch**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Theodore M. Kilby**

5 TEL EXT  
**343-9447**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>11 FEB 1977</b>	JOB NO <b>NC1 115 77 1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
<b>11-27-78</b> (Date)	<i>James B. Brooks</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 183 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2-3-77  
Date

*Theodore M. Kilby*  
(Signature of Agency Representative)

**Chief, Records Management Branch**  
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the Bureau of Reclamation. Dispositions for machine-readable records appear in the "Machine-Readable Records Supplement" at the back of this schedule. NOTE: If the Bureau should develop a new centralized ADP system, the Machine-Readable Archives Division of the National Archives should have the opportunity to review again machine-readable records series created by the Bureau.</p> <p>Any record series--either textual or non-textual--created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records created before January 1, 1921, must be offered to NARS for possible permanent retention.</p> <p>The agency certifies that the records described in this schedule (where paper originals will be destroyed at a given time, and silver original microfilm retained permanently as a substitute for the original paper) shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504; and that the permanent microfilm, before transfer to NARS, will be stored in accordance with 41 CFR 101-11.506. Final inspection shall be conducted in 1980.</p>	see enclosed conversion table	

*777 Items*

115-106

*to NNB, NNBR, NNF, NNV, NNH, NNTS, NNR, 11/30/78  
to agency by hand, 11/30/78. To 8NC, WNR, 5NC-C, 9NC,  
10 NC, 7NC, NC PC, 12/5/78*

STANDARD FORM 115  
Revised January 1973  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

## GENERAL ADMINISTRATIVE RECORDS

100. General correspondence.

Correspondence, memoranda, directives, and reports related to Office or Project administration. Subjects include establishing and revising office procedures, rules, and regulations; management reviews in broad functional areas; the control and scheduling of management techniques; data processing as a management tool; assigning identifying names and symbols to Reclamation projects, features, and structures; using conferences and meetings to promote administrative matters; defining services and their location within an office; employee pay and benefits information; stock room facilities and their use; soliciting charitable contributions; promoting purchase of savings bonds; and the administration of safety programs.

Destroy when superseded, revoked, or 3 years old.

- ✓ 100-1. Correspondence, reports, transcripts of hearings, and related documents concerning studies or investigations of Reclamation administrative and management functions by the Congress.

- a. Commissioner's Office--Destroy when 10 years old.  
b. All other offices--Destroy when 3 years old.

- ✓ 100-2. Management review case files.

Destroy when 5 years old.

- ✓ 100-3. Designations of employees to certify items for publication in the Federal Register.

Destroy when revoked or employee vacates position to which designation is assigned.

777  
660 items

100-4. Reclamation Instructions or Manuals

✓ a. Formal releases

- 1) Record copy (Commissioner's Office)--PERMANENT. Offer superseded releases to NARS when 10 years old. (Arr. by volume or series number). ca. 2 cu. ft./yr.
- 2) All other copies--Destroy when superseded or obsolete.

✓ b. Regional supplements

- 1) Record copy (Regional office of origin)--PERMANENT. Offer superseded releases to NARS when 10 years old. (Arr. by volume or series number). ca. 1 cu. ft./yr Bureau-wide.
- 2) All other copies--Destroy when 1 year old.

100-5. Manuals of other agencies, such as Federal Personnel Manual, Federal Property Management Regulations, Federal Procurement regulations, General Accounting Office manual and others.

✓ Destroy in agency when no longer needed for reference.

100-6. Correspondence relating to arrangements for visits, trips, meetings, and conferences, including accomodations and approvals of attendance.

✓ Destroy in agency when 6 months old.

100-7 Case records reporting public accidents, injuries, fatalities and disabilities with related correspondence and including similar case records for occurences involving contractor employees:

. Destroy 6 years after date of incident or 3 years after settlement of any claim.

NOTE: USE Retention and Disposition Instructions 975-1 and 975-2 for occurrences involving Federal employees.

100-8. Safety and Accidents Summary or Progress Reports.

✓ Destroy in agency when 5 years old.

100-9. Safety program publications, posters, safety reminders, and other similar promotional materials.

✓ Destroy when 1 year old.

100-10. Fire fighting agreements and related correspondence.

✓ Destroy in agency upon termination of the agreement.

110. Authorizations and Policies Files.

Correspondence, reports, and studies regarding Reclamation authorities and policies relating to the establishment of nationwide and regional boundaries of Reclamation authorities; and including comment from the public or other sources concerning Reclamation authorities, activities, accomplishments, and related matters.

- a. Record copy of correspondence, memoranda, and public comments regarding Congressional delegation of national Reclamation authorities, delegations of those authorities to Regional and other levels of Reclamation organization, and other Reclamation-wide matters of a broad administrative nature. (Commissioner's Office)--PERMANENT. Offer to NARS when 25 years old. (Arr. alphabetically by office, thereunder chronologically). ~~1 in/yr.~~ ca. 1/2 cu ft / yr
- b. Record copy of authorities and public comments pertaining to region-wide jurisdictional matters, such as establishment of field locations, delegations to field locations, and matters concerning establishment of field location boundaries and limits of authority (Regional office of record)--PERMANENT. Offer to NARS <sup>(nearest regional archives branch)</sup> when 25 years old. (Arr. alphabetically by office, and thereunder chronologically). ~~ea. 1 in/yr.~~ ca. 1/2 cu ft. / 10 yrs
- c. All other copies--Destroy when 5 years old.

110-1. Delegation of authority files.

✓  
In-house delegations of signatory and other temporary authorities including designations of Construction Engineers as representatives of the contracting officer.

Destroy in agency when revoked, withdrawn, or expired.

120. Natural Resource Conservation Reference File.

- ✓ Letters of transmittal and other correspondence, reference reports, and courtesy copies of studies created by other agencies, and related to major natural resources conservation programs.

Destroy in agency when 5 years old.

120-1. Natural Resource Conservation Working Papers.

- ✓ Statistical and other raw data, and preliminary reports related to major programs of resource conservation.

Transfer to FARC when 5 years old. Destroy when 10 years old.

A120-1. Geothermal Investigations -- see Item A120-1, Machine-Readable Supplement  
120-2. Reclamation Resource Conservation Responsibilities.

Correspondence, memoranda, reports, and studies defining or interpreting Reclamation's authorities in the development and use of natural resources, including delegations from the Secretary of the Interior or Congress.

- a. Commissioner's Office--PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 25 years old. (Arr. chronologically, and thereunder by subject). ca. 1 cu. ft./ 10 years.
- b. All other offices--Transfer to FARC when 10 years old. Destroy when 25 years old.

120-3. Records relating to environmental impact statements. (~~For machine readable records related to this item, see Supplement~~)

- ✓ a. Reclamation copies of draft and final statements assigned DES and FES control numbers and transmitted to Council on Environmental Quality.
  - 1) Commissioner's Office--Transfer to FARC when 10 years old. Destroy when 25 years old.
  - 2) All other offices--Destroy in agency when 10 years old.
- ✓ b. Transcripts of public hearings, or written comments solicited by the Bureau in connection with environmental statements published by the Bureau, related correspondence, and negative determinations of environmental impact. Arr. by project. 2 1/2" / project.
  - 1) Regional Office of major interest -- Break file annually. Transfer to FARC when 10 years old. Offer to appropriate Regional Archives (NARS) when 25 years old. RTB 5/10/78
  - 2) All other offices-- Destroy when 10 yrs old.
- ✓ c. Advance or review drafts of ES together with supporting data, narratives, exhibits, correspondence, preliminary reports, reference reports from other than Bureau sources, and other material generated or gathered in preparation of statements and their transmittal for review, and including review comments. NOTE: Comments are included either as a part of an appendix to the EIS. This is a mandatory requirement of the CEQ.
  - Destroy 5 years after issuance of final statement or 10 years after date of last document if no environmental statement is prepared or issued.

- ✓d. Environmental statements of non-Bureau origin, transmitted to the Bureau for review and comment or acquired for reference purposes, and including all related correspondence or comments.

Destroy when no longer needed for reference or when 10 years old, whichever is sooner.

A 120-3. Environmental Impact Statements, animal and plant life inventories and ongoing data for management studies -- see Machine-Readable Records Supplement, Item A 120-3.

122. Records Of Planning Boards, Committees, and Special Commissions.

- ✓ Correspondence, preliminary or reference copies of reports, informal minutes of meetings of sub-committees, and other related material received or created by Reclamation during participation in groups empowered to study and propose major plans for multi-agency conservation, development, and use of resources, or to consider special problems related thereto.

Destroy when 5 years old.

- 122-1. Official copies of minutes of meetings and other periodic reports (annual, semi-annual, program, or other issue) issued by the board or committee and sent to Reclamation. *Arr. by group, thereunder chron. 22"/yr.*
- a. Commissioner's Office --PERMANENT. Break file annually. Offer to NARS when 10 years old.
  - b. Regional Office of Major Interest--PERMANENT. Break file annually. Offer to NARS when 10 years old.
  - c. All other offices--Destroy when 10 years old. RTB  
5/10/78
123. Proposed Reclamation Projects Investigations Files.

- ✓ Housekeeping correspondence, preliminary studies with review comments, supporting statistical and documentary data; and formal reports including investigation status reports, final report with recommendation, and studies of economic factors, special problems, water supply availability, reclamation benefits for area studies, and other similar matters.

For life of investigation (i.e., before project becomes authorized, postponed, or abandoned); break file every 5 years and transfer 5-year block to FARC immediately. When the project is authorized, postponed, or abandoned, dispose of records according to 123-1, 123-2, or 123-3, whichever is applicable.

123-1. Authorized Project Files.

- ✓ When a proposed project is approved for construction, the records gathered in the investigations file (Item 123) shall be <sup>withdrawn from FARC and</sup> re-coded into the full range of decimal subjects applicable to the records as indicated in Records Management Handbook No. 1. The re-coded records will form the nucleus of the subject files pertaining to the newly-authorized project, and will contain further accumulations of records on those subjects for the life of the project. Use Retention and Disposition Instructions applicable to the newly-coded subject identifications. For example:

- R&DI 500-3 for records related to geological investigations
- R&DI 500-6 for records related to securing authorization for construction of the project
- R&DI 502 for cost estimate records prepared during the investigation
- R&DI 510 for correspondence concerning design, location, and construction of dams, and
- Other R&DI provided for specific subject files.

123-2. Postponed Project Files.

- ✓ Includes records described in Item 123. Upon receipt of official notice of postponement, transfer all records to FARC. On reactivation of investigation, withdraw all records from FARC, and dispose of them according to Item 123.

123-3. Abandoned Project Investigations Files.

- ✓ Includes all records listed in Item 123.

Transfer to FARC upon receipt of official notice of abandonment.  
Destroy 10 years later.

123-4. Informal compilations of working data, computations, and information regarding proposed Reclamation investigations, and supporting narrative or statistical data contained in correspondence and reports, EXCLUDING records listed in Item 123.

✓  
Destroy 25 years after authorization of project, or 10 years after abandonment of project, whichever is applicable.

125. Proposed Project Investigations by Other Agencies.

Correspondence and preliminary or summary reports concerning proposed resource development projects of other agencies, and submitted to Reclamation either as a courtesy or for comment,

Destroy when 10 years old.

- ✓ 125-1. Public notices of hearings to be held for the purpose of securing public comment on proposed investigations of other agencies (such as the Corps of Engineers), routinely sent to the Bureau for reference; transcripts of these hearings; and other related matters.

Destroy when 6 months old.

130 LAW AND LITIGATION RECORDS

OK  
8/19/77  
Correspondence Files. Correspondence concerning the Bureau's rights to hold and protect property, to participate in litigation, to file claims and take other legal actions. Correspondence relating to substantive matters eventually is incorporated into official Reclamation Instruction.

- Destroy ~~when 5 years old~~ <sup>5 years after close of related fiscal year.</sup> <sub>RTB 10/25/78</sub>

130-1 Witness Files. Records relating to employees' service as witnesses, including requests for and approvals of service, ~~and~~ reimbursements for expenses, and other similar matters.

- Destroy when 3 years old.

130-2 Legislative History Files. Case files related to legislation, such as Federal Reclamation Laws, affecting the Bureau's authorities, activities, and interests. Includes correspondence, reports, copies of legislation, and data requested by Congress to support the Bureau's comments, and Bureau comments. (Arranged by number of law.)

a. Enacted legislation

- (1) Commissioner's Office--PERMANENT. Transfer to FARC 5 years after law is enacted. Offer to NARS 20 years later.  
/Volume is about 4.0 cubic feet per session of Congress/
- (2) Regional office most affected--Destroy when no longer needed for reference.
- (3) All other offices--Destroy when no longer needed for reference or 5 years after enactment of law, whichever is sooner.

b. Legislation not enacted

- Destroy 2 years after legislation is killed.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAW & LITIGATION RECORDS, continued:

130-3 Public Works Appropriations Files. Reference copies of legislation and Congressional hearings containing testimony relating the Bureau activities.

OK  
8/19/77

- Destroy when no longer needed for reference or when 5 years old, whichever is sooner.

130-4 Law Enforcement Files. Correspondence and case files relating to theft, vandalism, unlawful entry, unauthorized occupation of land, trespass and similar crimes occurring on Reclamation property.

OK  
8/19/77

- Destroy when 5 years old, or 1 year after settlement of any litigation.

130-5 Damage Claims Case Files. Formal filings of claims for damages, investigative reports, appraisals of damage, legal opinions, correspondence negotiating settle-

OK  
8/19/77

ment or denial of claims and related correspondence. Also includes copies of summonses, subpoenas, complaints, rulings of the court and other related correspondence and copies of court proceedings in cases where litigation occurs.

[For machine-readable records related to this item, see Supplement, Item A 130-5]

- a. Teton Dam failure claim cases--Destroy 3 years after audit ~~of settlement~~ <sup>after settlement if no audit occurs,</sup> ~~actions or when 10 years old if no audit occurs.~~

RTB  
10/25/78

- b. All other cases--Destroy 3 years after settlement.

130-6 Reference copies of decisions of the Comptroller General, Secretary of the Interior, and other regulatory authorities concerning Bureau activities and authorities.

OK  
8/19/77

- Destroy when no longer needed for administrative purposes.

140 RECORDS AND FORMS MANAGEMENT RECORDS

OK  
8/19/77  
Correspondence Files. Correspondence concerning the establishment of filing systems and records disposition systems; security of records; and the creation and use of forms.

- Destroy when 3 years old.

140-1  
OK  
8/19/77  
Privacy Act Records. Correspondence related to the administration of the Act, listings of records for publication in the Federal Register, rates to be charged for records furnished under the act, transmittals and copies of special reports required from time to time (such as costs of maintaining records subject to the Act, research time to locate records, and other similar matters).

- Dispose of according to General Records Schedule 14

140-2  
OK  
8/19/77  
Record Disposal Files. Standard Form 115's, Reclamation-wide authorities pertaining to non-record material, and local office authorities pertaining to non-record material.

- Destroy when related records are destroyed.

140-3  
OK  
8/19/77  
Record inventories and worksheets.

- Destroy when 2 years old.

140-4  
Filing handbooks and guides.

- OK  
8/19/77 • Destroy when superseded.

140-5  
Authorities to microfilm specific groups of records.

- OK  
8/19/77 • Destroy 10 years after microfilming.

RECORDS AND FORMS MANAGEMENT RECORDS, continued:

- 140-6 Records Transfer Files. Standard Form 135's and other transfer agreements documenting the transfer of records to NARS or to water user organizations. (For machine-readable records related to this item, see Supplement, Item A 140-6)
- OK  
8/19/77
- a. SF 135's--Destroy when temporary records are destroyed in FARC or 1 year after permanent records are accessioned by NARS.
  - b. Water User letters of agreement--Destroy when Bureau records are returned to the custody of Bureau.
- 140-7 Forms Numerical Files. Case files containing copies of each form, revisions and related correspondence.
- OK  
8/19/77
- Transfer to FARC 3 years after form is superseded or becomes obsolete.  
Destroy 10 years after transfer.
- 140-8 Forms Functional Files. Case files containing copies of each form, revisions and related correspondence.
- OK  
8/19/77
- Destroy when form is superseded or cancelled.

A 148 LIBRARY MANAGEMENT -- See Machine-Readable Records Supplement, Item A 148

GENERAL SERVICES RECORDS

150. Correspondence File. Correspondence, memoranda, and reports related to the administration of office services such as mail delivery, communications and facilities operations, and space management; and the establishment of procedures for routing and receipt of correspondence, regulating telecommunications traffic, releasing or assigning equipment and supplies, issuing of travel authorizations and other credentials, securing transportation services; and prescribing format and distribution of official correspondence.

Destroy when 3 years old.

150-1. Bureau Employee Directories File.

a. Directories

1) Record copy (issued by Commissioner's Office, E&R Center, and each Regional office)--Destroy when 10 years old.

2) All other copies--Destroy when superseded.

b. Correspondence related to preparation, printing, and distribution of directories--Destroy 3 ~~years~~ after issuance of directory months

150-3. Communications logs and other statistical data recording use of communications systems.

Destroy when 3 months old.

150-4. Postal Estimate File. Postal estimates and related worksheets,

Destroy when 2 years old.

150-5. Space Agreements Files. Space agreements and related correspondence.

Destroy upon termination of agreement

150-6. Issuances File. Logs, lists, or book covers recording issuance of transportation requests, travel orders or authorities, bills of lading, freight bills, tax exemption certificates, and other similar matters.

Destroy when 2 years old.

150-7. Identification cards and other similar credentials such as passports, visas, and credit cards.

Destroy when cancelled or no longer valid.

NNV 150-8. Still photographs, created by the Bureau.

~~NN-164 177  
(061/2)~~

- a. Photographs selected as "archival" according to Reclamation Instructions 356.2.3a, 356.2.6, and 386.5.8a; original negative and 1 captioned print of each color or black and white photograph, color transparency, and internegative, with related indexes or other finding aids. (arr. in alpha-numeric system)
  - 1.) Commissioner's Office--permanent. Offer to NARS--NNV in 5-year blocks at 5-year intervals. (photographs created, not received, by Commissioner's office). ca. 1 in./yr
  - 2) All/other offices--PERMANENT. Offer to the Archives Branch, FARC, Denver Federal Center, Building 48, Denver, Colorado, in 5-year blocks at 5-year intervals. ca. 1/2 cu. ft./yr, currently. Will decrease in future, due to lack of activity
- b. Photographs not selected as "archival," with related captions and indexes--Destroy upon acceptance of parallel block of archival selections by NARS.
- c. Other pictorial records such as posters, original artwork, slide sets, and filmstrips; the original and 1 reference print--PERMANENT. Offer to NARS when 5 years old. (Arr. alpha-numerically; 2-3 in./yr.)

150-8: see attached p. 14a

NNV 150-9. Official Motion Pictures of the Bureau of Reclamation.

- a. Original negative or color film, soundtrack, intermediate master positive or duplicate negative with optical soundtrack and one sound projection print of each film produced or acquired by Reclamation--PERMANENT. Offer to NARS when 5 years old. (arranged by title, 15 cu. ft. now in agency, dating from 1940's; annual accumulation ca. 5 ft.)
- b. Finding aids and production documentation such as data sheets, shot lists, catalogs, indexes, or other textual information required for proper identification, retrieval and use; including production contract and case files, scripts, transcripts, records of film origins, release, ownership, and other similar matters.--PERMANENT. Offer to NARS along with the productions to which they relate. (arranged by title of film, annual vol. minimal)
- c. Duplicate, multiple, or release prints of films--Destroy when obsolete or when film is removed from circulation.

150-10. Photographic Services Files.

Correspondence and reports relating to transmittal of photographs between Bureau officials, filling public requests for photographs, providing information on availability of films, and other similar matters.

Destroy when 6 months old.

~~NNV~~ 150-8.

## Still Photographs

~~150-16-1-17~~  
~~150-16-2~~

- a) Standard and special use photographs selected as "archival" according to RI 356.2.6A. Original negative and 1 captioned print for each black and white photograph; original color transparency or color negative, a captioned print, and an internegative (if available) for each color photograph; with related indexes and other finding aids.
- 1) Commissioner's Office. Archival photographs created by the Commissioner's Office--PERMANENT. Offer to NARS-NNV (Washington, DC) in 5-year blocks at 5-year intervals. (Arranged numerically). ca. 1" / yr.
  - 2) All other offices--PERMANENT. Offer to Archives Branch, FARC, Denver Federal Center, Building 48, Denver, Colorado, in 5-year blocks at 5-year intervals. (Arranged, numerically) ca. 4½ cu. ft./yr.
- b) Photographs collected by the Commissioner's Office from other offices (duplicate prints of photographs for which the original negatives are retained in the field office)--Destroy in agency when no longer needed for reference.
- c) All photographs not selected as "archival," with related captions and indexes--Destroy in agency upon acceptance by NARS of parallel block of archival photographs.
- d) Other pictorial records such as posters, original artwork, slide sets, and filmstrips, with related finding aids; the original and 1 reference print--PERMANENT. Offer to NARS when 5 years old. (Arranged alpha-numerically). ca. 1 cu. ft./yr.

COOPERATIVE RESEARCH ACTIVITY RECORDS

160. Correspondence File.

Correspondence relating to the Bureau's participation in cooperative technical and research activities with Federal and State agencies, colleges, universities, cities, private organizations, foreign governments, and foreign organizations. Subjects include bilateral exchanges of personnel, establishment of training or observation trips, arrangements for financing, and other similar matters.

Destroy when 5 years old.

160-1. Cooperative technical and research activities agreements files.

- a. Agreements with foreign governments or organizations--Transfer to FRC 3 years after termination of agreement. Destroy when 25 years old.
- b. All other agreements, not involving exchange of funds--Destroy 1 year after termination of agreement
- c. All other agreements, involving an exchange of funds--Dispose of in accordance with Retention and Disposition Instruction 330

160-2. Cooperative National Programs Files.

Correspondence, reports, and general housekeeping records created by the Bureau in administering Youth Conservation Corps, Job Corps, and other programs delegated to it by the Congress.

Dispose of in accordance with Reclamation Retention and Disposition Instruction pertinent to the type of record (e.g., Personnel records, procurement records, correspondence).

170. Emergency and Disaster Operations Correspondence.

Correspondence and reports relating to Reclamation participation in National Defense activities or administration of loans for disaster relief, protection of personnel and property during emergencies, establishment and maintenance of relocation centers for Bureau activities affected by emergencies, and cooperation with State and local authorities in similar programs.

Destroy when 5 years old.

170-1. Catastrophes Investigations Files. Correspondence, reports, transcripts of hearings and similar records created during investigation of causes and effects of disasters affecting, and failures of, Reclamation structures or facilities. (Arranged as case file by name of project, thereunder chronologically.)

a. Major catastrophes (resulting in loss of life or permanent major damage to Reclamation structure or facility)

- 1) E and R Center--PERMANENT. Transfer to FARC 10 years after close of investigation. Offer to NARS 25 years after close of investigation. *3 cu. ft. accumulated now. Volume depends upon occurrence of disaster. The only major catastrophe so far has been 1976 Failure of Teton Dam.*
- 2) Regional Office most affected--Transfer all records to E and R Center 5 years after incident. E and R Center dispose of records as in 1 above.

b. Minor catastrophes (resulting in no loss of life and only minor damage to Reclamation structure or facility)

Destroy all records 10 years after incident.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

RECORDS

170 EMERGENCY AND DISASTER OPERATIONS ~~CORRESPONDENCE~~, continued:

170-2 Local office plans for security and protection of personnel, features, and structures.

OK

- Destroy when superseded or obsolete.

170-3 Instructional material advising employees of evacuation plans, protective facilities, alert systems, first aid training, and related activities.

OK

- Destroy when superseded or obsolete.

170-4 Records of access, entry, visitors, and traffic.

- Destroy when 6 months old.

OK

170-5 Loan agreement records. Records of transactions, agreements, and related correspondence, relating to providing relief from floods, droughts, and other disasters.

OK

- Destroy 3 years after payment of loan or termination of agreement.

170-6 Disaster claims.

- USE Retention and Disposition Instruction 130-5

180 PUBLIC RELATIONS AND INFORMATION RECORDS

General Correspondence. Correspondence relating to the administration of public relations programs and the release of information through press releases, brochures, displays, exhibits, publications, radio and TV, and public gatherings.

- Destroy when 2 years old.

180-1 Lectures and Speeches Files.

*Lectures + Speeches of the Secy. of the Interior*  
a. ~~Secretary of the Interior, lectures and speeches of~~ relating to Bureau of Reclamation activities, *only.*

1. Record copy, Commissioner's office—Destroy when 10 years old.
2. All other copies—Destroy when 3 years old.

*Lectures and speeches of*  
b. *Commissioner of Reclamation and other high-level Bureau personnel,* ~~speeches~~ related to Bureau activities (Arranged alphabetically by surname).

1. Record copy, Commissioner's office—PERMANENT, Offer to NARS when 10 years old. /Estimated volume, 3 inches per year/
2. All other copies -- Destroy when 3 years old.

