

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of the Interior

2. MAJOR SUBDIVISION  
 Bureau of Reclamation

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
 Phyllis Hamilton

5. TELEPHONE  
 (303) 236-9731

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 N1-115-94-9

DATE RECEIVED  
 8-1-95

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 10-19-95

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 \_\_\_ page(s) are not now needed for the business of 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,  
 is not required;  is attached; or  has been requested.

DATE  
 7-17-95

SIGNATURE OF AGENCY REPRESENTATIVE  
*Phyllis Hamilton*

TITLE  
 Management Analyst

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Please see the following attached schedule:</p> <p>Schedule 6: Law, Litigation, and Legislation</p>		

OCT 21 1995 M/W

115-109  
 Copy to: Agency  
 NIR NSR

NSN 7540-00-334-4064  
 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
 Prescribed by NARA  
 36 CFR 1228

Subject Files  
LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
LAW-1.10	<p><b>Law, Litigation, and Legislation Subject Files</b></p> <p>Correspondence of a general nature pertaining to law, litigation, and legislation subjects which are so general in nature that they cannot be filed under more specific subjects.</p> <p>General Policy/plans                      Correspondence pertaining to general policies and procedures.</p> <p>Reports and Statistics                      Correspondence regarding reporting requirements.</p> <p>Laws and Regulations                      General correspondence regarding Federal, State, and local laws and regulations including rulemaking, Code of Federal Regulations, and Executive Orders/Proclamations.</p> <p>Law Enforcement                          General correspondence regarding law enforcement.</p> <p>Drug Awareness                              General correspondence regarding drug awareness.</p> <p>Claims, Litigations, Appeals              General material on claims by or against the U.S. Government, claims procedures, etc. See LAW-5 for formal appeals and litigation records.</p> <ul style="list-style-type: none"> <li>• Civil Action</li> <li>• Criminal Actions</li> </ul> <p>Copyrights/Patents                          General correspondence regarding copyrights/patents.</p> <p>Legal Fees                                      General correspondence regarding legal fees.</p> <p>Legal Library                                  General correspondence regarding legal library.</p> <p>Opinions, Decisions, and Interpretations              General Correspondence regarding opinions, decisions, and interpretations. See LAW-3.00 for specific cases.</p> <ul style="list-style-type: none"> <li>• Regional Attorneys</li> <li>• U.S. Attorneys</li> <li>• U.S. Courts and Judges</li> <li>• Solicitor</li> </ul>	

Subject Files  
LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition															
	Office of record/origin	<b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.															
LAW-1.11	<p><b>Law, Litigation, and Legislation Subject Files - All Other Copies</b></p> <p>Include any materials received by a Reclamation office that was not responsible for issuance.</p> <p>Classification Code Cross Reference:</p> <table style="margin-left: 20px;"> <tr> <td>Post 1989 - LAW-1.00</td> <td>LAW-2.00</td> <td>LAW-3.00</td> </tr> <tr> <td>LAW-3.10</td> <td>LAW-4.00</td> <td>LAW-5.00</td> </tr> <tr> <td>LAW-5.10</td> <td>LAW-6.00</td> <td></td> </tr> <tr> <td>Post 1972 - 130.0</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 - 130.0</td> <td></td> <td></td> </tr> </table>	Post 1989 - LAW-1.00	LAW-2.00	LAW-3.00	LAW-3.10	LAW-4.00	LAW-5.00	LAW-5.10	LAW-6.00		Post 1972 - 130.0			Pre 1972 - 130.0			<b>Temporary.</b> Cutoff at the end of each year. Destroy 3 years after cutoff.
Post 1989 - LAW-1.00	LAW-2.00	LAW-3.00															
LAW-3.10	LAW-4.00	LAW-5.00															
LAW-5.10	LAW-6.00																
Post 1972 - 130.0																	
Pre 1972 - 130.0																	

