

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-115-82-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-115-94-001 through N1-115-94-009. Researchers should key-word search those schedules for the NC1-115-82-01 subject matter in which they are interested. Cover pages for N1-115-94-001 through N1-115-94-009 list the BOR schedule numbers and titles included in each job.

Date Reported: 05/04/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Bureau of Reclamation

2 MAJOR SUBDIVISION
Property and Paperwork Management Division

3 MINOR SUBDIVISION
Paperwork Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Marlene M. Bosworth

5 TEL EXT
343-4247

LEAVE BLANK

JOB NO

NC1-115-82-1

DATE RECEIVED

May 21, 1982

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-16-83
Date

[Signature]
Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 150 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5-20-82	<i>Marlene M Bosworth</i>	Chief, Paperwork Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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1.

The attached record disposition schedule supersedes all previously approved records schedules of the Bureau of Reclamation.

Any record series-either textual or non-textual-created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.

Records created before January 1, 1951, must be offered to NARS for possible permanent retention.

See enclosed conversion tables.

*NNB, NNF, NNS
8KR, 9KR-S & NCW sent 11-2-83 by DMW. 2600 items*

to agency, 9/20/83, by RTB

to NNB, NNF, NNS -

to 8KR, 9KR-S & WARC - 10/31/83

(no other FRC's have)

MDC sheet attached to FRC copies

Record Disposition Authorities

Permanent and Long Retention Records

- 1-A These are permanent records which should be transferred to FARC in accordance with instructions given for each specific item. These records will be transferred to NARS when 25 years old or sooner if instructions are given for the specific item.
- 1-B Retain until 1 year after project or feature is no longer under Bureau ownership or jurisdiction. Transfer to FARC when volume warrants or in accordance with instructions given for each specific item and review files every 10 years.
- 1-C Retain until repayment provisions have been met by the water district. Transfer to FARC when volume warrants or in accordance with instructions given for each specific item and review files every 10 years.
- 1-D These are records which are required to be maintained in accordance with Federal Guidelines for Dam Safety. These records shall be retained for 1 year after dam ceases to exist. Transfer to FARC when volume warrants and review files every 10 years.
- 2-A These are records which have short-term or no specific retention. They should be retained until they are no longer needed for reference, obsolete, terminated, or microfilmed.
- | | | |
|------------------------------|---|---|
| 2-B Retention 1 year or less |) | These are temporary records which should be destroyed according to each specific disposition authority given in each item in the schedule. These records will not be transferred to FARC. |
| 2-C Retention 2 years |) | |
| 2-D Retention 3 years |) | |
| 2-E Retention 5 years |) | |
| 2-F Retention 6 years |) | |
| 2-G Retention 10 years | | These are temporary records which should be destroyed when 10 years old. They may be transferred to FARC when 6 years old. |
| 2-H Retention 15 years | | These are temporary records which should be destroyed when 15 years old. They may be transferred to FARC when 6 years old. |
| 2-I Retention 25 years | | These are temporary records which should be destroyed when 25 years old. They may be transferred to FARC when 6 years old. |

Note: When the above temporary records (2-G, 2-H, 2-I) are transferred to FARC, they must be assembled and boxed with records having the same disposal authority and disposition date (for example, all 2H records boxed together).

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		DISPOSITION		DISPOSITION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	<u>GENERAL CORRESPONDENCE</u>						
2D	General correspondence, memorandums, directives, and reports related to office or project administration. Subjects include establishing and revising office procedures, rules, and regulations; management reviews in broad functional areas; the control and scheduling of management techniques; data processing as a management tool; assigning identifying names and symbols to Reclamation projects, features, and structures; using conferences and meetings to promote administrative matters; defining service and their location within an office, employee pay and benefits information; stock room facilities and their use; soliciting charitable contributions; promoting purchase of savings bonds; and the administration of safety programs.	100. 102.	Destroy ^{in agency} when superseded, revoked, or 3 years old.		Same		Same
	<u>Correspondence, reports, transcripts of hearings, and related documents concerning studies or investigations of Reclamation administrative and management functions by the Congress.</u>						
✓ 2G	a. Commissioner's Office. (Destroy when 10 years old.				
✓ 2D	b. All other offices.				Destroy when 3 years old.		Same
✓ 2E	Management review cases files. Management inspections and surveys, including reports, management improvement projects, and control and scheduling techniques plus disposition.	101.	Destroy when 5 years old.		Same		Same
	<u>RULES AND REGULATIONS</u>	102.					
✓ 2A	Designation of employees to certify items for publication in the <u>Federal Register</u> .		Destroy when revoked or employee vacates position to which designation is assigned.		Same		Same
✓ 2A	<u>Federal Register</u> publication.		Destroy when no longer needed for reference.		Same		Same
	<u>Reclamation Instructions or manuals.</u>						
✓ 1A	a. Formal releases-record copy (Commissioner's Office).		PERMANENT - Offer superseded releases to NARS ^{in 5-year blocks} when 10 years old. (Arrange by Series Number.) ca. 2 ft ³ /yr				
✓ 2A	b. All other copies.		Destroy when superseded or obsolete.		Same		Same
			100-1				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	RULES AND REGULATIONS (Continued)	102. (Cont.)					
	<u>Regional supplements</u>						
✓ 1A	a. Record copy, regional office of origin.				PERMANENT - Offer superseded releases to NARS, ^{in 5-year blocks} when 10 years old. (Arrange by volume or series number.) ca. 2 ft ³ /yr		
✓ 2A	b. All other copies.		Destroy when superseded or obsolete.		Same		Same
✓ 2A	<u>Manuals of other agencies</u> , such as the Federal Personnel Manual, Federal Property Manager Regula- tions, Federal Procurement Regulations, General Accounting Office Manual, and others.	103.	Destroy when superseded or no longer needed for reference.		Same		Same
✓ 2A	<u>Memorandums and bulletins</u> too general to be placed in a specific file. When subject is identifiable, official file should be placed in the subject file.	104.	Destroy when superseded or obsolete.		Same		Same
2A	<u>Correspondence relating to arrangements for visits, trips, meetings, and conferences, including accommodations and approvals of attendance.</u>	105.	Destroy when no longer needed for reference.		Same		Same
	SAFETY RECORDS	106.					
2D	<u>General correspondence</u> pertaining to safety programs; procedures for protection of individuals; elimination of hazardous working conditions and inspection of safety measures; and the education of the general public in the use of good safety practices and procedures.		Destroy when 3 years old.		Same		Same
2F	<u>Case records reporting public accidents</u> , injuries, fatalities, and disabilities with related correspondence including similar case records for occurrences involving contractor employees.		Destroy 6 years after date of incident or 3 years after settlement of any claim.		Same		Same
2B	<u>Safety program publications</u> , posters, safety reminders, and other similar promotional material.		Destroy when 1 year old.		Same		Same
2A	<u>Fire fighting agreements</u> and all related correspondence.		Destroy upon termina- tion of agreement.		Same		Same
2E	<u>Safety and Accidents</u> - Summary or Progress Reports.		Destroy when 5 years old.		Same		Same
			100-2				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	AUTOMATIC DATA PROCESSING	109.					
2G ✓	General material using data processing as a management tool, including program descriptions and ADP activity reports.		Destroy when 10 years old.		Same		Same
	AUTHORIZATIONS AND POLICIES FILES	110.					
	Correspondence, reports, and studies regarding Reclamation authorities and policies relating to the establishment of nation-wide and regional boundaries of Reclamation authorities; and including comments from the public or other sources concerning Reclamation authorities, activities, accomplishments, competition with private industry, jurisdiction over Federal activities, and other related matters.						
1A ✓	a. Record copy of correspondence, memorandums, and public comments regarding Congressional delegation of National Reclamation authorities, delegations of those authorities to regional and other levels of Reclamation organization, and other Reclamation-wide matters of a broad administrative nature. (Commissioner's office)		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS, when 25 years old.			
✓1A	<i>Arr alpha. by office, thereunder chrono. 1/2 cf/yr.</i> b. Record copy of authorities and public comments pertaining to <u>region-wide</u> jurisdictional matters, such as establishment of field locations, and matters concerning establishment of field location boundaries and limits of authority. Include Valley and/or Basin authorities, etc. (Regional office of record) <i>Arr alpha. by office, thereunder chrono. 1/2 cf/10 yrs.</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS, when 25 years old.	
2E	c. All other copies.		Destroy when 5 years old.		Same		Same
2A	<u>Delegation of authority files</u> - In-house delegations of signatory and other temporary authorities including designations of Construction Engineers as representatives of the Contracting Officer.		Destroy in agency when revoked, withdrawn, or expired.		Same		Same
	NATURAL RESOURCE CONSERVATION REFERENCE FILE	120.					
2E	<u>Letters of transmittal and other correspondence</u> , reference reports, and courtesy copies of studies created by other agencies, and related to major natural resources conservation programs, also subjects such as wilderness preservation, wild river protection, material pertaining to moratoriums on construction in areas reserved for public purposes, and similar matter.	121.	Destroy when 5 years old.		Same		Same
100-3							