*NNV* 180-2 Audio and video recordings. Original or earliest generation recording or kinescope of recording; sound recordings, master tapes, matrix or stamper and one disc pressing of each conventional mass-produced multiple copy disc recording and the original tape for each magnetic tape for each magnetic audio tape recording. Also include finding aids <sup>and</sup> ~~or~~ production documentation, ~~when available.~~

- PERMANENT, offer to NARS when 5 years old. *(arranged by title, 5 cu. ft. now in agency; annual accumulation less than 1 cu. ft.)*

PUBLIC RELATIONS AND INFORMATION RECORDS, continued:

180-3. Press releases of the Bureau of Reclamation

- a. Record copy, office of origin--PERMANENT. Offer to NARS when 5 years old. (Arranged chronologically) 1 in./5 years.
- b. All other copies--Destroy when one year old.

180-4. Press Releases from other agencies--Destroy when one year old.

180-5. Publications originated and printed by the Bureau. In-house publications of a formal nature (not specifically prepared for public distribution or sale) such as "Linings for Irrigation Canals," "Technical Records of Design and Construction," and "Reclamation Era," the official quarterly Reclamation magazine.

- a. Record copy, office of origin--PERMANENT. Offer to NARS when 5 years old. (Arranged by subject). ca.  $\frac{1}{2}$  cu. ft./yr.
- b. All other copies--Destroy when no longer needed for reference.

180-6. Publications of other agencies.--Destroy when no longer needed for reference.

Retention and Disposition In ctions  
BUREAU OF RECLAMATION

180 PUBLIC RELATIONS AND INFORMATION RECORDS, continued:

180-7 Informational releases of a continuing nature such as the "Advance Construction Bulletin," "Inside Interior," "Washington Report," and Regional office newsletters and other similar issuance.

OK

- a. Record copy, office of origin—Destroy when 3 years old.
- b. All other copies—Destroy when 1 year old.

180-8 Press Clippings

- OK
- Destroy when 1 year old.

A 181 MAILING LISTS -- See Machine Readable Records Supplement,  
Item A 181

190 REPORTS AND HISTORIES WORKING FILES

Correspondence relating to the gathering of data to be used in periodic reports; printing, ~~and~~ binding, and distribution of reports; maintenance of mailing lists; promotion and administration of reports controls programs; and reporting on the progress of an office in program accomplishment.

- Destroy when 2 years old.

190-1 Annual Report of the Secretary of the Interior.

- Destroy when 3 years old.

REPORTS AND HISTORIES WORKING FILES, continued:

190-2. Bureau of Reclamation Annual Report.

"Water and Land Resource Accomplishments" (annual report of water and land resources accomplishments on Federal Reclamation projects, in providing controlled water supplies for irrigation, hydropower, etc.), and accompanying Statistical Appendix.

- a. Record copy (Commissioner's Office)--PERMANENT. Offer to NARS when 25 years old. (Arranged chronologically). ca. 5"/yr.
- b. All other copies--Destroy when no longer needed for reference or when 10 years old, whichever is sooner.

190-3. Project Histories.

Annual reports of individual Reclamation projects, containing narrative, photographs, and statistical information summarizing events affecting the project throughout the year.

- a. Record copy (E and R Center)--PERMANENT. Break file every 5 years. Offer to NARS in 5-year blocks 5 years after file break. (Arr. alphabetically by project name and thereunder chronologically). ca. ~~2~~<sub>10</sub> cubic ft./yr.
- b. All other copies--Destroy when no longer needed for reference.

~~200~~ PROGRAM COORDINATION AND FINANCE RECORDS

201 Taxation Correspondence Files. Correspondence concerning purchases made by the Federal Government which are exempt from State and local taxes.

- Destroy when **3** years old. *RF 10/25/78*

210 Funds and Funding Records:

a) Correspondence concerning the establishment and operation of special fund systems such as emergency relief loans.

- Destroy when 5 years old.

b) Imprest Funds; original vouchers with supporting documents and audit reports.

- An Accountable Officer's record, USE Retention and Disposition Instruction 272.

c) Imprest Funds; cashier's memorandum copies of imprest fund vouchers and audit reports.

- Destroy 6 months after audit

211 Appropriations Records.

a) Correspondence, statistical data, briefing or witness' statements, and other material prepared to estimate and justify requests for appropriations and to distribute appropriations among Reclamation activities.

Also included are schedules and reports of program accomplishments, such as flagged action reports.

- Destroy 2 years after close of fiscal year involved.

b) Budget estimates and justifications, program and fund requirements as consolidated in SF-300 and SF-300T, and narrative and other information published as part of the "Budget of the United States."

- Destroy when 5 years old.

*(For machine-readable records related to this item, see supplement Item A 2.11)*

211 PROGRAM COORDINATION AND FINANCE RECORDS  
Appropriation Records, continued:

- d) SF-133 and supporting correspondence—USE Item 290-1
- e) Maps, charts, photographs, and other graphics used to support budget submissions or presentations.
  - Destroy 1 year after close of fiscal year involved.

220 Fiscal Operations Correspondence File. Correspondence and memoranda providing administrative instructions for programming and accounting functions prior to incorporation into Reclamation Instructions, or applicable for a limited time. Subjects include establishing fund and appropriation symbols and titles, numbering of accounts, and similar matters.

- Destroy when 5 years old.

221 Cost Authorities Records.

- a) Correspondence concerning the establishment and operation of cost collecting systems and the forms to which such costs are posted or consolidated for use in preparation of completion reports.

- Destroy when 5 years old.

- b) Plant-in-service accounts, including cost authorities, plant ledgers, and related completion reports (PF-27A or equivalents).

- Destroy 1 year after plant is de-activated or transferred from Bureau custody.

222 Prevalidations File. Correspondence concerning the reservation of money to pay for goods and services, and records of such encumbrances such as PF-15, PF-16, or equivalents.

- Destroy when 3 years old.

PROGRAM COORDINATION AND FINANCE RECORDS, continued:

- 223 Designations File. Correspondence assigning to individuals fiscal responsibilities including disallowances, exceptions to payment, power of attorney.
- Destroy when superseded or obsolete.
- 224 Collections; correspondence concerning receipt, recording, and disposition of monies collected, collection of monies due, and memorandum copies of bills and other similar material:
- a) Destroy 3 years after close of related fiscal year.
  - b) Individual collection transactions are a part of Accountable Officer records; SEE Retention and Disposition Instruction 272.
  - c) Daily Abstracts of Remittances—Destroy original 3 years after close of related fiscal year; destroy all other copies when 1 year old.
- 225 Obligations, correspondence regarding unpaid obligations of the Bureau which cannot be identified by a specific purchase order or transaction number.
- Destroy 6 years after close of related fiscal year.
- 226 Checks File. Correspondence regarding the preparation, distribution, loss, theft or mutilation of checks, ~~checks.~~
- Destroy when ~~3~~ years ~~old~~ after close of related fiscal year.  
RJB  
10/25/78
- 230 Accounting Systems. <sup>a)</sup> Correspondence regarding the administration of accounting systems, including studies for centralization, decentralization and other similar matters.
- Destroy when 3 years old.
  - b) Records of conversions from one accounting system to another.
    - Destroy when 25 years old.
  - c) Account numbering and titling.
    - Destroy when numbers and titles are incorporated into formal instructions.

PROGRAM COORDINATION AND FINANCE RECORDS, continued:

240 Expenditure Accounting Records.

Ledgers and related documents summarizing how appropriated and non-appropriated funds are spent after allotment by the Bureau of the Budget, and the sources and nature of any receipts. General ledger accounts summarize financial status and transactions, the current status of funds available for expenditure, the amounts of money due and collected, accumulated expenditures and liabilities, and other information of a fiscal nature and data concerning agency solvency.

a) Correspondence and other documents maintained by operating units responsible for expenditure accounting and pertaining to their internal operations and administrations.

- Destroy ~~when 2 years old.~~ <sup>3 years after close of related fiscal year.</sup>  
RTB  
10/25/78

b) General ledgers or equivalents, showing debit and credit entries and reflecting expenditures in summary.

- Destroy 10 years after the close of the fiscal year involved.

c) Allotment ledgers or equivalent records, showing status of obligations under each authorized appropriation.

- Destroy <sup>10</sup>~~5~~ years after the close of the <sup>related</sup> fiscal year, ~~involved.~~

d) Repayment ledgers showing payments of construction and other charges and other fiscal transactions with Irrigation Districts, Water User Associations and other repaying entities.

- Destroy 10 years after final payment or termination of agreements on the related General Ledger 219 accounts.

e) Records used as posting or control media such as cash books, distribution ledgers; registers of accounts payable and receivable and of allotments, clearings, collections and fund transactions; statements of accounts and other similar material.

- Destroy ~~when 3 years old.~~ after close of related fiscal year

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

240 PROGRAM COORDINATION AND FINANCE RECORDS  
Expenditure Accounting Records, continued:

- f) Source documents such as memorandum copies of vouchers, invoices, allotment advices and other similar records.
- Destroy ~~when~~ 3 years ~~old~~, after close of related fiscal year.
- g) Machine records (not computer) such as detail cards, summary cards and other similar material.
- Destroy ~~when~~ 1 year ~~old~~, after close of related fiscal year.

240-1 Automated Expenditure Accounting

Expenditure accounting by computer such as the Bureau of Reclamations "FAST SYSTEM" with output on hardcopy and COM (computer output microfiche); the products of the system identified by the symbols and titles listed below:

- a) FNA 0510 Batch and vendor listings — Destroy as superseded.
- b) FNA 0520 Transaction List, edit — Destroy <sup>2 months date of issue.</sup> ~~10 years after the close of the~~  
~~related fiscal year.~~ <sub>RTB  
8/23/78  
(per telecon  
w/ LaBriola)</sub>
- c) FNA 0530 Transactions by master account (computer equivalent of the allotment and distribution ledgers) — Destroy 10 years after the close of the related fiscal year.
- d) FNA 0540 Budget Operating Report — Destroy final fiscal year report 10 years after the close of the related fiscal year; destroy other issues 3 years after the close of the related fiscal year.
- e) FNA 0560 General ledger transactions — Include in Accountable Officer records; SEE Retention and Disposition Instruction 272.
- f) FNA 0570 Trial balances — Destroy final fiscal year report 10 years after the close of the related fiscal year; destroy other issues 3 years after the close of the related fiscal year.

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240-1

Automated Expenditure Accounting, continued:

- l) FNA 0670      Master accounts — Destroy 3 years after the close of the related fiscal year.
  
- m) FNA 0780      Vendor file — Destroy final report for fiscal year 10 years after the close of the related fiscal year; destroy other issues 1 year after the close of the related fiscal year.
  
- n) FNA 0790      Master account verification — Destroy as superseded.
  
- o) FNA 0830      Obligations by master account — Destroy as superseded.

PROGRAM COORDINATION AND FINANCE RECORDS

240-2 Automated Cost Accounts; FAST SYSTEM products identified by the symbols and titles listed below:

- a) FNC 0580 Monthly cost listing — Destroy 1 year after closure of the related plant or when the related plant is no longer in Bureau custody.
- b) FNC 0690 Cost file structure — Destroy as superseded.
- c) FNC 0720 Cumulative cost up-date — Destroy as superseded.
- d) FNC 0730 Cost Detail work sheet — Destroy 5 years after the close of the related fiscal year.
- e) FNC 0820 Detail and summary reports — Destroy 1 year after closure of the related plant or when the related plant is no longer in Bureau custody.
- f) FNC 0820 Subsidiary reports (such as selected general ledger accounts, print detail and print object, print cost center and similar) — Destroy 3 years after the close of the related fiscal year.

240-3 Automated accounting systems; code sheets, punch cards, magnetic tapes, discs and similar media.

- Destroy 1 year after the close of the related fiscal year.

241 Equipment and Stores Accounting. Forms and other records recording responsibilities for custody and accumulation of operating and maintaining expenditures of movable capitalized equipment, other equipment, and supplies; and including COM (Computer Output Microfiche) records. [For machine-readable records related to this item, see Supplement, Item 241.]

- Destroy when superseded or when 3 years old, whichever is sooner.

242 Real Property Accounts. Forms and other records to which costs of ownership of land and buildings are posted and accumulated, exclusive of acquisitions costs and plant-in-service accounting.

- Destroy when 3 years old.

Retention and Disposal Instructions  
BUREAU OF RECLAMATION

PROGRAM COORDINATION AND FINANCE RECORDS, continued:  
Expenditure Accounting Systems, continued:

- 244 Vouchers. Memorandum and ~~other~~ work-copies <sup>only.</sup> of vouchers.  
• Destroy ~~when~~ 3 years ~~old.~~ after close of related fiscal year RTB  
10/25/78
- 250 Payroll Accounting. Correspondence and memoranda establishing and controlling payroll administration and accounting procedures.  
• Destroy when 3 years old. [for machine-readable records related to this item, see Machine-Readable Records Supplement, Item A 250]
- 250-1 Master Employee Records. Paper or COM (Computer Output Microfilm) versions of payroll registers, pay cards, leave status reports, bond status reports, and other similar payroll data pertaining to individual employees.
- a) Bi-weekly issues—Destroy ~~when~~ 3 years ~~old.~~ after close of related fiscal year
- RTB  
10/25/78 b) Annual issues—Offer to Personnel Records Storage Center at St. Louis, Missouri ~~when~~ 3 years ~~old.~~ after close of related leave year.
- c) Work copies of paper records and diazo copies of COM—Destroy as superseded.
- 250-2 Time and Attendance Reporting; correspondence and forms establishing and controlling the reporting of employee attendance and other related information, including original and microfilm copies of time and attendance reports:
- a) Administrative correspondence — Destroy when 3 years old.
- b) Time and Attendance Reports, hardcopy:
- Originals at the Engineering and Research Center — Destroy after verification of microfilmed report together with supporting documents.
  - Work copies — Destroy when 6 months old.
- c) Time and Attendance Reports, microfilm:
- Silver images, time and attendance reports with supporting documents at the Engineering and Research Center — Destroy when 3 years old.
- d) Computer media such as punch cards, coding sheets, tapes, discs and other similar material — USE Machine Readable Records Supplement Item 250(b).

250-3

Pay Status Folders; individual authorized allotments files containing forms or other records relating to authorization, changes or cancellation of individual payroll allotments for bond deductions, charitable contributions, savings bonds, union dues, and also correspondence or forms changing pay status:

a) If record is maintained on an earning record card or equivalent.

- Destroy when superseded or after transfer or separation of employee.

b) If record is not maintained elsewhere.

- Destroy 3 years after supersession or 3 years after transfer or separation of employee.
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PROGRAM COORDINATION AND FINANCE RECORDS  
Payroll Accounting, continued:

- 250-3 Pay Status Records. Folders by individual employees containing forms and correspondence authorizing pay deductions or allotments for various purposes and copies of correspondence or forms changing pay status.
- Destroy 1 month after separation of employee.
- 250-4 Payroll Cost Reports, FAST system Program FNC 0030.
- a) Original paper or microfiche---Destroy when 12 years old.
  - b) All other copies---Destroy as superseded.
- 250-5 Employee Activity Reports, Bad Job Listings, Cash Summaries and other similar paper or COM reports---Destroy when 5 years old.
- 250-6 Administrative Reports. ~~Reports and~~ data supporting the reports prepared from payroll records concerning such matters as appointment limitations, pay adjustments, audits, lists of employees, within-grade due listings, and other similar matters.
- Destroy when 3 years old. *RTB 10/25/78*
- 250-7 Pay Rate Systems. a) Correspondence concerning application or administration of special pay rates, including copies of the pay rates.
- Destroy when 3 years old.
- b) ~~a)~~ Overtime requests and authorizations, payroll copies---Destroy when 3 years old.
- c) ~~b)~~ Overtime requests and authorizations, other copies---Destroy when 1 year old.

PROGRAM COORDINATION AND FINANCE RECORDS  
Payroll Accounting Records, continued:

- 250-8 Income Tax Records. Correspondence and forms regarding the withholding of Federal and State income taxes from employee wages and including reference copies of forms recording deductions authorized, deductions made, and authorizations for deductions.
- Destroy when 4 years old.
- 250-9 Rental Deduction Records.<sup>a)</sup> Correspondence and forms related to determination of rental rates to be charged for use of Government-owned residences or other living quarters and the methods for collection of the rental fee.
- Destroy when 5 years old.
  - b) Rental rate surveys, office administering rentals---Destroy when 10 years old.
  - c) Rental rate surveys, all other copies---Destroy when 3 years old.
- 260 Escrow and Holdback Accounting Records. Correspondence, memoranda and forms regarding systems for deducting portions of employee salaries for purchase of Savings Bonds, premiums to Health and Life Insurance plans, and other similar employee benefits.
- Destroy when superseded or when 3 years old, whichever is sooner.
- 270 Audit Records. Correspondence arranging space and availability of records for audit purposes. Audits performed by Interior's Office of the Comptroller, the General Accounting Office and other regulatory agencies.
- Destroy when 2 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROGRAM COORDINATION AND FINANCE RECORDS  
Audit Records, continued:

270-1 Audit Reports.

- a) Bureau-wide in scope, record copy, Commissioner's office--~~Destroy~~ when <sup>10</sup>~~25~~ years old. *RB, 10/25/78*
- b) Local in scope, Regional Office or E&R Center when directly affected--  
Destroy when <sup>10</sup>~~25~~ years old. *RB, 10/25/78*
- d) All other copies--Destroy when 5 years old.
- c) Audits of the E+R Center, record copy at the E+R Center --  
Destroy when 25 years old.

271

Claims Settlement Records. Correspondence regarding the procedures and methods for settling claims.

- Destroy when <sup>6</sup>~~2~~ years old. *RB, 10/25/78*

272 Accountable Officer Records

SEE General Accounting Office SF-115's (Request for Records Disposition Authority) filed with National Archives and Records Service and assigned Archives Job Numbers NC-174-241 (dated June 12, 1974) and NCL-217-78-3 (dated March 31, 1978) for the authorities which follow.

Settled accounts of accountable officers of the Bureau of Reclamation:

- a) Transfer closed fiscal year records to appropriate Federal Archives and Records Centers no later than 3 years after the close of the related fiscal year.
  - 1. Commissioner's office shall transfer records to the Federal Archives and Records Center at Suitland, Maryland.
  - 2. All other accountable officer records shall be transferred to the Federal Archives and Records Center at Denver, Colorado.
- b) Accountable officer records are disposed as follows:
  - 1. Records created prior to July 2, 1975 are destroyed when 10 years and 3 months old.
  - 2. Records created on or after July 2, 1975 are destroyed when 6 years and 3 months old.

Records related to possible claims and demands by or against the Government or to its accounts.

272 Accountable Officer Records, continued:

- c) Records to be excluded from Accountable Officer records are land acquisition case files, payrolls, accounts related to Indians and other matters listed in Item 272-5 of this instruction.
- d) Arrangement of accountable officer records for transfer to Federal Archives and Records Centers shall be as follows:
1. Statements of accountability such as Form SF-1672, Statement of Unexpended Balances of Appropriations and Funds —, etc., or equivalent.
  2. Statements of transactions such as SF-224, Statement of Transactions and Certificate of Deposit Listing, PF-64, Reconciliation of Statement Transactions, and a diazo copy of FAST SYSTEM Program FNA 0560, General Ledger Transactions.
  3. Related vouchers, schedules, supporting papers or their computer equivalents such as FAST SYSTEM Program FNA 0650, Cash Account Activity, and other supporting documents such as:  
  
SF-1081 Voucher and Schedule of Withdrawals and Credits  
SF-1166 Voucher and Schedule of Payment  
PF-75 Cash Transfer Between Stations  
GSA-789 Statement, Voucher and Schedule of Withdrawals and Credits  
GSA-052 Single Line Item Billing Register
  4. Contract Payment Records; contracts and records of payments and other actions for audit purposes — major contracts of the Bureau of Reclamation. DO NOT confuse these contract records with the designated copies of contracts that were formerly held for the General Accounting Office and which are to be excluded from Accountable Officer records after March 7, 1955.

272-1 Freight and Transportation Records  
Continued on next page

272 PROGRAM COORDINATION AND FINANCE RECORDS  
Accountable Officer Records

Arrangement for transfer to FARC, continued:

3) Related vouchers, schedules, supporting papers or their computer equivalents such as the FAST system product of FNA 0650, Cash Account Activity and manual supporting documents such as:

- SF-1081 Voucher and Schedule of Withdrawals and Credits
- SF-1166 Voucher and Schedule of Payments
- PF-75 Cash Transfer Between Stations
- GSA-789 Statement, Voucher and Schedule of Withdrawals and Credits
- GSA-052 Single Line Item Billing Register

see  
p. 10

272-1 Freight and Transportation Records. Original vouchers and supporting documents of settled accounts of freight and transportation charges.

a) Charges over \$100.00 or accounts involving overcharges, deduction or collection problems, concerning inbound transit, supplemental billing, or involving litigation or other conditions requiring retention beyond the 3 year period stated in Item 272-1b) below.

- Destroy 10 years after the period of the account.

b) Charges of \$100.00 or less.

- Destroy 3 years after the period of the account.

c) Memorandum and work copies of freight and transportation records.

- Destroy when 3 years old.

272-2 Meal tickets and supporting vouchers for advertising services.

- Destroy 3½ years after period of accounts in which submitted.

272-3 Schedules of deposits, copies to official credit.

- Destroy after depository accounts have been reconciled.

PROGRAM COORDINATION AND FINANCE RECORDS  
Accountable Officer Records, continued:

272-4 Supporting Order Files. Original or copies of tickets, orders or other similar records of purchases under blanket type orders (such as for gas, telephone use, photographic processing, mapping services, publications, and other similar items or services) which support payments or accumulation of charges.

- Destroy when 3 years ~~old~~ after close of related fiscal year. <sup>RTB</sup> 10/25/78

272-5. Exceptions and exclusions. See p. 12a attached

280 Data Processing Systems. Correspondence regarding the establishment and operation of data processing systems in the broad administrative areas of program coordination, budgeting and finance operations.

- Destroy when 3 years old.

290 Financial Reports Files.

see p. 13 for revised description

a) Contract summary reports (PF-19 or equivalent), Employment of consultants, Federal outlays by geographic locations, Geographic distribution of employment, Report of occupations and similar reports and including all related correspondence.

- Destroy when 2 years old.

b) Financial statements, statements of project costs and repayments and costs and returns reports.

- 1) Ending or summarizing report for the fiscal year---Transfer to FARC when 10 years old. Destroy 10 years after termination of Reclamation's investment or ownership of Project, Unit or other entity.
- 2) All other reports---Destroy on receipt of ending or summarizing report.

272-5. Exceptions and exclusions:

- a) Land acquisition; original documents vesting title to land to the United States--See retention and disposition instructions 780-1
- b) Payrolls, civilian payroll records showing gross and net pay--See retention and disposition instruction 250-1
- c) Accounts pertaining to Indians--Hold pending instructions from General Accounting Office
- d) Designated copies of contracts for GAO, dated after March 7, 1975--These are no longer required as a part of Accountable Officers' Records. Do not confuse these type contracts with payment folders related to major contracts of the Bureau as arranged by contract number. The latter type contracts shall continue to be considered a part of the Accountable Officers' Records.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROGRAM COORDINATION AND FINANCE RECORDS, continued:

290 FINANCIAL REPORTS RECORDS

- a) Contract summary reports (PF-19 or equivalent), employment of consultants, federal outlays by geographic locations, geographic distribution of employment, report of occupations, and other similar reports including all related correspondence.
- Destroy when 3 years old. *RTB 10/25/78*
- b) Financial statements, statements of projects costs and repayment and similar reports with related correspondence.
- 1) Ending or summarizing report for the fiscal year.
    - Transfer to FARC when 10 years old. Destroy 1 year after termination of Reclamation's investment or ownership of the Project, Unit or other entity.
  - 2) All other issues:
    - Destroy on receipt of ending or summarizing reports.
- c) Consolidated financial statements and charge-offs authorized by Congress reports with related correspondence:
- 1) Commissioner's office
    - Destroy when 5 years old.
  - 2) All other offices
    - Destroy when 3 years old.
- d) Activity and object expenditure and reconciliations of cash with appropriation accounts reports.
- Destroy when 10 years old.
- e) Completion reports (PF-27A and equivalents) and costs and returns reports.
- 1) Finance office, original
    - ~~PERMANENT~~ Offer to NARS upon termination of related project or activity.
  - 2) All other copies.
    - Destroy when no longer needed for reference.

DESTROY WHEN  
RETAIN FOR LHS OF PROJECT WORKS, DISPOSE WHEN  
NO LONGER REQUIRED FOR ADMINISTRATIVE PURPOSES.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

300 PROPERTY AND PROCUREMENT RECORDS

General Correspondence Files Correspondence regarding or discussing interpretation and promulgation of property and procurement regulations prior to inclusion in Reclamation Instructions; subjects also include methods of procurement, use of competitive bidding, open market purchasing, preferences for materials or a source of material or service, delegations of procurement authority and including records accelerating or limiting procurement activity due to an emergency condition and special reports required during such situations or conditions.

- Destroy when 3 years old.

300-1 Correspondence related to use of centralized or decentralized purchasing programs, such as FEDSTRIP.

- Destroy when 2 years old.

300-2 Federal Supply Catalogs and schedules; paper or microfilm.

- Destroy when superseded, obsolete or 2 years old, whichever is sooner.

300-3 Administrative survey or inspection reports related to procurement and property procedures together with all related correspondence.

- Destroy when 5 years old.

