

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-07-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item ACM-10.00 was superseded by DAA-0048-2013-0001-0010

Item ADM-11.10 was superseded by DAA-0048-2013-0001-0001

Item ADM-25.10 was superseded by DAA-0048-2013-0001-0005

Item ADM-26.00 was superseded by DAA-0048-2013-0001-0002

Item FIN-6.10 was superseded by DAA-0048-2013-0001-0002 and DAA-0048-2013-0001-0011

Item PER-14.00 was superseded by DAA-0048-2013-0001-0005

Item PIO-5.00 was superseded by DAA-0048-2013-0001-0002

Item PRM-9.00 was superseded by DAA-0048-2013-0001-0011

Item PRM-19.00 was superseded by DAA-0048-2013-0001-0011

Item PRM-20.00 was superseded by DAA-0048-2013-0001-0001

9-29-06 WF

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-115-07-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/6/06</i>	
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Reclamation			
3. MINOR SUBDIVISION Information Management Division – 84-21300			
4. NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5. TELEPHONE NUMBER 303-445-2058	DATE <i>11/3/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <i>25</i> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>September 28, 2006</i> August 30, 2006	SIGNATURE OF AGENCY REPRESENTATIVE Roy Wingate <i>Roy Wingate</i>		TITLE Bureau Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Attached are revised retention schedule items for records series contained in the Bureau of Reclamation's Volume II of the Information Management Handbook, including new records series, and those series proposed for changes in retention. This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.		
<i>LC 11/30/07 copies sent to agency & NR, Wasm</i>			

SF-115 Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	ACM – 10.00. Integrated Charge Card Program – Description attached. Disposition: Temporary. Destroy 3 years after closure.	(New)	
2	ADM—8.0. Compliance Audits and Appeals. – Description attached. Disposition: Temporary. Destroy 25 years after closure.	N1-115-94-3 ADM—8.0 and ADM—8.10 (combined)	
3	ADM – 11.10 Emergency Operating Plans. – Description attached. Disposition: Temporary. Destroy in agency when superseded or no longer required for current business needs. Disposition: Temporary. Destroy when superseded or no longer needed.	N1-115-94-3 ADM—11.10	
4	ADM—22.00 Committee Management Program. – Description attached. Disposition: Temporary. Destroy 6 years after closure.	N1-115-94-3 ADM—22.00	
5	ADM—25.00 Conflict Management and Dispute Resolution. – Description attached. Disposition: Temporary. Destroy 3 years after closure.	(new)	
6	ADM—25.10 Employee Assistance Programs. – Description attached. Disposition: Temporary. Destroy 10 years after closure.	(new)	
7	ADM—26.00 – Education Partnership Program. – Description attached. Disposition: Temporary. Destroy 5 years after closure.	(new)	
8	ADM—27.00 Diversity and Equal Opportunity. – Description attached Disposition: Temporary. Destroy 5 years after closure.	(new)	
9	ENV—4.00 Fish and Wildlife Resources. – Description attached. Disposition: Permanent.	N1-115-94-7 ENV—4.00 and ENV—4.10	
10	FIN—6.10 Financial Systems. – Description attached. Disposition: Temporary. Destroy 10 years after closure.	N1-115-94-2 FIN—6.00, FIN— 6.10, FIN—6.30	
11	LAW-4.00 Law Enforcement. –Description attached. Disposition: Temporary. Destroy 20 years after closure.	N1-115-94-9 LAW—4.00	
12	PER—14.00 Training Records. – Description attached. Disposition: Temporary. Destroy 5 years after closure.	N1-115-94-3 PER—14.00, PER—14.10, PER—14.20	
13	PIO—5.00 Arts and Graphics. – Description attached. Disposition: Temporary. Destroy 5 years after closure.	N1-115-94-1 PIO—5.00	
14	PRM—9.00 Survey Boards. – Description attached. Disposition: Temporary. Destroy 6 years after closure.	N1-115-94-2 PRM—9.00	
15	PRM—19.00 Firearms and Explosives Management. – Description attached. Disposition: Temporary. Destroy 10 years after closure.	(new)	
16	PRM—20.00 Stewart B. McKinney Homeless Act. – Description attached. Disposition: Temporary. Destroy 3 years after closure.	(new)	
17	RES—3.30 Hydroelectric Power Research. – Description attached. Disposition: Temporary. Destroy 75 years after closure.	N1-115-94-4 RES—3.30	

