NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-94-007

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item ENV-1.00 was superseded by DAA-0048-2013-0008-0003

DECLIECT FOR DECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)	
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	JOB NUMBER N1-115-94-7	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	08/05/95	
1. FROM (Agency of tablishment)	NOTIFICATION TO AGENCY	
2. MAJOR SUBDIMISION Bureau of Reclamation	In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except	
3. MINOR SUBDIVISION	for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE (303) 236-9731	1-24-96 ARCHIVIST OF THE UNITED STATES	
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters per and that the records proposed for disposal on the attached page of this agency or will not be needed after the retention periods specified the General Accounting Office, under the provisions of Title 8 of the Agencies, is not required; is attached; or	ertaining to the disposition of its records e(s) are not now needed for the business ified; and that written concurrence from e GAO Manual for Guidance of Federal has been requested.	
862/95 Shalles & Hamilton Lup	ervisny management and st	
7. 1TEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO.	9. GRS OR 10. ACTION TAKEN (NARA JOB CITATION USE ONLY)	
Please see the following attached schedule:		
Schedule 3: Environmental Compliance and Managemen	nt	
Conanges to this proposed schedule have been to the		
NARA appraiser date Agency suppresentative	Qu.	
	N/A	

Subject Files ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

Item No.	Descr	ription	Proposed Disposition
ENV-1.10	Environmental Compliance a	nd Management Subject Files	
	Correspondence of a general nature compliance and management subject wildlife resources, fish resources, I storage, national environmental poenvironmental analysis, management, mineral resources, clean water environmental assessment and evan management, natural resource protand environmental commitment.	ects including cultural resources, nazardous waste, nuclear waste licy act compliance activities, ent studies, and endangered species act permits, clean air act, luation methodology, pest	
	General Policy, Plans, and Programs	General correspondence, policies, and procedures regarding the development, implementation, coordination, and management of environmental and compliance research programs.	
	Reports and Statistics	Correspondence regarding reporting requirements.	
	Laws, Regulations, Orders, Notices, and Agreements	Laws, regulations, and agreements regarding environmental activities.	
e.	Cultural Resources	General correspondence concerning Reclamation history and cultural resources. See ENV-3.00 for case files.	
	Wildlife Resources	General correspondence regarding wildlife resources.	
	Fish Resources	General correspondence regarding fish resources.	
	Hazardous Waste	General correspondence regarding the treatment, storage, or disposal of hazardous waste. See ENV-5.00 for case files documenting specific activities.	
	Nuclear Waste Storage	General correspondence regarding nuclear waste storage. See ENV-5.10 for investigations.	
	National Environmental Policy Act (NEPA)	General correspondence regarding NEPA.	

Subject Files ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

Item				
No.	Desc	ription	Proposed Disposition	
	Environmental Compliance and Management Subject Filès - continued			
	Environmental Analysis, Management Studies, and Endangered Species	General correspondence on the habitat management.		
	Mineral Resources	General correspondence regarding conservation, development, or exploitation of coal, gas, and other mineral resources.		
	Clean Water Act	General correspondence pertaining to clean water act.	t.	
	Clean Air Act	General correspondence relating to the clean air act.		
	Pest Management	General correspondence pertaining to pest management and pesticide use.		
	Natural Resource Protection and Management	General correspondence regarding wilderness preservation, wild rivers protection, and other protection programs.		
	Environmental Commitment	General correspondence pertaining to national, state, and local statutes and regulations.		
	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 15 years after cutoff.	
ENV-1.11	Environmental Compliance a All Other Copies	nd Management Subject Files -		
	Include any materials received by responsible for issuance.	a Reclamation office that was not	Temporary. Cutoff at the end of each calendar year or when volume warrants. Destroy 10 years after cutoff.	