~~310~~ CONTRACT PROCEDURES FILES Correspondence concerning standard requirements of contract preparation, contracting procedure and negotiation. Include such subjects as legal requirements, clauses, labor or material cost variation provisions, change and extra work orders, method for release or termination of contract, and other similar matters.

- Destroy when 3 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS  
CONTRACT PROCEDURES FILES, continued:

- 310-1      Wage Rates Correspondence requesting the establishment of wage rates for use in contract negotiations and as generated in labor-classification studies conducted by Reclamation; and including published notices of wage rates in the Federal Register. (For machine-readable records related to this item, see Supplement, Item A 310-1)
- Destroy when 5 years old.
- 310-2      Employment Statistics Correspondence and statistical data concerning trends in employment/unemployment, analyses of the labor force, occupational studies, and other similar matters.
- Destroy when 2 years old.
- 311        Bidding Procedures Correspondence regarding the standard methods and procedures to be observed when conducting a bid and award of contract. (For machine readable records related to Abstracts of Bids, see Supplement, Item A 311)
- Destroy when 3 years old.
- 311-1      Debarred, blacklisted or re-instated contractors; lists of and related correspondence.
- Destroy when 2 years old.
- 311-2      Correspondence related to publicising bid issuances and openings or as required to transmit information for publication or pay for the service.
- Destroy when 2 years old.
- 311-3      Bids; unaccepted, unsuccessful, rejected and including all related papers and cases of identical or tie bids - procurement or purchase organization copy and related papers:
- a) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to July 26, 1974.
- Destroy 6 years and 3 months after final payment.

continued on next page

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311-3

Bids, continued:

b) Transactions of \$10,000 or less and construction contracts under \$2,000 dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.

- Destroy 3 years after final payment.

c) Transactions of more than \$2,500 dated prior to July 26, 1974.

- Destroy 6 years after final payment.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS, continued:

320 EQUIPMENT, MATERIALS AND SUPPLIES. Correspondence concerning the availability and suitability of products and services for use in day-to-day and specialized work. Inquiries and responses thereto concerning such items as field equipment, furniture and fixtures, tools and safety devices, petroleum products, photographic services and supplies, and other similar products or services.

- Destroy when 2 years old.

320-1 Printing, Binding and Duplicating Services:

a) Regulatory material such as GPO Printing and Binding Instructions and Style Manual and including instructions applicable to local plant operations.

- Destroy when superseded, obsolete or no longer needed for reference.

b) Authorization for establishment or printing plant and related correspondence.

- Destroy when withdrawn or when the plant is closed.

320-2 Catalogs, parts lists, form lists, bulletins, guides and manuals.

- Destroy when no longer needed as reference.

320-3 Restricted Procurement Correspondence regarding limited or restricted procurement of equipment and products such as wiretapping and telephone recording equipment, dangerous drugs or chemicals, and other similar matters.

- Destroy when 5 years old.

322 Data Processing Systems and Equipment

a) Correspondence justifying procurement of data processing equipment and reports and studies of work processes adaptable to data processing; including promotional material acquired during the selection of computers and allied equipment.

- Destroy when 5 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS

322 Data Processing Systems and Equipment, continued:

- b) Computer instructions or operating manuals.
- Destroy when computer is no longer in Reclamation ownership.
- c) Work scheduling controls; forms or other means for securing key punch services, programming or conding input, controlling the use of the computer or timing transmissions; as required to prepare batch and balance sheets including printouts used for that purpose or to verify, update and other functions.
- Destroy when no longer needed or when 2 years old, whichever is sooner.
- d) Punch cards, tapes, discs, including basic program decks, items for verification or updating purposes and duplicates.

~~• Destroy or re-use when superseded or no longer needed.~~

See supplement covering machine readable records, Item #322

323 Motorized Equipment Records

- a) Correspondence and other material regarding availability and suitability of motor vehicles and heavy motorized equipment and their accessories for acquisition and maintenance by Reclamation.
- Destroy when 3 years old.

*Motor vehicle & heavy construction equipment cost files, ledger & work sheets providing cost*  
b) ~~Cost and use accountability records such as COM Program 0700, Vehicle~~  
*& expense data, and including*  
and Stores Clearing Account and supporting documents.

- Destroy ~~when 3 years old.~~ *after discontinuance of ledger or date of work sheet.*

NOTE: For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, Item #322, ~~and 323~~

- c) All other reports; annual or other period.

- Destroy when 2 years old.

- d) Authorizations for use of Government-owned vehicles and related correspondence.

- Destroy when 2 years old, destroy individual authorizations when revoked or withdrawn.

*For machine-readable records related to vehicle & stores cost & use accountability data, See Supplement, Item #323*

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS

323 Motorized Equipment Records, continued:

- e) Correspondence and reports of participation in motor pool operations.
  - Destroy when 3 years old.
- f) Maintenance records; manuals, instruction books, maintenance and service data related to particular vehicles in the possession of Reclamation.
  - Transfer records with vehicle when no longer in Reclamation ownership.

328 Services, Sources of. Correspondence and other material regarding the availability for hire of services in engineering and specialized fields, consultants, landscaping, production of motion pictures, and other matters. Also include periodic reports on utilization of sources of services.

- Destroy when 3 years old.

329 Aircraft

- a) Correspondence and other material accumulated in consideration of aircraft, including helicopters, for procurement and use.
  - Destroy when 2 years old.
- b) Correspondence authorizing or justifying the need to procure aircraft and defining use.
  - Destroy when craft is no longer in Reclamation ownership.
- c) Manuals, instructions guides, parts lists, and other data pertinent to maintenance of aircraft in Reclamation possession.
  - Transfer with craft when no longer in Reclamation ownership.

[For machine-readable records related to this item, see Machine-Readable Records Supplement, Item A 329]

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS  
Aircraft, continued:

329-1 Aircraft Operations. <sup>a)</sup> Correspondence and forms required to schedule aircraft services, maintenance and inspections including registrations, replacement of parts, providing hangar space, securing allied equipment and other similar matters.

- Destroy when 5 years old.

b) ~~at~~ Flight Schedules

- Destroy when 3 months old

c) ~~at~~ <sup>Aircraft cost files, ledger & work sheets providing cost expense data and including logs, forms or other documents supporting COM Program, Vehicle and Stores Clearing Account, with supporting documents.</sup>

- Destroy ~~when 3 years old~~ after discontinuance of ledger or date of work sheet

d) ~~at~~ Aircraft Operations Reports such as FPMR-114S-38.7522

- Destroy when 3 years old.

330 CONTRACTS: CONSTRUCTION-SUPPLY-SERVICES

**Note:** These instructions apply only to completed or settled transactions case records of an administrative nature. <sup>(i.e., the procurement or purchase organization copy + related papers)</sup> The original contract and documents of payment are Accountable Officer Records; SEE Retention and Disposition Instructions 272. Case records of an administrative nature consist of copies of contract, administrative correspondence, routine transmittals of drawings and other data, copies of payment vouchers, computations used to ~~compute~~ <sup>estimate</sup> progress payments, and other similar matters.

a) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to July 26, 1974.

- Destroy 6 years and 3 months after final payment.

b) Transactions of \$10,000 or less and construction contracts under \$2,000, dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.

- Destroy 3 years after final payment.

c) Transactions of more than \$2,500 dated prior to July 26, 1974.

- Destroy 6 years after final payment.

d) Inspector reports, contractor unit cost reports at the Engineering and Research Center; radiographs, x-rays and other analyses of hidden joints, seams, castings and housings.

- Destroy 10 years after settlement or final payment of related construction contract.

e) Other copies of records described above and used by component elements of an office (procurement, design or specification branch) for administrative purposes.

- Destroy upon termination or completion.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS  
~~CONTRACTS: CONSTRUCTION-SUPPLY-SERVICES, continued:~~

- 330 ~~c) Excepted Records; all inspector reports except those on Form 7-1463 which are disposed with the case file; contractor unit cost reports at the E&R Center only; radiographs, x-rays and other analyses of hidden joints, seams, castings and housings.~~

~~• Destroy 10 years after settlement or final payment of contract.~~

A 330-1 Construction Contract Earthwork Progress -- See Machine Readable Records Supplement, Item A 330-1

- 340 REQUISITIONS Correspondence concerning preparation, use, distribution, numbering and other matters.

• Destroy when 3 years old.

350 PURCHASE ORDERS AND SOLICITATIONS

- a) Correspondence concerning preparation, use, distribution, numbering and other matters.

• Destroy when 3 years old.

- b) Case files of an administrative type containing copies of requisition, purchase orders, solicitations and other matters and as maintained in the Procurement Section, the warehouse, or other ordering/receiving station.

~~• Destroy 3 years after payment or settlement.~~

USE Retention + Disposition Instructions 330 or 311-3

- c) Case files for accounting purposes.

• USE Retention and Disposition Instructions 272

- d) Book covers for short form purchase orders in serialized or numbered books such as SF-44, "U.S. Government Purchase Orders."

• Destroy 6 months after exhaustion of book contents.

- e) Solicitations; unsuccessful or rejected offers.

~~• Destroy 1 year after rejection or issuance of purchase order to successful offerer.~~

USE Retention + Disposition Instructions 311-3

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS, continued:

360 SPECIFICATIONS CORRESPONDENCE FILES

- a) Correspondence concerning the **standard procedures** for preparation and issuance of specifications; their format, clauses, standard paragraphs, numbering, disposal of surplus copies, and other similar matters.
  - **Destroy when 5 years old.**
  
- b) **Specification Case Records.** Correspondence concerning individual specifications offered for bid including distribution for bidding purposes, mailing lists, engineer's estimates for the work, authorization or recommendations for award of contract or rejection of bids, protests of awards, abstract of bids and other material regarding the specification prior to award.
  - **Destroy 2 years after bid opening, award of contract or rejection of all bids.**
  
- c) Requests for and forms or other paperwork required to accomplish either free distribution or sales of specifications as a publication and not for bidding purposes.
  - **Destroy when 1 year old.**
  
- d) Lists or indexes of specifications available for sale or distribution.
  - **Destroy when superseded or obsolete.**

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS, continued:

- 361        Specifications Sets of published specifications of the Bureau of Reclamation, standard specifications of such organizations as the American Society for Testing Materials, American Safety Standards, Federal Specifications and standards and other similar issues.
- . Destroy when no longer needed for reference or when superseded, whichever is sooner.
- 370        PERSONAL PROPERTY UTILIZATION AND DISPOSITION <sup>a)</sup> Correspondence, forms and reports of personal property (not land) acquired or disposed, including advertisements of property available for sale, arrangements for disposal by sale or auction and other similar matters.
- . Destroy when 2 years old.
- b) ~~a)~~ Agreements leasing, renting or selling property together with all related correspondence.
- . Destroy 1 year after termination of agreement.
- c) ~~b)~~ Disposition of proceeds from sales of property, correspondence related thereto.
- . Destroy when 5 years old.
- d) ~~c)~~ Transfers of property to Water User Organizations; lists and transfers of title and related correspondence.
- . Destroy 5 years after transfer is accomplished, or 1 year after termination of agreement of transfer, whichever is applicable.
- 370-1     Property Listings - Available for Procurement:
- a) When no procuring action occurs. Destroy on expiration of availability period.
- b) When a procuring action occurs. Destroy 2 years after procurement is accomplished.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS, continued

380 PROPERTY MANAGEMENT RECORDS Correspondence regarding the management of property, property management surveys, conservation and use of property, management of warehouses, shops and other property storage facilities.

- Destroy when 5 years old.

380-1 a) Property control and custodial records such as abstracts of issues and receipts; administrative copies of requisitions, purchase orders and receiving reports; contractor receipts for property; equipment transactions and summaries, etc.

- Destroy when 3 years old.

NOTE For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, Item A 322.

- b) ~~of~~ Orders on storehouse. Destroy when 3 months old.
- c) ~~of~~ Receipts for property. Destroy when superseded or obsolete.
- d) ~~of~~ Property lists; losses or acquisitions via transfer. Destroy when 1 year old.
- e) ~~of~~ Shop or Job Orders. Destroy when 2 years old.
- f) ~~of~~ Storehouse cards. Destroy 1 year after date of last entry.
- g) ~~of~~ Stores transactions, summaries of. Destroy when 2 years old. For machine-readable records related to this item, see Machine-Readable Records Supplement, Item A 380-1g

380-2 Property Inventories, Lists and Reports such as buildings and quarters inventories, inventory certificates, leased property summaries, firearms inventories, housing inventories of all types, installations owned by the United States Government, long supplies, public domain properties, and other similar matters.

- Destroy when 2 years old.

380-3 Property Losses Correspondence and forms, including certificates of loss and survey reports related to loss or failure to locate property items.

- Destroy when 3 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PROPERTY AND PROCUREMENT RECORDS, continued:

390     REPORTS   Correspondence related to preparation and submission of general reports such as, report of procurement by Civilian Executive Agencies, supply activity report, boat and craft operations, cost reduction reports, and other similar matters.

- Destroy when 3 years old.

- - -

400 RESEARCH, TESTING AND TECHNICAL RECORDS

Research Programs Correspondence File. <sup>Routine administrative</sup> Correspondence and other material <sup>related to</sup> ~~generated by~~ Reclamation's participation in national and international research projects, and administration of its own research programs. Includes <sup>correspondence</sup> records required to coordinate research activities with other agencies or entities <sup>by</sup> assigning responsibilities, <sup>arranging meetings + designating attendees,</sup> designating program objectives and scope, providing financing, interpreting <sup>ing</sup> legislation enabling or controlling research, and <sup>relating in a general way to</sup> other similar matters.

RTB  
7/11/78

- Destroy when 10 years old.

400-1 Research Agreements File. Records relating to negotiation, administration and performance under agreements for general research for or by Reclamation, including grants, cooperative arrangements and contracts.

- a) Agreements not involving exchange of funds—Destroy 1 year after termination or cancellation of agreement.
- b) Agreements involving exchange of funds—USE Retention and Disposition Instruction 330

400-2 Research Project Final or Summary Reports.

*deleted by BR because duplicated in following items*

RTB  
12/15/77

- a) Record copy, Reclamation research projects (office of origin)—PERMANENT, offer to National Archives and Records Service when 25 years old. (Arranged by subject) 20 in / yr
- b) Record copy, research projects of interest to Reclamation but not by Bureau, in the office of major interest—Destroy when 3 years old.
- c) All other copies—Destroy when 3 years old.

Note:  
Item 400-2a) ~~Volume averages about 20 inches per year and the reports are arranged by subject matters.~~

RESEARCH, TESTING AND TECHNICAL RECORDS, continued:

400-~~1~~3 Inventions, Patents and Copyrights Correspondence Files. Correspondence relating to securing and protecting rights of use.

- Destroy when 3 years old.

400-~~1~~4 Inventions, Patents, Copyrights Case Files. Correspondence related to a particular invention, patent or copyright of interest or use to Reclamation, agreements for use, payment of royalties, and other similar matters.

- a) Reclamation office most affected---Destroy when agreement of use terminates.

- b) All other offices---Destroy when 5 years old.

400-~~1~~5 Standards Development File. a) Correspondence, forms, index cards, films, and charts created in development of research standards, measuring systems and devices (such as meters).

- Destroy on publication of standard, system or operating instructions or when 5 years old, whichever is sooner.

- b) Current meter rating reports and technical evaluations---Destroy when superseded.

- c) Current meter loans, transfers and maintenance records---Destroy when 3 years old.

400-~~1~~6 Research Facilities and Equipment Development Files. Correspondence and other records related to establishing laboratories or other facilities for performing research and testing, and installing of equipment, instrument systems and other devices.

- Destroy when 5 years old or on de-activation of the facility, whichever occurs first.

RESEARCH, TESTING AND TECHNICAL REPORTS, continued:

400-~~7~~<sup>4</sup> Pest Control Records. Records relating to research on control of pests that affect Reclamation water systems, lands, buildings, and other structures.

a) Correspondence, experimental data and results, preliminary reports, and other similar records concerning pest control research conducted by the Reclamation or in cooperation with other organizations. Subjects include pest ecology, environmental effect of pest control, pesticide residues and efficacy.

- Destroy 5 years after termination of research or on completion of final or technical report summarizing research, whichever is sooner.

b) Technical publications summarizing research projects' findings.

- 1) Record copy (E&R Center)—PERMANENT. Offer to NARS when 25 years old. Arr. by type of pest, thereunder by location (Project, Feature, or structure)  
10 in / yr
- 2) All other copies—Destroy when no longer needed for reference.

c) Periodic and special reports on Reclamation pest control activities, including annual pest control program reports, pesticide use reports, pest incidence and control cost survey reports.

- 1) Record copy—Destroy when 10 years old.
- 2) All other copies—Destroy when no longer needed for reference.

d) Pesticide registration applications, technical data and related correspondence.

- Destroy upon expiration of registration or when particular insecticide is no longer of interest to Reclamation, whichever is sooner.

Note

~~Item 400-7b)1) Volume is about 10 inches per year; arrangement is by type of pest and location (Project, Feature or Structure).~~

RESEARCH, TESTING AND TECHNICAL RECORDS, continued:

410 STRUCTURAL RESEARCH RECORDS.

a) Correspondence and technical data related to structural engineering research. Subjects include design, construction and maintenance of structures to increase their effective life, and predict or anticipate their behaviour under conditions of climate, stress, erosion, earth movement and other forces; and prevention of noise and other pollution.

- Destroy when 10 years old.

b) Correspondence and technical data generated in structural and hydraulic research accomplished by using models of dams, spillways, waterways, conduits, and other structures, and including model studies of power transmission systems utilizing electronic models.

- Destroy 5 years after publication of laboratory report or summary of findings or when 10 years old, whichever is sooner.

c) Laboratory or summary reports, record copy, Engineering and Research Center---PERMANENT. Offer to NARS when 25 years old. (Arranged numerically)  
12 in. / yr

d) Laboratory or summary reports, all other copies---Destroy when 10 years old.

~~Note-~~

~~Item 410c) Volume is about 12 inches per year; arrangement is by serial identification; the reports are issued in a numbered series.~~

RESEARCH, TESTING AND TECHNICAL RECORDS, continued:

420 EQUIPMENT AND MACHINERY TESTING RECORDS.

- a) Correspondence and technical data accumulated in tests of equipment and machinery being considered for use by Reclamation, such as generators, transport or control equipment, compressors, hydraulic or water working equipment or machinery, refrigeration equipment, soil and rock working equipment, cement mixing and concrete placing equipment, hardware and other similar items.
  - Destroy when 10 years old or 5 years after publication of a laboratory report on the test results.
  
- b) Laboratory reports, record copy, Engineering and Research Center.
  - Destroy when no longer needed for reference or when 10 years old, whichever is sooner.
  
- c) Laboratory reports, all other copies.
  - Destroy when 5 years old.

RESEARCH, TESTING AND TECHNICAL RECORDS, continued:

430 MATERIAL AND PROCESS TESTING RECORDS

- a) Records relating to testing of materials including ceramics, fibers, fuels, metals, minerals, paints, plastics, vegetable products, wood; and processes such as excavation and earth stabilization methods, use of compression or expansion to achieve strength, injection of chemicals into waterways, and others.
- 1) Correspondence and technical data accumulated during testing---  
Destroy when 10 years old or 5 years after publication of a laboratory report on research results, whichever is sooner.
  - 2) Laboratory reports, record copy, Engineering and Research Center---  
Destroy when 25 years old or when no longer needed for reference, whichever is sooner.
  - 3) Laboratory reports, all other copies---Destroy when 5 years old.
- b) Records relating to testing of cements, concrete, mortars, and binders.
- 1) Correspondence and technical data, including inquiries for research information and responses thereto, transmittals of samples to the laboratory and test results, and other similar matters---Destroy when 3 years old.
  - 2) Concrete test and control reports, including samples from known locations within a feature or structure---Destroy 10 years after settlement of the related construction contract.
  - 3) Concrete test and control reports, including samples from stockpiles, aggregate batches, screening and blending plants, or from an unknown location within a feature or structure---Destroy 6 years after settlement of the related construction contract.

430 RESEARCH, TESTING AND TECHNICAL RECORDS  
MATERIAL AND PROCESS TESTING RECORDS

b) Cements, concrete, mortars and binders, continued:

4) Test, pour, production and inventory records, including daily and other periodic test reports created during the life of a construction contract—Destroy 3 years after settlement of the related construction contract.

c) Records relating to testing of soil and rock.

1) Correspondence and technical data, including records required to transmit samples for testing and evaluations—Destroy when 3 years old.

2) Laboratory or field station worksheets containing test data and other data to be used in the Reclamation publication "Earth Manual." —Destroy when 3 years old or after data for "Earth Manual" is extracted, whichever is sooner.

3) Reports of on-site testing of samples—Destroy 3 years after settlement of the related construction contract.

d) Records relating to studies of earth movement. *(For machine-readable records related to this item, see Supplement, Item A430d.)*

1) Correspondence related to studies of slides, avalanches, and earthquakes, and their effect on existing features and structures, and ways to compensate for these effects—Destroy when 5 years old.

2) Reclamation-created reports on earth movements affecting Bureau land or property—PERMANENT. Offer record copy to NARS when 25 years old. <sup>3) All other copies, destroy in agency when 5 years old.</sup>  
*(Arr. by locale, project, feature, or structure involved). Volume minimal*

4) Publications and bulletins not created by Reclamation, including "Preliminary Determinations of Epicenter," "Seismological Bulletins," and others—Destroy when 2 years old.

Note  
~~Item 430d)2) Volume is minimal, dependent on earth movement activity occurring within a year. Arrangement would be by locale, project, feature or structure involved.~~

RESEARCH, TESTING AND TECHNICAL RECORDS, continued:

440 HYDRAULICS, RECORDS RELATING TO THE STUDY OF.

a) **Water flow records.**

- 1) Correspondence related to the study of water flow as an erosive force, and the development of techniques to control it---Destroy when 5 years old.
- 2) Laboratory and field worksheets containing data for which no summary or other laboratory report is prepared---Destroy when 5 years old.
- 3) Laboratory reports, record copy, E&R Center---PERMANENT. Offer to NARS when 25 years old. *(Arranged alpha-numerically) ca 10 in/yr*
- 4) Laboratory reports, all other copies---Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

b) **Records relating to sedimentation studies.**

- 1) Correspondence and field data sheets accumulated during tests to determine or predict sediment loads, the rate of sedimentation, the ranges to which it settles, and other related matters---Destroy when 3 years old.
- 2) Laboratory work sheets, survey books, cross-section sheets, and other computation sheets---Destroy 5 years after issue of summary or final report.
- 3) Summary of final reports of sediment study---Destroy when no longer needed for reference.

Note  
~~Item 440a)3) Reports are issued in a numbered series (RID- ) and indexed by Project, locale or other identification. Volume is about 10 inches per year.~~

440 RESEARCH, TESTING AND TECHNICAL RECORDS  
HYDRAULICS, RECORDS RELATING TO THE STUDY OF, continued:

c) Records relating to ice, wave and beaching studies.

- 1) Correspondence related to effects of formation and movement of ice, movement of waves in different bodies of water, appraisal of damages caused by movement, and techniques to control these actions---  
Destroy when 3 years old.
- 2) Laboratory and field data sheets including survey books, cross-section sheets, and other computation sheets not related to a damage claim---Destroy 5 years after issue of summary or final report.
- 3) Data sheets used in litigation of damage claims---Destroy 1 year after settlement or cancellation of litigation.
- 4) Summary of final reports of research findings---Destroy when no longer needed for reference.

RESEARCH, TESTING AND TECHNICAL RECORDS, continued:

450 WATER SUPPLY INVESTIGATIONS RECORDS.

- a) Correspondence related to the study of water supplies for irrigation and other uses; from natural weather occurrences, geothermal or groundwater supplies; reclaiming or purification processes; and other related matters---Destroy when 5 years old.
- b) Water supply reports, prepared either as a special report or as appendix to a Basin or Definite Plan, Planning, Feasibility, or other report.
  - 1) Regional office most affected---PERMANENT. Offer to NARS when 25 year old. (Arr. by name of Project investigation) 1 to 3 cu ft/yr.
  - 2) All other offices---Destroy when no longer needed for reference.
- c) Water supply study data, including statistics, computations, and historical flow records.
  - 1) Office responsible for preparing final or summary report---Destroy 10 years after issuance of report.
  - 2) All other offices---Destroy when 10 years old.
- d) Water supply reports of other agencies---Destroy when no longer needed for reference.
- e) Survey notes, forms, worksheets, and other data related to a water supply study but not a supporting<sup>a</sup> report---Destroy when 10 years old.
- f) Water management records.
  - 1) Correspondence and technical data related to studies of how water is lost thru natural phenomena<sup>a</sup> and industrial and domestic consumption, effect of water loss, and means to prevent it---Destroy when 5 years old.

