

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to 16 BIAM (2003 Version)

| 16 BIAM (1989 Version) | | 16 BIAM (2003 Version) | |
|---|---|---|--|
| SERIES | TITLE | SERIES | TITLE |
| 4900 Series (Irrigation & Power) | | 4900 Series (Irrigation & Power) | |
| 4901-P3 | River Basin Studies Files | 4901 | River Basin Studies (Revised) |
| 4902-P3 | Irrigation Project Planning Case Files | 4902 | Irrigation Project Planning Case File (Revised) |
| 4903-T3F | Irrigation Project Land Designation Files | 4903a | Irrigation Project Land Designation File (Revised) |
| | | 4903b | Power Project Land Designation File (Revised) |
| 4904-T3F | Irrigation and Power Construction Project Files | 4904a | Irrigation and Power Construction Program File (Revised) |
| | | 4904b | Irrigation and Power Construction Project File (Revised) |
| 4905-P3 | Irrigation Engineering Data Files | 4905 | Irrigation Engineering Data Files (Revised) |
| 4906-P3 | Irrigation Maps and Drawings | 4906 | Irrigation Maps and Drawings (Revised) |
| 4907-T3 | Irrigation Forecast Files | 4907 | Irrigation Forecast File (Revised) |
| 4908-P3 | Irrigation Reports | 4908 | Irrigation Reports (Revised) |
| 4909-T3F | Irrigation and Power Meter Books | 4909 | Power Meter Records (Revised) |
| 4910-P3 | Irrigation and Water Rights Legal Case Files | 4910 | Irrigation and Water Rights Legal Case File (Revised) |
| 4911-T3F | Indian Electric Power Utilities | 4911 | Indian Electric Power Utilities File (Revised) |
| 4912-T3F | Power Reports | 4912 | Power Reports (Revised) |
| 4913-T0 | Power Customer Billings | 4913 | Irrigation and Power Customer Billing (Revised) |
| 4914-T3F | Irrigation/Power Customer Account Ledger Sheets and Schedules | 4914 | Reserved - Refer to 4913 |
| 4915-T3 | Power Operative Maps, Drawing, and Standards | 4915 | Power Operative Maps, Drawings and Standards (Revised) |
| 4916-T3 | Power and Irrigation Work Orders | 4916a | Irrigation Work Orders (Revised) |
| | | 4916b | Power Work Orders (Revised) |
| 4917-P3 | Soil Surveys | 4917 | Soil Surveys (Revised) |
| 4918-P3 | Soil and Moisture Conservation Maps | 4918 | Soil and Moisture Conservation Maps (Revised) |
| 4919-P3 | Soil and Moisture Conservation Reports | 4919 | Soil and Moisture Conservation Reports (Revised) |
| 4920-T3F | Soil and Moisture History Case File | 4920 | Soil and Moisture History Case File (Revised) |
| 4921-T3F | Irrigation Assessment Order Modifications | 4921 | Irrigation Assessment Order Modifications (Revised) |
| 4922-T3F | Long-Term Cropping Plans | 4922 | Long-Term Cropping Plan (Revised) |
| 4923-T3F | Long-Term Cropping Plan Summary | 4923 | Reserved - Refer to 4922 |
| Unsched | | 4924 | National Cooperataive Soil Survey (New) |
| Unsched | | 4925 | Soil Inventory and Evaluation File (New) |
| Unsched | | 4926a | Irrigation Feasibility Program File (New) |
| Unsched | | 4926b | Irrigation Feasibility Project File (New) |
| Unsched | | 4927a | Irrigation Operation and Maintenance Program File (New) |
| Unsched | | 4927b | Irrigation Operation and Maintenance Project File (New) |
| Unsched | | 4928a | Irrigation Rehabilitation and Betterment Program File (New) |
| Unsched | | 4928b | Irrigation Rehabilitation and Betterment Project File (New) |

Conversion Chart Listing
16 BIAM (1989 Version) Crosswalked to 16 BIAM (2003 Version)

| 16 BIAM (1989 Version) | | 16 BIAM (2003 Version) | |
|------------------------|-------|------------------------|---|
| SERIES | TITLE | SERIES | TITLE |
| Unsched | | 4929a | Safety of Dams Program File (New) |
| Unsched | | 4929b | Safety of Dams Project File (New) |
| Unsched | | 4930a | Safety of Dams Emergency Management Program File (New) |
| Unsched | | 4930b | Safety of Dams Emergency Management Project File (New) |
| Unsched | | 4931a | Safety of Dams Maintenance Program File (New) |
| Unsched | | 4931b | Safety of Dams Maintenance Project File (New) |
| Unsched | | 4932 | Water Resources Planning and Project Proposal File (New) |
| Unsched | | 4933 | Water Resources Interagency Agreements (New) |
| Unsched | | 4934a | Water Resources Program File (New) |
| Unsched | | 4934b | Water Resources Project File (New) |
| | | | |
| | | | |