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	NATURAL RESOURCE CONSERVATION REFERENCE FILE (Continued)	120. 121. (Cont.)					
2G	<u>Natural Resource Conservation Working Papers</u> - Statistical and other raw data, and preliminary reports related to major programs of resource conservation.		Transfer to FARC when 5 years old.	Destroy when 10 years old.	Same	Same	Transfer to region when 10 years old.
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Geothermal investigations:</u> A one-time survey (8-9-73) of a geothermal well in Imperial County, California. Recording well depth in feet and for each depth the sonic velocity, Gamma-gamma density, Neutron porosity, and other data as required in an lithologic interpretation and water quality estimate of the well. The data was accumulated for an ongoing study of the geothermal potential in the Imperial Valley of California.		Destroy upon comple- tion of study.		Same		Same
	<u>Mineral resources and geothermal development.</u> Use for material regarding conservation, develop- ment, or exploitation of coal, gas, and other mineral resources; include the use of water in exploiting and extending use and the environ- mental effects of that use; also studies of Reclamation land affected by strip mining, pollu- tion effects by mineral exploitation on air and water; oil spills; and other related hazardous materials, etc. (include correspondence, memoran- dums, reports, and studies defining or interpreting Reclamation's authorities in the development and use of natural resources including delegations from the Secretary of the Interior or Congress.						
1A	a. Commissioner's Office. <i>110 cft/yr. Are choro, thereunder by subject</i>		PERMANENT - Transfer to FARC when 10 years old.	Offer to NARS, <i>in 5-year blocks</i> when 25 years old.			
2I	b. All other copies.		Destroy when 25 years old.		Same		<i>Transfer</i> Offer to region when 10 years old.
2G	<u>Conservation and development of natural resources.</u> General correspondence pertaining to conservation and development of natural resources, including synthetic products, use and development of mineral resources, wilderness areas, environ- mental programs, the multiple-purpose examination survey, and planning of proposed Federal Reclamation Projects, other agency projects, or proposed projects; valley and/or basin authorities or admini- stration; area redevelopment projects; etc. Include general reference reports and wild river protection correspondence and material pertaining to moratoriums on construction in areas reserved for public purposes and other similar matters.		Destroy when 10 years old.		Same		Same

100-4

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

ATTENTION AND DISPOSITION SCHEDULES							
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
2G	NATURAL RESOURCE CONSERVATION REFERENCE FILE (Continued) <u>Environmental and ecological management.</u> Use for surveys, plans, and programs pertaining to environment and ecology, material regarding conformance to the provisions of the National Environmental Policy Act of 1969 and other applicable legislation. Include surveys, plans, and programs for prevention or reduction of pollution and correspondence regarding environmental statements. <u>Environmental statements.</u> An environmental statement identifies and analyzes the environmental consequences of a given action. Reclamation copies of draft and final statements assigned DES and FES control numbers and transmitted to the Council on Environmental Quality. Before these are transmitted to the CEQ they go through the Commissioner for review and approval and, depending on the scope of each statement, it can go to the Secretary of the Interior for review and approval. The Commissioner and/or the Secretary has filing authority with the environmental Protection Agency. The documents that become finalized constitute written authority to proceed with a feature or project. The significance of these documents make their value remain pertinent for as long as the feature or project is under Bureau of Reclamation control. <u>Final environmental statements</u> assigned DES and FES control numbers.	120. 121. (Cont.)	Destroy when 10 years old.		Same		Same
2I	a. Commissioner's Office.		Transfer to FARC when 10 years old.	Destroy when 25 years old.			
1B	b. All other offices.				Break files every 10 years and transfer to FARC.	Retain as long as feature is under Bureau ownership.	Destroy when no longer needed for reference.
2G	<u>Advance or review drafts of environmental statements</u> together with supporting data, narratives, exhibits, correspondence, preliminary reports, reference reports from other than Bureau sources, and other material generated or gathered in preparation of statements and their transmittal for review. (NOTE: Any comments must be pulled and filed with the approved final environmental statements as supporting data).		Destroy 5 years after issuance of final or 10 years after date of last document if no environmental statement is prepared or issued.		Same		Same

