

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0572-2025-0001

Status: APPROVED  
Date Approved: 05/19/2026

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## General Information

Agency or Establishment	Rural Development
Record/Scheduling Group	0572 - Records of USDA Rural Development Programs
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Rural Utilities Service
Minor Subdivision	Water and Environmental Programs
Schedule Subject	Water and Environmental Program Records
Additional Schedule Information	Water and Environmental Programs (WEP) is authorized through the United States Department of Agriculture, Rural Utilities Services (RUS) to provide funding for water, waste disposal and wastewater facilities through loan, grants, and contracts for eligible organizations benefiting rural areas through construction, technical assistance and revolving loan funds. WEP is authorized by the Consolidated Farm and Rural Development Act (ConAct) and the United States Code 7.

Through WEP, rural communities may obtain technical assistance and financing to develop drinking water and waste disposal systems. WEP provides funding for the construction of water and waste facilities in rural communities and is the only Federal program exclusively focused on rural water and waste infrastructure needs of rural communities as defined by the specific governing law. WEP also provides funding to organizations that provide technical assistance and training to rural communities in relation to their water and waste activities. WEP is administered through National Office staff in Washington, DC, and a network of State and Field Offices in each State.

The Circuit Rider program provides technical assistance to rural water systems that are experiencing day-to-day operational, financial or managerial issues. Rural water system officials may request assistance from the National Rural Water Association State Association or the local Rural Utilities Service office. Rural Utilities Service staff may also request assistance on behalf of the system. Rural Utilities Service has contracted with the National Rural Water Association to provide Circuit Riders who are experienced in managing issues that may arise in the day-to-day operations of rural water systems.

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RD State Offices are responsible for program records for WEP project files, except for projects that involve multiple states. RD National Office is responsible for program records for WEP multi-state project files.

A WEP project is closed out when all constituent loans have been paid in full or a determination of loss to the government has occurred, and the fair market value threshold as defined by 2 CFR 200 has been met for all constituent grants.

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Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 4

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0572-2025-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	WEP Project File	Temporary
0002	WEP Circuit Rider (Contracts) Program	Temporary
0003	WEP Inquiries	Temporary
0004	Withdrawn, Rejected, Cancelled, or Expired Applications	Temporary

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Records Schedule Items

<b>DAA-0572-2025-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	WEP Project File	
Item Description	Records documenting all stages of WEP project development and servicing, including inquiries, applications for financial assistance, obligation, deobligation, construction documentation, servicing records, and documentation of closeout. A WEP project is funded through loan(s), grant(s), and combinations thereof.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0572-2017-0005-0003	No	
DAA-0572-2017-0005-0004	No	
DAA-0572-2017-0005-0005	No	
DAA-0572-2017-0005-0006	No	
DAA-0572-2017-0005-0007	No	
DAA-0572-2017-0005-0008	No	
DAA-0572-2017-0005-0010	No	
DAA-0572-2017-0005-0011	No	
DAA-0572-2017-0005-0012	No	
DAA-0572-2017-0005-0013	No	
Is this item a deviation from the GRS?	Yes	
	GRS Disposition Authority List	
Disposition Authority	Title	
DAA-GRS-2013-0008-0001		
DAA-GRS-2013-0003-0001		
Justification for GRS Deviation	Item includes records both covered and not covered by the GRS.	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year when when all project funding is closed out.	

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Retention Period	Destroy 10 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0572-2025-0001-0002	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	WEP Circuit Rider (Contracts) Program
Item Description	Records relating to Rural Development's provision of funds for the Water Circuit Rider Program, including, but not limited to, inquiries, solicitation documents, procurement documentation, and contract management.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
DAA-0572-2017-0005-0009	No
Is this item a deviation from the GRS?	Yes
	GRS Disposition Authority List
Disposition Authority	Title
DAA-GRS-2013-0003-0001	
Justification for GRS Deviation	Item includes records both covered and not covered by the GRS.
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the contract, including all options, has been fully satisfied.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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<b>DAA-0572-2025-0001-0003</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	WEP Inquiries	
Item Description	Correspondence inquiring about WEP funding that did not result in a WEP application for assistance and is not otherwise included in a WEP Project File.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0572-2017-0005-0001	No	
DAA-0572-2017-0005-0002	No	
Is this item a deviation from the GRS?	Yes	
	GRS Disposition Authority List	
Disposition Authority	Title	
DAA-GRS-2013-0008-0007		
Justification for GRS Deviation	Item includes records both covered and not covered by the GRS.	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year when the inquiry was received.	
Retention Period	Destroy 7 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0572-2025-0001-0004</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Withdrawn, Rejected, Cancelled, or Expired Applications	
Item Description	All documents submitted as part of an application for financial assistance that does not ultimately result in funding.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	Yes
<b>GRS Disposition Authority List</b>	
<b>Disposition Authority</b>	<b>Title</b>
DAA-GRS-2013-0008-0006	
Justification for GRS Deviation	Item includes records both covered and not covered by the GRS.
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the application is withdrawn, rejected, cancelled, or expires.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/19/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.