Note

Item 450b)1 ~~Volume would be 1 to 3 cubic feet Bureau-wide at the most; most years considerably less. Arrangement would be by Project investigation name.~~

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

450 RESEARCH, TESTING AND TECHNICAL RECORDS  
WATER SUPPLY INVESTIGATIONS RECORDS  
f) Water management records, continued:

- 2) Summary or final reports of water management research, record copy, office of origin---PERMANENT. Offer to NARS when 25 years old. *see below*
  - 3) Summary or final reports, all other copies---Destroy when no longer needed for reference.
  - 4) Studies by other agencies or entities---Destroy when 10 years old.
- g) Water quality study records. (*For machine-readable records related to this item, see Supplement, Item A450g*)
- 1) Correspondence and technical data relating to purity standards, identification of pollutants, ways to restore purity to different types or bodies of water---Destroy when 5 years old.
  - 2) Summary or final reports of study, record copy, office of origin---PERMANENT. Offer to NARS when 25 years old. *see below*
  - 3) Summary or final reports of study, all other copies---Destroy when no longer needed for reference.
  - 4) Water quality data or reports of other agencies or entities---Destroy when no longer needed for reference.
- h) Routine transmittals of information or water samples for testing purposes---Destroy when 2 years old.

**Note**

Items 450f)2 and 450g)2

These reports are not prepared with any degree of regularity; only during that phase of investigation when data can be used to support a Basin, Definite Plan, Planning, Feasibility or other report. It is very rare when such a report would be issued as a separate. The volume would be minimal (1 to 5 inches per year at the most) and they would be arranged by the name of the investigation, the type of report, and an appendix number is so issued.

RESEARCH, TESTING AND TECHNICAL RECORDS, continued:

460 Reserved

470 ATMOSPHERIC WATER SUPPLY STUDY RECORDS

a) Correspondence and technical data related to production of artificial precipitation, Reclamation participation in cooperative research, interpretations of legal responsibilities pertaining to weather modification, and like matters.

• Destroy when 5 years old.

b) Research proposals.

1) Proposals from which no agreement results within 3 years—Destroy 2 years after file is closed.

2) Proposal resulting in an agreement within 3 years, and related correspondence—USE Retention and Disposition Instruction 330.

c) Final or summary reports of participation in cooperative projects.

1) Project of Reclamation origin, record copy, E&R Center—PERMANENT.

Offer to NARS when 25 years old. ~~All other copies—Destroy when no longer needed for reference.~~

2) *All other copies—Destroy in agency when no longer needed for reference*

3) Projects not of Reclamation origin—Destroy when no longer needed for reference.

Note: Final or summary reports are of two types:

1. In-house reports are printed by GPO who supplies copies to Archives.
2. Contractor-produced reports are furnished to National Technical Information Service at Springfield, Virginia (in four copies); but don't know if that agency sends copies to Archives.

Volume of reports is currently average about 18 inches per year but increased activity in this field indicates that amount may triple.

Even though copies of the reports may come to you it still might be preferable to have the agency (us) send you the set for PERMANENT retention — they would be identified by Project numbers with 18 locator references.

470 RESEARCH, TESTING AND TECHNICAL RECORDS  
ATMOSPHERIC WATER SUPPLY STUDY RECORDS

d) Seeding project records.

- 1) Correspondence, forms and other records related to obtaining personnel, equipment, supplies, and services for the project; gathering and reporting data; and similar administrative matters.

• Destroy when 5 years old.

- 2) Project case files---Destroy when 10 years old.

- \* 3) Final or summary reports, record copy, E&R Center---~~PERMANENT~~.

~~offer to NARS when 10 years old.~~ Destroy in agency when no longer needed for reference. RTB  
11/23/77

- 4) Final or summary reports, all other copies---Destroy when 5 years old.

- e) Technical data relating to cloud formations and moisture content, methods of stimulating rain or snowfall, and records relating to administration of data-gathering installations---Destroy when 5 years old.

- f) Agreements for operation and maintenance of data-gathering installations and all related correspondence---USE Retention and Disposition Instruction 330.

- g) Statistical releases on water supply and meteorological conditions, including releases from NOAA.

- 1) Statistics compiled for use in Project Histories---Destroy data when printed in Project History.

- 2) Satellite data---Destroy when no longer needed for reference or when 5 years old, whichever is sooner. If magnetic tape, see supplement covering machine-readable records, Item AH 70 g

\* These are technical/statistical type documents. The effects or results of cloud seeding are recorded but apparently no narrative or conclusion or interpretation is included in the reports. They would be very hard for the "lay person" to comprehend. Perhaps the designation of PERMANENT is not correct in this instance --- would consider "Destroy when no longer needed for reference", if you think that might be a better retention instruction.

470 RESEARCH, TESTING AND TECHNICAL RECORDS  
ATMOSPHERIC WATER SUPPLY STUDY RECORDS, continued:

h) Atmospheric Conditions records.

1) Correspondence and technical data related to Reclamation studies of temperature, humidity, pollutants, effects of prolonged artificial precipitation, natural storms, and other atmospheric conditions.

• Destroy when 5 years old.

\* 2) Final or summary report of studies, record copy, office of origin---  
PERMANENT. Offer to NARS when 25 years old. see below

3) Final or summary report of studies, all other copies---Destroy when  
5 years old.

4) Worksheets, forms, computations, and other reference data---Destroy  
when 5 years old.

A 470-1. Project Skywater -- data-gathering records related to  
research in atmospheric water supplies --  
See Machine-Readable Records Supplement,  
Item A 470-1a through d

\* These reports are not issued with any degree of regularity; they primarily concern freakish type storms and the data collected regarding the causes and effects of the storm. A recent example was the Bureau's bucket-survey of the Big Thompson Canyon area after the flood of August 1, 1976 to determine the actual amounts of rainfall that created the disaster; even though, in this instance the information was not used to prepare a final or summary type report.

Volume would not be large, and would probably be identified by the locale and type of storm.

RESEARCH, TESTING AND TECHNICAL RECORDS

480 SURVEYING AND MAPPING RECORDS

Correspondence files. Correspondence and program schedules required to determine Reclamation surveying and mapping requirements by Fiscal Years and transmittals of requirement data to U.S. Geological Survey or other agencies or entities empowered to perform the surveying and mapping. (Arranged chronologically) 1 cu. ft. / yr. maximum

per NNS  
memo  
9/22/77

RTB  
9/29/77

~~Destroy when 3 years old.~~ PERMANENT, Cut off every 5 years. Transfer 5-yr block to FARC at 5-year intervals. Offer to NARS when 25 years old.

480-1

Cooperative agreements and all related correspondence, including foreign surveying + mapping cooperative agreements, (Arranged by case, thereunder chronologically). 3-4 in/yr. max.

per NNS  
memo  
9/22/77

~~Destroy 1 year after termination of the agreement or completion of the work.~~ PERMANENT, Cut off every 5 yrs. Transfer 5-year block to FARC at 5-year intervals. Offer to NARS when 25 years old.

480-2

Survey notes in level or transit books, containing ground surface measurements or base data for maps and drawings as well as other pertinent information regarding the landscape.

per NNS  
memo  
9/22/77

a) Monumenting; work notes, photographs, cards or other records—

Destroy when Survey Control Diagram and pencilled copies of caps are filed with U. S. Geological Survey.

b) Monumenting; survey books or notes of permanent locations of brass caps and markers—PERMANENT, offer to NARS when 25 years old.

/1 to 3 cubic feet per year — usually less/ (Arranged numerically by a code identifying Project, area surveyed, + book number).  
3-4 " / Project)

c) Survey books containing preliminary design and cost estimates data and preliminary location controls of at least third order—Destroy when data is transferred to planetable, map or drawing or when replaced by a preconstruction survey.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

RESEARCH, TESTING AND TECHNICAL RECORDS  
SURVEYING AND MAPPING RECORDS

480-2 Survey notes, continued:

- d) Preconstruction and construction survey notes used for preparation of specifications, to plot progress of construction, maintain alignment, establish control points and other similar purposes---Destroy 3 years after settlement of related construction contract.
- e) Surface levels and data beneath or at sides of features and structures; levels and elevations "as built," and notes containing behavioural observations---Destroy when 25 years old.
- f) Unidentifiable books---Destroy on receipt of this instruction.
- g) All other books---Destroy when 25 years old.

*per NWS memo 9/22/77*  
480-3 Land Classification.

- a) Survey notes and field data collected during the survey of land for irrigation suitability, including base maps, planetables, topographic maps, ~~aerial photographs~~, remote-sensing products or other similar media---Destroy when final land classification map is prepared.
- b) Land Classification maps, final---Destroy 5 years after land certification report is approved by Secretary of the Interior and an acceptable microfilm version of the map is available.
- c) Microfilm master <sup>of final map</sup> and duplicate reference copy <sup>with related index</sup> PERMANENT. Offer to NARS when no longer needed or when 20 years old, whichever is sooner. (Arranged numerically), 1-10 cards/Proj
- d) All other copies of microfilm-- Destroy in agency when no longer needed for reference. \*
- e) Land Classification maps, preliminary or showing temporary boundaries and acreages of irrigable areas and their class of land -- Destroy in agency when no longer needed for reference.
- f) ~~a~~) Analyses of soil and water samples supporting classification assigned to the land---Destroy when irrigable area is established and certified (SEE Retention and Disposition Instruction 743-1).
- g) ~~e~~) Field or work notes, tabulations, computations and similar material---Destroy 1 year after final land classification map has been prepared.

*For aerial photomaps, see Item 740-2*

Retention and Disposit Instructions  
BUREAU OF RECLAMATION

RESEARCH, TESTING AND TECHNICAL RECORDS  
SURVEYING AND MAPPING RECORDS, continued:

per NNS  
memo  
9/22/77

480-4 Platting. Survey notes retracing or establishing boundaries of townships, section lines, and farm units.

RTB  
9/29/77

a) ~~Final plat, original copy--PERMANENT. Offer to NARS when 10 years old.~~ Original plats + duplicate copies (except microfilm)-- Destroy in agency when acceptably filmed and no longer needed for reference,

(Arranged numerically),  
1 - 10 cards, etc  
per Proj  
to be filmed

b) ~~All other copies, including microfilm-- Destroy when no longer needed for reference.~~ Microfilm master <sup>(silver original)</sup> + 1 duplicate reference copy, Final plat -- PERMANENT. Offer to NARS, when no longer needed for reference, or when 20 yrs. old, whichever is sooner.

c) Preliminary or working copies of plats-- Destroy after preparation of final plat. <sup>Film in accordance with 41 CFR 101-11.504,</sup>

d) Field notes or books containing location or other data-- Destroy after preparation of final plat.

per NNS  
memo  
9/23/77

480-5 Sediment Surveys; reservoir range monumenting and other data in survey books or notes.

- Destroy 1 year after data is plotted to a map of the sediment range.

per NNS  
memo

RTB  
10/31/77

480-6 Aerial Topography; negative film of vertical or oblique image together with accompanying indices, flight identification and other identification.

- ~~Transfer to BROS, Sioux Falls, South Dakota on completion of project.~~  
~~SEE Reclamation Instruction Part 368.9~~ (Arr. numerically by numerical symbol)  
(Arr. by Flight Identification number)

200 cu ft on hand now in Bvr. Rec.

\* PERMANENT, Offer to NARS, on completion of project, with related index

per NNS  
memo  
9/22/77

480-7 Aerial Topography; record prints including supplemental controls and finding aids.

- Destroy when no longer required for reference.

480-9 Routine correspondence related to survey and mapping such as letters of transmittal, requests for information and responses thereto, lists of maps available for distribution or sale, publication of information of special surveys or maps available for distribution or purchase and other similar material.

- Destroy when 1 year old.

\* 200 cubic feet now on hand in the Bureau constitutes the surveys which have been made since the Bureau began to use aerial topography in some of its survey work. Since it is only used for special types of survey data it is not a continually recurring type of accumulation. Future accum. would depend on the extent of the area to be photographed.

(end)

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

500 DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS

- a) General Correspondence Files. Correspondence regarding the administration of Reclamation's general functions of design, construction, operation and maintenance and those functions as they relate to all projects, divisions and units under Reclamation jurisdiction. Include correspondence regarding such matters as development of overall programs of design, construction, operation and maintenance plans, general moratoriums on construction activities, programs to accelerate construction, and other similar matters.

. Destroy when 10 years old.

- b) Project Correspondence Files. Correspondence regarding the development and administration of a project, division or unit in their entire concept, i.e., the overall plan of design and construction, operation and maintenance.

. Destroy when 10 years old.

A 500, Engineering Applications - General -- see Machine-Readable Records Supplement, Item A 500

500-1 Public Opinion Records. Correspondence and petitions for <sup>or</sup> ~~against~~ planned or constructed Reclamation projects, divisions or units; particular features and structures; and including replies to comments, petitions and other similar matters. Arr. chronologically. Ca. 2"/yr.

All Offices--PERMANENT. BREAK file annually. Offer to NARS when 15 years old.

RTB  
5/10/78

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS, *continued*:

500-2 Geology. Correspondence administering or concerning the geological investigations of sites for features and structures of Reclamation projects, divisions or units. Include transmittals of geological samples for test purposes, results of drill hole explorations, drill hole locations and other similar matters.

- Destroy when 15 years old.

500-3 Geological Reports, including review comments:

*Arr. by project name. 50-60' in Bureau. 4-5"/project when accumulating.*

- Record copy, regional office of record--PERMANENT. Offer to NARS (nearest Regional Archives) when 25 years old.
- All other copies, all other offices--Destroy in agency when no longer needed for reference or when 20 years old, whichever is sooner.

*RTB  
5/10/78*

500-4 Drill Logs:

- Original logs:
  - Destroy when 25 years old.
- All other copies:
  - Destroy when 10 years old.

500-5 Transfer of features and structures from construction to operation and maintenance status; letters of notification.

- Destroy when 5 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS, continued:

500-6 Construction Authorization. Correspondence, letter reports, and legislative materials accumulating<sup>ed</sup> in the preparation and submission of documents seeking Congressional authorization for construction of Reclamation

- ~~RTS~~ projects, divisions and units, or particular features or structures. (arr. by Project, <sup>thereunder chrono-</sup> logically)
- a. Commissioner's Office -PERMANENT. Offer to NARS when 25 years old. 25 cu ft  
now in  
agency,
  - b. Regional office of record - Destroy in agency when no longer needed for reference 1/2 cu ft/  
yr
  - c. All other offices - Destroy in agency when no longer needed for reference, or when 10 years old, whichever is sooner. increase

501 Programs:

a) Correspondence, letter reports, statistical data generated in the scheduling and accomplishing of programs of construction, rehabilitation, betterment, operation, maintenance, force account and other work by a program period (usually a fiscal year). Also include similar material related to programs of advance planning activities, for accelerating construction and other similar matters.

• Destroy 1 year after the close of the program period.

b) Programming media, including forms, data processed information, and other paperwork recording program accomplishment, progress, changes and similar information.

• Destroy when 3 years old.

NOTE For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, Item A 322

c) Program Schedules and Reports, including schedules such as PF-2 and PF-3 and reports such as "Summary Cost and Progress," "Operation and Maintenance Cost and Progress," and data processed equivalents under Programs AR020380 and FNCO280 and similar.

• Destroy ending report for fiscal year when 5 years old. Destroy

other issues when ending report for fiscal year is received. (For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records)

Item A 322

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS, continued:

502. Project Cost Estimates:

- a) Correspondence regarding the prediction, analysis of cost trends, and adjustments of costs of construction, operation and maintenance of Reclamation projects, divisions and units and the preparation, revision or other working of estimates of those costs.
  - Destroy when 3 years old.
- b) Estimating guides, including publications, statistical and similar data reporting on unit prices, cost indexes, cost trends and other similar matters.
  - Destroy when 3 years old.
- c) Cost Estimates, DC-1 or equivalents.
  - Record copy in the Regional Office of record, destroy when project completion report is issued. All other copies, destroy when 2 years old.
- d) Control Schedules, estimates of appropriations and other data regardless of form used.
  - Destroy when no longer needed for reference or when 10 years old, whichever is sooner.

*For machine-readable records related to Item 502, see Supplement for machine-readable records, Item A 502*

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS

503 Drawings and Maps. Original drawings and maps, designs, sketches and other artwork from which an acceptable film (microfilm aperture card, color slide, color print and negative) is available.

per NNS  
memo  
9/22/77

- Destroy when no longer required for revision or updating purposes or as otherwise indicated by other items of this 503 Retention and Disposition

Instruction.

A 503. Engineering Drawings Microfilm System data -- see Machine-Readable Records Supplement, Item A 503

per NNS  
memo  
9/22/77

503-1 Original Films. Original microfilm aperture cards, color slides, color

prints and negatives of drawings and maps. (Arranged numerically by symbols which indicate Project or Activity, preparing office, and drawing's serial number)

- PERMANENT. Offer to NARS, with related index when no longer needed or when 20 years old,

whichever is earlier. ca 200 cu. ft. now in BR, Bureau-wide, with 41 CFR 101-11.504, 10 cu ft./yr. thereafter

per NNS  
memo  
9/22/77

503-2 Drawings and Maps. Original drawings and maps which have not filmed in

an acceptable manner. (vol. minimal, consisting mostly of older drawings which because of age, dirt, wear and tear, could not be filmed properly. Accumulation will cease once all drawings are filmed soon after creation.)

- PERMANENT. Offer to NARS, with related index when no longer needed or when 20 years old, whichever is earlier.

(Arr numerically by symbols which indicate Project or Activity, preparing office, and drawing's serial number)

per NNS  
memo  
9/22/77

503-3 Drawings and Maps which have been filmed acceptably but which must be

retained pending preparation of "as built" or other final version.

- USE Retention and Disposition Instruction 503 above.

503-4 Sketches and other preliminary versions of drawings and maps.

per NNS  
memo  
9/22/77

- Destroy when final version is prepared or when 3 years old, whichever is sooner.

503-5 Abandoned Projects or works, drawings and maps related to.

per NNS  
memo  
9/22/77

- Destroy after filming.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS

Drawings and Maps, continued:

503-6 Postponed projects or works; drawings and maps of activities for which construction is delayed.

*per NNS memo  
9/22/77*

- Transfer to Federal Archives and Records Center; withdraw when the project or work is reactivated or destroy if officially abandoned.

503-7 Artist conceptions and other original artwork.

*per NNS  
memo  
9/22/77*

a) Original artwork and original micro or color film thereof.

- PERMANENT. Offer to NARS <sup>with related index</sup> when no longer needed for reference or when 20 years old, whichever is earlier. (Arr. numerically by symbols indicating Project or Activity, preparing Office, and drawing's serial number.)
- b) All other copies:
- Destroy when no longer needed for reference or display purposes.

503-8 Lists; bar and bar cutting lists, cable and cable reel allocation lists, reinforcements lists, bills of material and other similar data.

- Destroy after filming.

503-9 Schedules; construction programming and materials utilization.

- Destroy on settlement of related construction or supply contract.

503-10 Schematic-Diagrammatic drawings of electrical, wiring, switching and other installations.

- Destroy when no longer needed for updating or revising.

503-11 Design standards or typical design drawings.

- Destroy when superseded or obsolete.

503-12 Illustrations; charts, graphs, statistical arrangements and similar drawings used in reports and other publications.

- Destroy when superseded or obsolete.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
Drawings and Maps, continued:

- 503-13 Design references and marked prints of drawings.
- . Destroy when no longer needed for reference or on completion of related construction.
- 503-14 Manufacturer Drawings.
- . Destroy after filming.
- 503-15 Other agency drawings.
- . Destroy after filming.
- 503-16 Location maps.
- . Destroy when superseded, obsolete or filmed.
- 503-17 Floor plans, office arrangements, wall hangings such as large nylon maps, and other oversize drawings such as prepared for preliminary plans for relocation of railroads, highways and other features.
- . Destroy when 5 years old.
- 503-18 Drawings, designs, maps and similar material prepared during research or other work performed for other agencies including foreign governments.
- . Transfer to the agency or foreign government on completion of the work, research or project for which prepared.
- 504 Construction Materials. Correspondence generated during the investigation of earth, gravel and rock for construction use. Including such subjects as access, quantity and quality of material available, proximity of borrow area to construction site, reports of investigations, production and use records, test reports, and other similar materials. (For machine-readable records related to this item, see Supplement Item A 504)
- . Destroy 3 years after completion of work under the related construction contract.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS, continued:

505 Reserved

506 Inspections Records. Correspondence generated in accomplishment of periodic examinations of features and structures for safety, efficiency of operation, damages, and for rehabilitation and betterment purposes. Include correspondence regarding the methods for performing inspections such as by use of scuba divers, helicopters and other means.

- Destroy when 3 years old.

*(For machine-readable records related to this item, see Supplement Item A 506)*

506-1 Inspection Reports

- Destroy when 5 years old.

506-2 Reviews of maintenance reports.

- a) Engineering and Research Center. Destroy when 10 years old.
- b) Regional Office of Record. Destroy 1 year beyond life of structures.
- c) All other offices. Destroy when superseded or obsolete.

507 Relocations. Correspondence regarding the general procedures and legal requirements involved in movement of natural or manmade features, structures, or systems (railroad, road, canal) away from Reclamation construction activity or areas subject to inundation.

- Destroy when 6 years old.
- Specific relocation case files; USE Retention and Disposition Instruction 330 or 780, whichever is most appropriate.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS, continued:

~~(For Machine-readable records related to items 510 through 510-4, see Supplement)~~

510 DAMS. Correspondence regarding dams and their appurtenant works such as spillways, outlet works, diversion tunnels and other features; and including material related to operation and maintenance of the structures:

- a) Dams being constructed, constructed or abandoned:
  - Destroy when 10 years old.
- b) Dams being planned for construction.
  - Destroy when material qualifies for disposal under a) above.

510-1 Correspondence, technical and other data collected or required to prepare reports associated with the design and construction of dams and their appurtenant works. *(For machine-readable records related to this item, see Supplement, Item A 510-1)*

- Destroy 3 years after issuance of related report.

510-2 Reports:

*Arr. by location. 1/10 cu-ft/yr.*

- a) Archeological investigations of damsites.
  - 1) Regional office of major interest -- PERMANENT. Offer to NARS (nearest Regional Archives) when 10 years old.
  - 2) All other offices -- Destroy when 10 years old. *RTB 5/10/78*
- b) Interim reports such as completion of concrete placement or earth linings and other similar activities; design data in narrative forms; feasibility designs and estimates; reports of foundation investigations, unwatering and other related matters; interim reports of installations and behavior of soil-cement sections; unit records of construction and other similar reports. *(Arranged by project, thereunder by structure. 1/2 cu ft/structure)*
  - 1) Regional office of major interest -- PERMANENT. Offer to NARS (nearest Regional Archives) when 10 years old.
  - 2) All other offices -- Destroy when 10 years old, or sooner if no longer needed for reference. *RTB 6/23/78*
- c) Cost comparisons; construction cost at various sites compared; cost of one type structure versus another, and other similar matters.
  - 1) Destroy when 25 years old, in office of record.
  - 2) Destroy when 10 years old at all other locations.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
DAMS

510-2 Reports, continued:

d) Final Construction Reports:

- 1) PERMANENT. Record copy, office of record; offer to NARS when 25 years old. *40-50 cu. ft. now in Bureau; increase minimal now, since construction is limited*
- 2) Destroy when no longer required for reference at all other locations.

e) Final reports of installations and behavior of soil-cement sections.

- 1) Destroy when 25 years old, record copy in office of record.
- 2) Destroy when no longer required for reference at all other locations.

f) Technical records of design and construction.

- USE Retention and Disposition Instructions 180-5

g) Operating instructions.

- Destroy when superseded or obsolete.

510-3 Behavior Installations and Observations Records. *For machine-readable records related to Item 510-2, see Machine-Readable Records Supplement, Item A 510-2.*

a) Correspondence and other material related to the installation of meters and other instruments at dams to measure earth movement, seepage, stress, pressure and other forces affecting the structure and its appurtenant works.

- Destroy when 10 years old.

b) Observations, periodic or interim reports.

- Destroy when summarized into a final report.

c) Observations, final reports.

- 1) ~~PERMANENT, record copy in office of record; offer to NARS when 25 years old.~~ Office of record-- destroy <sup>in agency</sup> when structure no longer exists.
- 2) Destroy when no longer required for reference at all other locations.

*For machine-readable records related to Item 510-3, see Machine-Readable Records Supplement, Item A 510-3.*

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
DAMS, continued:

- 510-4 Safety of Dams Records: For machine-readable records related to Item 510-4, see Machine-Readable Records Supplement, Item A 510-4
- a) Correspondence generated in preparation, distribution, and updating Standard Operating Procedures for dams and their appurtenant works by Bureau of Reclamation, Corps of Engineers or other agencies.
    - Destroy when 5 years old.
  - b) Directories of Operating Officials.
    - Destroy when superseded or obsolete.
  - c) Standing Operating Instructions.
    - Destroy when superseded or obsolete.
- 511 (For machine-readable records related to Items 511 through 511-4, see Supplement Items A 511 through A 511-4)
- Reservoir Management Records. Correspondence regarding management of space in reservoirs. Subjects include means to provide storage space for flood control, transport of non-Project water or water for municipal or industrial use, maintaining pools of water for recreational purposes and conservation use; regulating releases of water; water ownership, replacement accounting, backwater and tailwater studies, environmental effects of reservoir fluctuation, preparation of storage regulations and other similar matters.
  - Destroy when 10 years old.
- 511-1 Reservoir Operations Records. Forms, logs, graphs and other similar material recording reservoir operations on a regular basis; daily or other period. Include recordings of inflows, releases, elevations, irrigation deliveries of water and other similar operational data.
- a) Data later summarized into the Project History.
    - Destroy when related Project History is received.
  - b) Data summarized into Annual Operating Plans.
    - Destroy when related Annual Operating Plan is received.
- A 510-5. Dams, Earthwork Estimates -- see Machine-Readable Records Supplement, Item A 510-5.
- A 510-6. Dams, Site Selection Reconnaissance -- see Machine-Readable Records Supplement, Item A 510-6.
- A 510-7. Dams, Structural Analysis Programs -- see Machine-Readable Records Supplement, Item A 510-7.
- A 510-8. Dams, Terrain data -- see Machine-Readable Records Supplement, Item A 510-8.
- A 510-9. Dams, Node and Element Data -- see Machine-Readable Records Supplement, Item A 510-9

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
Reservoir Operations Records, continued:

511-2 Correspondence and other material required to prepare statistical and narrative portions of reports summarizing water operations for an irrigation season and predicting operations for a coming season, and as required to print and distribute the operations plans and reports.

