#### NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-94-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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

#### **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These items, unless subsequently superseded, may be used by the agency to disposition records.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#### SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item LND-1.00 was superseded by DAA-0048-2013-0008-0003 Section LND-3.00 was superseded by N1-115-97-001

1.41 1.47 \$			
REQUEST FOR RECORDS DISPOSITION A	UTHORITY	LEAVE BLANK (NA JOB NUMBER	RA use only)
(See Instructions on reverse)		N1-115	-94-6
TO: NATIONAL ARCHIVES and RECORDS ADMINISTR	ATION (NIR)	DATE RECEIVED	<del></del>
WASHINGTON, DC 20408		08/05/9	15
FROM (Agency or establishment)	·	NOTIFICATION TO	AGENCY
Department of the Interior 2. MAJOR SUBDIVISION		In accordance with the p	rovisions of 44
Bureau of Reclamation		U.S.C. 3303a the disposincluding amendments, is	sition request
3. MINOR SUBDIVISION		for items that may be mark not approved" or "withdraw	ked "disposition
		not approved or withdraw	n in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELE	3 1	DATE ARCHIVIST OF	THE UNITED STATES
Phyllis Hamilton (303)	) 236-9731	21-91/11/	1/1/2/1
		a 4 16/19000 0	v.cue
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this age and that the records proposed for disposal on the atta of this agency or will not be needed after the retention the General Accounting Office, under the provisions Agencies,  is not required; is attached;	ched page on periods speci s of Title 8 of the	e(s) are not now needed for	or the business
DATE SIGNATURE OF AGENCY REPRESENTA	TIVE TITLE		
8/22/95 Ohythe a Hamilton	» Dupe	ervisory. Manageme	nt Analy st
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED NO.	DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
Please see the following attached schedu Schedule 7: Land Operations/Realty	le:		
All changes to this proposed schedule h	ave been appr	oved by:	
NARA appraiser date Agency re	presentative	date	
·			

# Subject Files LAND OPERATIONS/REALTY

Item No.	Desc	ription	Proposed Disposition
LND-1.10	Land Operations/Realty Subj	ect Files	
	directly relates to land operations/i agreements; withdrawals and resto	orations; applications for land use; sal of Reclamation-owned land; land entries; recreation areas, facilities, ration of land for civic purposes;	
	General Policy, Plans, and Programs	General correspondence, policies, and procedures regarding land operations and realty.	
	Reports and Statistics	Correspondence regarding reporting requirements.	
	Laws, Regulations, Orders, Notices, and Agreements	Laws, regulations, and agreements regarding land operations and realty.	
	Land Acquisition	General correspondence concerning the broad subject of land purchase. See LND-3.00 for land acquisition agreement case files.	
	Withdrawals and Restorations Reclamation Purposes	General correspondence regarding public lands withdrawn from public domain for Reclamation	
	Other Purposes	purposes and other purposes. And, for restorations to the public domain when no longer required for Reclamation or other purposes. See LND-4.00 for case files relating actual withdrawals and restorations	
•	Application for Land Use	General correspondence regarding applications for land use.	
	Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land	General correspondence regarding the sale, transfer, exchange, and disposal of Reclamation-owned lands. See LND-5.00 for case files documenting specific activities.	

# Subject Files LAND OPERATIONS/REALTY

Item			
No.	Desc	ription	Proposed Disposition
·	Land Operations/Realty Subject Files - continued		
	Land Management	General correspondence pertaining to uses of land that require special use applications, licenses, and permits.	
	Settlement and Land Entries	General correspondence regarding settlement and entries upon public lands.	
	Recreation Areas, Facilities, and Services	General correspondence concerning the reservation of land for recreational purposes, and facilities and services.	
	Reservation and Utilization of Land for Civic Purposes	General correspondence relating to the reservation, dedication or utilization of lands for community centers, parks (Not National Parks), playgrounds, schools, churches, and other civic purposes.	
	Land Classification	General correspondence pertaining to land classification.	
	Land Holding Limitations	General correspondence concerning limitations of land holdings on Reclamation Projects.	
	Irrigation Management	General correspondence relating to irrigation management.	
	Office of record/origin		Temporary. Cutoff at the end of each calendar year or when
	Note: Office of record/original specific documentation.	n - use case file for project	volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy when 15 years old.
LND-1.11	Land Operations/Realty Subj Include any materials received by responsible for issuance.		Temporary. Cutoff at the end of each calendar year or when volume warrants. Destroy 10 years after cutoff.