REVISED 16 BIAM (2003)

4900 Series IRRIGATION

(Updates to the 16 BIAM dated July 12, 1989)

4901 River Basin Studies

Contents: Include, but not limited to, the following records: reservation river basin studies on irrigation, economic, conditions, and resources used in developing area programs; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by study fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when study is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4902 Irrigation Project Planning Case File

Contents: Include, but not limited to, the following records: land lease agreement, project descriptions and summaries, maps, range resources, studies, water storage data, operation and maintenance plans, summary of costs, financial plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by planning fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4903a Irrigation Project Land Designation File

Contents: Include, but not limited to, the following records: studies, surveys, assessments, field notes, right-of-ways, designating land for irrigation projects, original maps, specifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4903b Power Project Land Designation File

Contents: Include, but not limited to, the following records: land records designated for power projects, surveys, original maps, right-of-way, specifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4904a Irrigation and Power Construction Program File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4904b Irrigation and Power Construction Project File

Contents: Include, but not limited to, the following records:

Irrigation: studies, surveys, maps, plans, specifications, construction contracts, construction management and inspection reports, scope of work, budget, analysis, results, reports, project history, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Power: power plant construction plans, specifications, maps, surveys, and studies; construction contracts; construction management and inspection reports; scope of work; budget; analysis; results; project history reports; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4905 Irrigation Engineering Data File

Contents: Include, but not limited to, the following records: original survey books; irrigation project maps, drawings, and plans; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by data fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4906 Irrigation Maps and Drawings

Contents: Include, but not limited to, the following records: annotated maps and drawings showing irrigated area, land proposed for restoration, water drainage, buildings, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4907 Irrigation Forecast File

Contents: Include, but not limited to, the following records: hydrology forecasts, specifications, plans, storage reservoir, well depth, snow pack record, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by forecast fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when forecast is recorded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4908 Irrigation Reports

Contents: Include, but not limited to, the following records: periodic narratives and statistical reports on annual irrigation operations, construction, and maintenance; project reviews; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4909 Power Meter Books

Contents: Include, but not limited to, the following records: water and power usage readings for customers serviced by the power project.

Filing Arrangement: Chronological by usage reading fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end if usage reading period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4910 Irrigation and Water Rights Legal Case File

Contents: Include, but not limited to, the following records: claims, claims resolution, technical studies, pre-litigation documents, contracts, papers granting permanent water rights (water rights certificates), legal case records involving irrigation matters (adjudication, negotiation and agreement, etc.), other state/federal agreement adjudications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by claim type

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which claim is resolved or rejected. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4911 Indian Electric Power Utilities File

Contents: Include, but not limited to, the following records: customer account power service request application, agreement, contract, billing records, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by customer account

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when account is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4912 Power Reports

Contents: Include, but not limited to, the following power annual and statistical report records: narratives, statistical power generation, distribution station operations, maintenance reports on power generation and distribution stations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4913 Irrigation and Power Customer Billing File

Contents: Include, but not limited to, the following records: monthly billings for customer power and irrigation usage, collection forms, receipts of money from customers, annual report (summary) of money collected from customers, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by customer account

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of billing period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4914 Irrigation/Power Customer Account Ledger Sheets and Schedules

Refer to 4913 – Irrigation and Power Customer Billing Files

RESERVED

4915 Power Operative Maps, Drawings and Standards

Contents: Include, but not limited to, the following records: original maps showing reservation, drawings and tracings of power distribution systems and location sites, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4916a Irrigation Work Order Files

Contents: Include, but not limited to, the following records: work orders for routine maintenance of an irrigation ditch, canal, gate, and/or shoulder; weed control; transmittal service orders; equipment maintenance orders; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when work order is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4916b Power Work Order Files

Contents: Include, but not limited to, the following records: work orders for routine maintenance of power plant, light fixtures at facility, buildings, and system equipment; engineering related work order request; equipment maintenance and/or repairs; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when work order is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4917 Soil Surveys

