

AUG 2007 / *W*

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-07-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/20/07</i>	
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Reclamation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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>1/23/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>6</u> 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, <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE August 20, 2007	SIGNATURE OF AGENCY REPRESENTATIVE Roy Wingate / Signed <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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 three supplemental revised retention schedule items, two for Project Management (PRJ), and one Public Information Office (PIO) records series currently scheduled for permanent retention in paper or microfilm as contained in Volume II of the Bureau of Reclamation's Information Management Handbook. These revisions incorporate records created and maintained in electronic format which may not exist in any other medium, or may include mixed medium over time. Transfer of these permanent records in electronic format must be in accordance with NARA accepted transfer standards in effect at the time of transfer.		
<i>AA 1/31/08 Copies sent to Agency, NWD, NWE, NWCS, NR</i>			

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-7.00	<p>Photographs</p> <p>Original black and white or color negative with captioned print of each, color slide or color transparency with captioned print, internegative (if one exists), and unaltered digital image with metadata. Including:</p> <ul style="list-style-type: none"> • Photos of Reclamation officials and other dignitaries • Photos documenting Reclamation's Mission – critical Program responsibilities • Construction and inspection photos linked to contracts or specifications • Photos documenting special activities, unusual events, failures, public safety, and weather related incidents • Photos required and used in cooperation with other Governmental agencies • Photos used to document legislative, legal, or mandated regulatory requirements <p>NOTE: Must include numbered and captioned index, regardless of medium, for accessioning to NARA</p> <p>NOTE: Reference NARA guidelines for digital media and Vol. IV of the IMH for detailed requirements</p>	
	<p>Official File Copy -</p> <p>Transfer Medium - Negatives, prints, other –</p> <p>Transfer Medium - Digital /electronic –</p> <p>Reference Copy –</p>	<p>PERMANENT – Close files at the end of each calendar year.</p> <p>Transfer to National Archives in Denver 10 years after closure or as volume warrants</p> <p>Transfer camera original and metadata to National Archives 3 years after closure or sooner if volume warrants in accordance with NARA transfer standards in effect at time of transfer.</p> <p>Retain designated <u>Reference Copy</u> in agency and destroy when no longer required for current business needs.</p>

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: None Vital Record: No	NARA Disposal Authority: Transfer change

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-2.00	<p>Technical Reports</p> <p>Reports, records, and other documents which establish a general history of reclamation programs and accomplishments in the investigations, planning, design, construction, operation, maintenance, repair, and rehabilitation of projects and related facilities. Including:</p> <ul style="list-style-type: none"> • General reports by subject • Feasibility Reports • L-10, L-15, L-21, L-23, L-29 Reports • Project Histories • Summary Statistics of Project Data • Definite Plan Reports • Annual Reports of the Commissioner • Progress Reports • Final Construction Reports • Final Embankment Construction Reports • Summary Reports • River Basin, Valley, and Project Planning Reports including Reconnaissance And Authorizing Reports, reviews, comments, Findings of Feasibility, and interim reports • Exploration and Investigation Reports • Geologic Reports • Final Reports Regarding Investigations, Planning, Design, Construction, and Operations and Maintenance • Engineering Laboratory Reports • Operation/Maintenance Equipment Reports • PO&M 59 Powerplant Reports • PO&M 59a Pumping Plant Reports • PO&M 62 Monthly PO&M Outage Reports 	
	<p>NOTE: Use feature/structure files for technical engineering trip/travel reports.</p>	

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	<p>Official File Copy -</p> <p>Transfer Medium - Paper/film -</p> <p>Transfer Medium - Electronic -</p> <p>Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year.</p> <p>Transfer to National Archives in Denver 3 years after closure or as volume warrants.</p> <p>Transfer one copy of each report or publication to National Archives at the end of each calendar year, including finding aids or indexes, in accordance with NARA transfer standards in effect at time of transfer.</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: FOUO</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority:</p> <p>Transfer change</p>