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
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			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	NATURAL RESOURCE CONSERVATION REFERENCE FILE (Continued)	120. 121. (Cont.)					
1A ✓	Transcripts of public hearings or written comment solicited by the Bureau in connection with environmental statements published by the Bureau, related correspondence, and negative determinations of environmental impact: a. Regional office of major interest. <i>2"/project/yr. arr. by project</i>				PERMANENT - Transfer to FARC when 10 years old.	Offer to NARS in 5-year blocks when 25 years old.	
2G	b. All other offices.		Destroy when 10 years old.		Same		Offer to region when 10 years old.
2A	Environmental statements of non-Bureau origin, transmitted to the Bureau for review and comment or acquired for reference purposes, and including all related correspondence or comments. <u>MACHINE-READABLE RECORD</u> **Environmental impact statements, animal and plant life inventories, and ongoing data for management studies:		Destroy when no longer needed for reference.		Same		Same
2A	a. Arranged by assigned sequence numbers and recording data such as abundance, location, genus, common or family name, and other information required to support environmental impact state- ments. One-time studies with ongoing informa- tion to time of publication of impact statement.		Destroy when no longer needed for reference.		Same		Same
2B	b. Base inventories such as described above in special areas such as wetlands or counties or project areas. Data is in no logical sequence and maintained by multiaccess retrieval system. One-time studies with ongoing information to time of publication of final evaluation report.		Destroy 1 year after publication of related final evaluation report.		Same		Same
2E	RECORDS OF PLANNING BOARDS, COMMITTEES, AND SPECIAL COMMISSIONS Correspondence, preliminary or reference copies of reports, informal minutes of meetings of subcommittees, and other related material received or created by Reclamation during participation in groups empowered to study and propose major plans for multiagency conservation development, and use of resources or to consider special problems related thereto.	122.	Destroy when 5 years old.		Same		Same

100-6

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	RECORDS OF PLANNING BOARDS, COMMITTEES, AND SPECIAL COMMISSIONS (Continued)	122. (Cont.)					
1A	Official copies of minutes of meetings and other periodic reports (annual, semi-annual, program, or other issue) issued by the board or committee and sent to Reclamation. <i>Arr. by group, thereunder shown.</i> a. Commissioner's Office. <i>2"/yr</i>		PERMANENT - Offer to NARS ^{in 5-year blocks} when 10 years old.				
1A	b. Regional office of major interest. <i>2"/yr</i>				PERMANENT - Offer to NARS ^{in 5-year blocks} when 10 years old.		
2G	c. All other copies		Destroy when 10 years old.		Same		Offer to region when 10 years old.
	PROPOSED RECLAMATION PROJECTS INVESTIGATIONS FILES	123.					
✓	General correspondence, preliminary studies with review comments, supporting statistical and documentary data; and formal reports including investigation status reports, final report with recommendation and studies of economic factors, special problems, water supply availability, Reclamation benefits for area studies, and other similar matters.		Before project is authorized, postponed, or abandoned; break file every 5 years and transfer to FARC.		Same		Same
	a. When a proposed project is approved for construction, the records gathered in the investigations files shall be withdrawn from FARC and recorded into the full range of decimal subjects applicable to the records as indicated in Records Management Handbook No. 1. The recorded records will form the nucleus of the subject files pertaining to the newly authorized project, and will contain further accumulations of records on those subjects for the life of the project. USE retention and disposition instructions applicable to the newly-coded subject identifications.						
	b. Postponed project files. On reactivation of investigation, withdraw from FARC and dispose of in accordance with above instructions.		Transfer all records to FARC upon receipt of official notice of postponement.		Same		Same
2G	c. Abandoned project investigations files.		Transfer all records to FARC upon receipt of official notice of abandonment.	Destroy 10 years after transfer.	Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PROPOSED RECLAMATION PROJECTS INVESTIGATIONS FILES (Continued)	123. (Cont.)					
2I	d. Informal compilations of working data, computations, and information regarding proposed Reclamation investigations and supporting narrative or statistical data contained in correspondence and reports		Destroy 25 years after authorization of project or 10 years after abandonment of project, whichever is applicable.		Same		Same
	PROPOSED PROJECT INVESTIGATIONS BY OTHER AGENCIES	125. 126.					
2G	<u>Correspondence and preliminary or summary reports</u> concerning proposed resource development projects of other agencies, and submitted to Reclamation either as a courtesy or for comment.		Destroy when 10 years old.		Same		Same
2B	<u>Public notices</u> of hearing to be held for the purpose of securing public comment on proposed investigations of other agencies (such as Corps of Engineers), routinely sent to the Bureau for reference; transcripts of these hearings; and other related matters.		Destroy when 6 months old.		Same		Same
	LAW AND LITIGATION	130.					
2E	<u>General correspondence</u> concerning the Bureau's rights to hold and protect property, to participate in litigation, to file claims, and take other legal actions. Correspondence relating to substantive matters eventually is incorporated into official Reclamation Instructions.		Destroy 5 years after close of fiscal year.		Same		Same
2D	<u>Witness files.</u> Records relating to employees service as witnesses, including requests for and approvals of service, and reimbursement for expenses.		Destroy when 3 years old.		Same		Same
	LEGISLATIVE HISTORY FILES	131. 132.					
	<u>Case files related to legislation</u> , such as Federal Reclamation Laws, affecting the Bureau's authorities, activities, and interests. Includes correspondence, reports, copies of legislation, and data requested by Congress to support the Bureau's comments. <i>Arr. by number of Law</i>						
	<u>Enacted legislation.</u>						
1A	a. Commissioner's Office. <i>4 aft / session of Congress</i>		PERMANENT - Transfer to FARC 5 years after law is enacted.	Offer to NARS when 25 years old.			
			100-8				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	LEGISLATIVE HISTORY FILES (Continued)	131. 132. (Cont.)					
2A	b. Regional office most affected.				Destroy when no longer needed for reference.		
2E	c. All other copies.		Destroy when no longer needed for reference or 5 years after enactment of law, whichever is sooner.		Same		Same
2A	<u>Congressional Record.</u>		Destroy when no longer needed for reference.		Same		Same
2A	<u>State legislation.</u>		Destroy when no longer needed for reference.		Same		Same
2C	<u>Legislation not enacted.</u>		Destroy 2 years after legislation is killed.		Same		Same
2E	<u>Public works appropriations.</u> Reference copies of legislation and congressional hearings containing testimony relating to Bureau activities.		Destroy when no longer needed for reference or when 5 years old, whichever is sooner.		Same		Same
	LAW ENFORCEMENT FILES	133. 135. 136. 137.					
2E	<u>Law enforcement and litigation.</u> Correspondence and case files relating to theft, vandalism, unlawful entry, unauthorized occupation of land, trespass, and similar crimes occurring on Reclamation property.		Destroy when 5 years old or 1 year after settlement of any litigation.		Same		Same
2A	<u>Reference copies of decisions of the</u> Comptroller General, Secretary of the Interior, and other regulatory authorities concerning Bureau activities and authority.		Destroy when no longer needed for administrative purposes.		Same		Same
2G	<u>Damage claims case files,</u> formal filing of claims for damages, disaster, investigation reports appraisals of damages, legal opinions, correspondence negotiating settlement or denial of claims, and related correspondence. Also include copies of summons, subpoenas, complaints, rulings of the court, and other related correspondence and copies of court proceedings in cases where litigation occurs.		Destroy 6 years after settlement or when 10 years old. <i>[10 yrs maximum retention]</i>		Same		Same
2G	<u>Teton Dam failure case files</u>		Destroy 3 years after audit or 10 years after settlement if no audit occurs.		Same		Same