SF-115 Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
18	RES—9.00 Specialized Program Research Disposition: Temporary. Destroy 75 years after closure and review by Reclamation.	N1-115-94-4 RES—9.00	
19	WTR—7.00 Water Quality and Ecology. – Description attached. Disposition: Temporary. Destroy 75 years after closure.	N1-115-94-4 RES—3.20	

ACQUISITION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
1. ACM-10.00 Proposed	Integrated Charge Card Program Administrative charge card program files relating to the management of Government-wide integrated charge cards. Including administrative directives and similar materials.	
	NOTE: Use ADM-16.00 for credit card user files.	
	Authorizations: <ul style="list-style-type: none"> ○ OMB Circular A-123, Appendix B ○ DOI Integrated Charge Card Guide ○ Federal Acquisition Circular No. 2005-05 ○ Federal Acquisition Regulations (FAR) Part 4, 8, 13, 32 	
	Official File Copy - Disposal Instructions - Non-record Reference Copy -	Temporary – Close file at the end of each calendar year. Paper/film/electronic: Destroy in agency 3 years after closure. Retain working reference copy in agency and destroy when 3 year old or sooner if not required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority: NEW

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
2. ADM-8.00	Program Compliance Audits and Appeals Case files, including correspondence, memorandums, e-mail and other documentations relating to audit requests, proposals, work plans, internal and external exhibits, legal opinions, reports of findings, and conclusions or final decisions regarding appeals to previous compliance audit results.	
	<p>NOTE: Use FIN 8.00 for audits specific to financial operations.</p> <p>NOTE: Use FIN-9.00 for accountable officers' records held for on-site audits by the General Accounting Office (GAO).</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer/Disposal Instructions -</p> <p style="text-align: center;">Non-record Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year or when audit/appeal is complete.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 25 years after closure.</p> <p>Retain working reference copy in agency and destroy when 25 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority:</p> <p>No change</p>
<p>Estimated current volume = 8 cu ft</p> <p>Estimated annual accumulation = 3 cu ft</p>		

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
3. ADM-11.10	Emergency Operation Plans General files relating to office responsibilities for preparation and issuance of plans and directives. Including: <ul style="list-style-type: none"> • Emergency Action Plan • Emergency Occupant Plan • Continuity of Operations (COO) Plan • Spill Prevention and Response Plan • Facility Security Plan • Interagency Plans with other Federal/State agencies 	
	NOTE: See ADM-11.00 note for instructions to preserve documentation in effect at the time of an emergency.	
	<div style="text-align: right;">Official File Copy -</div> <div style="text-align: right;">Disposal Instructions -</div>	Temporary - Close files at the end of calendar year in which new plan or directive is issued. Paper/film/electronic: Destroy in agency when superseded or no longer required for current business needs.
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: Retention change

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
4 ADM-22.00	Committee Management Program General files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's involvement as a Federal Advisory Committee Act member. Including: <ul style="list-style-type: none"> • Federal officer designation • Advisory committee requirements • Reports and related documentation, etc. 	
	NOTE: Disposal of this material must be coordinated with the Designated Federal Officer (DFO).	
	Official File Copy - Disposal Instructions - Non-record Reference Copy -	Temporary - Close files after termination of committee. Paper/film/electronic: Destroy in agency 6 years after closure. Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority: Retention change per GRS GRS 26.4

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
5 ADM-25.00 Proposed	Conflict Management and Dispute Resolution Case files including correspondence, memorandums, e-mail and other documentation relating to actions taken to prevent, manage, or resolve conflicts and disputes. Including: <ul style="list-style-type: none"> • Acquisition of services • Conflict management strategy • Evaluation and review of resolution process 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Non-record Reference Copy -</p>	<p>Temporary - Close files at completion of resolution process and service.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	Security Code: Privacy Act - DOI-58 Vital Record: No	NARA Disposal Authority: NEW GRS 1.27a