Subject Files ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

Item No.	Description	Proposed Disposition
	Environmental Compliance and Management Subject Files - All Other Copies - continued	
	Classification Code Cross Reference:	
	Post 1989 - ENV-1.00 ENV-2.00 ENV-3.00	
	ENV-4.00 ENV-5.00 ENV-5.10	
	ENV-6.00 ENV-7.00 ENV-8.00	
	ENV-9.00 PRJ-3.00	
	Post 1972 - 120.0	
,	Pre 1972 - 120.0	

Item No.	Description	Proposed Disposition
ENV-1.00	Environmental Compliance and Management Policy	
	Material which serves to establish policy or precedents pertinent to future and continuing actions for environmental compliance and management activities.	
	Office of record/origin	Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff file
	Note: This file consists of policy for environmental compliance and management subjects that may not be included 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 - ENV-1.00 PRJ-3.00 Post 1972 - 120.0 120.1 Pre 1972 - 120.0 120.01	
ENV-2.00	Environmental Compliance and Management Reports	
	Correspondence and related documents pertaining to environmental compliance and management reports. Includes, but is not limited to:	
	Reports created by Reclamation as a joint venture or in cooperation with other Government agencies	
	Reports created by outside agencies regarding Reclamation. Includes preliminary, final, or summary	
	Office of record/origin	Permanent. Cutoff at the end of each calendar year. Transfer to Archives 3 years after cutoff.
	Classification Code Cross Reference: Post 1989 - ENV-2.00 Post 1972 - 190.0 Pre 1972 - 104.0 104.1	
ENV-3.00	Cultural Resources	
	Material pertaining to Reclamation history, cultural resources, artifacts, historical archaeology, and archaeological activities.	

Item		
No.	Description	Proposed Disposition
	Cultural Resources - continued	
	Studies, inventories, reports, evaluations, and surveys which identify and analyze the protection and maintenance of cultural resource sites and structures	
	 Cultural resource management plans, program reviews, and curation documentation 	
	 Permits for archaeological and paleontological site investigations and excavations. 	
	Office of record/origin	Permanent. Cutoff at the end of each calendar year or when volume warrants.
	Note: * Use ENV-2.00 for reports.	Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
	PArchaeological and paleontological site and permit information is RESTRICTED.	
	Classification Code Cross Reference: Post 1989 - ADM-1.00 ENV-3.00 LND-6.00 Post 1972 - 100.3 770.0 Pre 1972 - 001.0 100.4 790.0	
ENV-4.00	Wildlife Resources	
	Materials relating to wildlife resources including documentation for general programs and objectives, resource status and detailed project designs, surveys, investigations, and studies; including:	
	Construction of special facilities	
	· Animal escape devices	
	Office of record/origin	Temporary. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Destroy when incorporated in a final report or 10 years after cutoff.
		Note: Environmental Program specialists
		must review records prior to destruction.
	Classification Code Cross Reference: Post 1989 - ENV-4.00 Post 1972 - 565.0 Pre 1972 - 565.0	

Item No.	Description	Proposed Disposition
ENV-4.10	Fish Resources	
	Materials relating to the planning, design, construction, operation, and maintenance of special facilities to protect or enhance fisheries and to accommodate fish migration, including fish screen, fish ladders, and hatcheries. Includes:	
	Studies, surveys, and investigations	
	Office of record/origin	Temporary. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Destroy when incorporated in a final report or 10 years after cutoff.
		Note: Environmental Program specialists must review records prior to destruction.
	Classification Code Cross Reference: Post 1989 - ENV-4.00 Post 1972 - 565.0 Pre 1972 - 565.0	
ENV-5.00	Hazardous Waste Management	
	Documentation related to the treatment, storage, or disposal of hazardous material. Also include materials that deal with superfund sites, regulating disposal sites, underground storage tanks, waste oil, or preparation of hazardous materials for disposal and manifest tracking of hazardous waste. Includes:	
	 Documents relating to toxic materials regulated by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) or the Toxic Substances Control Act (TOSCA). Toxic materials include PCB's, asbestos, and other substances identified as toxic and not regulated by the Resource Conservation and Recovery Act (RCAA) or the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). Include Hazardous Waste Manifest Site Assessment reports 	