Contents: Include, but not limited to, the following records: studies of irrigation and cultivation potential of soil in particular areas to include determination of physical characteristics of soil, composition, and condition of native vegetation; studies of types of native vegetation; location of cultural features; water availability; field notes; tests; analyses; results; reports; printouts of electronic mail, documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by survey fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when survey is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4918 Soil and Moisture Conservation Maps

Contents: Include, but not limited to, the following records: annotated base maps showing erosion conditions and control, technical survey maps showing types of soil, maps showing proposed land restoration and water drainage, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by land description

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4919 Soil and Moisture Conservation Reports

Contents: Include, but not limited to, the following narrative and statistical records: monthly, periodic, and annual consolidation reports on soil surveys, water erosion, and projects; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4920 Soil and Moisture History File

Contents: Include, but not limited to, the following records: water availability, type of forage, topography, fencing, grazing potential, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by history period fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when history is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4921 Irrigation Assessment Order Modifications

Contents: Include, but not limited to, the following records: lists relating to modification of operation and maintenance assessment orders, lists of water users with documents to modify assessment order and annual billing for water users, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by project modifications

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end in which modification is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

4922 Long-Term Cropping Plan

Contents: Include, but not limited to, the following records: long-term crop rotation plans, history reports of crops grown and the yield obtained, summary report of significant historical data on long-term cropping plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronologically by planning fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when plan is established and final summary report is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

4923 Long-Term Cropping Plan Summary (Annually)

Refer to 4922 – Long-Term Cropping Plan

RESERVED

(New Item)

4924 National Cooperative Soil Survey

Contents: Include, but not limited to, the following records used in tracking decisions from cooperating agencies within the National Cooperative Soil Survey: MOU, field review, field assistance, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by survey fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4925 Soil Inventory and Evaluation File**

Contents: Include, but not limited to, the following records: results from soil investigation in support of land use (rangeland, forestry, home site, septic system placement, sanitary landfill, road earth embankment, mining, etc.), inventory reports, evaluations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by survey fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when soil investigation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4926a Irrigation Feasibility Program File

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4926b Irrigation Feasibility Project File

Contents: Include, but not limited to, the following records: scope of work, budget, data analysis of soils, drainage, water quantity, compatibility, geography, land ownership, economics, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4927a Irrigation Operation and Maintenance Program File**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4927b Irrigation Operation and Maintenance Project File**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, reports, water usage documents, water quality analyses, cropping data documents, chemical and pesticide application, maintenance activities (repairs and replacements), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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(New Item)

4928a Irrigation Rehabilitation and Betterment Program File

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4928b Irrigation Rehabilitation and Betterment Project File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, planning, construction contracts, construction management and inspection reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4929a Safety of Dams Program File**

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; policy issues and activities; dam funding agreement; related expenditure; obligation; contract or agreement for non-dam specific technical assistance; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4929b Safety of Dams Project File

Contents: Include, but not limited to, the following records: scope of work; budget; surveys; assessments; field notes; audits; statements; evaluations; consultations; results; original design; construction repair and maintenance inspection records; incident reports affecting safety of dams; environmental report; contract agreement; standard operating procedures; emergency action plans; downstream Hazard Classification; SEED Analysis Reports; Deficiency Verification Analysis; Conceptual Design Reports; Value Engineering Study; Final Design Reports; Independent Review; testing, construction, and inspection records, and incident reports affecting the safety of dams; seismic study; inflow design flood; probable maximum floods; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4930a Safety of Dams Emergency Management Program File**

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; emergency notification procedures resulting from dam failure or severe flooding; warning and evacuation plans for downstream resident and businesses; inundation mapping and designs; early warning systems operations and maintenance documentation; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4930b Safety of Dams Emergency Management Project File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4931a Safety of Dams Maintenance Program File

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4931b Safety of Dams Maintenance Project File**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, operation and maintenance manuals, flood gate operation, frequency of maintenance procedures, maintenance performed, flood information, water level and dam leakage, monitoring equipment, special and intermediate SEED examinations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4932 Water Resources Planning and Project Proposal File

Contents: Include, but not limited to, the following records: water resources planning and predevelopment project proposals, individual project proposals, annual regional project proposal compilation, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4933 Water Resources Interagency Agreements

Contents: Include, but not limited to, the following records: Water Resources Interagency Agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by interagency agreement

Official File: Action (originating and/or receiving) Office

Disposition: **PERMANENT.** Cut off at fiscal year end when agreement expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)**4934a Water Resources Program File**

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

(New Item)

4934b Water Resources Project File

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year

Official File: Action (originating and/or receiving) Office

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.