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
6. ADM-25.10 Proposed	Employee Assistance Programs General files including correspondence, memorandums, e-mail and other documentation relating to the administration of drug awareness and control programs. Including: <ul style="list-style-type: none"> • Training program • Employee assistance program • Substance Testing • Drug-Free Workplace Plan 	
	Official File Copy - Disposal Instructions - Non-record Reference Copy -	Temporary – Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 10 years after closure. Retain working reference copy in agency and destroy when 10 years old or sooner if no longer required for current business needs.
	Security Code: Privacy Act DOI-4, OPM-1 Vital Record: No	NARA Disposal Authority: NEW. Exception to GRS-1.26a, 1.36

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
7. ADM-26.00 Proposed	Education Partnership Program Case files including correspondence, memorandums, e-mail and other documentation relating to the administration of educational resources that support development of a diverse work force at minority colleges and universities through funding, curriculum development, recruitment, and job placement. Including: <ul style="list-style-type: none"> • Agreements, funding requirements, studies, reviews, reports, position development, recruitment records, etc. • Historically Black Colleges and Universities (HBCUs) • Hispanic Serving Institution (HSIs) • American Indian Tribally Controlled Colleges and Universities (TCUs) 	
	Authorization <ul style="list-style-type: none"> ○ Higher Education Act of 1965 as Amended in 1976, 1992, and 1998 ○ P.L. 105-244, 112 Stat.1281, Title III & IV ○ 20 U.S.C. 1059-1062, etc. ○ 34 CFR 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Non-record Reference Copy -</p>	<p>Temporary - Close files at the conclusion of agreement or activity.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	Security Code: None Vital Record: No	NARA Disposal Authority: NEW

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
8 ADM-27.00 Proposed	Diversity and Equal Opportunity General files, including correspondence, memorandums, e-mail and other documentation relating to the administration of equal employment, diversity, affirmative action, and similar topics. Including: <ul style="list-style-type: none"> • Equal employment • Workplace diversity • Affirmative Action Plan • Civil rights • Discrimination • Disabled/handicapped, etc. • Employment Statistics 	
	<p>NOTE: Use ADM-14.00 for case files relating to official EEO complaint file.</p> <p>NOTE: Use ADM-26.00 for case files relating to administration of educational resources that support development of a diverse workforce at minority colleges and universities.</p>	
	Authorizations: <ul style="list-style-type: none"> ○ Labor Standards Act of 1938 ○ 29 U.S.C. Section 201-219 ○ 5 CFR Part 551 ○ 29 CFR Parts 516, 519, 527, 785 ○ Civil Rights Act of 1964 ○ P.L. 88-352; 78 Stat. 241, 42 U.S.C. 1981 ○ 1980 Amendment as P.L. 96.191 ○ Civil Rights Act of 1991 ○ P.L. 102-166 ○ Age Discrimination in Employment Act of 1967 ○ P.L. 90-202, as amended ○ 29 U.S.C. Section 621 ○ Equal Employment Opportunity Act of 1972 ○ P.L. 88-352, 42 U.S.C. 2000e, as amended ○ 5 CFR 720, Part 201-207 ○ 29 CFR Parts 1600-1699 	

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Non-record Reference Copy -</p>	<p>Temporary – Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority</p> <p>NEW</p> <p>GRS 1.25g, 1.25h(1), 1.25h(2)</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
9. ENV-4.00	<p>Fish and Wildlife Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's management of fish and wildlife resources and the preservation of eco-system and natural habitat through conservation. Including:</p> <ul style="list-style-type: none"> • Studies, investigations, planning, inventories, surveys, reports, and similar documentation • Habitat management (non-endangered species) • Wetlands creation, preservation, and management • Plant and animal census • Management plans and program review • Research program • Coordination with Fish and Wildlife Service • Wildlife escape devices • Special facilities – fish ladders, screens, hatcheries, etc. • Wildlife sanctuaries • Conservation management and plans 	
	<p>Authorizations:</p> <ul style="list-style-type: none"> ○ Fish and Wildlife Coordination Act of 1934 ○ Small Reclamation Projects Act of 1956 ○ National Environmental Policy Act of 1969 ○ Clean Water Act of 1972 ○ Endangered Species Act of 1973 ○ Fish and Wildlife Conservation Act of 1980 ○ North American Wetlands Conservation Act of 1989 ○ Executive Orders 11988, 11990, 11991, 12007, 12114, 12898 ○ Secretarial Order 3206 ○ Departmental Manual Part 516 ○ Reclamation Manual ENV PO3 	