# Subject Files LAND OPERATIONS/REALTY

Item No.	Description	Proposed Disposition
	Land Operations/Realty Subject Files - All Other Copies - continued	
	Classification Code Cross Reference:  Post 1989 - LND-1.00 LND-2.00 LND-3.00  LND-4.00 LND-5.00 LND-6.00  LND-7.00 LND-8.00 LND-9.00  LND-10.00	
	Post 1972 - 700.0 Pre 1972 - 700.0	

Item No.	Description	Proposed Disposition
LND-1.00	Land Operations/Realty Policy	
·	Material which serves to establish policy or precedents pertinent to future and continuing actions for land operations/realty actions.	
	Office of record/origin	Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff file
	Note: This file consists of policy for land operations/realty subjects that may not be filed in the master set of directives.	at the end of the calendar year policy was cancelled, superseded, or revoked. Transfer to Archives 3 years after cutoff.
	Classification Code Cross Reference:  Post 1989 - LND-1.00 LND-5.00 LND-7.00  Post 1972 - 700.0 701.0 702.0  703.0 704.0 705.0  Pre 1972 - 120.3 700.0 702.0  703.0 704.0 710.0  710.2 710.3 710.4  710.5 710.6 712.0  713.0 714.0 715.11  716.0 717.0 844.6	
LND-2.00	Land Operations/Realty Reports	
	Reports pertaining to land operations/realty. Include:	
A companies and the companies	Real Property Utilization Report	
	· Annual Timber Utilization Report	
	Computer-generated reports showing status of lands at Reclamation projects	
	· Land Management Report	
	Office of record/origin	Permanent. Cutoff at the end of each calendar year. Transfer to Archives 3 years after cutoff.
Topic and the state of the stat	Classification Code Cross Reference:  Post 1989 - LND-2.00  Post 1972 - 790.0 790.1  Pre 1972 - 242.2	•

Item		
No.	Description	Proposed Disposition
LND-3.00	Land Acquisition	
	Case files containing <u>original</u> contracts, deeds, grants, licenses, easements, permits, facility relocation and crossing agreements, or other instruments of transfer that convey title or interest in real property to the United States. Supporting documents such as:	
	· Abstract of title	
	Title insurance policies	
	· Final certificates of title	
	· Certificates of inspection and possession	
<i>.</i> •	· Receipts executed by vendors for purchase price	
	Attorney Generals' and other title opinions	
	· Exchange of lands	
·	Facility relocations	
	· Crossing agreements	
	Power system acquisitions	
	· Reclamation-acquired rights-of-way	
٠	· Appraisal of land's market value	
	· Crossing encroachment	
	<ul> <li>Donation of lands</li> </ul>	
	· Acquisition of title to lands	
	· Abandonment of Easement	
	Office of record/origin	Contingent. Break files at the end of each calendar year or when volume warrants.
	Note:  > Use LND-2.00 for reports.	Cutoff 1 year after receipt of abstract or certificate of title. Transfer to FRC 2 years after cutoff. FRC retain until land or facilities are no longer used, maintained, or owned by
:	► Use WTR-4.14 for Native American land records.	the Government.
	► Field Office/Area Office retain until office closure. Transfer to regional office of responsibility.	Note: Land Program specialists must
	► Transfer abstract or certificate of title to purchaser after unconditional sale or release by U.S. Government of conditions, restrictions, mortgages, and other liens. GRS 3.1.b	review records prior to destruction.