Item No.	Description	Proposed Disposition
	Hazardous Waste Management - continued	
	Office of record/origin	Temporary. Cutoff at the end of each calendar year or when volume warrants.
	Note: > Use ENV-2.00 for reports.	Transfer to FRC 25 years after cutoff. FRC destroy 75 years after cutoff.
	► If litigation ensues, transfer records to LAW-5.00.	Note: Environmental Program specialists must review records prior to destruction.
		must review records prior to destruction.
	Classification Code Cross Reference: Post 1989 - PRJ-3.00 Post 1972 - 120.0 120.1 120.2 Pre 1972 - 120.0 120.01	
ENV-5.10	Nuclear Waste Storage Investigations	
	Information pertaining to nuclear waste storage investigations. Office of record/origin	Permanent. Cutoff at the end of each
	Note: Use ENV-2.00 for reports.	calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
	Classification Code Cross Reference: Post 1989 - ENV-5.10 PRJ-3.00 Post 1972 - 120.0 120.1 120.2 Pre 1972 - 120.0 120.01	
ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	
	Supporting documentation, drafts, and materials on NEPA documents including Environmental Assessments (EA), Environmental Review (ER), Categorical Exclusion Checklists (CEC), Findings of No Significant Impact (FONSI), Records of Decisions, Environmental Commitment Checklist (ECC), and Final and Draft Environmental Impact Statement (FEIS and DEIS).	
	Include documentation on Fish and Wildlife Coordination Act and National Historic Preservation Act.	

Item No.	Description	Proposed Disposition
	National Environmental Policy Act (NEPA) Compliance Activities - continued	
	 Published DEIS's and EIS's. Record of Decision describing Reclamation's decisions regarding which alternative in an EIS is selected for construction 	
	 Consultation, review comments from outside agencies, organizations, or the public on Reclamation NEPA compliance and program activities 	
	Office of record/origin	Permanent. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Transfer to FRC 10 years after completion of report. FRC transfer to Archives when 30 'years old.
	Classification Code Cross Reference: Post 1989 - ENV-6.00 Post 1972 - 120.1 Pre 1972 - 120.01	
ENV-7.00	Environmental Analysis, Management Studies, and Endangered Species Act	
	Material relating to habitat management and preservation; the creation, restoration, and protection of wetlands; biological surveys; vegetation and plants; pollution efforts; natural resources; food plot development; Section 7; controlled burns (other than for weed control); and Endangered Species Act documentation. Include:	
	 Documentation relating to the application of specific management techniques 	
	Studies related to Reclamation's environmental management activities	
	 Reports, either internal or under contract with other Government agencies or private contractors, regarding Reclamation's environmental management, compliance, and program planning activities 	
:	Documents relating to Section 7 of the Endangered Species Act; including consultation, studies, and activities with other Government agencies	

Item No.	Description	Proposed Disposition
	Environmental Analysis, Management Studies, and Endangered Species Act - continued	
	Office of record/origin	Permanent. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
	Classification Code Cross Reference: Post 1989 - ENV-7.00 PRJ-3.00 Post 1972 - 120.0 120.1 Pre 1972 - 120.0 120.01 120.1	
ENV-7.10	Mineral Resources	
	Material pertaining to conservation, development, or the exploitation of coal, gas, and other mineral resources. Include the use of water in exploiting and extending use and the environmental effects of that use. Includes strip mining, pollution effects by mineral exploitation on air and water and oil spills. Include oil spill prevention, control, and countermeasures (SPCC).	
·	Studies of affected Reclamation lands	
•	Documentation and related materials regarding such activates	
,	Office of record/origin	Permanent. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
	Classification Code Cross Reference: Post 1989 - PRJ-3.00 Post 1972 - 120.2 Pre 1972 - 120.2	.
ENV-8.00	Clean Water Act	
	Documentation that defines the requirements imposed on Reclamation programs for compliance with the Clean Water Act.	
	 Section 402 permits (issued by Corps of Engineers), NPDES Permits, and other State-issued permits. Include documentation related to program activities involving the discharge of pollutants into navigable waters of the United States 	

Item No.	Description	Proposed Disposition
	Clean Water Act - continued	
	 Section 404 Permits and documentation involving the discharge of dredged or fill materials into navigable waters of the United States 	
	Office of record/origin	<u>Temporary</u> . Cutoff at the end of each calendar year or when volume warrants. Destroy 5 years after permit expires.
	Note: > Use ENV-2.00 for reports. > Use PRJ-8.10 for Clean Water Act permits related to construction contracts.	Note: Environmental Program specialists must review records prior to destruction.
	► Use ENV-1.10 for general correspondence pertaining to the Clean Water Act.	
	Classification Code Cross Reference: Post 1989 - ENV-8.00 PRJ-3.00 Post 1972 - 120.0 120.1 Pre 1972 - 120.0 120.01	
ENV-8.10	Clean Air Act	
	Material relating to requirements imposed on Reclamation programs for compliance with the Clean Air Act.	
	Office of record/origin	Temporary. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Destroy 10 years after cutoff.
		Note: Environmental Program specialists must review records prior to destruction.
	Classification Code Cross Reference: Post 1989 - ENV-8.00 PRJ-3.00 Post 1972 - 120.0 120.1 Pre 1972 - 120.0 120.01	