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			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
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2D	LAW ENFORCEMENT FILES (Continued)	133. 135. 136. 137. (Cont.)	Destroy 3 years after audit or settlement of all claims received within 3 years of the incident.		Same		Same
	<u>MACHINE-READABLE RECORD</u> **Damage claim status information recording claim numbers, name and address of claimant, claimed amount of damage and amount paid, and other similar data required to administer and maintain action of a current basis. Program is limited to only claims connected with major dam failures or other disasters; the data is updated as frequently as required while claims are being processed and all information is subject to the Privacy Act.						
GRS 16-11	RECORDS AND FORMS MANAGEMENT RECORDS <u>Correspondence</u> concerning the establish- ment of filing systems and records disposition systems; security of records; the creation and use of forms; and microphotography.	140. 142.	Destroy when 6 years old.		Same		Same
GRS 16-6	<u>Record inventories and worksheets.</u>		Destroy when 3 years old.		Same		Same
2A	<u>Filing handbooks and guides.</u>		Destroy when superseded.		Same		Same
	RECORDS TRANSFER FILES <u>Standard Form 135's</u> and other transfer agreements documenting the transfer of records to NARS or to Water User Organizations.						
2B	a. Form SF 135's		Destroy when temporary records are destroyed in FARC, or 1 year after permanent records are accessioned by NARS.		Same		Same
2A	b. Water Users' letters of agreement.		Destroy when Bureau records are returned to the custody of the Bureau office of record.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2A	**Records management; master index of lists of records transferred to Federal Storage Centers over widely spaced intervals of time and requiring updated interfiling of more current information or extensions of records. Data produces a printed index which identifies the shelf list; accession, page, and storage container numbers; and provides a brief description of the records, their dates, and other information. Data is updated as required.		Destroy when no longer needed for reference.		Same		Same

100-10

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	RECORDS AND FORMS MANAGEMENT RECORDS (Continued)	140. 142. (Cont.)					
2G	<u>Authorities to microfilm specific groups of records.</u>		Destroy 10 years after completion of micro-filming.		Same		Same
	DRAWINGS AND MAPS	143.					
2F	<u>Correspondence</u> pertaining to systems developed and prescribed for numbering and filing of drawings, maps, etc.		Destroy when 6 years old.		Same		Same
	RECORD DISPOSAL FILES	144.					
GRS 16-3	<u>Material</u> pertaining to establishment of retention and disposition schedules, transfer actions, cleanup program, etc.		Destroy when related records are destroyed, or when no longer needed for reference purposes.		Same		Same
	VITAL OPERATING RECORDS	145.					
GRS 16-11	<u>Correspondence</u> pertaining to the Government, departmental, and Bureau programs for the protection of vital records.		Destroy when 6 years old.		Same		Same
	PRIVACY ACT RECORDS AND FREEDOM OF INFORMATION ACT	146.					
GRS 14	<u>Correspondence</u> related to the administration of the acts, listing of records for publication in the <u>Federal Register</u> , rates to be charged for records furnished under the act, transmittals and copies of special reports required from time to time such as costs of maintaining records subject to the act, research time to locate records, and other similar matters.		Refer to GRS manual.		Same		Same
	FORMS CONTROL	147.					
GRS 16.4a	<u>Case files</u> containing copies of each form revision, and related correspondence - record copy.		Destroy 5 years after related form is superseded, canceled, or discontinued.		Same		Same
	LIBRARY OPERATIONS	148.					
2A	<u>Correspondence</u> pertaining to library facilities, policies, systems, operations procedures, and bibliographies; includes scientific and technical information system, water resources scientific information center, and translations.		Destroy when no longer needed for reference.		Same		Same
100-11							