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																
LAW-1.00	<p><b>Law, Litigation, and Legislation Policy</b></p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for law, litigation, and legislation activities.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: This file consists of policy for law, litigation, and legislation subjects that may not be included in the master set of directives.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">LAW-1.00</td> <td style="width: 33%;">LAW-5.00</td> <td style="width: 33%;">LND-9.00</td> </tr> <tr> <td>Post 1972 -</td> <td>130.0</td> <td>131.3</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>130.0</td> <td>131.03</td> <td>138.0</td> </tr> <tr> <td></td> <td>912.0</td> <td></td> <td></td> </tr> </table>	Post 1989 -	LAW-1.00	LAW-5.00	LND-9.00	Post 1972 -	130.0	131.3		Pre 1972 -	130.0	131.03	138.0		912.0			<p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>
Post 1989 -	LAW-1.00	LAW-5.00	LND-9.00															
Post 1972 -	130.0	131.3																
Pre 1972 -	130.0	131.03	138.0															
	912.0																	
LAW-2.00	<p><b>Law, Litigation, and Legislation Reports</b></p> <p>Reports pertaining to law, litigation, and legislation.</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">LAW-1.00</td> <td style="width: 33%;">LAW-2.00</td> <td style="width: 33%;">LAW-5.00</td> </tr> <tr> <td>Post 1972 -</td> <td>130.0</td> <td>137.0</td> <td>190.0</td> </tr> <tr> <td>Pre 1972 -</td> <td>104.0</td> <td>104.1</td> <td>130.0</td> </tr> <tr> <td></td> <td>137.0</td> <td></td> <td></td> </tr> </table>	Post 1989 -	LAW-1.00	LAW-2.00	LAW-5.00	Post 1972 -	130.0	137.0	190.0	Pre 1972 -	104.0	104.1	130.0		137.0			<p><b>Temporary.</b> Cutoff at the end of each year. Destroy 5 years after cutoff.</p>
Post 1989 -	LAW-1.00	LAW-2.00	LAW-5.00															
Post 1972 -	130.0	137.0	190.0															
Pre 1972 -	104.0	104.1	130.0															
	137.0																	
LAW-3.00	<p><b>Legislative History</b></p> <p>Case files regarding enacted legislation including the Federal Laws which affect Reclamation. Include a <b>COPY</b> of the <u>Appropriation Bill</u> (as introduced by the House). Includes:</p> <ul style="list-style-type: none"> <li>• House bills and resolutions (numbered)</li> <li>• Senate bills and resolutions</li> <li>• Related correspondence</li> </ul>																	

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																					
	<p><b>Legislative History - continued</b></p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <p>▶ <b>A <u>COPY</u> of each document and its related correspondence <u>may be placed in appropriate project file.</u></b></p> <p>▶ <b>File this material by subdividing into separate "Congress" files by adding the number of the Congress to the file code, i.e., 3.00.100.</b></p> <p>▶ <b>Use FIN-4.00 for <u>Appropriation Bills</u> which includes <u>ALL</u> material regarding House Bills providing Appropriations for Reclamation.</b></p> <p>▶ <b>Use LAW-1.00 to file the Federal Reclamation Act of June 17, 1902, and any proposed or enacted amendatory and supplementary acts which cover its application, interpretation, enforcement, and revision.</b></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - ADM-15.00</td> <td style="width: 33%;">LAW-3.00</td> <td style="width: 33%;"></td> </tr> <tr> <td>Post 1972 - 131.0</td> <td>131.1</td> <td>131.2</td> </tr> <tr> <td></td> <td>183.0</td> <td></td> </tr> <tr> <td>Pre 1972 - 020.0</td> <td>131.0</td> <td>131.01</td> </tr> <tr> <td></td> <td>131.02</td> <td>131.04</td> </tr> <tr> <td></td> <td>131.06</td> <td>131.07</td> </tr> <tr> <td></td> <td></td> <td>131.08</td> </tr> </table>	Post 1989 - ADM-15.00	LAW-3.00		Post 1972 - 131.0	131.1	131.2		183.0		Pre 1972 - 020.0	131.0	131.01		131.02	131.04		131.06	131.07			131.08	<p><b>Permanent.</b> Cutoff at the end of each year. Transfer to FRC when volume warrants or 10 years after cutoff. FRC transfer to Archives 20 years after cutoff.</p>
Post 1989 - ADM-15.00	LAW-3.00																						
Post 1972 - 131.0	131.1	131.2																					
	183.0																						
Pre 1972 - 020.0	131.0	131.01																					
	131.02	131.04																					
	131.06	131.07																					
		131.08																					
LAW-3.10	<p><b>State Legislation</b></p> <p>Case files regarding proposed and enacted state legislation relating to Reclamation functions and responsibilities. Cooperative efforts between Reclamation, other agencies, groups, or individuals and the states in obtaining particular legislation. Includes:</p> <ul style="list-style-type: none"> <li>• Related correspondence</li> <li>• Copies of legislation</li> <li>• Surveys of needed laws or amendments, hearings, and comments</li> </ul>																						

