

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
US Department of Agriculture

2 MAJOR SUBDIVISION
Forest Service

3 MINOR SUBDIVISION
Watershed and Air Management

4 NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Norina G. Mosby

382-9897

LEAVE BLANK	
JOB NO	NC 1-95-83-8
DATE RECEIVED	5-2-83
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-3-84 <i>Date</i>	<i>Deborah M. K... Archivist of the United States</i>

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 4/27/83	D SIGNATURE OF AGENCY REPRESENTATIVE Mary H. Davis	E TITLE Mary H. Davis Records Management Officer
--------------------------	--	--

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Watershed Management is the protection, conservation and wise use of the natural resources within a drainage basin aimed at maintaining the soil mantle and making water available which best serves human needs.</p> <p>These records were generally approved under NN-166-136 (March 4, 1966). The Watershed staff is requesting a reduction in retention periods for all watershed records except water rights and watershed agreements (items #14 and #17 under 2540.) Long retention periods are no longer needed because most data is updated (annually to every ten years) and is also published through sources such as Soil Conservation Service, US Geological Survey, National Water Exchange, etc.</p> <p>The justification for permanent retention of water rights records is attached.</p> <p>2500 WATERSHED MANAGEMENT (Includes general correspondence related to responsibilities, coordination with other resource management and correspondence too broad to be filed under a specific subject heading.)</p>	<p>NN-166-136 #153</p>	<p>24 items</p>

115-107

*copy to agency, by RTB, 4/9/84
to all FRC's (except GKP), NNF, NNB - 4/13/84 - sent 4-19-84 by DMA
MDC sheets attached to FRC copies*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

29

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Note:</u> Screen all folders in the 2500 series for significant correspondence and documentation for resource data on selected watershed case files retained under 2570-2.</p> <p><u>All offices:</u> Destroy records when 3 years old.</p>		
2	<p>2500-1 Inquiries (Includes standard transmittal or reply to all inquiries.)</p> <p><u>All offices:</u> Destroy records when 3 months old.</p>		
3	<p>2510 Watershed Planning (Includes general correspondence, inventories, reports, and other records documenting watershed improvement plans for long-term improvement activities for burn areas, storm and flood areas, damage from geologic agents, avalanches and natural disasters.)</p> <p><u>All offices:</u> Destroy records when 3 years old.</p>	#154	
4	<p>2510-1 Watershed Planning Projects (Case files which include evaluation of damage, request for funding, allocations of approved projects, follow up reports. Case file has about a 2 year active cycle. Original is retained at the Supervisor level; WO and Regional Office receive copies.) (TITLE CHANGE)</p> <p><u>All offices:</u> Destroy 3 years after case file is closed.</p> <p><u>Note:</u> 2510-1 Watershed Restoration title is deleted. File records under new 2510 and apply retention period.</p> <p>2510-2 Flood. (File designation is deleted. File records under new 2510 and apply retention period.)</p> <p>2510-3 River Surveys (File designation is deleted. File records under new 2510 and apply retention period.)</p>	#155	
5	<p>2510-4 Other Agency Water Development projects. (Case files which apply to other agency water development projects.)</p> <p><u>All offices:</u> Destroy records 3 years after case is closed.</p>		
6	<p>2520 Watershed Protection and Management (Includes general correspondence, memorandums and reports related to implementation of watershed improvement projects, support services to other resources management activities.)</p>	#156	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 39
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7	<p><u>All offices:</u> Destroy records when 3 years old.</p> <p>2520-1 Watershed Improvement (Case files which contain documentation for implementing and executing watershed improvement projects.) and executing watershed improvement projects. ACTION, MAINTENANCE AND EVALUATION OF</p> <p><u>All offices:</u> Destroy records 3 years after case is closed. Case is closed when maintenance and evaluation is no longer applied.</p>		
8	<p>2520-2 Emergency Rehabilitation (Includes case files which document emergency rehabilitation burn area reports, request for funding and all records pertaining to the project. These projects run about 1 year in duration and the case file is closed annually.)</p> <p><u>All offices:</u> Destroy records 3 years after the case is closed.</p>		
9	<p>2520-3 Support Services (Case files which contain documentation of special watershed management services required to fulfill a watershed role when another activity is occurring, such as a timber sale.)</p> <p><u>All offices:</u> Destroy records 3 years after case is closed.</p>		
10	<p>2520-4 Monitoring Plans (Case files which contain plans and other documentation evaluating the effects of management activities on a resource.)</p> <p><u>All offices:</u> Destroy when administrative use ceases. Retain records in office. Do not send to FRC.</p>		
11	<p>2520-5 Floodplain and Wetland Protection (Case files which include documentation on riparian areas, floodplain management and wetland protection.)</p> <p><u>All offices:</u> Destroy records 20 years after case is closed.</p>		
12	<p>2530 Water Resource Management (Includes general correspondence and other records related to water resource inventories, hydrologic inventories, water resource management, barometer watersheds, water resource management support services.) (TITLE CHANGE)</p> <p><u>All offices:</u> Destroy records when 3 years old.</p> <p>Note: File hydrologic survey records under new 2530-4.</p>	#157	