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	LIBRARY OPERATIONS (Continued)	148. (Cont.)					
	<u>MACHINE-READABLE RECORD</u>						
	** <u>Library management</u> ; indexes to literature and nonbooks (reports) relating to water resources.						
2A	a. Titles or data indexed by subject terms in alphabetical sequence and by titles within the term identifications. Retrieval is by use of document descriptors in an alphabetical arrangement. Covering under this system began in 1962 and it has been updated annually up to the present time.		Destroy when no longer needed for reference.		Same		Same
2A	b. Bibliographical inventory of nonbooks and literature related to water resources and water resource development projects or activities. A "sort-merge subroutine" arrangement is used for retrieval and the system is capable of listing data by river basin identifications.		Destroy when no longer needed for reference.		Same		Same
	GENERAL SERVICES RECORDS	150.					
2D	<u>Correspondence, memorandums, and reports</u> related to the administration of office service such as mail delivery, communications, and facilities operations, and space management; and the establishment of procedures for routing and receipt of correspondence, regulating telecommunications traffic, releasing or assigning equipment and supplies, issuing of authorizations and other credentials, securing transportation services; and prescribing format and distribution of official correspondence.		Destroy when 3 years old.		Same		Same
	<u>Directories</u>						
2G	a. Bureau employee directories - Record copy (issuing office).		Destroy when 10 years old.		Same		Same
2A	b. All correspondence related to preparation, printing, and distribution.		Destroy 3 months after issuance of directory.		Same		Same
2A	c. All other copies.		Destroy when superseded.		Same		Same
2A	<u>Communications</u> - telephone, teletype, telegram, facsimile. Correspondence, policies, procedures and communication logs, and communications systems and other related matters.	151.	Destroy when no longer needed for reference.		Same		Same
2D	<u>Mail facilities</u> - postal estimate file. Postal estimates and related worksheets and other related correspondence.	152.	Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	GENERAL SERVICES RECORDS (Continued)	150. (Cont.)					
2A	<u>Space agreement files.</u> Space agreements and related correspondence.	154.	Destroy upon termina- tion of agreement.		Same		Same
GRS 11-4a	<u>Automobile parking.</u>		Destroy credentials 3 months after return to issuing office.		Same		Same
GRS 11-4.a and 4b	<u>Identification cards</u> and other similar credentials such as passports, visas, and credit cards.	157.	Destroy when canceled or no longer valid.		Same		Same
2E	<u>Issuance file on travel and transportation matters.</u> Logs, lists, or book covers recording issuance of transportation requests, travel orders, authorities, bills of lading, freight bills, tax exemption certificates, and other related correspondence.	155.	Destroy when 2 years old.		Same		Same
	PHOTOGRAPHY	156.					
2D	<u>Correspondence file.</u> General correspondence relating to official motion pictures and still photographs between Bureau officials, filling public requests, and providing information on aerialability of films and other similar matters.		Destroy when 6 months old.		Same		Same
	<u>Official motion pictures</u> of the Bureau of Reclamation.						
1A	a. Original negative or color film, soundtrack, intermediate master positive or duplicate negative with optical soundtrack and one sound projection print of each film produced or acquired by Reclamation. <i>Arr by title. 15 cf now in agency. Annual accum. = 5 cf.</i>		PERMANENT - Offer to NARS when 5 years old. (Arrange by title, 15 ft ³ now in agency, dating from 1940's; annual accumulation 5 ft ³ .)		Same		Same
1A	b. Finding aids and production documentation such as data sheets, shot lists, catalogs, indexes, or other textual information required for proper identification, retrieval and use; including produc- tion contract and case files, scripts, transcripts, records of film origins, release, ownership, and other similar matters. <i>Vol. minimal</i>		PERMANENT - Offer along with the productions to which they relate. (Arrange by title of film, annual, and minimal.)		Same		Same
2A	c. Duplicate, multiple, or release prints of films.		Destroy when film is removed from circulation.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY		FILE CLASSIFICATION CODE	LOCATION				PROJECT & FIELD OFFICE
DESCRIPTION OF MATERIAL			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PHOTOGRAPHY (Continued)	156. (Cont.)					
	<u>Still photographs.</u> Standard and special use photographs selected as "archival" according to RI 356.2.6A. Original negative and one captioned print for each black and white photograph; original color transparency or color negative, a captioned print, and an internegative (if available) for each color photograph; with related indexes and other finding aids.						
1A	a. Commissioner's Office. Archival photographs created by the Commissioner's Office.		PERMANENT - Offer to NARS NNV (Washington, D.C.) in 5-year blocks at 5-year intervals. (Arrange alphanumerically.) ca. 1"/yr.		Same		Same
1A	b. All other offices.		PERMANENT - Offer to Archives Branch, FARC, Denver Fed. Center, Bldg. 48, Denver, CO, in 5-year blocks at 5-year intervals. (Arrange alphanumerically.) ca. 4-1/2 ft ³ /year.		Same		Same
2A	c. Photographs collected by the Commissioner's Office from other offices (duplicate prints of photographs for which the original negatives are retained in the field office).		Destroy in agency when no longer needed for reference.		Same		Same
2A	d. All photographs not selected as "archival," with related captions and indexes.		Destroy in agency upon acceptance by NARS of parallel block of archival photographs.		Same		Same
1A	e. Other pictorial records such as posters, original artwork, slide sets, and filmstrips with related finding aids; the original and one reference print.		PERMANENT - Offer to NARS when 5 years old. (Arrange alphanumerically.) ca. 1 ft ³ /year.		Same		Same
	COOPERATION RECORDS	160. 167.					
2E	<u>Correspondence file.</u> Correspondence relating to the Bureau's participation in cooperative technical and research activities with Federal and State agencies, colleges, universities, cities, private organizations, foreign governments, and foreign organizations. Subjects include bilateral exchanges of personnel, establishment of training or observation trips, arrangements for financing, (also vistor-trainees), and other similar matters.		Destroy when 5 years old.		Same		Same