Item No.	Description	Proposed Disposition
	Land Acquisition - continued	
	Classification Code Cross Reference: Post 1989 - LND-3.00	
	Post 1972 - 774.0 780.0 780.1 781.0 783.0	
	Pre 1972 - 380.0 380.1 380.2 380.3 380.4 380.5	
	380.51 380.6 380.7 380.8 380.9 381.0	
	712.0 794.0 <u>Subject to Privacy Act</u>	
	WBR-16, WBR-28, WBR-42	
LND-4.00	Withdrawals and Restoration	
	Material pertaining to withdrawals and restoration for Reclamation purposes.	
	Amount of land withdrawn and acquired in areas and listed by settlement potential by counties within States	
	<ul> <li>The restoration of land to the public domain that is no longer needed for Reclamation purposes.</li> <li>Includes material regarding omitted lands</li> </ul>	
	Official notice of withdrawal or restoration	
	<ul> <li>Plats defining location and description of land withdrawn or restoration order</li> </ul>	
	<ul> <li>Land withdrawals and restorations for other purposes such as:</li> </ul>	
	· Stock driveways	
	· Airport landing fields	
	Military bombing fields and gunnery ranges	
	Cemetery or grave removal and relocation on Reclamation lands, including permits	
	<ul> <li>National parks, monuments, and wilderness areas, the establishment of areas, and determination of their boundaries</li> </ul>	
	Power, power sites, atomic energy sites	
ا استان الاستان والسوار	· Radar or other tracking sites or detection stations	

Item— No.	Description	Proposed Disposition
	Withdrawals and Restoration - continued	
	Office of record/origin	Permanent. Transfer to Archives 1 year after publication of the Public Land Order.
, , y	Note:	
	► Use LND-2.00 for reports.	
	► Public Land Order is the basis for completion of the withdrawal or restoration.	
	Classification Code Cross Reference:	
	Post 1989 - LND-3.00 LND-4.00	
	Post 1972 - 720.0 721.0 780.2	
	Pre 1972 - 380.1 720.0 721.0	
	721.02 721.03 721.05	
* *	721.06 721.11 721.12 721.16 721.26 721.27	
	721.16 721.26 721.27	
	721.36 721.37 721.44	
	721.47 721.50 721.53	
	722.0 722.1 722.2	
	722.3 722.4 722.5	
	722.6	
LND-4.10	Application for Land Use	
	Material pertaining to applications for land use files.	
	Applications and supporting documents received by	
	Bureau of Land management and referred to Reclamation	
*	to determine Reclamation's interest in the land. Include:	e e
	Applications involving land either withdrawn or being considered for withdrawal for Reclamation	
	purposes	
	Office of record/origin	<u>Temporary</u> . Break file at the end of each year. Cutoff after denial of the application or
· .	Note: Use LND-2.00 for reports.	termination of the withdrawal. Destroy 1 year after cutoff.
	A	James Carres
•		•
		Note:
		► Applications involving land in which Reclamation has no interest, destroy when
		► Applications involving land in which
		Applications involving land in which Reclamation has no interest, destroy when

Item No.	Description	Proposed Disposition
	Application for Land Use - continued	
	Classification Code Cross Reference:  Post 1989 - LND-4.00  Post 1972 - 720 721  Pre 1972 - 720 721	
LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land to Others	
;	Transaction case files containing contracts/deeds and other supporting papers documenting the sale, transfer, exchange, and disposal of land.	
	Office of record/origin	Permanent. Break file at the end of each calendar year or when volume warrants.
	Note: Use LND-2.00 for reports.	Cutoff after sale, transfer, exchange, or disposal of Reclamation-owned land and
		transfer to FRC 25 years after cutoff. FRC will transfer to Archives 10 years after the unconditional sale or release by the
		Government of restrictions, mortgages, or other liens.
Ċ	Classification Code Cross Reference:	
	Post 1989 - LND-5.00 Post 1972 - 370.0 706.0 706.1 706.2 751.0	
	Pre 1972 - 241.0 241.01 241.03 242.0 711.0 715.0 752.0	
	Subject to Privacy Act WBR-6, WBR-42	
LND-5.10	Townsites	
	Correspondence and other material pertaining to establishing and administering townsites on Reclamation land. Include:	
-	· Survey books	
,,,	· Township plats	
	· Other records of locations and layout	
	<ul> <li>Records of sites that have evolved into cities, including Page, Arizona, and Boulder City, Nevada</li> </ul>	

Item No.	Description	Proposed Disposition
	Townsites - continued	
	Reservation, dedication, or utilization of lands for community centers, parks (not National Parks), playgrounds, schools, and churches.	
	Office of record/origin	Permanent. Transfer to Archives immediately.
	Note:  > Use LND-2.00 for reports.  > Reference copies may be transferred to the governing authority succeeding Reclamation ownership.	
	Classification Code Cross Reference:  Post 1989 - LND-1.00 LND-4.00 LND-5.00  Post 1972 - 705.0 710.0 711.0  Pre 1972 - 715.0 716.0 760.0	
LND-6.00	Land Management	
	Material pertaining to uses of land which require a permissive authority special use applications, licenses, and permits issued to Reclamation or by Reclamation.	
	Outgrants	
	Land lease operations     Taylor Grazing Act	
	Townsite and townlot leases	
	· Leases for agricultural or grazing purposes	
	· Oil, gas, mining, and prospecting applications	
	• Earth, stone, gravel, and timber removal applications	
•	· Drilling permit	
	Bureau of Land Management right-of-way applications	