Request for Records Disposition Authority - Continuation			JOB NO	PAGE OF 49
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN	
13	<p>2530-1 Barometer Watersheds (Includes case files which contain documentation that measures the import of watershed practices on the water resources for typical watershed sites. Data is used to apply to other watersheds. Case studies include plan of work, standards of operation, reports.)</p> <p><u>All offices:</u> Retain records in office. Do not send to FRC. Destroy when administrative use ceases.</p>			
14	<p>2530-2 Water Resource Inventories (Collection of data necessary for conducting forest management planning implementation; data include surface and ground water supplies, climate, water quality, terrestrial features. Based on a 10 year planning cycle.) <i>Establish case files as needed.</i></p> <p>a. <u>Experiment Station, Supervisor's Office:</u> Retain records in office. Do not send to FRC. Destroy when administrative use ceases.</p> <p>b. <u>All other offices:</u> Destroy 3 years after case file is closed.</p>			
15	<p>2530-3 Classification (Includes classification of streams, lakes, and other water bodies.) <i>Establish case files as needed.</i></p> <p>a. <u>Experiment Station, Supervisor's Office:</u> Retain records in office. Do not send to FRC. Destroy when administrative use ceases.</p> <p>b. <u>All other offices:</u> Destroy records 3 years after case file is closed.</p>			
16	<p>2530-4 Hydrologic Surveys (Includes interpretive information needed for all types and levels of land management and related resource planning; background information needed for soil and water resource support services and monitoring programs, floodplain and wetland evaluation, etc. Hydrologic surveys provide water quality interpretations which correlate closely with statistical sampling design.) <i>Establish Case files as needed.</i></p> <p>a. <u>Experiment Stations, Supervisor's Office:</u> Retain records in office. Do not send to FRC. Destroy when administrative use ceases.</p> <p>b. <u>All other offices:</u> Destroy records 3 years after case file is closed.</p>			

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

59

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
17	<p>2540 Water Uses and Development (Includes general correspondence, memorandums and other records related to National Forest water rights, (outside request for changes in policy; in-service request for clarification of policy for authorization to assert claims under certain authorities or to use specific quantification methodologies.) Municipal supply watersheds, water quality management and records too broad to be filed under a specific secondary or tertiary heading.)</p> <p><u>All offices:</u> Destroy records when 3 years old.</p>	#158	
18	<p>2540-1 Water Rights (Includes case files documenting water right use. File contains the original permits, licenses, reserved water right notification, court decrees, proof of shares held in irrigation companies and other records verifying water right use. Also includes background and working papers.)</p> <p>a. <u>Supervisor's Office:</u> <u>Permanent.</u> Transfer original documents to FRC 1 year after case is closed. Offer records to NARS 20 years after case is closed.</p> <p>b. <u>All other offices:</u> (Duplicate records) Destroy records 3 years after case is closed.</p>	#159	<p><i>withdrawn, 2/8/84</i></p> <p><i>RTB NM</i></p>

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 69
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
19	<p>2540-1-2 Water Uses Rights and Requirement Inventory (Includes inventory, maps documenting purpose, location, volume and type of water use. Inventory is an index system which is a cumulative printout distributed to Forest level. Regional Office receives duplicate copy. Printout contains only current information. Inventory is updated annually.)</p> <p>a. <u>All offices: Hard copy:</u> Retain in office. Destroy when no longer needed for administrative use.</p> <p>b. <u>Washington Office: Computer tapes:</u> Notify Fort Collins Computer Center (FCCC) to destroy backup tape 1 year after tape is updated. Send 1 copy of tape to disaster site after tape is updated. Destroy when 2 years old.</p>		<p>Withdrawn RTB MM 3/22/84</p>
20	<p>2540-2 Water Quality (Interpretative reports based on analyses of water quality data. Reports are generated from and used at forest level. Used in forest planning process (1920) and in project designs and implementation used to establish long-term trends for changes in water resource. Currently using data going back to early 1900's.) <i>Establish as case files.</i></p> <p>a. <u>Experiment Station, Supervisor's Office:</u> Retain records in office. Do not send to FRC. Destroy when administrative use ceases.</p> <p>b. <u>All other offices:</u> Destroy record 3 years after case file is closed.</p> <p>2540-3 Water Quantity (Deleted. File records under appropriate 2530 designation and apply retention period.)</p>	#160	