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	COOPERATION RECORDS (Continued)	160. 167. (Cont.)					
2I	<u>Agreements with foreign governments or foreign organizations.</u>		Transfer to FARC 3 years after termina- tion of agreement.	Destroy when 25 years old.	Same		Same
2B	<u>Agreements not involving exchange of funds and Federal Assistance Programs Under OMB Circular A-95.</u>		Destroy 1 year fter termination of agreement.		Same		Same
GRS 3 4.a(1)(2)(3)	<u>All other agreements</u> involving an exchange of funds.		See disposition instructions for file classification code 330.-.		Same		Same
	COOPERATIVE NATIONAL PROGRAMS FILES						
	<u>Correspondence, reports, and general housekeeping records</u> created by the Bureau in administering Youth Conservation Corps, Job Corps, and other programs delegated to it by the Congress.		Use disposition pertinent to the type of records (e.g., personnel, procure- ment, correspondence).		Same		Same
	EMERGENCY AND DISASTER OPERATIONS CORRESPONDENCE	170.					
2E	<u>Correspondence and reports</u> relating to Reclamation participation in National Defense activities or administration of claims for disaster relief protection of personnel and property during emergencies, establishment and maintenance of relocation centers for Bureau activities affected by emergencies, and cooperation with State and local author- ities in similar programs.		Destroy when 5 years old.		Same		Same
2A	a. Local office plans for security and protection of personnel, features, and structures.		Destroy when superseded or obsolete.		Same		Same
2A	b. Instructional material regarding excavation plans, protective facilities, alert systems, first aid training, and related activities.		Destroy when superseded or obsolete.		Same		Same
2B	c. Records of access, entry, visitors, and traffic.		Destroy when 6 months old.		Same		Same
	CATASTROPHES INVESTIGATIONS FILES AND DISASTER RELIEF	172.					
	<u>Correspondence, reports, transcripts of hearings, and similar records</u> created during investigation of causes and effects of disasters affecting, and failures of, Reclamation structures or facilities.						Same
1A	a. Major catastrophes (resulting in loss of life or permanent major damage to Reclamation structure or facility for E&R Center). <i>3 copy now, volume depends on occurrence of disaster. An by name of project otherwise Chapter</i>				PERMANENT - E&R Center Transfer to FARC 10 years after close of investiga- tion.	Offer to NARS 25 years after close of inves- tigation.	

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	CATASTROPHES INVESTIGATIONS FILES AND DISASTER RELIEF (Continued)	172. (Cont.)					
2E	b. Regional office most affected.		Transfer all records to E&R Center 5 years after incident.		Same		Same
2G	c. Minor catastrophies (resulting in no loss of life and only minor damage to Reclamation structure or facility).		Destroy all records 10 years after incident.		Same		Same
2D	d. Loan agreement records. Records of trans- actions, agreements, and related correspondence relating to providing relief from floods, droughts, and other disasters.		Destroy 3 years after termination of loan agreement or 3 years after final payments.		Same		Same
	ENCAMPMENTS						
2A	<u>Encampment material</u> pertaining to the establish- ment, operation, and abandonment of encampments established in connection with national defense interests.	173.	Destroy when no longer needed for reference.		Same		Same
	PUBLIC RELATIONS AND INFORMATION RECORDS	180.					
2C	<u>General correspondence.</u> Correspondence relating to the administration of public relations programs and the release of informa- tion through press releases, brochures, displays, exhibits, publications, radio and TV, and public gatherings.		Destroy when 2 years old.		Same		Same
	<u>Lectures and speeches files.</u> Lectures and speeches of the Secretary of the Interior relating to Bureau of Reclamation activities.						
2G	a. Record copy - Commissioner's Office.		Destroy when 10 years old.				
2D	b. All other copies.		Destroy when 3 years old.		Same		Same
	<u>Lectures and speeches of Reclamation and other high-level Bureau personnel related to Bureau activities (arranged alphabetically by surname).</u>						
GRS 14-1a	a. Record copy - Commissioner's Office. 3"/yr.		PERMANENT - Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).				
2D	b. All other copies.		Destroy when 3 years old.		Same		Same
			100-16				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	PUBLIC RELATIONS AND INFORMATION RECORDS (Continued)	180. (Cont.)					
1A	Audio and video recordings. Original or earliest generation recording or kinescope of recording; sound recordings, master tapes, matrix or stamper, and one disc recording and the original tape for each magnetic tape for each magnetic audio tape recording. Also include finding aids and reproduction documentation. <i>arr by title, 5 off. now in agency; less than 1 cf/gr.</i>		PERMANENT - Offer to NARS when 5 years old.		Same		Same
GRS 14-1b	Press releases of the Bureau of Reclamation issuing office.						
	a. Record copy - office of origin.		PERMANENT - Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).		Same		Same
2B	b. All other copies.		Destroy when 1 year old.		Same		Same
2B	Copies of Bureau of Reclamation press releases from other agencies. Also include newspaper clippings and periodicals.		Destroy when 1 year old.		Same		Same
GRS 13-5	Mailing and address lists and related correspondence.	181.	Destroy after revision or 3 months, whichever is sooner.		Same		Same
	MACHINE-READABLE RECORD						
	MAILING LISTS						
2A	**Bidders, design and construction work. Lists of persons and firms requesting receipt of proposals to bid for design and construction work contemplated by the Bureau or for information on contract awards; arranged by name and zip code.		Destroy when no longer needed for reference.		Same		Same
2A	**Bidders, profile code address file. Lists of persons or firms and their interests in type of work being offered for bid by the Bureau; arranged by first line of address and second line.		Destroy when no longer needed for reference.		Same		Same
2A	**Environmental statement address file. Lists of persons or organizations to receive environmental statements; arranged by zip code and name.		Destroy when no longer needed for reference.		Same		Same
	CELEBRATIONS, DEDICATIONS, AND CEREMONIES (Arrangements and Preparations)	182.					
1A	a. Material pertaining to Reclamation-associated activities <u>only</u> to be kept as permanent record.		PERMANENT - Offer to NARS when 10 years old.		Same		Offer to region when 10 years old.
2A	b. All other material <i>neg accumulation, Chrono. ar.</i>		Destroy when no longer needed for reference.		Same		Same