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	<p>Official File Copy -</p> <p>Transfer Medium -</p> <p>Transfer Medium -</p> <p>Non-record Reference Copy -</p>	<p>PERMANENT – Close file at the end of calendar year or as volume warrants.</p> <p>Paper/Film: Transfer to FRC 5 years after closure. FRC transfer to National Archives in Denver 30 years after closure.</p> <p>Electronic: Transfer to National Archives in College Park on a yearly basis.</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority:</p> <p>Temp to Permanent</p>
<p>ENV-4.00</p> <p>Estimated current volume = 45 cu ft</p> <p>Estimated annual accumulation = 7 cu ft</p>		

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
10. FIN-6.10	Financial Systems General correspondence, memorandums, e-mail and other documentation relating to the administration of financial management coordination with accounting systems. Including: <ul style="list-style-type: none"> • Requests for establishing fund symbols, account numbers, and titles • Studies for centralization, decentralization, and similar activities or issues • Conversions • Codes and similar materials 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Transfer/Disposal Instructions -</p> <p style="text-align: right;">Non-record Reference Copy -</p>	<p>Temporary - Close files at the conclusion of a project, conversion, replacement, or fiscal year.</p> <p>Paper/film/electronic: Destroy in agency 10 years after folder closure.</p> <p>Retain working reference copy in agency and destroy when 10 years old or sooner if no longer required for current business needs.</p>
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: No change

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
11. LAW-4.00	Law Enforcement Case files including correspondence, memorandums, e-mail and other documentation relating to the maintenance of law and order. Including: <ul style="list-style-type: none"> • Trespass or similar crimes on Reclamation property • Theft or vandalism • Unlawful entry • Unauthorized occupation of land • Illegal activity on Reclamation property 	
	Official File Copy - Transfer/Disposal Instructions - Reference Copy -	Temporary - Close files at the end of each calendar year. Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 20 years after closure. Retain working reference copy in agency and destroy when 20 years old or sooner if no longer required for current business needs.
	Security Code: Privacy Act - WBR-37 Vital Record: No	NARA Disposal Authority Retention Change

PERSONNEL MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
12. PER-14.00	 Training Correspondence, memorandums, e-mail, agreements, authorizations, reports, requirement reviews, plans, objectives, and other records related to the availability of training and employee participation in training programs. 	
	Official File Copy - Disposal Instructions - Non-record Reference Copy -	Temporary - Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 5 years after closure. Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.
	Security Code: Privacy Act - DOI-58, DOI-76, DOI-82 Vital Record: No	NARA Disposal Authority: Retention changed GRS 1.29

PUBLIC MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
13. PIO-5.00	Arts and Graphics Visuals, exhibits, art, and graphics. Material filed here may consist of original artwork, illustrations, slides, charts, graphics, acetates, negatives, and other visual aids.	
	NOTE: Use PRM-10.00 if original artwork, graphics, or illustrations are considered "special" or of exceptional quality or value.	
	Official File Copy - Disposal Instructions - Non-record Reference Copy -	Temporary - Close files after final publication. Paper/film/electronic: Destroy in agency 5 years after closure. Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority: Retention change

PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
14. PRM-9.00	Survey Boards Case files including correspondence, memorandums, e-mail and other documentation relating to actions taken by a Board of Survey for property which has been lost, stolen, or damaged beyond repair. Including: <ul style="list-style-type: none"> • Findings and recommendations • Appeals 	
	Official File Copy - Disposal Instructions - Non-record Reference Copy -	Temporary - Close files after final payment or determination of no fault. Paper/film/electronic: Destroy in agency 6 years after closure. Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.
	Security Code: Privacy Act – DOI-58 Vital Record: No	NARA Disposal Authority Retention change

PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
15. PRM-19.00 Proposed	Firearms and Explosives Management Case files including correspondence, memorandums, e-mail and other documentation relating to the control and accountability of firearms and explosives. Including: <ul style="list-style-type: none"> • Applications, permits, licenses, registrations, transfers, or disposal • Records of usage • Storage and control guidance • Inspections of storage sites • Employee training records • Reports of survey • Records of compliance with ATF or Homeland Security regulations • Receipts for ammunitions and explosives • Property vouchers and photographic evidence • Witnessed disposal or destruction records 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: right;">Non-record Reference Copy -</p>	<p>Temporary - Close files when activity warrants, separation of employee, or final usage.</p> <p>Paper/film/electronic: Destroy in agency 10 years after closure.</p> <p>Retain working reference copy in agency and destroy when 10 years old or sooner if no longer required for current business needs.</p>
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: NEW

PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
16. PRM-20.00 Proposed	Stewart B. McKinney Homeless Act General files including correspondence, memorandums, e-mail and other documentation relating to the administration of the Homeless Assistance Act in cooperation with reviews and evaluations conducted by Housing and Urban Development (HUD), including periodic reports.	
	NOTE: Records documenting the transfer or disposal of real property, including: Transmittals; Title V Property Survey Checklists; Public or Agency inquiries; etc., are maintained in the Official Case File under LND-5.00, Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land to Others.	
	Authorization: Stewart B. McKinney Homeless Assistance Act of 1987, P.L. 100-77, Title 42, Chapter 119, as amended	
	Official File Copy - Disposal Instructions - Non-record Reference Copy -	Temporary - Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 3 years after closure. Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority NEW

RESEARCH, TESTING, AND TECHNICAL MISCELLANY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
17. RES-3.30	Hydroelectric Power Research Case files including correspondence, memorandums, e-mail, and other documentation relating to development and management of efficient hydropower generation, source research, and transmission technology. Including: <ul style="list-style-type: none"> • Hydropower generation • Equipment testing • Model testing • Studies and investigations • Transmission studies and research • Powerplant research • Substation research • Above and below ground power facilities research • Alternative energy research 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer/Disposal Instructions -</p> <p style="text-align: right;">Non-record Reference Copy -</p>	<p>Temporary - Close files at the end of research activity</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or as volume warrant. FRC destroy 75 years after closure and review by Reclamation.</p> <p>Retain working reference copy in agency and destroy when 75 years old or sooner if no longer required for current business needs.</p>
	Security Code: None Vital Record: No	NARA Disposal Authority: Retention change
Estimated current volume = 88 cu ft Estimated annual accumulation = 12 cu ft		

RESEARCH, TESTING, AND TECHNICAL MISCELLANY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
18. RES-9.00	Specialized Program Research General correspondence, memorandums, e-mail, and other documentation relating to research for specific programs such as: <ul style="list-style-type: none"> • Dam Safety • Salinity Control and Management • Water Quality Improvement • Environmental Enhancement 	
	NOTE: Use PRJ-29.00 for Salinity Management issues related to the Colorado River Water Quality Improvement Program (CRWQIP) and the Colorado River Basin Salinity Control Project.	
	<div style="text-align: right;">Official File Copy -</div> <div style="text-align: center;">Transfer/Disposal Instructions -</div> <div style="text-align: center;">Non-record Reference Copy -</div>	Temporary - Close files at the end of each calendar year or as volume warrants. Paper/film: Transfer to FRC 5 years after closure. FRC destroy 75 years after closure and review by Reclamation. Retain working reference copy in agency and destroy when 75 years old or sooner if no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority Retention change
Estimated current volume = 45 cu ft Estimated annual accumulation = 12 cu ft		

ECONOMIC, REPAYMENTS, WATER SALES, WATER RIGHTS

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
19. WTR-7.00 Proposed	Water Quality and Ecology Case files including correspondence, memorandums, e-mails, and other documentation relating to the improvement and protection of water quality and its integrated relationship with the environment. Including: <ul style="list-style-type: none"> • Methods to improve water quality • Program reviews • Ecological studies of aquatic and terrestrial organisms • Standards for water quality delivery • Identification and control of water polluting factors • Methods to control, limit, and restore water quality • Research into improved water quality through recycling and reuse • Effects of agribusiness, municipal, and industrial use on water quality 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer/Disposal Instructions -</p> <p style="text-align: center;">Non-record Reference Copy -</p>	<p>Temporary – Close file at the end of each calendar year.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 75 years after closure and review by Reclamation.</p> <p>Retain working reference copy in agency and destroy when 75 years old or sooner if no longer required for current business needs.</p>

ECONOMIC, REPAYMENTS, WATER SALES, WATER RIGHTS

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: None Vital Record: No	NARA Disposal Authority: NEW
Estimated current volume = 55 cu ft Estimated annual accumulation = 10 cu ft		