- Destroy when 3 years old.

511-3 Operating Plans; annual or other issues.

a) Record copy, Regional office of origin.

*by project, thereunder*  
(Arr. chronologically).

*1 cu ft/yr.,  
Bureau-wide*

- PERMANENT, Offer to NARS when 25 years old.\*

b) Record copy, operating office affected.

- Destroy when 10 years old.

c) All other copies.

- Destroy when 3 years old.

511-4 Inflow Design Studies and related correspondence.

a) Record copy, Regional office of record.

- Destroy 1 year beyond life of related structure.

b) All other copies.

- Destroy when 10 years old.

A 511-5. Small reservoir sizing computations

A 511-6. Flows + diversions data

A 511-7. Irrigation efficiency studies

520 WATER DISTRIBUTION SYSTEM RECORDS.

Correspondence concerning canals, laterals, tunnels or other water carrying or distribution systems and the devices or structures installed to measure and control the flow of water through such systems.

*see Machine-Readable Records Supplement, Items A 511-5 through A 511-7*

laterals, tunnels or other water carrying or distribution systems and the devices or structures installed to measure and control the flow of water through such systems.

- Destroy when 10 years old.

A 512. Annual Operating Processing Plans Data -- see Machine-Readable Records Supplement, Item A 512.

\* These are printed at GPO

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
WATER DISTRIBUTION SYSTEM RECORDS, continued:

520-1 Reports:

a) Correspondence and other material generated in preparation, printing, and distribution of reports; including engineering computations of canal lines, foundation investigations, working instructions, design data in narrative forms, feasibility designs and estimates and other similar matters.

. Destroy 3 years after completion of related construction.

b) Final feature or construction reports:

- 1) Record copy, Regional Office of Record--PERMANENT. Offer to NARS when 25 years old. *less than 6"/yr., depending on how many canals, tunnels, etc were finished in the year.*
- 2) All other copies--Destroy in agency when no longer needed for reference.

c) Designers Operating Criteria

. Destroy when superseded or obsolete.

520-2 Technical Observations. *For machine-readable records related to this item, see Machine-Readable Records Supplement, Item A 520-2.*

a) Correspondence and other material collecting, transmitting or summarizing observations of erosion, sedimentation, losses of water, and other factors affecting the efficiency or operation of water distribution systems.

. Destroy when 5 years old.

b) Interim or periodic reports of observations.

. Destroy on receipt of final report.

c) Final reports.

. Destroy when 10 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
WATER DISTRIBUTION SYSTEMS, continued:

520-3 Earthwork Computation. For machine-readable records related to this item, see Machine-Readable Records Supplement, Item A 520-3.

- a) Manual and data processed computations of borrow area use, centerline determinations, concrete or earth quantities, cross-sectioning, profiles and controls, gradeline, station placement, prism and other similar data generated during construction of water distribution systems.

• Destroy 3 years after settlement of related construction contract.

- ~~NAAR~~  
b) Data processing input, programming forms or books and storage media such as punch cards, tapes, discs, etc.

• ~~Destroy when 1 year old.~~ See supplement covering machine-readable records <sup>A 322</sup> ~~Item 520-3~~

A 520-4 Diversion Schedules - Turnouts -- See Machine Readable Records Supplement, Item A 520-4  
530 DRAINAGE Correspondence and other material regarding seepage at Project

lands, features and structures, and the methods by which those conditions are alleviated or eliminated.

• Destroy when 10 years old.

530-1 Correspondence and technical data accumulated during observations of seep conditions.

• Destroy 3 years after summary or final report is received.

A 530-1. Drainage areas -- data processed applications -- see Machine-Readable Records Supplement, Item A 530-1,  
530-2 Final or summary reports:

- a) Record copy, Regional office of record. Destroy when 25 years old.

- b) All other copies. Destroy when 10 years old.

A 530-3. Evapotranspiration from drainage -- see Machine-Readable Records Supplement, Item A 530-3.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS, continued:

540 PUMPING PLANTS Correspondence generated during the construction of pump plants, installation of equipment, and as required to administer the operation and maintenance of the plant (office hours, shifts, inspection patterns, scheduling of maintenance work, etc.).

- Destroy when 10 years old.

540-1 Final Construction Completion Reports:

a) Correspondence and technical data required to assemble, print and distribute. Destroy when 3 years old.

b) Reports of completion of major pumping facilities such as Granby Pumping Plant, Mount Elbert Pump and Powerplant and other similar structures:

- 1) Record copy, Regional office of record. PERMANENT Offer to NARS when 25 years old. 1 cu. ft now in agency; yearly increase much less than 1 cu. ft if any.
- 2) All other copies. Destroy when no longer required for reference.

c) Reports of completion of minor pumping facilities.

- Destroy when no longer required for reference.

A 540-1. Pumping Plant Cost Estimating--see Machine-Readable Records Supplement Item A 540-1.

540-2 Reports of comparative costs and designs, operating instructions and

other similar matters together with related correspondence.

- Destroy when no longer needed for reference or when superseded or obsolete.

540-3 Pump Installation and Operating Records. Form and narrative operating reports such as pump-generating economics, technical calculations and computations, pump acceptance test records, operating instructions and similar matters.

a) At the plant or office of record. Destroy when the pump is no longer in Reclamation possession.

b) All other copies. Destroy when 10 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
PUMPING PLANTS RECORDS, continued:

540-4 Operating Reports, including charts, logs, forms and other media recording day-to-day or periodic functions, maintenance, inspections, and other operations of the plant, its equipment, and the power available and used to accomplish pumping.

- Destroy when 5 years old.

540-5 Hydrologic Reports, including charts, logs, graphs, forms and other media recording water elevations, discharges, and other uses associated with pumping plant operations.

- Destroy when summarized in related Project History or when 5 years old, whichever is sooner.

550 RIVER MANAGEMENT Correspondence and other material regarding management of water release or withdrawal from rivers; predicting flows, determining and correcting causes of flow depletions, studies of the effects of regulating flows and other similar matters.

- Destroy when 10 years old.

550-1 Streamgaging Stations and Equipment Correspondence regarding the establishment or location of streamgaging stations and equipment and operation and maintenance of the station and measuring devices. [For machine-readable records related to this item, see Machine-Readable Records Supplement, Item A 550-1]

- Destroy when 10 years old.

550-2 Cooperative Measurement of Streamflows Cooperative agreements and related correspondence concerning participation in multi-agency programs for the measurement of streamflows and other related purposes.

- Destroy 1 year after termination of agreement.

A 550-2. Forecasting Water Supplies -- see Machine-Readable Records Supplement, Item A 550-2.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
RIVER MANAGEMENT, continued:

550-3 Reports—General Correspondence and other material accumulated in the preparation, printing and distribution of reports of stream measuring statistics; water supply outlooks or situations, forecasts of water supplies, and other similar matters.

- Destroy when 3 years old.

A 550-3, Operations Studies -- see Machine-Readable Records Supplement, Item A 550-3.

550-4 Water Supply Report, Bureau of Reclamation:

a) October 31 issue, summarizing the irrigation year.

- Record copy at the Engineering and Research Center. PERMANENT

Offer to NARS when 25 years old.

1 - 2 in./yr.

(3 cu. ft  
now in Bureau)  
(Arr chronologically).

- All other offices. Destroy when 5 years old.

b) All other issues:

- Destroy on receipt of October 31 issue.

A 550-4 Run-off Records -- see Machine-Readable Records Supplement, Item A 550-4.

550-5 Water Supply Reports, other than Bureau of Reclamation.

- Destroy when no longer required for reference.

A 550-5, Streamflows -- see Machine-Readable Records Supplement, Item A 550-5,

550-6 Recorded Data, including forms, charts, graphs and other records of

stream measurement, daily gage and river height, discharges and their hydraulic characteristics, rating curves and tables, and other similar matters.

- Destroy when 5 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS

560 RECORDS RELATING TO INCIDENTAL PHYSICAL FEATURES

General Correspondence concerning structures or facilities at Reclamation works which serve purposes other than storage and distribution of water for irrigation purposes. Subjects include relocation of transportation systems at or near Bureau works; provision of water supplies for use in domestic, industrial, or sanitary systems; studies of floods; conservation of fish and wildlife at Bureau works; construction of visitor facilities; installation and operation of communications systems; maintenance of navigability of rivers at Bureau works; reconstruction of river banks; and similar matters.

- Destroy when 10 years old.

560-1 Final construction reports for all incidental features, and related data and correspondence.

- a) Correspondence and technical data required to assemble, print, and distribute reports.

- Destroy when 3 years old.

b) Final Report:

- 1) Regional office most affected, ~~record copy related to major types of structures or features. PERMANENT Offer to NARS when 25 years old.~~

*Destroy in agency when no longer required for reference.*

- 2) All other copies of reports regarding major structures or features and including all copies of reports regarding minor features or structures. Destroy when no more than 10 years old.

RTB  
1/16/78

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
INCIDENTAL PHYSICAL FEATURE RECORDS, continued:

560-2 Agreements, and related correspondence:

- a) Relocations involving land and rights-of-way acquisitions.
  - . USE Retention and Disposition Instructions 780-2
- b) Relocations involving construction and supply services.
  - . USE Retention and Disposition Instructions 330.
- c) Transfers of completed transportation systems (highways and roads) to Federal or State agencies or providing "extraordinary maintenance" of the system for extended periods of time.
  - . Destroy upon termination of agreement.
- d) Providing for water storage and transport through Reclamation facilities.
  - . Destroy 1 year after termination of agreement.
- e) Cooperative in nature and providing for management of wildlife resources, servicing sanctuaries, and similar purposes.
  - . Destroy 3 years after termination of agreement.
- f) Providing food services at visitor facilities.
  - . Destroy 2 years after termination of agreement.

560-3 Flood Control Regulations created by the Bureau and other agencies together with related correspondence.

- . Destroy when superseded or obsolete.

560-4 Flood Reports created by the Bureau or other agencies.

- . Destroy when no longer needed for reference.

560-5 Domestic and industrial water supply investigations reports and related correspondence.

- . Destroy when 10 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
INCIDENTAL PHYSICAL FEATURE RECORDS, *continued*:

560-6 Conservation Studies, originated by the Bureau, the Fish and Wildlife Service, and other conservation groups.

a) Regional office most concerned, record copy.

- Destroy when the study is incorporated into a Definite Plan or other Report, or when 10 years old, whichever is sooner.

b) All other copies

- Destroy when 5 years old.

*A 563-1 Municipal + industrial water supplies -- See Machine Readable Records Supplement, Item A 563-1.*

570 CAMPS AND HEADQUARTERS RECORDS

General Correspondence related to providing and maintaining office, storage, housing and service facilities at construction areas and other temporary locations.

- Destroy when 10 years old or 1 year after camp or headquarters area is discontinued, whichever is sooner.

570-1 Final Construction Reports

- Destroy when no longer required for reference.

570-2 Correspondence and other records related to the layout, construction, and maintenance of facilities at a camp which becomes an independent town.

a) Survey books, plats and other records of land location and layout.

- ~~Dispose when no longer required for reference.~~

*Dispose of according to Item 710-1 a,*

b) All other records.

- Transfer to governing body of town within one year of transfer of site.

570-3 Correspondence relating to provision of educational facilities and services, housing rentals, and concessions.

- Destroy 1 year after facilities and services are no longer administered by the Bureau.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS  
CAMPS AND HEADQUARTERS RECORDS, **continued:**

570-4 Agreements, including lease or purchase of housing and concession space.

- Destroy 2 years after termination or transfer of administration to a city authority.

570-5 Inquiries about availability of housing and concession privileges; including unsuccessful bids from concessionaires.

- Destroy when 2 years old.

580 SOIL AND MOISTURE CONSERVATION RECORDS

General Correspondence Files Correspondence and technical material promoting or reporting on actual practice of soil and moisture conservation techniques such as reducing or controlling erosion by means such as vegetation control, range rehabilitation, improved methods of irrigation and similar matters.

- Destroy when 5 years old.

580-1 Annual or other periodic reports of progress:

a) Record copy, Regional office of record.

- Destroy when 5 years old.

b) All other copies.

- Destroy when 2 years old.

580-2 Work papers, computations, program schedules and other material accumulated and used in preparation of annual or other periodic progress reports.

- Destroy 6 months after report is issued.

580-3 Cooperative Agreements, watershed management and other similar purposes; reports of findings; and all related correspondence.

- Destroy 3 years after termination.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE RECORDS, continued:

- 590 REPORTS Reports concerning Reclamation projects, divisions and units or activities as an entirety; ranging from investigations or preliminary project plans through the definite plan, concluding or wrap-up types. *(arr. by Project, thereunder chronologically)*
- a) Record copy, Regional office of record.
    - PERMANENT Offer to NARS when 25 years old.
  - b) All other copies. *5 - 14 cu ft. / yr. depending on status of construction*
    - Destroy when no longer required for reference.
- 590-1 Makeup and distribution; correspondence and other material required in preparation, printing, binding and distribution of reports.
- Destroy when 2 years old.
- 590-2 Comments and reviews of Reclamation Reports
- a) Regional office of record
    - Destroy when 25 years old.
  - b) All other offices.
    - Destroy when 10 years old.
- 590-3 Supporting material; correspondence and technical data accumulated during preparation of reports.
- Destroy 3 years after issuance of related report.
- 590-4 Progress reports; periodic and concerning construction, operation and maintenance of Reclamation activities; such as the I-29 Construction Progress Report, summaries of operation and maintenance, and similar.
- Destroy when 3 years old.

600 POWER RECORDS

General Correspondence Files. Correspondence of a facilitative and administrative nature and related to Reclamation's general power function, its development and programs, and including information related to power programs or developments of other entities both public and private.

- Destroy when 5 years old.

600-1 Power Development Study Correspondence. Correspondence and other material accumulated in the preparation of feasibility and cost studies for development of a particular power generating system, or from a particular source of energy (such as hydro-generated, pumped storage, solar energy and others).

- Destroy when final or summary report is received or when 10 years old, whichever is sooner.

600-2 Power Development Reports, summary or final.

- a) Record copy, office of origin---Destroy when 10 years old.
- b) All other copies---Destroy when 3 years old.

600-3 Power Statistics. Periodic listings of powerplants, lines and other features including Federal Power Commission yearbooks and the "PLS" listings of Reclamation.

- Destroy when superseded, obsolete, or when 2 years old, whichever is sooner.

600-4 Power Interference Reports.

- a) Reports of interferences, related correspondence and clearance procedures, not supporting a litigation---Destroy when 3 years old.
- b) Reports and related correspondence, supporting a litigation---USE Retention and Disposition Instruction 130-5.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

POWER RECORDS, continued:

\* 600-5 Headwater Benefits Files. Correspondence and other material regarding the payment to Reclamation for downstream use of impounded water.

- a. Commissioner's Office and Regional Office of Record--Destroy in agency 25 years after close of case.
- b. All other offices--Destroy in agency 10 years after close of case.

610 Reserved

620 POWER SYSTEM STUDIES FILES. Correspondence and technical data related to studies of power transmission and reserve requirements including interconnected systems, power pooling, power flows, voltage levels, stability losses, loads and other factors. Include computations by data processing, by network analysis, use of calculating boards, and correspondence or participation in committee work.

- These records will be transferred to and scheduled by the newly formed Department of Energy.

620-1 Power System Reports. Final or summary reports and including similar reports as related to interconnected power systems.

- These records will be transferred to and scheduled by the newly formed Department of Energy.

~~\* This retention instruction was occasioned by a precedent-setting litigation between Reclamation and the Montana Power Company compensating Reclamation for the release of impounded water at Canyon Ferry Dam for use by the Power Company in generating power at 5 power facilities downstream. By court decree the manner of settlement and the compensation were determined.~~

~~So far this is the only case to have developed. The correspondence is identified by the subject coding and the records are in chronological order within the folder. The volume is about 6 inches.~~

~~Because of its precedent-setting implications; the retention value was set as PERMANENT.~~

Power System Studies Files, continued:

- 620-2 Pool Account Sheets. Sheets maintained at Power Operation offices and used to account for interconnected power distribution.
- These records will be transferred to and scheduled by the newly formed Department of Energy.
- 630 SALE OF POWER FILES. Correspondence regarding sale of power, including the use of preference and allocation systems, and interpretations of legislation or other regulation governing Reclamation power sales.
- These records will be transferred to and scheduled by the newly formed Department of Energy. *[For machine-readable records related to this item, see Supplement, Item A 630]*
- 630-1 Contract Format Correspondence. Correspondence establishing or commenting on the general form and content of power sale agreements.
- These records will be transferred to and scheduled by the newly formed Department of Energy.
- 630-2 Sale Agreements. Sales of power produced or marketed by Reclamation together with all related correspondence, including negotiations.
- These records will be transferred to and scheduled by the newly formed Department of Energy.
- 630-3 Sale Negotiations. Correspondence related to negotiations which do not result in a sale agreement.
- These records will be transferred to and scheduled by the newly formed Department of Energy.
- 630-4 Allotments. Correspondence regarding the use of allotments for the sale or distribution of energy, subjects include application procedures, allotment determinations and similar matters.
- These records will be transferred to and scheduled by the newly formed Department of Energy.

SALE OF POWER FILES, continued:

- 630-5 Power Market Studies Correspondence. Correspondence and data generated in studies of areas requiring energy supplies and considerations of cost and demand; power requirements or markets for specific purposes (such as defense activities) and other similar matters.
- a) Record copies will be transferred to and scheduled by the newly formed Department of Energy.
  - b) Reference copies---Destroy when 10 years old.
- 630-6 Final or summary reports of Power Market Studies.
- a) Record copies will be transferred to and scheduled by the newly formed Department of Energy.
  - b) Reference copies---Destroy when 10 years old.
- 630-7 Rate Studies. Correspondence and data generated in determining rates to be charged for energy produced at Reclamation facilities and including copies of rate schedules.
- a) Record copies will be transferred to and scheduled by the newly formed Department of Energy.
  - b) Reference copies---Destroy when 3 years old.
- 630-8 Power Repayment Studies Files.
- a) Correspondence and data (manual or data processed) generated in preparation of the "Power Repayment Study." office of record---Destroy when 10 years old.
  - b) Power Repayment Study, record copy, office of record---PERMANENT. Offer to NARS when 25 years old. (*Arranged chronologically*), 1 to 2 in./yr
  - c) Correspondence and Study in all other offices---Destroy when 3 years old.
- 630-9 Customer Records. Correspondence and statistical data generated in billing of power customers, including meter readings or tapes, demand charts and other recorded power use, and memorandum copies of billing statements.
- o. These records will be transferred to and scheduled by the newly formed Department of Energy.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

SALE OF POWER FILES, continued:

630-10 Marketing Arrangement Records.

a) Correspondence and other material related to the sale of Reclamation generated power by another agency such as the Department of Energy.

1) Regional office of record---Destroy when 10 years old.

2) All other offices---Destroy when 3 years old.

b) Correspondence and other material related to agreements for marketing of Reclamation-generated energy and transfers of rights-of-way when required

for transmission of energy---Destroy 1 year after termination of agreement.

A 634. Power Billing and Customer Statements -- See Machine Readable Records Supplement,  
640 Reserved Item A 634

650 POWER SYSTEMS, RECORDS OF. Correspondence related to the design, construction and operations of power systems from the powerplant to the switchyard, the features and facilities required, the feasibility of the system, considerations of remote operation and other similar matters.

a) Regional office of record---Destroy when 10 years old.

b) All other offices---Destroy when 3 years old.

650-1 Powerplants, Records of Design and Construction.

a) Correspondence and other material regarding the design, construction, operation and maintenance of powerplants, including matters of administering the facility, converting operations to remote controls, and other similar matters.

• Destroy when 5 years old.

b) Records related to the installation and location of powerplant equipment such as generators, turbines, pumps, cranes, hoists, meters and other instruments and including maintenance and manufacturer instruction books, diagrams and drawings.

• Destroy when related equipment is disposed.

Powerplants, Records of Design and Construction, continued:

- 650-1 c) Correspondence and data generated in preparation of reports of results of foundation investigations, geological investigations, tailrace (water elevation related to height of structure) and other matters of design and construction of powerplants.
- Destroy on receipt of report for which data is collected.
- d) Final construction and feature reports; narrative data on construction with prints of pertinent engineering drawings and designs.
- 1) Record copy, Regional office of record---PERMANENT. Offer to NARS when 25 years old. *(Arranged by name of plant). 1 - 2 in. when issued (rarely issued)*
  - 2) All other offices---Destroy when no longer needed as reference.
- e) Design Data; narrative and graphic forms.
- Destroy on completion of construction.
- f) Designers Operating Criteria
- Destroy when superseded.
- g) Environmental Statements---USE Retention and Disposition Instruction 120-3, 120-4 or 120-5, whichever is applicable.

650-2 Transmission System Records.

- a) Correspondence and other material regarding design, construction, and maintenance of overhead and buried transmission lines and related equipment such as insulators, conductors, etc.
- These records will be transferred to and scheduled by the newly formed Department of Energy.
- b) Maintenance and Inspection records, Environmental Statements and other related material.
- These records will be transferred to and scheduled by the newly formed Department of Energy.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

POWER SYSTEMS, Records of, continued:

650-3 Switchyards Records.

- A) Correspondence regarding design, construction, operation and maintenance of switchyards and attendant equipment.
  - Destroy when 10 years old.
- b) Relay data sheets, maintenance and installation reports.
  - Destroy when facility or equipment is disposed. For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, Item A 322
- c) Fault current data (hand or computer processed)
  - Destroy as superseded.

650-4 Substations Records. Correspondence regarding design, construction operation and maintenance of substations and attendant equipment; including relay data sheets, fault current data, and maintenance and installation reports.

- These records will be transferred to and scheduled by the newly formed Department of Energy.

660 POWER MAINTENANCE PROCEDURE FILES. Correspondence or directives establishing maintenance procedures for power operations and for power equipment, features or facilities such as type and frequency of inspections or tests, scheduling repair and maintenance activities, and also including maintenance requirements of regulatory agencies such as Department of Energy or as required for safety purposes.

- Destroy when the procedure is no longer operative.

660-1 Interim Maintenance Reports. Daily, weekly or monthly reports of maintenance program administration and utilizing forms or narratives such as the publication, "Northwest Power Pool Notes."

- Destroy when 3 months old.

POWER MAINTENANCE PROCEDURES FILES, continued:

660-2 Service Interruptions Reports. Reports of outages, power load sheddings and other causes of power service interruption together with analysis of the cause and other related correspondence.

- a) Equipment Trouble Reports (Form PO&M-124 or equivalent)
  - Destroy when related equipment is disposed.
- b) Operating Error Reports (Form PO&M-174 or equivalent)
  - Destroy when 10 years old in Regional office of record and when 3 years old at all other locations.
- c) All other reports.
  - Destroy when 5 years old.

660-3. Recording Instrument Readings. Graphic and graphic-line charts, oscillograms and other readings from instruments and meters at the power facility.

- Destroy when 2 years old.

660-4 Operating Logs. Forms and instrument readings of water elevations, temperatures, and other factors affecting plant operations including data logger sheets and supporting data.

- a) Central Station Log Book---Destroy when plant is retired.
- b) Hourly readings, logs or operating reports---Destroy 1 month after data is transferred to Central Station Log Book.
- c) Daily readings of generation and hydraulic data---Destroy 3 months after data is transferred to Central Station Log Book.
- d) Weekly summaries of meter and instrument readings---Destroy when 3 months old.
- e) Monthly summaries of meter and instrument readings---Destroy when 1 year old.
- f) All other readings including data logger sheets---Destroy when appropriate data is transferred to Central Station Log Book or when 5 years old, whichever is sooner.

POWER MAINTENANCE PROCEDURES FILES, continued:

660-5 Station Logs. Summaries of generation and plant maintenance and safety precautions including those related to plants operated automatically or by remote control.

- a) Oscillograms---Destroy when 3 years old.
- b) Statements of generation by individual generators, distributions of energy to pumps and similar reports---Destroy when 1 month old.
- c) Records of equipment out of service or being repaired---Destroy when 3 years old.
- d) Performance curves for turbines and generators, together with all related correspondence:
  - 1) Regional office of record---Destroy when the turbine or generator is no longer in Bureau possession.
  - 2) All other offices---Destroy when 3 years old.
- e) Hourly or other period curves such as for load durations, integrated operations, generation statistics, noting plant efficiency and other similar information---Destroy when 3 years old.