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																																										
	<p><b>State Legislation - continued</b></p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: a <b>COPY</b> of each document and its related correspondence <u>may be placed</u> in its appropriate project file.</i></p> </div> <p>Classification Code Cross Reference:</p> <p>Post 1989 - LAW-3.10</p> <p>Post 1972 - 132.0</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Pre 1972 -</td> <td style="width: 15%;">132.0</td> <td style="width: 15%;">132.02</td> <td style="width: 15%;">132.03</td> <td style="width: 15%;">132.05</td> <td style="width: 15%;">132.06</td> <td style="width: 15%;">132.11</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>132.12</td> <td>132.16</td> <td>132.26</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>132.27</td> <td>132.28</td> <td>132.31</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>132.34</td> <td>132.36</td> <td>132.37</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>132.44</td> <td>132.46</td> <td>132.47</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>132.50</td> <td>132.53</td> <td></td> </tr> </table>	Pre 1972 -	132.0	132.02	132.03	132.05	132.06	132.11					132.12	132.16	132.26					132.27	132.28	132.31					132.34	132.36	132.37					132.44	132.46	132.47					132.50	132.53		<p><b>Permanent.</b> Cutoff at the end of each year. Transfer to FRC 5 years after cutoff. FRC transfer to Archives 20 years after cutoff.</p>
Pre 1972 -	132.0	132.02	132.03	132.05	132.06	132.11																																						
				132.12	132.16	132.26																																						
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				132.34	132.36	132.37																																						
				132.44	132.46	132.47																																						
				132.50	132.53																																							
LAW-4.00	<p><b>Law Enforcement</b></p> <p>Correspondence and related material pertaining to the maintenance of law and order. Case files consist of:</p> <ul style="list-style-type: none"> <li>• Trespass and similar crimes occurring on Reclamation property</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Unlawful entry</li> <li>• Unauthorized occupation of land</li> <li>• Illegal activities on Reclamation-owned properties</li> </ul> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: If dispute ensues transfer to LAW-5.00</i></p> </div> <p>Classification Code Cross Reference:</p> <p>Post 1989 - LAW-4.00</p> <p>Post 1972 - 133.0</p> <p>Pre 1972 - 133.0</p> <p><u>Subject to Privacy Act</u> WBR-34, WBR-37</p>	<p><b>Temporary.</b> Cutoff at the end of each year. Destroy 5 years after cutoff.</p>																																										

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
LAW-4:10	<p><b>Drug Awareness Program</b></p> <p>Materials pertaining to the administration of drug awareness and control programs. Includes:</p> <ul style="list-style-type: none"> <li>• Drug awareness training programs</li> <li>• Drug incident reports</li> </ul> <p>Office of record/origin</p> <p>Classification Code Cross Reference:            Post 1989 - PER-15.00            Post 1972 - none            Pre 1972 - none</p>	<p><b>Temporary.</b> Cutoff at the end of each year.            Destroy 10 years after cutoff.</p>
LAW-5.00	<p><b>Litigation and Appeals</b></p> <p>Case files relating to a legal action, or judicial proceedings pertaining to that action, filed against Reclamation or by Reclamation as a suit in either an administrative agency or a court. Including, but not limited to:</p> <ul style="list-style-type: none"> <li>• <u>Administrative litigation</u> - includes documentation needed to prepare for hearing before a Governmental body such as a commission, board, or authority</li> <li>• <u>Judicial Court litigation</u> - includes documentation needed to prepare for judicial proceedings before a body that may consist of a judge and a jury, or justices</li> <li>• <u>Appeals</u> - either administrative or judicial, includes the documentation prepared for submittal to a higher body for review, including transcripts of the original proceedings which led to the appeal</li> <li>• Decisions and opinions</li> <li>• Depositions and Exhibits</li> </ul>	