Item No.	Description	Proposed Disposition
ENV-9.00	Environmental Assessment and Evaluation Methodology	
	Assessment and evaluation techniques for fish and wildlife, wetland, range, cultural resources, and other environmental resources.	
	Include documentation regarding methodologies but not for applications of those techniques to particular studies or projects, including habitat evaluation procedures, instream flow methodologies, wetland evaluation techniques, animal and plant census techniques, and methods to quantify, assess, and evaluate environmental resources.	
	Office of record/origin	Temporary. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Destroy 10 years after cutoff.
		Note: Environmental Program specialists must review records prior to destruction.
	Classification Code Cross Reference:	
ENV-10.00	Pest Management Program	
	Materials pertaining to the development, planning, and implementation of pest management and pesticide use programs. Includes, but is not limited to:	
	· Inventories	
	· Studies and investigations	
	· Integrated Pest Management plans	
	Program reviews	
	Program technical correspondence	
	· Program guidelines and procedures	
	· Monitoring activities	
	· Pesticide use proposals	
	Pesticide registration applications	
	Pesticide use	

Item No.	Description	Proposed Disposition
-	Pest Management Program - continued	
	Pest incidence documentation	
	Technical Publications summarizing research projects	
•	Office of record/origin	Permanent. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
	Classification Code Cross Reference: Post 1989 - RES-3.00 Post 1972 - 406.0 Pre 1972 - 850.0 851.0 852.0	
ENV-11.00	Natural Resource Protection and Management Program	
	Materials pertaining to the protection and management of natural resource sites and features located on lands or projects administered by Reclamation. Includes, but not limited to:	
	Investigations	
	Studies	
,	· Monitoring activities	
	Plans Program reviews	
	Program guidelines and procedures	
	Program technical correspondence	
	Photographic records	
	Public input and comment	
*	Moratoriums on construction	
	Documentation of vandalism or intentional manmade destruction for: national parks, monuments, caves, wilderness areas, wild rivers, scenic landscapes, etc.	
	Conservation and development of natural resources	

Item	Demoissa	
No.	Description	Proposed Disposition
	Natural Resource Protection and Management Program - continued	
	Office of record/origin	Permanent. Cutoff at the end of each calendar year or when volume warrants.
	Note: > Use ENV-2.00 for reports.	Transfer to FRC 10 years after cutoff. Transfer to Archives 30 years after cutoff.
÷	► Site location information RESTRICTED.	
	Classification Code Cross Reference: Post 1989 - PRJ-3.00 Post 1972 - 120.0 121.0 Pre 1972 - 110.02 120.0 121.0 121.1 121.2 121.3	
ENV-12.00	Environmental Commitment	
	Materials pertaining to agency compliance with national, state, and local statutes and regulations which require Federal action concerning soil and moisture conservation, erosion control and revegetation, range rehabilitation, seeding techniques, brush control, terracing, cover crops, construction site rehabilitation, and operational methods of irrigation which are compatible with local conditions, including, but not limited to:	
	· Studies	
	· Plans, proposals, and designs	
	· Copies of agreements and contracts	
	Compliance reviews	
	Technical correspondence	
	Guidelines and procedures	
	· Monitoring activities	
	Office of record/origin	Temporary. Cutoff at the end of each calendar year or when volume warrants.
	Note: Use ENV-2.00 for reports.	Destroy 10 years after cutoff.
		Note: Environmental Program specialists must review records prior to destruction.

Item No.	Description	Proposed Disposition
	Environmental Commitment - continued	
	Classification Code Cross Reference: Post 1989 - PRJ-3.00 PRJ-10.00 Post 1972 - 120.0 580.0 Pre 1972 - 120.0 580.0 580.1 581.0 582.0 583.0	