660-6 Equipment Histories and Test Reports. Forms and narrative reports of use, maintenance and efficiency, such as:

- Tests of oils, insulation materials, meters and instruments.
  - Relay tests of differentials, distance, overcurrents and other similar matters.
  - Inspections of circuit breakers, governors, pumps, turbines, motors, generators and similar equipment.
  - Records of repairs, overhauls, painting, cleaning and other similar matters.
    - Destroy when 3 years old.
- a) Battery Cell Readings---Destroy all but a current and one preceding report.
  - b) Bushing Power Factor Test Reports---Destroy all but a current and one preceding report.
  - c) High-Voltage DC Insulation Test Reports---Destroy when 6 years old.

POWER MAINTENANCE PROCEDURES FILES, continued:

- 660-7 System Safety Procedures. Correspondence regarding the safety precautions to be observed at power installations and the use of markers to identify dangerous areas, conditions or equipment.
- Destroy when superseded or obsolete.
- 670 DISPATCHING CENTERS. Correspondence and other material regarding design, construction, operation and maintenance of dispatching centers for Reclamation purposes (dispatch of water) or as shared with Department of Energy in a combined water-power dispatch system, including forms and other records required to administer the operations of the center.
- Destroy when 5 years old.
- 680 Reserved
- 690 Reports to Regulatory Agencies Files. Correspondence regarding reports on power generation, multi-purpose plant operations and miscellaneous revenues from power operations as required by regulatory agencies (Department of Energy); i.e., format, reporting periods, transmittals of reports, and other similar matters.
- Destroy when 5 years old.
- 690-1 Reports to the Federal Power Commission. Copies of "Annual Report of Power Operations," period and annual power system statements, monthly statistics of generation, reports of annual deliveries-sales and income from energy, monthly reports (deliveries, income, power marketing, historical power sales, data and recapitulation of customer net billings) and reports of outages at transmission systems and substations, unit service records and all related correspondence.
- These records will be transferred to and scheduled by the newly formed Department of Energy.
- 690-2 Reports to the Department of Energy
- SF-115 Request for Disposal Authority will be submitted when the reports of DOE are determined.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND RECORDS FILES

700 Land Laws Correspondence Files. Correspondence and copies of legislation regarding land-law and Reclamation land ownership or the multiple use of land such as in a National Forest, a Wildlife Refuge, a Wilderness Area, or for other similar use.

- a). Destroy when 3 years old.
- b). Recreational use—USE Retention and Disposition Instruction 710-2

700-1 Designations of Land to Specific Use. Correspondence and formal or informal agreements committing Reclamation-owned lands to a specific use or a multiple use; or allowing use by Reclamation of public lands in National Forests, National Parks, Wilderness Areas, and other similar areas.

- . Destroy upon termination of agreement.

700-2 Land Use Plans.

- . USE Retention and Disposition Instruction ~~710~~ 710.

700-3 Land Ownership Plat Files. Plats (such as Form 7-1510) and related aperture card and computer indexes recording Reclamation land-ownership by Section, Township and Range, including records of right-of-way held by Reclamation.

*MNS  
CNCURT*

- . Destroy when no longer required as reference, or when land is no longer owned or right-of-way no longer held by Reclamation.

700-4 Land Holdings Files. Correspondence establishing systems for reporting or inventorying land holdings of Reclamation; and including the inventories or listings of land holdings both manual or data processed.

- . Destroy when superseded, obsolete or 3 years old, whichever is sooner.  
*For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, Item A 322*

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND RECORDS FILES, continued:

700-5 Land Dispositions Files.

a) Correspondence concerning the lease, sale or rental of Reclamation land holdings---Destroy when 3 years old.

b) Lists of land available for lease, sale or rental; inquiries regarding availability of land and replies thereto; invitations for bid; accepted and rejected bids or proposals; and other similar matters---Destroy when 2 years old. RTB 10/25/78

c) Sale of land transactions; case folders and all related correspondence---  
1) Transactions subsequent to July 25, 1974, of more than \$10,000; and transactions prior to July 26, 1974, of more than \$2,500  
Destroy 1 year after receipt of Quitclaim Deed.

2) Transactions subsequent to July 25, 1974, of \$10,000 or less; + transactions prior to July 26, 1974, of \$2,500 or less.  
Destroy 6 yrs. after final payment.  
Destroy 3 years after final payment.

d) Reports of land disposal by lease, sale, rental --- for stated periods of time---Destroy when 3 years old. RTB 10/25/78

710 LAND USE RECORDS.

a) Correspondence regarding reservation and development of Reclamation land for civic uses such as a park, playground, school, church or other similar purpose---Destroy when 3 years old.

b) Land Use/Development Plans; formal reports of land use resulting from completion of a Reclamation project and defining the reservation and plan for development of Reclamation land for civic and recreational purposes---Destroy when superseded or obsolete.

c) Land Use/Development Plans; supporting correspondence and statistical data---Destroy upon publication of the final development plan.

per NRS memo

710-1 Townsites. Correspondence and other records establishing and administering townsites on Reclamation land including survey books, plats and other records of location and layout. (Arranged by project, thereunder chronologically).

- ~~Transfer records to the governing authority.~~
  - a. Records of sites that later evolved into cities, including Page, Arizona and Boulder City, Nevada -- PERMANENT. Offer record copy to NARS immediately. (Reference copies may be transferred to the governing authority succeeding Reclamation ownership.)  
total volume in agency is 25 cu-ft. little or no increase expected
  - b. All other records -- Transfer to the governing authority succeeding Reclamation ownership

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND USE RECORDS, continued:

710-2 Recreational Use. Correspondence and other material regarding the reservation and development of recreational areas on Reclamation land, including National Parks, Forests and Recreation areas, State and local parks. Also include surveys of recreation potentials and plans for administering such areas while they remain under the jurisdiction of Reclamation.

. Destroy when 10 years old.

710-3 Transfer of Recreation Area Administration.

- a) Agreements or Congressional documents transferring administration away from Reclamation permanently, including all related correspondence---  
Destroy 3 years after date of transfer.
- b) Agreements and related correspondence transferring administration away from Reclamation temporarily---Destroy 2 years after termination.

710-4 Facilities and Concessions.

- a) Correspondence regarding the development of facilities for camping, sports, boating, fishing and other activities at recreation areas; accommodations such as cabins and minimum facilities; and concerning permits or licenses allowing privately-owned concessions in the area or as required to regulate or control the use of facilities within the area---Destroy when 5 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND USE RECORDS

710-4 Facilities and Concessions, continued:

- b) Concession agreements, permits, licenses and other material allowing private businesses to operate within a Reclamation recreation area or as issued to limit or regulate the use of an areas facilities---**Destroy 2 years after termination.**
- c) Unsuccessful applications for operation of concessions, permits, licenses and including lists of concessions granted and other similar material---**Destroy when 2 years old.**

- 710-5 Tourist Accomodations. Correspondence and other material as required to manage tourist traffic, or establish and administer visiting hours, tours, provide for self-guided tours and to maintain comfort areas, lost and found services and other similar conveniences.
- . **Destroy when 2 years old.**

720 LAND; WITHDRAWAL AND RESTORATIONS.

- a) Correspondence regarding procedures and data required to secure withdrawal of public land for Reclamation purposes and to restore the land to public entry when no longer required--- **PERMANENT. Offer to NARS 1 year after completion of the withdrawal or restoration.**  
Arr chronologically. Ca. 2"/yr.
- b) Official notice of withdrawal or restoration---**Destroy when no longer needed for reference.**
- c) Plats defining location and description of land withdrawn or restored with citation to the withdrawal or restoration order---**Destroy when no longer needed for reference.**

*per  
NRS  
9/22/77*

*RTB  
5/10/78*

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND; WITHDRAWALS AND RESTORATIONS, continued:

720-1 Applications for Land Use Files. Applications and supporting papers received by the Bureau of Land Management and referred to Reclamation to determine Reclamation's interest in the land:

- a) Applications involving land in which Reclamation has no interest---  
Destroy when 1 year old.
- b) Applications involving land either withdrawn or being considered for withdrawal for Reclamation purposes in the office most affected---Destroy 1 year after denial of the application or its termination.

730 LAND ENTRY AND SETTLEMENT RECORDS. Correspondence facilitating or administering programs which open Reclamation lands (withdrawn from public entry) to such purposes as settlement, homesteading, stock raising, mineral location and other use.

- Destroy when 5 years old.

730-1 Entry and Settlement Procedures. Correspondence, legislation or other material committing, interpreting or permitting Reclamation to open land for settlement or other purposes and defining the means by which the entry or settlement will be accomplished (lottery, application, to Veteran's, etc.)

- a. Commissioner's Office--Destroy in agency 25 years after opening of land.
- b. All other offices--Destroy in agency 5 years after opening of land.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

**LAND ENTRY AND SETTLEMENT RECORDS, continued:**

730-2 **Land Openings Files.** Correspondence, forms and other records required to administer and accomplish a land opening; such as announcements, lists of lands to be opened, statements of qualifications requirements and application procedures, mailing lists, requests for information and responses thereto, establishing examining or review boards and their functions, handling appeals, providing financial or other assistance, and other similar material.

- Destroy 1 year after conclusion of the entry or settlement program.

730-3 **Reclamation Proofs.** Correspondence or documents required to prepare final homestead proofs, cancel entries or record exchanges of land.

- Destroy 3 years after conclusion of the entry or settlement program.

730-4 **Entry or Settlement Application Case Files:**

*etc*

- a) Successful application files---Destroy 1 year after patent is issued.
- b) Unsuccessful application files---Destroy 1 year after the close of the entry or settlement program.
- c) Farm unit sales, full or part time---Destroy 6 years after title is transferred to the entryman or homesteader.

730-6 **Mineral Location Entries Case Files:**

*etc*

- a) Applications rejected by Bureau of Land Management---Destroy 1 year after rejection.
- b) Applications resulting in revocation of a Reclamation land withdrawal---Destroy when 5 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND RECORDS FILES, continued:

740 LAND CLASSIFICATION FILES. Correspondence and other material accumulated during a land classification survey. Subjects include establishing the standards for the survey, methods for soil and water testing; use of photography, planimetry and other survey methods and utilizing computer or other means for tabulation and appraisal of the data collected.

• Destroy when 3 years old. For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, A 322. For machine-readable records related to this item, see Supplement, item 740.]  
740-1 Land Classification Reports. Reports summarizing land classification surveys, when not issued as an appendix or part of a Definite Plan or other similar report. [For machine-readable records related to this item, see Supplement, item 740-1]

a) Regional office of record--Destroy when superseded or obsolete.

b) All other offices--Destroy when no longer needed as reference or when 3 years old, whichever is sooner.

c) Land Certification Reports--USE Retention and Disposition Instructions 743-1

740-2. Aerial photomaps. Prints to which classification data is posted around margins regarding nature of soils--PERMANENT. Offer to NARS when no longer needed in agency, or when 20 years old, whichever is earlier. (Arr. numerically. Several hundred cu. ft. new in agency, Annual increase minimal, if any.)  
741 Land Holding Limitations File. Correspondence regarding the application and enforcement of the legislated limitation of Reclamation water distribution to 160 acres of land in one ownership.

• Destroy when 10 years old.

Note: Policy would be contained in Federal Reclamation Laws and interpretation or promulgation via Reclamation Instructions.

741-1 Excess Lands Files. Correspondence and other material <sup>establishing precedent, interpreting legislation, and containing Form 145 for</sup> regarding furnishing of water to lands in excess of 160 acres, or otherwise providing relief from that limitation. (Arr. by subject, thereunder chronologically).

- \* a) Commissioner's office--PERMANENT. Offer to NARS when 25 years old. (in currently in Bureau, Volume may decrease in future, disappear altogether if Bureau is no longer allowed to furnish water to excess lands)  
b) All other locations--Destroy when 5 years old.

\* Currently "under fire" from Carter Administration; there may be correspondence or legislation banning or prohibiting furnishing water to lands in excess of 160 acres.

per NNS  
memo  
9/22/77

X

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND RECORDS FILES  
Land Holding Limitations Files, continued:

741-2 Excess Land Agreements:

- a) Correspondence regarding format and content of agreements by which water is furnished to land in excess of 160 acres—**Destroy when 5 years old.**
- b) Case files consisting of the agreement, appraisal reports and related correspondence—**Destroy 6 years after termination of agreement.**

741-3 Reports of excess lands, water furnished such lands and listings of related agreements.

- **Destroy when 5 years old.**

742 Reserved

- 743 Irrigable Areas Files. Correspondence incidental to the establishment of those project land areas <sup>where</sup> ~~were~~ best utilization of irrigation water is anticipated; or to establishment of the ultimate irrigable acreage development of the project, and including such matters as studies for extending irrigable area boundaries, inspecting lands for suitability for retention in the irrigable area; re-establishing area boundaries, and considerations of objections to inclusion or exclusion of land and other related material. Documentation of the irrigable area and its classes of land (suitability for irrigation) is contained in either the Land Certification Report or the Land Classification Map and the Irrigable Area maps related to the Project. *[For machine-readable records related to this item, see Supplement, item A743]*
- **Destroy when 10 years old.**

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND HOLDINGS FILES  
Irrigable Area Files, continued:

743-1 Certification Reports or Documentation. The report, ~~map~~ or other document which has been certified as listing a Project's lands which comprise the irrigable area and designate the land classification assigned to those areas, together with all related correspondence. Note: The original document of certification remains on file with the United States Senate with conformed copies being provided to the Secretary of the Interior and the Bureau of Reclamation.

- a) Conformed copy, Commissioner's office—~~PERMANENT.~~ Offer to NARS when 25 years old. <sup>Destroy</sup>
- b) All other copies—Destroy when no longer required for reference.

RTB  
11/21/77

743-2 Administrative records created during certification of lands such as routine letters of transmittal, requests for information and replies thereto, statistical reports or information such as volume of water delivered, acreages in the irrigable area, inclusion or exclusion recommendations, and other similar matters.

- Destroy when 2 years old.

743-3 Water Allotment Agreements. Agreements, with related correspondence, providing for release of a water allotment to substitute land in an irrigable area when the original land has become unsuitable for irrigation.

- Destroy 1 year after termination of agreement.

743-4 Legal Approvals of Irrigable Areas. Correspondence, petitions, notices of public hearings, transcripts of public hearings, and other material preparatory to securing approval of irrigable areas through Court proceedings.

- a) Regional office of record—Destroy 5 years after land certification has been approved.
- b) All other offices—Destroy when no longer required for reference or when 5 years old, whichever is sooner.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

**LAND RECORDS FILES, continued:**

- 750 **FARM UNIT RECORDS.** Correspondence regarding preparation, review, approval and administration of farm units; subjects include determination of irrigation blocks, adjusting boundaries, inspecting damages from various causes, and the adjudication of complaints and replies to inquiries regarding the units.
- . **Destroy when 10 years old.**
- 750-1 **Water Deliveries Correspondence.** Correspondence regarding provision of special deliveries of water to farm units utilizing unusual types of irrigation or sprinkler systems, including notices to repaying entities of water delivered and payment procedures; periodic reports of water delivered to farm units, and other similar matters.
- . **Destroy when 2 years old.**
- 750-2 **Farm Unit Extension Records.**
- a) Correspondence and data supporting requests to extend the number of farm units of a Reclamation project, recommendations for financing of facilities required to deliver water to the units, and other similar matters---**Destroy when 10 years old.**
- b) Agreements providing water to extended farm units or financial assistance for delivery facilities, and all related correspondence---**Destroy 1 year after termination or repayment of the loan, whichever is applicable.**
- 750-3 **Land Exchange Records.**
- a) Correspondence regarding exchanges of farm units and their accompanying water rights, exchanges of public land for private land and similar matters---**Destroy when 10 years old.**
- b) Exchange agreements and all related correspondence---**Destroy 1 year after termination of agreement.**

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

LAND RECORDS FILES  
FARM UNITS RECORDS, continued:

- 750-4 Development Farms Records. Correspondence regarding establishment and administration of farm units to be used to demonstrate proper irrigation and farm management techniques; cooperative agreements with Colleges or Universities to manage the units; and correspondence arranging for tours, visits and special demonstrations as well as periodical reports of accomplishments.
- Destroy when 5 years old.
- 760 Reserved
- 770 SPECIAL USE RECORDS. Correspondence regarding uses of land which require a permissive authority such as a lease, license or permit. Subject include determinations of legality of land uses, regulations governing use, providing special arrangements for a use (such as delaying construction pending an archeological investigation), evaluations of effects of use on the land.
- Destroy when 5 years old.
- 770-1 Use Agreements (leases, licenses, permits) and all related correspondence.
- Destroy one year after termination, noting exceptions listed below:
    - a) Federal Power Permits which do not interfere with Reclamation activities.
      - Destroy when 3 years old.
    - b) Federal Power Permits affecting Reclamation activities.
      - Destroy 1 year after termination.
- 770-2 Right-of-way applications allowed by Reclamation over its lands.
- Destroy 1 year after termination.
- 770-3 Lists and periodic reports of leases, licenses, permits and other land use allowances in force; requests for information and replies thereto, and other similar material.
- Destroy when 1 year old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

780 LAND ACQUISITION RECORDS.

- a) Correspondence regarding the methods of land acquisition, such as by contract negotiation, by donation, by easement, use of Canal Act, thru condemnation proceedings, or other means; appraisal procedures; containing legal opinions; and including acquisition procedures for relocation purposes (such as relocation of a highway, a railroad, or other systems).
  - Destroy when 5 years old.
  
- b) Correspondence and progress reports of land acquisition actions, estimates of land to be acquired, interpretation of legislation affecting Reclamation acquisitions, bulk transmittals or appraisals and agreements for legal reviews or court proceedings (condemnations) and other similar administrative matters.
  - Destroy when 3 years old.
  
- c) Correspondence regarding payment of expenses related to land acquisition such as in moving families or improvements from the land, damages to crops, the purchase of improvements; and including appraisal procedures related to those actions. Note: Payment of additional expenses to particular landowners are a part of the acquisition case folder (See Item 780-1, below) and assume the same retention value as the case folder.
  - Destroy when 5 years old.

Retention and Disposition Instruction  
BUREAU OF RECLAMATION

LAND ACQUISITION RECORDS, continued:

780-1 Land Acquisition Agreements Case Files.

a) ~~1)~~ Office of Record. Original title data, correspondence of negotiation and formal or informal riders appended to the acquisition agreement and all other related material. All types of land acquisition are included whether by purchase, donation, reserved right-of-way, for relocation purposes, or for ~~by other means~~

- 1) Papers for property acquired prior to 1/1/1921—Submit SF 115 Request for Records Disposition Authority
- 2) Papers for property acquired since 1/1/1921, other than abstract or certificate of title—Destroy 10 years after unconditional sale or release by the Government of conditions, mortgages, or other liens
- 3) Abstract or certificate of title—Transfer to purchaser after unconditional sale or release by the Govt. of all restrictions and liens.

b) All other offices -- Destroy 1 year after settlement or final payment

780-2 Temporary permits or agreements allowing entry or crossing of private land to perform drilling, surveying or other purposes.

. Destroy 6 months after termination of use or entry.

A 780-3 Land Descriptions  
A 780-4 Real Property Ownership + use } -- See Supplement, Item A 780-3,  
A 780-5 Land Record Retrieval } A 780-4, and A 780-5, for  
790 REPORTS: machine-readable records.

~~AWR~~ → a) Status of Land Report. Computer generated report showing status of lands at Reclamation projects; the amount of land withdrawn and acquired in acres and listed by settlement potential and by counties within States.

. Destroy when 2 years old.

b) Annual timber utilization report and related correspondence.

. Destroy when 2 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

800 ECONOMICS RECORDS

General Correspondence Files Correspondence concerning methods of economic analysis and census-type data gathered in the analysis or prediction of benefits or contributions of Reclamation activities to the economy and particularly the impact of development of irrigation, conservation of water resources and related purposes in project, regional or other areas.

- Destroy when 10 years old.

800-1 Final and summary reports:

~~a) Record copy, office of origin.~~

- ~~PERMANENT Offer to National Archives and Records Service when 25 years old.~~

~~b) All other copies.~~

- Destroy when no longer required for reference.

800-2 Work and computation sheets; census data and other forms or summaries of statistics for use in preparation of economic analyses or benefit studies; including punch cards and interim printouts of data processed by computer.

- Destroy <sup>census data + other forms or summaries</sup> 1 year after issuance of related report. For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, Item A 322

810 Economic Analyses --  
A ~~USE 800 series of instructions for these records~~  
see

820 Cost allocation correspondence --  
A ~~USE 800 series of instruction for these records.~~  
see

A 820 Machine-readable records related to cost and benefits studies -- see Supplement, Item A820a, b, c

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

ECONOMICS RECORDS, continued:

830 PROJECT COST REPAYMENT RECORDS

General Correspondence Files Correspondence regarding the concept of repayment of Reclamation construction costs, the standards for repayment, the many plans for repayment tailored to individual project circumstances; and adjusting repayment obligations to meet changing economic conditions; determining or adjusting of interest rates, and other general discussions of project costs and repayment.

- Destroy when 20 years old.

830-1 Congressional Approval or Authorization. Correspondence <sup>related to securing Congressional</sup> ~~regarding~~ <sup>(Public Laws) approving or authorizing</sup> ~~repayment policy and procedures requiring authorization by the~~ <sup>repayment policies, and</sup> ~~Congress; particularly~~ the amendment of previous legislation affecting repayment actions; also correspondence interpreting <sup>these authorizations.</sup> (Arr. by Project. Maximum yearly increase is 1 cu. ft.)

a) Commissioner's office. PERMANENT Offer to NARS when 25 years old.

b) All other offices. Destroy when 10 years old.

830-2 Repayment Contract Correspondence regarding format and approval procedures, confirmation proceedings, routine reports of multiple contract negotiations, determination of assessment rates, handling payments, and preparation and issuance of public notices of repayment charges and other related matters.

- Destroy when 10 years old.

A 831 . Machine-readable records related to water allotments - - see Supplement, item A 831a, b

Records related to possible claims and demands by or against the Government or to its accounts.

832      Repayment Contract Case Files

- Reclamation project costs for the purpose of irrigation, power and municipal and industrial water supply should be repaid in full. This philosophy is expressed in the Federal Reclamation Laws enacted since the original Reclamation Act of June 17, 1902. Some costs, however, have been authorized as non-reimbursable; these are for the functions of recreation, fish and wildlife conservation, flood control and navigation.

Prevailing policy is to secure repayment contracts before initiation of construction. Each repayment contract is a specialized document; the schedule of annual construction charges written in a number of manners and the overall payment plan tailored to the circumstances related to the individual project.

The publication, "Repayment of Reclamation Project", of the Bureau of Reclamation, dated 1972, contains detailed information on the repayment function and the many varieties of repayment plans existing within that function.

Original contract, amendments and supplements, together with correspondence of negotiation and administration; including such matters as allotment of water, establishment of official boundaries, conduct of confirmation proceedings, the inclusion or exclusion of lands, and other matters affecting the repayment of project construction charges.

- a) Regional office of record -- Destroy 10 years after fulfillment of the repayment obligation, or termination or cancellation of the agreement.
- b) All other offices -- Destroy when 5 years old.

*[For machine-readable records related to this item,  
see Supplement Item A 832.]*

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

ECONOMICS RECORDS  
PROJECT COST REPAYMENT RECORDS, continued:

832 Repayment Contract Case Files Original contract, amendments and supplements thereto together with correspondence of negotiation and administration; including such subjects as allotment of water, establishment of official boundaries, conduct of confirmation proceedings, inclusion or exclusion of land, and other similar matters affecting the contract.

*see preceding page*

*[For machine-readable records related to this item, ~~832-1~~, and ~~832-2~~, see Supplement Item A832.]*

- a) Regional office of record.
  - Destroy 10 years after fulfillment of the repayment obligation, or termination or cancellation of the agreement.
- b) All other offices.
  - Destroy when 5 years old.

832-1 Housekeeping records such as correspondence regarding provision of accounting and office services, establishing billing and collection procedures; lists of responsible officials; estimates of costs for repair and maintenance work; drafting payment notices to water users; making water allocations; referral of letters of complaint or comment to proper authorities, and other similar matters.

- a) Regional office of record.
  - Destroy when 10 years old.
- b) All other offices.
  - Destroy when 5 years old.

832-2 Routine transmittals of periodic reports, agreements, amendments, resolutions, water delivery notices; memorandum copies of payment or collection documents, arrangements for visits and tours, progress notes or reports of activities, and other similar matters.

- Destroy when 3 years old.

Records related to possible claims and demands by or against the Government or to its accounts.

833            Power Revenue Interests

Correspondence concerning the acquisition of individual's interests in power revenues arising from the operation or use of power facilities constructed as a part of a Reclamation project; when those individuals hold a prior water right on the river. Current practice provides that such individuals whose lands are not included within the boundaries of a project irrigation district may apply the power interest (as computed) as a credit to the water users obligation to the United States for construction charges related to the project, and secure a water right for project water. The agreement terminates when the difference between the amount credited for the power interest and the amount determined to be the construction charge is met by the individual. Thereafter, only an operation and maintenance charge is due from the individual.