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																				
	<p><b>Litigation and Appeals - continued</b></p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>▶ <i>The appeals procedures are governed by 30 CFR 290.</i></li> <li>▶ <i>Official file copies of records involved in litigation should be disposed of in accordance with approved agency disposition or with appeal, whichever is longer.</i></li> <li>▶ <i>Water rights records transferred from WTR-4.10 for litigation purposes should be returned to WTR-4.10 for permanent retention when litigation and appeals have been settled.</i></li> </ul> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">LAW-1.00</td> <td style="width: 33%;">LAW-5.00</td> <td style="width: 33%;">WTR-4.10</td> </tr> <tr> <td>Post 1972 -</td> <td>135.0</td> <td>136.0</td> <td>875.0</td> </tr> <tr> <td>Pre 1972 -</td> <td>135.0</td> <td>136.0</td> <td>136.1</td> </tr> <tr> <td></td> <td>136.2</td> <td>136.3</td> <td>136.5</td> </tr> <tr> <td></td> <td>136.51</td> <td>775.0</td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-5, WBR-16</p>	Post 1989 -	LAW-1.00	LAW-5.00	WTR-4.10	Post 1972 -	135.0	136.0	875.0	Pre 1972 -	135.0	136.0	136.1		136.2	136.3	136.5		136.51	775.0		<p><b>Permanent.</b> Break file at the end of each year. Cutoff after issuance of final decision, or upon final ruling, if appealed, or upon withdrawal of appeal. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 20 years after cutoff.</p>
Post 1989 -	LAW-1.00	LAW-5.00	WTR-4.10																			
Post 1972 -	135.0	136.0	875.0																			
Pre 1972 -	135.0	136.0	136.1																			
	136.2	136.3	136.5																			
	136.51	775.0																				
LAW-5.10	<p><b>Claims</b></p> <p>Case files pertaining to claims. Includes:</p> <ul style="list-style-type: none"> <li>• Damage claims as a result of fire or property damage</li> <li>• Tort Claims; Settlement agreements</li> <li>• Investigation reports</li> <li>• Damage appraisals</li> <li>• Legal opinions</li> <li>• Correspondence negotiating settlement or denial of claims</li> <li>• Copies of summons, subpoenas, complaints, and court rulings</li> <li>• Copies of court proceedings in cases where litigation occurs</li> </ul>																					

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
	<p><b>Claims - continued</b></p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>▶ <i>Transfer to LAW-5.00 if appealed.</i></li> <li>▶ <i>Official file copies of records involved with claim should be disposed of in accordance with approved agency disposition or with claim, whichever is longer.</i></li> </ul> </div> <p>Classification Code Cross Reference:            Post 1989 - LAW-5.00            Post 1972 - 137.0            Pre 1972 - 137.0</p> <p><u>Subject to Privacy Act</u>            WBR-1, WBR-5</p>	<p><b>Temporary.</b> Break file at the end of each year. Cutoff file after settlement. Destroy 10 years after cutoff.</p>
LAW-5.20	<p><b>Witness Files</b></p> <p>Material relating to employees testifying as witnesses in judicial proceedings. Includes:</p> <ul style="list-style-type: none"> <li>• Requests and authorizations</li> <li>• Depositions</li> <li>• Statements</li> </ul> <p>Office of record/origin</p> <p>Classification Code Cross Reference:            Post 1989 - LAW-5.10            Post 1972 - 130.1            Pre 1972 - 130.2</p> <p><u>Subject to Privacy Act</u>            WBR-5, WBR-16</p>	<p><b>Temporary.</b> Cutoff at the end of each year. Destroy 5 years after cutoff.</p>

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition												
LAW-6.00	<p><b>Inventions, Patents, and Copyrights</b></p> <p>Specific case files pertaining to inventions developed by Reclamation employees including correspondence and data supporting invention reports on patent applications. Include:</p> <ul style="list-style-type: none"> <li>• Copyrights applied for and/or issued to employee</li> <li>• <b>COPY</b> of the agreement permitting the use of patented methods on equipment</li> <li>• Royalty payments</li> <li>• Alleged infringement of patents</li> </ul> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Use ADM-13.00 for the agreements relating to the use of patented processes or devices.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="margin-left: 20px;"> <tr> <td>Post 1989 - LAW-6.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 401.0</td> <td>401.1</td> <td>401.2</td> <td></td> </tr> <tr> <td>Pre 1972 - 400.4</td> <td>400.41</td> <td>400.42</td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-12</p>	Post 1989 - LAW-6.00				Post 1972 - 401.0	401.1	401.2		Pre 1972 - 400.4	400.41	400.42		<p><b>Temporary.</b> Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC destroy 20 years after cutoff.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: A review of files by program office must be conducted prior to destruction to ensure that alleged infringement claim of patent has been resolved.</i></p> </div>
Post 1989 - LAW-6.00														
Post 1972 - 401.0	401.1	401.2												
Pre 1972 - 400.4	400.41	400.42												
LAW-7.00	<b>Reserved</b>													
LAW-7.10	<p><b>Decisions of the Comptroller General</b></p> <p>Decisions of the Comptroller General which involves Reclamation.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Use LAW-1.10 for general correspondence and reference materials regarding the Comptroller General.</i></p> </div>	<p><b>Temporary.</b> Cutoff at the end of each year. Destroy 10 years after cutoff.</p>												

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
	<b>Decisions of the Comptroller General - continued</b> Classification Code Cross Reference: Post 1989 - LAW-1.00 Post 1972 - 136 Pre 1972 - 136.4	