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

79

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
21	<p>2540-4 Municipal Supply Watersheds (Includes agreement that specifies terms under which Forest Service conducts activities within municipalities; some agreements are Congressional. Case file contains management plans, specific management classification, notice of restrictions, boundary posting records, maps, inspection. These agreements provide a historical account of past management practices in the event of administrative appeal or litigation. These agreements can be created by executive orders, legislation, Secretary's Agreement, etc. Some predate the Forest Service as an agency.)</p> <p>a. <u>Supervisor's Office: Permanent.</u> Supervisor's Office shall maintain a copy of each agreement in a master file. The original agreement shall be offered to NARS 1 year after the agreement is signed.</p> <p>b. <u>All other offices: Duplicate copies.</u> Retain in office. Do not send to FRC. Destroy when administrative use ceases.</p>		see following page for revision
22	<p>2550 Soil Management (Includes general correspondence and memorandums and other records related to soil management program.) (TITLE CHANGE)</p> <p><u>All offices:</u> Destroy records when 3 years old.</p>	#161	
23	<p>2250-1 Soil Interpretation (Case files include documentation related to Soil Management Support Services, Soil Quality Monitoring, Special Soil Investigations, Soil Interpretations and Cooperative Soil Programs Establish as case files.)</p> <p>a. <u>Originating office:</u> Retain records in office. Do not send to FRC. Destroy when administrative use ceases.</p> <p>b. <u>All other offices:</u> Destroy records 3 years after case file is close.</p>		
24	<p>2550-2 Resource Inventories (Includes Soil Resource Inventory Reports and support documentation. Establish as case files.)</p> <p>a. <u>Originating office:</u> Retain records in office. Do not send to FRC. Destroy when administrative use ceases.</p> <p>b. <u>All other offices:</u> Destroy records 3 years after case file is closed.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF <i>7a of 9</i>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
21	<p>2540-4 Municipal Supply Watersheds</p> <p>a. <u>Files related to Agreements created by Executive Order, Presidential Proclamation, Legislation, Secretary's Agreement.</u></p> <p>SO: Permanent. Offer the original agreement, and the records created leading up to the agreement, to NARS 1 year after the agreement is signed.</p> <p>For records created after the agreement is signed, break file every 10 years and transfer to FRC. Offer to NARS in 10 year blocks when 20 years old.</p> <p><u>All Other Offices:</u> When the agreement is signed, send your file to the Supervisor's Office so the SO can retrieve and consolidate, with the permanent file described above, any pertinent records not in the file when the agreement was signed.</p> <p>b. <u>Files related to Agreements Created Solely By Regions and Supervisor's Office Levels.</u></p> <p><u>All Offices:</u> Destroy records in agency when administrative use ceases.</p>		<p><i>RTB</i> <i>NM</i> <i>2/8/84</i></p>

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 8 9
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
25	<p>2560 Cooperation (Includes correspondence and other records related to cooperative watershed management and development programs, cooperation in other water related activities.)</p> <p><u>All offices:</u> Destroy when 3 years old.</p>	#162	
26	<p>2560-1 Cooperative Watershed Management and Development (Includes River Basin Programs, Advisory Committee coordination with other agencies, out-service water development projects, etc. Establish as case files.) (TITLE CHANGE)</p> <p><u>All Offices:</u> Destroy records 3 years after case file is closed.</p> <p><u>Note:</u> File old 2560-1 Flood forecasting records under 2560-3 and apply retention period. <i>ok</i></p>	#163	
27	<p>2560-2 Cooperative Emergency Watershed Rehabilitation (Includes case files pertaining to rehabilitation programs.) (TITLE CHANGE)</p> <p><u>All Offices:</u> Destroy records 3 years after case is closed.</p> <p><u>Note:</u> File old 2560-2 Weather Modification records <i>ok</i> under 2560-3 and apply retention period.</p>		
28	<p>2560-3 Cooperative Water-related Activities (Includes flood forecasting, weather modification and water measurement.) Establish as case files.) (TITLE CHANGE)</p> <p>All offices: Destroy records 3 years after case is closed.</p> <p><u>Note:</u> 2560-3 Reports (File designation is deleted. File records under 2560 primary and apply retention period.) <i>ok</i></p>		
29	<p>2570 Administration (Includes correspondence and records related to controls, program planning, annual reporting materials, watershed coding.)</p> <p><u>All Offices:</u> Destroy records when 3 years old.</p>		
30	<p>2570-1 Watershed Coding (Case file records on the forest level standardized numbering system to meet data management needs, in-service and interagency reporting requirements.)</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 9 9
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
31	<p><u>All Office:</u> Retain in office. Do not send to FRC. Destroy when administrative use ceases.</p> <p><u>Note:</u> 2570-1 Reports. (File designation deleted. File any existing records under 2570 and apply retention period.)</p> <p>2570-2 Resource Data (Includes case files on selected watersheds, which document the watershed condition and water resource history, build an understanding of past events that influence current watershed conditions, provide a data base for watershed support services and provide background for the development of soil and water inventories and assigning watershed priorities.)</p> <p>(Documentation may include reports on water resources developments (dams, reservoirs, canals,) soil and water support service reports, watershed improvement plans, flood reports, water soil and resource inventories, hydrologic analyses, and other documents that characterize the condition of the watershed. Establish case files according to NFS watershed coding system.)</p> <p><u>Note:</u> Screen all folders in the 2500 Series for significant correspondence and documentation for resource data on selected watersheds.</p> <p><u>All Offices:</u> Retain records in office. Do not send to FRC. Destroy records when watershed case file is closed and data no longer has administrative use.</p> <p><u>Note:</u> 2570-2 Training (File designation is deleted. File existing records under the appropriate 6140 designation and apply retention period.)</p>		