Item No.	Description	Proposed Disposition
	Land Management - continued	
	Office of record/origin	Permanent. Break files at the end of each year or when volume warrant. Cutoff after
€ more nik	Note:  • Use LND-2.00 for reports.	termination of transaction, or when no longer needed for reference, whichever is earlier.  Transfer to Archives 5 years after cutoff.
· · .	► Use ENV-3.00 for archaeological or paleontological permits.	
٠.	► Use LND-3.00 for crossings, encroachments, and relocation agreements issued to Reclamation.	
	Classification Code Cross Reference: Post 1989 - LND-6.00	
	Post 1972 - 706.0 770.0 772.0 773.0 774.0 775.0 782.0	
	Pre 1972 - 241.0 320.06 790.0 792.0 793.0 794.0 795.0	
	Subject to Privacy Act WBR-16, WBR-17, WBR-22, WBR-29, WBR-32, WBR-41	
ND-7.00	Settlement and Land Entries	* .
	Material pertaining to settlement and land entries. Include:	
	Entries to public lands	
	Settlement upon public lands	
र्वे क्षास्त्र । . क्ष	Homestead entries	
au ann amhraidh i dhe ann an	· Mineral location entries	
* **	Desert land entries	
	Preparation and issuance of land opening public notices	
	Prospective settler qualification requirements	
	· Activities and reports of settlers' selection	
ارات می سید اداری است	· Appeals from examining board decisions	
	Failure to enter or abandon establishment or residence	

Item No.	Description	Proposed Disposition
· ·	Settlement and Land Entries - continued	
	Final homestead and Reclamation proof	
	Cancellation of entry, settlers' assistance, settlers' financial aid, land patents	
•	· Farm application forms	
ŕ	· Reports on results of land openings	
	Office of record/origin	Permanent. Transfer to Archives immediately.
	Note:  * Use LND-2.00 for reports.	
	► Use LND-3.00 for acquisition of mineral location claims.	
	Classification Code Cross Reference: Post 1989 - LND-7.00	
•	Post 1972 - 730.0 731.0 732.0 733.0 Pre 1972 - 730.0 731.0 732.0	
	733.0 844.0 844.01 844.4 844.6 844.61 844.62	
	Subject to Privacy Act WBR-15, WBR-19	
LND-8.00	Recreation Areas, Facilities, and Services	
	Material pertaining to the reserving of suitable portions of land at Reclamation facilities for recreational purposes, includes surveys, studies, and recommendations for the development and administration of the recreational area.	
	<ul> <li>Administration of services and facilities that are provided for tourists such as visitor centers, observation points, vista houses, exhibit halls, and the provision of guide services and charging admission fees</li> </ul>	
	Material regarding the administration of accommodations for users of recreation areas at Reclamation installations	

Item No.	Description	Proposed Disposition
	Recreation Areas, Facilities, and Services - continued	
	Office of record/origin	Permanent. Break files at the end of each calendar year or when volume warrants.
	Note:	Transfer to Archives in 30 years.
	<ul> <li>► Includes, but not limited to:</li> <li>Camping areas; including regulations for use, permits, fees, and licenses</li> <li>Boating facilities; docks, wharfs, storage,</li> </ul>	
	including regulations for use, permits, fees, and licenses Fishing facilities; including regulations for use,	
	fees, and licenses Living facilities (cabins, cottages); including regulations for use, fees, and permits	
	<ul> <li>Concessions; including regulations for use,</li> <li>permits, fees, and licenses</li> <li>Games and sports (areas set aside for sports,</li> </ul>	
	portions of the reservoir in which swimming is allowed); including regulations for use, permits, licenses, and fees	
	Sanitary facilities; including water and sewage systems     Use permits; for material related to overall type	
	entry and use permits such as "Golden Eagle"  Land management plans for the use of lands acquired or withdrawn for Reclamation purposes	
	including plans for the proper use of lands in recreations areas, fish and wildlife refuges, national forests, etc.	
	► Use LND-2.00 for reports.	
	► Use LND-4.00 for material regarding the establishment of the National parks, monuments, wilderness areas, and the determination of their boundaries.	
	► Use ADM-13.00 for agreements, and related correspondence transferring recreation area administration away from Reclamation.	