- Destroy when 10 years old.

833-1          Individual Agreements for Acquisition of Power Interests and all related correspondence.

- Destroy 6 years after termination or cancellation.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

ECONOMICS RECORDS  
PROJECT COST REPAYMENT RECORDS, continued:

833 Prior Rights to Water. Correspondence regarding furnishing irrigation water to farm unit's with prior water rights but who are not furnished water by the repaying entity for the project, and including the acquisition of interests in power revenues when involved in the prior right.

*see preceding page*

- Destroy when 10 years old.

833-1 Agreements providing for sale of water to holders of prior rights and acquisition of power revenue interests, together with all related correspondence.

*see preceding page*

- Destroy 1 year after termination or cancellation.

834 Loan Programs Correspondence regarding Reclamation's administrative responsibilities in certain Federal loan programs and containing the guidelines governing the program, establishing qualifications for securing loans, preparation of loan applications, determining method and rate of repayment, and providing for audit of the transaction.

- Destroy when 10 years old.

834-1 Loan Transactions Case Files.

- Destroy 3 years after repayment of the loan.

840 SALES OF WATER Correspondence regarding the sale of surplus waters, marketing water from non-Reclamation sources, sales for municipal and industrial use, trades or exchanges of water and matters concerned with contract procedures, format, legal reviews, providing delivery or diversion points and other similar matters.

- Destroy when 10 years old.

840-1 Agreements; sales of surplus water and all related correspondence.

- Destroy 1 year after termination of agreement.

A 840-2. For machine-readable records related to municipal and industrial water repayment scheduling, see Supplement, item<sup>4</sup> A 840-2

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

870 WATER RIGHTS RECORDS

General Correspondence Files Correspondence relating to securing or establishing rights to water for use on Reclamation projects, and as required to ensure compliance to State laws governing the acquisition or appropriation of water within the State.

- Destroy when 25 years old

870-1 Acquisitions of Water Rights or Rights to Use.

a) Applications for appropriation of water from a State together with records of filing, flow reports, proofs of use, petitions to change points of diversion and other related matters.

- Destroy when no longer required for reference or when appropriation is relinquished by Reclamation.

b) Agreements with Private Parties. Agreement and related correspondence.

- Destroy when right is relinquished by Reclamation.

870-2 Settlement of Water Rights or Rights to Use

a) Correspondence related to the settlement of rights to direct or return flows and use of seepage and waste waters; the effects of prior water storage or use on a downstream power or pumping facility; and the effects of groundwater pumping and weather modification on water supplies and ownership of rights to those waters.

- Destroy when 10 years old.

b) Subordination agreements and all related correspondence.

- Destroy 1 year after termination or cancellation.

c) Interference studies (historical flows and similar data) supporting recommendations included in a subordination agreement.

- Destroy 1 year after termination of related agreement.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

WATER RIGHTS RECORDS

870-2 Settlement of Water Rights or Rights to Use, continued:

d) Interference studies in instances where an agreement does not emerge.  
• Destroy when 10 years old.

e) Data processed portions of an interference studies; i.e., the punch cards, program sheets, tapes, discs, transit cards and transmittal records.

• ~~Destroy when 1 year old.~~

See supplement covering machine-readable records, Item A322

f) Litigation or Adjudications proceedings at which Reclamation serves as a witness.

• Destroy 5 years after termination of proceedings.

g) Litigations involving waters in which Reclamation has a right or an interest in securing a right.

1) Regional office of record. ~~PERMANENT Offer to NARS when 25 years old.~~ Destroy when 25 years old.

2) All other offices. Destroy when 3 years old.

h) Compacts or Treaties. Correspondence containing Reclamation comment or review of provisions of compacts or treaties affecting Reclamation activities or use of water and including data on historical flows provided by Reclamation to support its recommendations.

• Destroy 3 years after compact is either enacted or rejected.

870-3 Compact Commissions Correspondence regarding Reclamation cooperation or participation in compact requirements affecting Reclamation distribution or storage of water; furnishing information on flows or other statistics; including periodic reports of the operations of the Compact Commission, and other similar material.

• Destroy when 5 years old.

(Office of the Solicitor is office of record for litigation)

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

WATER RIGHTS, continued:

870-4      Transfers of Water Rights    Correspondence related to the transfer of rights to water between tracts of land, between reservoirs, and for other purposes.

- Destroy when no longer required for reference or when transfer agreement terminates.

A 871-1. Groundwater License Management Program -- see Machine-  
880      Reserved    Readable Records Supplement, Item A 871-1

890      Reserved

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

900 PERSONNEL RECORDS

- a) General Administrative Records Correspondence, reports, publications and other material relating to the general administration and operation of personnel programs and services, and the media by which administrative requirements are disseminated.
- Destroy when 3 years old.
- b) • Reclamation Instructions, Series 310; USE Retention and Disposition Instructions 100-4
- c) • Federal Personnel Manual; USE Retention and Disposition Instructions 100-5

- 900-1 Records of distributions for magazine and other similar type material.
- Destroy when 6 months old.

902 Personnel Records Systems

- a) Correspondence concerning systems of filing or maintenance as related to personnel records and safeguarding as required.
- Destroy when 3 years old.
- b) Correspondence regarding access or denial of access to personnel records under Freedom of Information or Privacy Acts.
- Destroy when 5 years old.
- c) Investigative records; signed SF-85 or SF-85 or equivalent form and related correspondence.
- Include with right-side material, Official Personnel Folder.
- d) Investigative Files (SEE FPM 736-13 5-2A)
- Return to Civil Service Commission on separation of employee.
- e) Confidential Files
- Destroy when 3 years old.
- f) Personnel Folder; enrollees of participants in National Programs of youth conservation such as Job Corps, Youth Conservation Corps and similar.
- USE instructions of National Agency administering program.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS

Personnel Records Systems, continued:

- 902
- g) Biographical data <sup>concerning regional</sup> Commissioners + other top officials of the Bureau --  
D Commissioner's Office + A Office of Major Interest (if does not duplicate holdings of C.O.) -- PERMANENT, Offer to NARS when 10 years old
- h) Other personnel records systems such as Official Personnel Folders,  
a) All other offices -- Destroy when no longer needed for reference.
- Service Record Cards, Chronological Files (SF-50's), Duplicate personnel documentation and similar.

• USE General Records Schedule 1; Items 1, 2, 14, 18 and others as appropriate.

A 902-1 Machine-Readable records relating to Personnel Actions Processing --  
903 Personnel Audits See Supplement, Item A902-1

- a) Correspondence arranging or required to accomplish inspections, surveys or audits of personnel functions and including routine transmittals, work papers and preliminary evaluations.
- Destroy when 3 years old.
- b) Final reports of audits, bureau-wide in scope, Commissioner's office.
- Destroy when 5 years old.
- c) Final reports of audits, local in scope, office of record.
- Destroy when 3 years old.
- d) All other copies.
- Destroy when 1 year old.

904 Non-Federal Education, Employment and Training

- a) Correspondence and promotional material announcing or soliciting candidates for non-federally sponsored education, employment and training.
- Destroy when 6 months old.
- b) Documentation of non-federal training or education in Official Personnel Folders, when of benefit to career.
- USE General Records Schedule 1, Item 1
- c) Documentation of non-federal training or education; non-career related.
- USE General Records Schedule 1, Item 10 (Temporary Individual files)

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS, continued:

905

Personnel Forms

- a) Correspondence regarding preparation and use of personnel forms, including their revision and other related matters.
  - Destroy when 1 year old.
- b) Case folders, Bureau and local personnel oriented forms.
  - USE Retention and Disposition Instructions 140-7 and 140-8 as appropriate.

910

ORGANIZATION

- a) Correspondence, reports and other material regarding organization or reorganization of the Executive Branch of the Federal Government particularly as related to the Department of the Interior and its authorities affecting the Bureau of Reclamation.
  - Destroy when 3 years old.
- b) Bureau of Reclamation; correspondence, reports and other material regarding organization/re-organization; delegations of authority from the Department of the Interior; centralization or decentralization of activities; establishment or discontinuance of offices, organization charts and other similar matters.
  - 1) Reclamation-wide in scope, records of the Commissioner's office. (Arr. by name of office, ca. 1/2 cu ft/yr)
    - PERMANENT Offer to NARS when 10 years old.
  - 2) Internal organization of the Engineering and Research Center; records of the E&R Center.
    - ~~PERMANENT Offer to NARS when 10 years old.~~ Destroy when 10 yrs old.
  - 3) Internal organization of Regional Offices and their satellite field locations; i.e., authorities of the Regional office and their extension or delegation to field locations, establishment or discontinuance of field offices, centralization or decentralization of activities, and other similar matters.
    - a) ~~PERMANENT Regional Office of Record. Offer to NARS when 10 years old.~~ Regional office of record -- Destroy when 10 yrs. old
    - b) All other offices.
      - Destroy when 3 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS, continued

920

STAFFING

- a) Correspondence regarding personnel requirements and staffing limitations; position management (establishment and identification of positions and assignments of duties or responsibilities); and including periodic reports of staffing requirements, reports of compliance with personnel ceilings, and other similar matters.
  - Destroy when 2 years old.
- b) Key Positions, correspondence regarding filling positions which require approval of the Secretary of the Interior, the Civil Service Commission or the Commissioner, Bureau of Reclamation.
  - Destroy when 3 years old.
- c) Specific approvals of employees for key positions.
  - Destroy when superseded or rescinded.
- d) Vacancy notices and employment forecasts; record copies.
  - Destroy when 2 years old.

930

EMPLOYMENT

- a) Correspondence regarding employment through examination, reinstatement, under merit systems or by other means, special employment considerations (consultants and experts in technical fields), re-employment rights, employment in ungraded or unclassified type positions or placement of the handicapped; types of employment (career or career-conditional), Congressional or Presidential appointments; probabationary work periods and other similar matters.
  - Destroy when 2 years old.
- b) Correspondence and other material regarding employment preference for veterans; employment rights while on military duty, deferment or exemption of employees from military duty, and other similar matters.
  - Destroy when 3 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS  
EMPLOYMENT, continued:

- 930           c) Selection and Recruitment, correspondence regarding selection or recruitment of employees from certificates of eligibles, thru Civil Service Examining Boards, and from programs of recruitment in Colleges, Universities and similar institutions; including certificates of eligibles and correspondence administering or operating recruitment programs.
- Destroy when 2 years old.
- d) Examinations, correspondence regarding preparation and distribution of examination announcements and administration and operation of examining programs and selection of employees from such programs.
- Destroy when 6 months old or 6 months after close of examination.
- e) Employment Progress Reports such as reports of hirings, progress in recruiting or filling positions, personnel returning to positions from military services and other similar matters.
- Destroy when 1 year old.
- 933           Employment Qualifications, correspondence regarding unusual qualifications required for certain types of employment such as particular skills, education, experience, fitness for duty in such occupations as Lineman, Driller, Scuba Diver, and other related matters.
- Destroy when 3 years old.
- 934           Applications for Employment - Applicant Supply Files.
- USE General Records Schedule 1, Item 15
- 936           Details, correspondence regarding details of employees and including individual detail transactions of employees such as arrangements for travel, justifications for detail, funding and other similar matters.
- Destroy when 3 years old.
- 937           Dual Employment, correspondence regarding restriction or allowance of dual employment, containing comment or inquiry, and including periodic reports of employees dually employed.
- Destroy when 3 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS, continued:

- 938        Separations, correspondence regarding separation procedures, exit interviewing, appeals from involuntary separations and periodic reports of separations and reductions in force.
- Destroy when 3 years old.
- a) Retention Registers
- USE General Records Schedule 1, Item 17b
- b) Surplus Employee Lists
- Destroy as superseded or when 2 years old.
- 940        PERFORMANCE RATING RECORDS Correspondence concerning rating systems, appeals procedures, rating guides, reports of ratings and including appeals files and certificates of performance ratings.
- USE General Records Schedule 1, Item 23
- 941        Training Programs, correspondence regarding administration of job-oriented training programs, employee participation in such programs, determinations of training requirements, evaluations of programs, reports on progress in providing and mainting programs and other similar matters.
- USE General Records Schedule 1, Item 30
- 943        Employee Awards Files, correspondence, memoranda and reports required to administer all programs of employee awards or recognition including individual case records and other related material.
- USE General Records Schedule 1, Item 12
- 950        POSITION CLASSIFICATION Correspondence and memoranda regarding the development of standards for classification of positions peculiar to an agency and Civil Service approval or disapproval; including copies of standards, case and review files, position descriptions, survey or audit records, appeals files, and other similar material.
- USE General Records Schedule 1, Item 7

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS  
POSITION CLASSIFICATION, continued:

- 951        Labor Management Relations, Wage Board Positions Correspondence, memoranda, reports and other records relating to relationships or negotiations between management and employee unions or other groups.
- USE General Records Schedule 1, Item 29
- 951-1      Wage Board Agreements and related correspondence.
- Destroy 1 year after termination.
- 952        Pay Systems, correspondence and memoranda required to administer salary or wage systems, copies of legislation establishing wage or pay systems, or as required to document pay adjustments or pay for holiday and other types of duty, lump sums or terminal pay, providing for cost of uniforms, and other similar matters.
- Destroy when 6 years old.
- a) Salary Tables
- Destroy when 6 years old.
- b) Wage Surveys, correspondence, memoranda and other records of wage surveys in selected locales or types of work and recommendations of rates comparable with private industry; also include survey work sheets and recapitulations.
- Destroy when 2 years old.
- 960        LEAVE SYSTEMS. Correspondence, memoranda and other records related to establishment and administration of leave systems.
- Destroy when 3 years old
- a) Record of leave data transferred (SF-1150 or equivalent) for separated employees.
- USE General Records Schedule 1, Item 1
- b) Records of leave use such as SF-71, Application for Leave.
- Attach to Time and Attendance Report for period in which leave taken.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS, continued:

970 Personnel Relations Records, correspondence, memoranda and other records regarding employee relations and welfare and counseling; including such matters as work hours and conditions, support of employee welfare and benefit groups or associations such as recreational groups, credit unions, employee associations and employee memberships in professional organizations, social groups, and bargaining units (unions).

- Destroy when 3 years old.
- ALSO SEE General Records Schedule 1, Item 29

970-1 Investigative Records

a) Correspondence, memoranda and reports of security requirements of employment such as considerations of employee character and investigations of character though arrest records, employee references, Hatch Act considerations and other similar matters.

- Destroy when 3 years old.

b) Case Records of the Civil Service Commission.

- Return to CSC on loss of employee or when no longer required for reference.

c) Case records of the employing office.

- Destroy on loss of employee.

970-3 Equal Employment Opportunity Records, correspondence, memoranda and reports required to promulgate and administer the program.

- USE General Records Schedule 1, Item 26

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS

PERSONNEL RELATIONS RECORDS, continued:

- 971        Position Tenure and Conduct, correspondence, memoranda and reports regarding standards for employment (character and fitness) and for employee conduct; disciplinary actions and the filing and conduct of grievance appeals; and including reduction of employee pay and grade or separation for reasons other than reduction in force.
- Destroy when 3 years old.
- a) Grievance, Disciplinary and Adverse Action Case Records.
- USE General Records Schedule 1, Item 31
- b) Standards of Conduct Files.
- USE General Records Schedule 1, Item 28
- c) Personnel Counseling Records.
- USE General Records Schedule 1, Item 27
- 974        Health Programs, correspondence, memoranda and reports regarding participation in national health programs and with health units at Government installations (such as the Health Unit of the Public Health Service at the Denver Federal Center), financing such programs and other similar matters.
- Destroy when 2 years old.
- 975        Insurance and Compensation Programs, correspondence, memoranda and reports regarding health, life and compensation programs available to Federal employees; enrollment plans, payment of premiums, applications for benefits, and other similar matters.
- Destroy when 3 years old.

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS  
PERSONNEL RELATIONS RECORDS, continued:

- 975-1      Injury Reports, CA-1 and CA-2 forms and related correspondence.
- a) When not reported to Office of Workers' Compensation Program  
(See FPM Supplement S5-6 lc/3/ 293-31).
    - USE General Records Schedule 1, Item 1
  - b) When employee consults a physician and a claim for compensation is filed with Office of Workers' Compensation Program.
    - Forward all material to OWCP.
  - c) Reference copies of injury reports and related correspondence.
    - Destroy when 1 year old.
- 975-2      Retirement Systems, correspondence, memoranda and reports regarding retirement systems for Federal employees; payroll deduction increase or decrease, payment of annuities data, and other related matters.
- Destroy when 3 years old.
  - a) Applications, for death benefits, retirement, refund of retirement deductions, to make voluntary contributions and including individual retirement records and designations of beneficiaries.
    - Transfer to Civil Service Commission on retirement of employee; destroy copies when 1 year old.
  - b) Registers of separations, transfers and adjustments and annual summaries of retirement transactions.
    - Destroy when 3 years old.
  - c) Other forms and reports such as quarterly reconciliations, lists of transfers in and out, lists of separations by retirement, and summaries of retirement fund transactions.
    - Destroy when 2 years old.

A 975-3

Retirement Annuity Estimating -- See Supplement,  
Item A975-3

Machine-Readable Records

Retention and Disposition Instructions  
BUREAU OF RECLAMATION

PERSONNEL RECORDS, continued:

980 Miscellaneous Personnel Matters, correspondence and memoranda concerning social events, retirements, illnesses, deaths, requests for blood donors, fund raising activities; preparation, printing and distribution of publications or articles regarding the personnel function; providing for the continuity of Government during emergencies; and as required to issue and renew U. S. Government Motor Vehicle Operator Identification Cards.

• Destroy when 3 years old.

a) Motor Vehicle Operator Identification Cards

• Destroy as cancelled or on loss of employee.

b) Driving test results and related material.

• Destroy when 3 years old.

980-1 Correspondence and other material about national or local unemployment conditions including statistical data, plans and programs for relief, reports of area trends and other similar matters.

• Destroy when 1 year old.

990 Personnel Reports of a general nature and such as employees listed by state, sex, geographical location or distribution, by Civil Service classification, in occupational groups, and the entire series of SF-113 reports.

• Destroy when 2 years old. For disposition of related punch cards, tapes, discs, see the supplement covering machine-readable records, Item A 322.

990-1 Alphabetical and Organizational Rosters

• Destroy as superseded.

NC1-115-77-1 MACHINE-READABLE RECORDS SUPPLEMENT

Note: All item numbers in this Supplement include the prefix "A" to differentiate machine-readable records from the textual records to which they relate. The remainder of the item number duplicates the item number of the related textual record; for example, A 120-1 machine-readable records relate to 120-1 textual records.

A 120-1. Geothermal Investigations; A one-time survey (8-9-73) of a geothermal well in Imperial County, California. Recording well depth in feet and for each depth the sonic velocity, Gamma-gamma density, Neutron porosity, and other data as required in an lithologic interpretation and water quality estimate of the well. The data was accumulated for an ongoing study of the geothermal potential in the Imperial Valley of California.

- Destroy upon completion of study.

A 120-3. Environmental Impact Statements, animal and plant life inventories and ongoing data for management studies:

a) Arranged by assigned sequence numbers and recording data such as abundance, location, genus, common or family name, and other information required to support environmental impact statements. One-time studies with on-going information to time of publication of impact statement.

- Destroy when no longer required for reference.

b) Base inventories such as described above in special areas such as wetlands or Counties or Project areas. Data is in no logical sequence and maintained by multi-access retrieval system. One-time studies with on-going information to time of publication of final evaluation report.

- Destroy 1 year after publication of related final evaluation report.

MACHINE-READABLE RECORDS SUPPLEMENT

A 130-5. Damage Claim Status Information recording claim numbers, name and address of claimant, claimed amount of damage and amount paid and other similar data required to administer and maintain action of a current basis. Program is limited to only claims connected with major dam failures or other disasters; the data is updated as frequently as required while claims are being processed and all information is subject to the Privacy Act.

- Destroy 3 years after audit or settlement of all claims received within 3 years of the incident.

A 140-6. RECORDS MANAGEMENT; master index to lists of records transferred to Federal Storage Centers over widely spaced intervals of time and requiring updated inter-filing of more current information or extensions of records. Data produces a printed index which identifies the shelf list; accession, page and storage container numbers and provides a brief description of the records, their dates and other information. Data is updated as required.

- Destroy when no longer required for reference.

A 148. LIBRARY MANAGEMENT. Indexes to literature and non-books (reports) relating to water resources:

- a) Titles or data indexed by subject terms in alphabetical sequence and by titles within the term identifications. Retrieval is by use of document descriptors in an alphabetical arrangement. Covering under this system began in 1952 and it has been updated annually up to the present time.
  - Destroy when no longer required for reference.
  
- b) Bibliographical inventory of non-books and literature related to water resources and water resource development projects or activities. A "sort-merge sub-routine" arrangement is used for retrieval and the system is capable of listing data by river basin identifications.
  - Destroy when no longer required for reference

A 181. Mailing Lists:

- a) BIDDERS, DESIGN AND CONSTRUCTION WORK. Lists of persons and firms requesting receipt of proposals to bid for design and construction work contemplated by the Bureau or for information on contract awards; arranged by name and Zip Code.
  - Destroy when no longer required for reference.
  
- b) BIDDERS, PROFILE CODE ADDRESS FILE. Lists of persons or firms and their interests in type of work being offered for bid by the Bureau; arranged by first line of address and second line.
  - Destroy when no longer required for reference.
  
- c) ENVIRONMENTAL STATEMENT ADDRESS FILE. Lists of persons or organizations to receive environmental statements; arranged by Zip Code and name.
  - Destroy when no longer required for reference.

A 211. Budget Estimates - Automated:

a) Special studies data for budget estimates and budget submissions for the fiscal year; identifying program items, fund, estimated cost, description of item and projecting cost estimates 5 years in advance. Data is gathered on a continuing basis and is used as base for various reports required in the programming and coordinating of budgets.

- Destroy when no longer required for reference ~~or~~ but not sooner than 3 years after close of advance estimate period.

RTB  
10/25/78

A 240-3 Expenditure Accounting Systems - Automated:

a) <sup>Code sheets,</sup> <sup>intern</sup> <sup>discs and other media</sup> <sup>gathered data</sup> <sup>related to the</sup>  
 Punch cards, tapes, <sup>programs</sup> FAST SYSTEM applications in both <sup>expenditure accounting</sup> ~~the FNA and FNC-series~~ <sup>required in computation of the various</sup>  
 but not to the COM products (See 240-1 and 240-2 for <sup>cost accounting systems (FNA + FNC programs).</sup>  
 instructions related to original microfiche products).

- Destroy 1 year after close of related fiscal year.

b) Depreciation and replacement accounting; estimating costs for operation and maintenance of Project features or structures as well as for estimating replacement requirements. Current unit cost estimates are used as a base for computations.

- Destroy <sup>3 years after related plant is no longer in operation</sup> ~~when related plant is no longer in operation~~ or possession of Bureau of Reclamation.

RTB  
10/25/78

c) Distributions of plant costs; a systematic recording of plant costs (operation, maintenance, replacement) and distribution of the costs to the equipment related to the plants (such as equipment in a substation).  
Data arranged by name of plant and related accounts.

- Destroy <sup>3 years after item is withdrawn from the plant account.</sup> ~~when related plant is no longer in operation~~ or possession of Bureau of Reclamation.

RTB  
10/25/78

A 241. Property Accounting (Movable Property) - Automated:

- a) Quarterly inventory listing of moveable property with descriptive information, acquisition data, employee responsibility; arranged numerically by entity number and then project serial number.

*Destroy when 3 years old.*

- ~~Destroy when no longer required for reference.~~

*RTB  
10/25/78*

- b) Monthly listings of property transactions, acquisitions and losses with reference to receiving or losing documentation.

- Destroy when no longer required for reference.

A 250.

**PAYROLL ACCOUNTING** Code sheets, punch cards and other input media for automated payroll accounting including magnetic tapes but excluding CCM and hardcopy output (See retention and disposition instructions 250-1 thru 250-6 for coverage of output).

- a) Input for preparation of payroll registers, pay card information, leave status reports, bond status reports and other data related to individual employees; i.e., producing the Master Employee Record in both bi-weekly and annual issues.

- Destroy when 3 years old.

- b) Machine media for computation of Time and Attendance of employees.

- Destroy 6 months after close of related pay period.

- c) Payroll estimating by employee name, grade and salary.

- Destroy when no longer required for reference.

- d) Office expenses; employee name, grade and salary as used in payroll estimating but arranged by office location, expense category, and other related information.

- Destroy when no longer required for reference

A 310-1

LABOR STATISTICS

Labor wage rates and index; data gathered from labor organizations in local areas and is used to compute a labor index for purposes of estimating construction, operation and maintenance costs.

- Destroy when no longer required for reference.

A 311

ABSTRACTS OF BIDS

Analyses of abstracts of bids for use in estimating construction contract costs.

- Destroy when no longer required for reference.

A 322

Data processing systems; punch cards, tapes, discs and basic program decks used for verification or updating purposes or as a duplicate, a source listing or backup data for security.

- Destroy or re-use when superseded or no longer needed.

A 323

Vehicle and stores cost and use accountability data for COM Program 0700, Vehicle and Stores Clearing Account but excluding the COM product (See 323b for instructions related to retention of original microfiche.)