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	<p>PUBLICATIONS</p> <p>Publications originated and printed by the Bureau. In-house publications of a formal nature (not specifically prepared for public distribution or sale such as "Linings for Irrigation Canals," "Advance Equipment Bulletin," "Advance Construction Bulletin," and "Reclamation ERA".</p>	183.					
1A	a. Record copy - office of origin. <i>GRS 13/1a</i> <i>1/2 of 1 yr. Ann. by subject</i>		PERMANENT - Offer to NARS when 5 years old.		Same		Offer to region when 5 years old.
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same
	<p><u>Information copies</u></p>						
2D	a. Record copy, office of origin.		Destroy when 3 years old.		Same		Same
2B	b. All other copies.		Destroy when 1 year old.		Same		Same
2A	<p><u>Publications of other agencies</u>; also, all material recording the preparation of articles for use in non-Bureau publications or periodicals.</p>		Destroy when no longer needed for reference.		Same		Same
	<p>REPORTS AND PROJECT HISTORIES</p>	190. 191.					
2C	<p><u>Correspondence and backup data used in periodic reports</u>. Includes printing, binding, and distribution of reports; maintenance of mailing lists; promotion and administration of reports controls programs; and reporting on the progress of an officer in program accomplishment.</p>		Destroy when 2 years old.		Same		Same
	<p><u>"Water and Land Resources Accomplishments"</u>. Annual report of Bureau of Reclamation on Federal Reclamation Projects.</p>						
1A	a. Record copy - Commissioner's Office. <i>5 yr. Ann. chrono</i>		PERMANENT - Transfer to FARC when 10 years old.	Offer to NARS when 25 years old.			
2G	b. All other copies.		Destroy when no longer needed for reference or when 10 years old, whichever is sooner.		Same		Same
	<p><u>Project histories</u>. Annual reports of individual Reclamation projects containing narrative, photographs, and statistical information summarizing events affecting the project throughout the year.</p>						