Item No.	Description	Proposed Disposition
	Recreation Areas, Facilities, and Services - continued	
	Classification Code Cross Reference:	
	Post 1989 - ADM-21.20 LND-4.00 LND-8.00	
	Post 1972 - 042.3 576.0 704.0	
	710.0 715.0 715.1	
	715.2 566.0 Pre 1972 - 042.0 042.1 042.2	
	Pre 1972 - 042.0 042.1 042.2 715.0 715.1 715.11	
	715.12 715.13 715.14	
	715,12 715,15 715,14	
	Subject to Privacy Act	
•	WBR-7, WBR-41	
LND-8.10	Reserved	
LND-9.00	Land Holding Limitations	
L11D-3.00	, •	
	Material regarding limitations of land holdings on	·
: *	Reclamation projects such as the number of acres that will	
	be provided irrigation water; 960-acre limitation under the	
	Reclamation Reform Act of 1982.	
-	Controls on speculation	
•	Excess landholdings	
	Recordable agreements	
	Landholdings of Reclamation employees	
	Appraisal and reappraisal of land subject to	
	incremented value and excess land of excess land to	
	be sold	
	Agreement provisions to determine open market	
	value	
100	Office of record/origin	<b>Permanent</b> . Break files at the end of each
•		calendar year or when volume warrants.
	Note: Use LND-2.00 for reports.	Cutoff every 30 years and transfer to Archives.
ALLE OF THE STATE OF	Classification Code Cross Reference:	
	Post 1989 - LND-9.00	
	Post 1972 - 131.3 740.0 741.0	
	741.1 741.2	
ر السنسير السند	Pre 1972 - 110.04 131.03 740.0	
	742.0 742.2 742.3	• • •

Item No.	Description	Proposed Disposition
	Land Holding Limitations - continued	:
	Subject to Privacy Act WBR-13, WBR-31	
LND-10.00	Land Classification	
	Material pertaining to land classification, i.e., surveys and tests of land for suitability of sustaining irrigation, designation of land classes within a project's irrigable area, certification of land classification results, and soil surveys or other means used to establish and denote suitability of land for irrigation.	
	<ul> <li>Reports to Congress, appeals, fact sheets, and program evaluations</li> </ul>	
	<ul> <li>Field survey books, land classification maps and aerial photo maps</li> </ul>	
	Office of record/origin	Permanent. Break files at the end of each calendar year or when volume warrants.
	Note: Use LND-2.00 for reports.	Cutoff every 30 years and transfer to Archives
	Classification Code Cross Reference:  Post 1989 - LND-9.00 LND-10.00  Post 1972 - 740.0 741.0 741.1  Pre 1972 - 110.04 740.0 741.0  742.2 742.3	
	Subject to Privacy Act WBR-13	
LND-11.00	Irrigation Management	
	Material pertaining to irrigation management. Include:	
w en el	Acreage under irrigation	
	· The ultimate extent of irrigable areas	
	Irrigable lands for which Reclamation is prepared to supply irrigation water or has supplied irrigation water	
	The inclusion and exclusion of lands within the irrigable areas and boundaries of a Reclamation project	

Item No.	Description	Proposed Disposition
	Irrigation Management - continued	
	The preparation, issuance, and amendment of farm unit plats, discussions regarding the desirable size of farm units, exchange of farm units	
	Farm management	
	Establishment, operation, and management of demonstration and development farms	
	Office of record/origin	Permanent. Break files at the end of each calendar year or when volume warrants.
	Note: Use LND-2.00 for reports.	Cutoff every 30 years and transfer Archives.
· · · · · · · · · · · · · · · · · · ·	Classification Code Cross Reference: Post 1989 - LND-10.00 Post 1972 - 743.0 743.1 750.0	
**************************************	Pre 1972 - 743.0 743.1 730.0 743.1 750.0 750.0	
	Subject to Privacy Act	