- Destroy 1 year after close of related fiscal year.

A 329

Aircraft operations expenses, cost and use accountability as combined into COM Program 0700, Vehicle and Stores Clearing Account but excluding the COM product (See 323b for instructions related to retention of original microfiche).

- Destroy 1 year after close of related fiscal year.

A 330-1.

CONSTRUCTION CONTRACT EARTHWORK PROGRESS; computation of pay quantities for progress in earthwork at Project features or structures such as dams, canals, roads, drainage systems and other similar features. Includes such data a design progress, embankment, change orders, material furnished, plant account, specification item calling for the work, unit price and other data as require to compute monthly or other payment to contractors.

- a) Alphabetically arranged by contractor name and specification number, item of specification, and other information as required.
  - Destroy 6 years after final payment of contract or settlement of all claims.
- b) Numerically by station number or zone area in which the work is performed and with other information as required.
  - Destroy 6 years after final payment of contract or settlement of all claims.
- c) Original cross-section data or ground photogrammetry into card images or taken from stereo plotters to card image or tape used as a base collection of data from which pay quantities data is computed.
  - Destroy 6 years after final payment of related contract or settlement of all claims.
- d) Initial input backup for progress payment computation by item and specification number.
  - Destroy 6 years after final payment of related contract or settlement of all claims.

A 380-1

g) Property control and custodial records by data processing systems utilizing all items listed above as input and resulting in monthly and quarterly listings of property transactions.

- USE Items 241-a and 241-b, Machine Readable Records Supplement.

A 430d

**EARTH MOVEMENT STUDIES - EMBANKMENT FAILURES**

Triaxial shear test results from embankment materials from sites which have suffered from earth movement or failure with such data as the plasticity index, liquid limit, specimen size, specific gravity and similar information. Arrangement of data is by a numerical index assigned earth samples and identification of the sample location at the structure or site. Results of analyses are incorporated into laboratory or other similar reports (such as the analysis of the Teton Dam failure in the report, "Stress Strain Characteristics of Zone 1 Material - Teton Dam.")

- Destroy 5 years after publication of results in laboratory or other technical report.

A 450g

**WATER QUALITY STUDY RECORDS**

Compiled results of water quality testing and measurements of stream, groundwater and return flows on streams or river systems affected by Reclamation Project development. Data also includes chemical analysis of the water, sediment capacity, turbidity, master site, return flow components and other similar information.

Data is used in a number of programs, such as:

- 1) Predicting effects of project development on water quality and return flows in the river or stream basin.
- 2) Modeling the impact of project development on receiving streams.
- 3) Predicting quality of water to be delivered to another area or country (Mexico) as well as quantity of water (as may be required by Compact or Treaty).
- 4) To monitor the water supply being furnished to irrigators and aid in improving the quality of the water.
- 5) To assess the quality of water and return flows for purposes of preparing Planning and Environmental assessments.

Data is arranged in a variety of manners:

- 1) By measuring stations, stream basin, flow and chemical constituent of water, date and time of measurement.
- 2) By Project, site, date and time of measurement.
- 3) By stream basin, flow and chemical constituent, year and month.

- Destroy when no longer required for reference

A 470g

CLIMATOLOGY - STATISTICAL DATA

Weather data gathered from Weather Bureau and Reclamation observation stations as well as from other agencies including such information as solar radiation, precipitation readings, temperatures, and similar information. Data is used in soil-moisture determinations, percolation and in the determination of the storage and release of water to meet project water requests. Arrangement is chronological by station number or numerically according to year of data.

. Destroy when no longer required for reference.

A 470-1. Project Skywater. Date-gathering records related to research in atmospheric water supplies:

- a. Digital Radar Data. The "A" Archival file containing edited, corrected and compacted identifying information, averaged echo-range bin data and calibration data. Identifying information consists of date, time, location, length of bin data, type of scan, azimuth increment during sweep and operator's notes on seeding. Radar data is recorded in digital video integrator and processor units (dBm) and is converted to power units (IBm) through the use of a calibrator transformation equation.

WITHDRAWN

~~PERMANENT. Offer to NARS when no longer required for reference.~~

- b. Digital Radar Data. The "D" variable length dBz file containing extracts from the "A" file for selected study areas within well defined range and azimuthal boundaries. The radar data on the file are in meteorological units (dBz). Identifying information for each sweep recorded on the "D" file consists of a case ID, date, time, tilt and azimuth of radar receiver, azimuth increment, range start and end. The purpose of the file is to supply the user community with data already edited and pre-processed which has current or future value and is in an easily accessible and compressed form. Its most probable use is for aerial precipitation analysis.

WITHDRAWN

~~PERMANENT. Offer to NARS when no longer required for reference.~~

- c. Digital Radar Data. The "S" or case study summary file containing general information record, a volume summary record, and a tilt summary record for each antenna elevation angle up to the maximum tilt.

WITHDRAWN

~~PERMANENT. Offer to NARS when no longer required for reference.~~

- d. Digital Satellite Data. Digital satellite data tapes are composed of raw visible and infrared (IR) radiance counts

WITHDRAWN

A 470-1. d (continued)

with line documentation. The data is interlaced visible and IR composed of 6 bit visible and 8 bit IR words, 2200 words per record. Every other IR word is a zero. The first 126 words of each IR record is line documentation information.

~~PERMANENT. Offer to NARS when no longer required for reference.~~

A 500.

ENGINEERING APPLICATIONS - GENERAL

a) Quantity computations (earthwork) utilizing source program card files with various programs written in both Fortran and Cobol and used for computations associated with design and construction planning for various project features such as dams, canals, road work, and other similar activities.

. Destroy when no longer required for reference.

b) Curve selections fitting series of data points; a data deck-series (data points) fitting curves by either the least squares or polynominal methods.

. Destroy when no longer required for reference.

A 502.

Project Cost Estimating; labor rates prevalent in the construction trades to be considered in estimating project construction, operation and maintenance costs to be incorporated into current DC-1 Project Cost Estimates.

. Destroy when no longer required for reference.

A 503.

Engineering Drawings Microfilm System; data creates a master index to drawings and designs at all Bureau of Reclamation installations upon entry into the microfilm (aperture card) system. All official drawings (including manufacturer, other agency, and similar reference types) are included in the system. Output consists of two indexes; (1) a numerical index identifying Project, station, drawing sequence and very brief description, and (2) alphabetical subject index by project.

Destroy when no longer needed for reference.

A 504.

BORROW AREA INVESTIGATIONS & REPORTING

a) Field data; investigation of borrow pit areas, type and quality of material. Data from field books, maps, geology reports and design requirements. Updated as required.

• Destroy 6 years after completion of related earth-work contract.

b) Overhaul quantity and distance calculations for cost estimating purposes and for design purposes. Data is taken from survey data and design requirements.

• Destroy 6 years after completion of related earth-work contract.

A 506.

Structure Review Maintenance Program Bureau-wide data base for use in administering operation, maintenance, rehabilitation and betterment programs (inspections of structures and irrigation works). All structures (major and minor) are included; identification is by Region, Project, responsible division or unit, inspected status of the structure and action required or taken. Data contains information from 1902 to the present.

Destroy when no longer needed for reference.

A 510.

**DAMS: DESIGN AND CONSTRUCTION CONSIDERATIONS.** Data-processed programs related to analysis or determination of structural strength in the design of dams; determination of dam coordinates, block layout patterns and volume computations; to analyze stress for design purposes and record behavior of structures under stress and load conditions.

A 510-1.

Arch Dams Stress Analysis System

a) **Master program and subroutine tape; system backup of** 41,000 source card images converted to tape. Arrangement or sort begins with main overlay. Data is updated monthly.

• Destroy when no longer required for reference.

b) **Dynamic program tape; a binary program which because of** infrequency of use has been removed from the system and saved on tape. Arrangement or sort begins with the main overlay. Data is updated annually.

• Destroy when no longer required for reference.

A 510-2.

Behavior Observations; structural behavior of dams under stress or load conditions as recorded by meters and other instruments installed within the structures.

a) Creep History; data reduction of increments of strain from loading as recorded from Carlson strain meter data. The history is in a numerical arrangement by group and strain recorded currently and prior readings. Data is reduced every two years with an update every four years.

• Destroy when no longer required for reference

b) Meter Data; readings from meters and instruments measuring stress, strain, joint openings and other structural behavior. Data is arranged by name of structure, type of meter or instrument reading, group number, date of reading and the reading. Data is reduced every two years and updated every four years.

• Destroy when no longer required for reference.

A 510-3. Construction Coordinate; Block Layout and Volume Program.

A list of programs and subroutines which describe the controlling geometry of dam structures, the volume of blocks by lift and the survey control points for contractor use in placement of concrete. The data serves as a system backup for source-card images which are not maintained. Arrangement or sort begins with main program. Updating is annually.

- Destroy when no longer required for reference.

A 510-4.

Centerline Profiles; systems program which computes centerline profile for use in flat saction earthwork program. Input from feasibility reports and topography. Updating is periodic.

- Destroy when related construction contract file is destroyed.

A 510-5.

DAMS, Earthwork Estimates; earthwork quantities computation by volume and type for estimating purposes; using data from topographic maps, geology reports, survey data. Use in advance planning and design studies. Updating is variable.

- Destroy upon completion of work under related construction contract.

A 510-6.

DAMS, Site Selection Reconnaissance; calculation of volume and reconnaissance costs for earth dams utilizing crest elevation and profile data as input. Program results are used in comparing dam sites. Updating is periodic.

- Destroy when no longer required for reference.

A 510-7. Structural Analysis Programs

a) Data for finite element models to execute dynamic analyses without having to start from the very beginning and containing data to re-start analyses. Sort is variable depending on how the deck is to be read.

• Destroy when no longer required for reference.

b) Systems backup programs and subroutines (Version 4). Tape replacing source card images and sort beginning with main overlay. Updated annually.

• Destroy when no longer required for reference.

A 510-8.

DAMS, Terrain Data; survey data from area of proposed dam sites for use in design studies, layout of the dam, and for comparison of damsites. Data derived from survey notes, topographic maps, geological investigations data and other similar material. Updating is periodic.

• Destroy when no longer required for reference.

A 510-9.

DAMS, Node and Element Data; data required to describe the finite element mode for dams. Analyses by individual dams avoids necessity to redescribe the entire finite element model in future analyses. Arrangement or sort is dependent on program reading the data. The data is of continuing nature.

• Destroy when no longer required for reference.

A 511.

RESERVOIR MANAGEMENT; data processed programs recording the storage and release of water for irrigation and other purposes at Bureau of Reclamation reservoirs together with records of stream and return flows, elevation of reservoir, precipitation, temperature, demand and delivery statistics and other similar information as required of the individual programs:

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Daily Accumulations of Data:

- A 511-1. a) Reservoir elevations and capacities information for use in preparation of area-capacity tables.
- Destroy 1 year after preparation of the final area-capacity table.
- b) Water log information from all locations reporting data and which is later incorporated into the daily historical file.
- Destroy 1 month after incorporation of data into the daily historical file.
- c) Historical water record of daily statistics using the multi-data base and used to compare old and new data for forecasting purposes and preparation of the elevation-storage graph for the year showing minimum and maximum data. Updated annually.

- A 511-2. • Destroy when no longer required for reference.  
Weekly accumulations of data with only one-year of data being retained. Updating is weekly.
- Destroy when 1 year old, retaining only one year of data on hand.

A 511-3.

Historical operations data collecting and reporting on a monthly basis (sometimes called a Water Supply Master File) and recording such information as reservoir storage for the current and preceding year, changes in storage, listing water releases to irrigation, to municipal and industrial use, for flood control purposes, and other similar information:

- a) Historical data by project number, reservoir number, date and other information as furnished by data coding form and updated monthly.
- Destroy when no longer required for reference.
- b) Historical data in random access file updated yearly.
- Destroy when no longer required for reference.

A 511-4. Annual reservoir operations data for individual reservoirs storage credit computation with water measurements and operation statistics determining individual water organization storage credits in the reservoir. Data is used to prepare annual operations summary for the reservoir and to verify that operation. Updated monthly.

- Destroy when no longer required for reference.

A 511-5. Small reservoir sizing computations; data check and field reconnaissance estimates determining dimension and cost of small asphalt lined reservoirs.

- Destroy when no longer required for reference.

A 511-6. Flows and diversions data; streamflows, flows and diversions at dams in 24-hour averages and variances of flows from the master schedule. Data is used in preparing analyses tables and can be retrieved by table identification or by month, day or flow quantity. Data is updated at 3 to 6 month intervals and duplicated in the transfer of the data to the tables.

- Destroy when no longer required for reference.

A 511-7. Irrigation efficiency studies; water deliveries to Irrigation or Drainage Districts by date, turnout numbers, contract identification, hours of irrigation, cfs, acre-feet and other information:

- a) Irrigation records computed annually and used by a Technical Field Committee in evaluating efficiency in their fiscal year report.

- Destroy when no longer required for reference.

- b) Crop production and other similar information for water budget analyses by a Technical Field Committee evaluating irrigation efficiency in their fiscal year report. *by farmer's or corporation name*

- Destroy when no longer required for reference.

A 512. Annual Operating Processing Plans Data. Water operations for one irrigation season summarized and projected operations for the forthcoming season predicted. Thirty year averaged inflows and end of irrigation season (September) storages are used as a base along with other statistics derived from the programs described in Item 511 et al. Data is updated annually.

Destroy when no longer needed for reference.

A 520-2. Canal Capacity Studies:

a) Canal improvement sizing data such as length, capacity, losses and other data on canal systems (i.e., main canal, laterals and sub-laterals): Data is alphabetical by canal code and numerical by lateral numbers. The study is usually of a one-time nature and no updating is usually performed.

• Destroy when no longer required for reference.

b) Lateral improvement sizing data such as length, capacity, losses and other data for processing purposes. Data is arranged by lateral identification and is part of a one-time study involving no updating.

• Destroy 5 years after completion of related study.

A 520-3.

Earthwork Quantities for estimating construction costs and for other preliminary design and cost studies; including such statistical data as center-line cut, cross-section levels, quantities for seeding and topsoil restoration; analyses of construction costs; wastebank analyses; borrow areas and related quantities; culvert requirements and costs; design and hydraulic data; overhaul quantities; bridge and road requirements and quantities; drainage area data, runoff calculations; water hammer analysis of pipelines and other similar data.

• Destroy when related construction contract is eligible for disposal.

A 520-4.

Diversion Schedules - Turnouts; canal system turnout studies for purpose of determinint water capacity required for delivery or diversion of water to farm units. All turnouts in the system are included and arranged numerically by an assigned sequencing number. The data is updated annually and is used in the preparation of construction specifications.

- Destroy when related construction contract is disposed.

A 530-1.

DRAINAGE AREAS - DATA PROCESSED APPLICATIONS; results of surveys, topography studies, weather data (daily or other periodic reporting of precipitation), hydrologic characteristics of the drainage areas; and data from soil conservation manuals, the NOAA Atlas II, and hydraulic studies. The information is on both data cards and tape, it is not updated regularly but only as required and the data is used in the design and advance planning of drainage systems.

- a) Drainage area characteristics, hydrological.
  - Destroy when no longer required for reference.
- b) Runoff computation by drainage areas of canals, for merged areas of drainage, and as combined with storm frequency data by project areas and structures and used in determining storm runoff quantities.
  - Destroy when no longer required for reference.
- c) Incremental runoff by area and location; input to other programs involving drainage from runoff.
  - Destroy when no longer required for reference.
- d) Flood studies; precipitation and frequency of excess or flood amounts of runoff and their effect on drainage areas.
  - Destroy when no longer required for reference.

A 530-3. Evapotranspiration from drainage; program reading daily weather and precipitation data for calculation of consumptive use of water by the Blaney-Criddle method by crops during the winter months or other periods.

- Destroy when no longer required for reference.

Excavation quantities and right-of-way computation for drain construction and used to estimate reconnaissance costs.

- Destroy when related construction contract is disposed.

A 540-1.

PUMPING PLANT COST ESTIMATING: data decks containing costs information related to operation, maintenance and replacement of equipment at plants and to compare operating costs among plants.

a) Annual costs of pumping, plant operation, pipeline, electrical energy, and other data to determine pipe diameters and head class required.

- Destroy when no longer required for reference.

b) Reconnaissance costs including switchyards and annual operation, maintenance and replacements of equipment. Cost comparisons between differing plants are prepared.

- Destroy when no longer required for reference.

A 550-1.

WATER MANAGEMENT STUDIES BY COMPUTER

Alternative water management concepts by individual rivers or river systems for advance planning purposes and conducting water surface profiles from remote sensing and topographical data. Data is on tape and updating is variable.

- Destroy when no longer required for reference.

A 550-2.

Forecasting Water Supplies; data base and processing programs used in forecasting water supplies by specific control points. Basic data is from USGS Water Supply records which is updated monthly and arranged in chronological order.

- Destroy when no longer required for reference.

A 550-3.

Operations Studies; streamflows by year, month, week and in 8-day periods for use in advance planning studies by Projects. Operations can be computed by varying periods of time (daily, weekly, monthly, yearly, etc.). Data is on card and duplicates information in USGS Water Supply Reports.

- Destroy when no longer required for reference.

A 550-4.

Runoff Records:

a) Historic records from USGS records on various streams and used to compare various plans of water development and effects of development in the area or river basin being studied. Data is in chronological order by river location and is updated annually.

- Destroy when no longer required for reference.

b) Runoff computed by correlation methods in unformatted order and used in all planning studies.

- Destroy when no longer required for reference.

A 550-5.

Streamflows from USGS gages in selected rivers and creeks in areas being studied for water resources development feasibility and advance planning. Data is chronological by gaging station numbers and then containing readings; it is available in two forms:

a) Master Data Cards

- Destroy when no longer required for reference.

b) Subsets of the Master File

- Destroy upon completion of the study.

A 563-1. Municipal and industrial water supplies; data consists of all equipment and other expenses involved in furnishing water for municipal and industrial uses which is used in reconnaissance cost estimates for such activities as:

- a) Desalting plants and facilities in accordance with the Bureau of Reclamation's "Desalting Handbook for Planners." Data is updated as required.
  - Destroy when no longer required for reference.
- b) Aqueduct systems including pumping plants, pipelines and other features with data updated as required.
  - Destroy when no longer required for reference.

A 630.

SALE OF POWER

- a) Water Customer Information; data programs on cards or tape plotting energy demands from historical records and other customer information alphabetically by cities and states. The visual printout consists of estimated energy demands and historical data. The data is updated yearly.
  - To be scheduled by the Department of Energy
- b) Power Customer Information; data required to calculate cost of energy under varying rate schedules or by percentage increases. Arranged by city, state, month and year. Updated annually, using Form PQM-61 as input.
  - To be scheduled by the Department of Energy
- c) Cooperative Power Association; energy and demand data for monthly calculation of power usage inside and outside the marketing area (USBP). Arrangement is by month and the file output is used as reference and sent to customers. Program is updated annually; on cards.
  - To be scheduled by the Department of Energy
- d) Demand and Energy Use; customer names, winter and summer demands, annual energy use and other data. Data accumulates as a historical record of demand and energy and is used in load estimating. Arranged by states, cities and years, a copy of the output is sent to customers.
  - To be scheduled by the Department of Energy

A 630, continued

- e) Customer Information - Loads; customer information is required to estimate power usage and load projection for customer and wheeling information. Data is alphabetical by states and cities and is updated annually.

A 634. To be scheduled by the Department of Energy  
POWER BILLING AND CUSTOMER STATEMENTS; a card file of

monthly power billing information used to prepare bills to customers. Initial data is from Mag-Tapes which are subsequently erased; the arrangement is in monthly order, the data is run once a month and there is no updating after the following month. Data is duplicated on microfiche.

- To be scheduled by the Department of Energy

a) Line Losses; losses of energy on the line by wire size, length, transmission size and other data and used to determine line losses and those losses which can be added to customer power bills.

- To be scheduled by the Department of Energy

b) Generation Schedules; data required to print a schedule of power generation to be furnished to customers who generate on a load pattern.

- To be scheduled by the Department of Energy

A 740. LAND CLASSIFICATION; project lands by location and suitability for irrigation (classification), acreage and other information. Lands are arranged by section, township and range. Data is used in land classification studies and other determination of irrigable areas of the project.

- Destroy when no longer required for reference.

A 740-1.

Farm Budget; crop production and livestock census statistics of Project lands. Data is used to prepare farm budget reports and compute benefits and repayment of Project costs. Farm input varies as does updating.

- Destroy when no longer required for reference.

A 743.

IRRIGATION MANAGEMENT; farm-irrigation management data such as farm location, acreage, classification of land by servicing canal, irrigation class and other information. Data recording or being used for:

a) Canal system improvement studies; data arranged by canal code and canal mnemonic.

- Destroy when no longer required for reference.

b) On-farm information for Soil Conservation purposes.

- Destroy when no longer required for reference.

c) Classifying lands by service canal, soil type, location, irrigation class and acreage.

- Destroy when no longer required for reference.

A 780-3. REAL PROPERTY AND RIGHT-OF-WAY ACQUISITIONS; DATA PROCESSED

ACQUISITIONS; input of data area plan and profile maps and survey notes is used to compute geometric coordinates and writing land descriptions; updating is variable.

- Destroy when no longer required for reference.

A 780-4. Real Property Ownership and Use; input of data abstracted from land acquisition transactions and other records to record statistical information of Reclamation real property ownership by type of acquisition, transaction data and method, cost, disposal value, revenue land identification, improvements on the property and use being made of the property. Data provides current reference information and summaries for reporting purposes. Information is updated annually or semi-annually depending on activity. Arrangement is by Project Number, type of record and index number.

- Destroy when no longer required for reference.

A 780-5. Land Acquisition; input of land acquisitions by Project, vendor, tract, contract and location for use as a master list of land acquisition transactions and related documentation (paper records) have been microfilmed. The master list is updated regularly; i.e., as new microfilms are added to the system. The microfilm replacing the paper records which are sent to storage.

• Destroy when no longer required for reference.

A 820.

NET IRR BENEFITS STUDIES - DATA PROCESSED

a) Economic rates of return; collected and computed costs and benefits of given analyses to be used as a working tool in determining the most desirable combination of factors in computation of economic rate of return to show project feasibility.

• Destroy when no longer required for reference.

b) Farm income progression; data collected from primary and secondary resource data as prepared to project net farm income from area of consideration. These data assist in calculation of irrigation benefits and payment capacity of a Project area and are used during formulation of the Project.

• Destroy when no longer required for reference.

c) Efficient analysis of farming operations; data from farm interviews and primary and secondary resource data used to calculate farming operations according to input factors in benefit and payment capacity analyses during Project formulation.

• Destroy when no longer required for reference.

CI-115-77-1 Machine-Readable Records Supplement.

WATER DELIVERIES, DATA PROCESSED

A 831. a) Share/land ownership data; lands within a Water User's District and the amount of water to be furnished to the land. Data is alphabetical by name of owner, location of land, acreage and number of shares. Data is updated annually.

- Destroy upon termination of related repayment agreement.

b) Water Deliveries; data required to manage the delivery (capacity) of water being furnished the delivery system as well as related water use studies. Data is arranged by numerical codes and other codes indicating whether the data is original or current, the irrigation block and the farm unit number are also identified. Data is updated semi-annually and also records some land classification and duty of water information.

*Destroy when no longer needed for reference.*

A 832.

PROJECT COST REPAYMENT AGREEMENTS

a) Financial obligations data; data required to prepare summaries of conservancy district financial obligations and aid in determining their requirements for taxing conservancy district members to meet obligations for project repayment. Taxing needs are based on County assessments, valuations and Bureau project analyses.

- Destroy when no longer required for reference.

b) Repayment Charges; recorded data on water delivery to lands within irrigation districts. Arranged by legal description of the land. Data is used for billing purposes.

- Destroy when no longer required for reference.

A 840-2.

Industrial and Residential Water Accounting; this program is a  
of population projections, estimated consumptive use and  
financial responsibilities with data showing water sales  
per acre-foot payment, interest, principal and balance.  
Data is used in the formulation of proposed projects, and  
is updated when required.

- Destroy when no longer required for reference.

A 871-1.

WATER APPROPRIATIONS

Groundwater License Management Program; input of data re-  
quired to manage licenses and permits to private parties  
for use of artificially sub. d ground water. Data identi-  
fies State Permit Number (water appropriation), Irriga-  
tion District, license number and date, location of land,  
water use, acres serviced and other information. Output  
is numerical by State permit number, Bureau license number,  
and name. In addition to indexing the licenses the data  
is used for billing purposes and is updated quarterly.

- Destroy when no longer required for reference.

A 902-1.

Personnel Listings Processing; updated listings of personnel  
summarizing current status and related information  
such as service computation data, type of appointment,  
position title, organizational location and other similar  
data. Information is arranged by Social Security numbers.  
The program and records are maintained and updated on a  
weekly basis (disc storage). An update publication can  
be prepared but is subject to the Privacy Act.

- Destroy when no longer required as a system for  
personnel administration.

A 975-3.

Retirement Annuity Estimating; a call-up program for estimating annuity estimates for individuals including data on penalties, deposit and re-deposit services. Data is arranged by employee name and is updated as each request for computation of annuity is processed.

- Described here no longer required as a system for personnel administration.