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	<u>PROGRAM COORDINATION AND FINANCE RECORDS</u>	200.					
	PROGRAM AND FINANCE						
2E	<i>gh</i> <u>Correspondence</u> concerning policy-affecting programs, financial functions, and studies and policy not related to a specific subject. <i>new</i>		Destroy when 5 years old.		Same		Same
	TAXATION CORRESPONDENCE FILES	201.					
2D	<u>Correspondence</u> concerning purchases made by the Federal Government which are exempt from State and local taxes.		Destroy when 3 years old.		Same		Same
	FUNDS AND FUNDING RECORDS	215. 210.					
2E	<u>Correspondence</u> concerning the establishment of special fund systems such as emergency relief loans.		Destroy when 5 years old.		Same		Same
2F	<u>Imprest funds</u> ; original vouchers with supporting documents and audit reports. Accountable officer's records, see Retention and Disposition GRS 6.		Destroy when 6 years old.		Same		Same
2A	<u>Imprest funds</u> ; cashier's memorandum copies of imprest fund vouchers and audit reports.		Destroy 6 months after audit.		Same		Same
	APPROPRIATIONS RECORDS	211.					
2C	<u>Correspondence</u> , statistical data, briefing or witness' statements, and other material prepared to estimate and justify requests for appropriations and to distribute appropriations among Reclamation activities. Also included are schedules and reports of program accomplishments, such as flagged action reports.		Destroy 2 years after close of fiscal year involved.		Same		Same
2E	<u>Budget estimates</u> and justifications, program and fund requirements as consolidated in SF-300 and SF-300T, and narrative and other information published as part of the "Budget of the United States."		Destroy when 5 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	APPROPRIATIONS RECORDS (Continued)	211. (Cont.)					
	<u>MACHINE-READABLE RECORD</u>						
2D	<u>**Automated budget estimates and budget submission for the fiscal year; identifying program items, funds, estimated cost, description of item, and projecting cost estimates 5 years in advance. Data is gathered on a continuing basis and is used as base for various reports required in the programing and coordinating of budgets.</u>		Destroy when no longer needed for reference but no sooner than 3 years after close of advance estimate period.		Same		Same
2A	<u>SF-133 and supporting correspondence used for budget submittal only.</u>		Destroy when no longer needed for reference.		Same		Same
2A	<u>Maps, charts, photographs, and other graphics used to support budget submissions or presentations.</u>		Destroy when no longer needed for reference.		Same		Same
	SPECIAL FUNDS	212. 213. 214.					
2E	<u>Correspondence regarding special fund accounts generally financed by receipts from sources earmarked by law for special purposes. This includes Reclamation fund, Colorado Dam fund, Colorado River development fund, and systems such as emergency relief loans, revolving funds, etc.</u> <i>new</i>		Destroy when 5 years old.		Same		Same
	TRANSFER OF FUNDS	216.					
GRS 6-1	<u>Correspondence or material regarding the requesting, reserving, and transferring of funds for expenditures between Bureau offices and agencies.</u> 		Destroy 6 years after the period of the account.		Same		Same
	UNEXPENDED FUNDS	217.					
2E	<u>Correspondence regarding appropriation carryovers, lapsed appropriations, unliquidated obligations, and unobligated balances. Include Form 7-1672, "Statement of Unexpended Balances of Appropriations and Funds."</u> 		Destroy when 5 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	ALLOCATION OF APPROPRIATIONS	218.					
2D	<u>Correspondence</u> regarding statistical data and other material to estimate and justify the allocation or apportionment of appropriated funds and other general material regarding the utilization and withdrawal of funds, reprograming of funds, appropriation warrants, etc.		Destroy 3 years after fiscal year involved.		Same		Same
	FISCAL OPERATIONS CORRESPONDENCE FILE	220.					
2E	<u>Correspondence</u> and memorandums providing administrative instructions for programing and accounting functions prior to incorporation into Reclamation Instructions, or applicable for a limited time. Subjects include establishing fund and appropriation symbols and titles, numbering of accounts, and similar matters.		Destroy when 5 years old.		Same		Same
	COST AUTHORITIES RECORDS	221.					
2E	<u>Correspondence</u> concerning the establishment and operation of cost collecting systems and the forms to which costs are posted or consolidated for use in preparation of completion reports.		Destroy when 5 years old.		Same		Same
1B	<u>Plant-in-service accounts</u> , including cost authorities, plant ledgers, and related completion reports (PF-27A or equivalents).		Destroy 1 year after plant is deactivated or transferred from Bureau custody.		Same		Same
	PREVALIDATIONS FILE	222.					
2D	<u>Correspondence</u> concerning the reservation of money to pay for goods and services, and records such Encumbrances and Obligation Record (PF-15, or Contract Earning Record (PF-16), or equivalents).		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	DESIGNATIONS FILE	223.					
2A	<u>Correspondence</u> assigning to individuals fiscal responsibilities including disallowances, exceptions to payment, and power of attorney.		Destroy when superseded or obsolete.		Same		Same
	COLLECTIONS FILE	224.					
2D	<u>Correspondence</u> concerning receipt, recording, and disposition of collected and collection of moneys due; also includes memorandum copies of bills and other similar material.		Destroy 3 years after close of related fiscal year.		Same		Same
2F	<u>Individual collection transactions</u> are a part of the accountable officer records. (See Retention and Disposition Instructions for file classification code 272.)		Destroy when 6 years old.		Same		Same
	<u>Daily abstracts of remittances.</u>						
2D	a. Original.		Destroy original 3 years after close of related fiscal year.		Same		Same
2B	b. All other copies.		Destroy when 1 year old.		Same		Same
	UNPAID OBLIGATIONS OF THE BUREAU	225.					
2F	<u>Correspondence</u> regarding unpaid obligations of the Bureau which cannot be filed by specific purchase order or transaction number.		Destroy 6 years after close of related fiscal year.		Same		Same
	CHECK FILE	226.					
2D	<u>Correspondence</u> regarding the preparation, distribution, loss, theft, or mutilation of checks, including salary checks and outstanding checks.		Destroy 3 years after close of related fiscal year.		Same		Same
	ACCOUNTING SYSTEMS	230.					
2D	<u>Correspondence</u> regarding the administration of accounting systems, including studies for centralization, decentralization, and other similar matters.		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 2		RECORDS MANAGEMENT	LOCATION		RETENTION AND DISPOSITION SCHEDULE		
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	ACCOUNTING SYSTEMS (Continued)	230. (Cont.)					
2I	<u>Records of conversions</u> from one accounting system to another.		Destroy when 25 years old.		Same		Same
2A	<u>Account numbering and titling.</u>		Destroy when numbers and titles are incorporated into formal instructions.		Same		Same
	EXPENDITURE ACCOUNTING RECORDS						
	<u>Ledgers and related documents</u> summarizing how appropriated and nonappropriated funds are spent after allotment by the Bureau of the Budget and the sources and nature of any receipts. General ledger accounts summarize financial status and transactions, the current status of funds available for expenditures, the amounts of money due and collected, accumulated expenditures and liabilities, and other information of a fiscal nature and data concerning agency solvency.						
2D	<u>Correspondence and other documents</u> maintained by operating units responsible for expenditure accounting and pertaining to their internal operations and administrations.	231. 233. 234.	Destroy 3 years after close of related fiscal year.		Same		Same
2G	<u>General ledgers</u> or equivalents, showing debit and credit entries and reflecting expenditures in summary.	240.	Destroy 10 years after close of the fiscal year involved.		Same		Same
2G	<u>Allotment ledgers</u> or equivalent records, showing status of obligations under each authorized appropriation.	218.	Destroy 10 years after close of the fiscal year involved.		Same		Same
2IC	<u>Repayment ledgers</u> showing payments of construction and other charges and other fiscal transactions with irrigation districts, water-user associations, and other repaying entities.	232.	Destroy 10 years after final payment or termination of agreement on the related GL 219 account.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	ACCOUNTING SYSTEMS (Continued)	230. (Cont.)					
	EXPENDITURE ACCOUNTING RECORDS (Continued)						
2D	<u>Records</u> used as posting or control media such as cash books, distribution ledgers; registers of accounts payable and receivable and of allotments, clearings, collections, and fund transactions; statements of accounts; and other similar material.	235.	Destroy 3 years after close of related fiscal year.		Same		Same
2D	<u>Source documents</u> such as memorandum copies of vouchers, invoices, allotment advices, and other similar records.	240.	Destroy 3 years after close of related fiscal year.		Same		Same
2B	<u>Machine records</u> (not computer) such as detail cards, summary cards, and other similar material.		Destroy 1 year after close of related fiscal year.		Same		Same
	AUTOMATED EXPENDITURE ACCOUNTING	240.					
	<u>Expenditure accounting</u> by computer such as the Bureau of Reclamation's "FAST SYSTEM" with output on hard copy and COM (computer output microfiche); the products of the system identified by the symbols and titles listed below:						
2A	a. FNA 0510 Batch and vendor listings.		Destroy as superseded.		Same		Same
2A	b. FNA 0520 Transaction list, edit.		Destroy 2 months after date of issue.		Same		Same
2G	c. FNA 0530 Transactions by master account (computer equivalent of the allotment and distribution ledgers).		Destroy 10 years after close of related fiscal year.		Same		Same
2G 2D	d. FNA 0540 Budget Operating Report.		Destroy final fiscal year report 10 years after close of related fiscal year; destroy other issues 3 years after close of related fiscal year.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	AUTOMATED EXPENDITURE ACCOUNTING (Continued)	240. (Cont.)					
GRS 6-1a	e. FNA 0560 General ledger transactions.		Include in Accountable Officer records; SEE Retention and Disposition Instruction for file classification code 272.		Same		Same
2G 2D	f. FNA 0570 Trial balances.		Destroy final fiscal year report 10 years after close of related fiscal year; destroy other issues 3 years after close of related fiscal year.		Same		Same
2D	g. FNA 0580 Accounts current.		Destroy 3 years after close of related fiscal year.		Same		Same
2D	h. FNA 0610 Fund detail report.		Destroy 3 years after close of related fiscal year.		Same		Same
2G	i. FNA 0620 Report of obligations.		Destroy 10 years after close of related fiscal year.		Same		Same
2G	j. FNA 0630 Statement of transactions.		Destroy 10 years after close of related fiscal year.		Same		Same
GRS 6-1a	k. FNA 0650 Cash account activity.		Include in Accountable Officer records; SEE Retention and Disposition Instruction for file classification code 272.		Same		Same
2D	l. FNA 0670 Master accounts.		Destroy 3 years after close of related fiscal year.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	AUTOMATED EXPENDITURE ACCOUNTING (Continued)	240. (Cont.)					
2G 2B	m. FNA 0780 Vendor file.		Destroy final report for fiscal year 10 years after close of related fiscal year; destroy other issues 1 year after close of related fiscal year.		Same		Same
2A	n. FNA 0790 Master account verification.		Destroy as superseded.		Same		Same
2A	o. FNA 0830 Obligations by master account.		Destroy as superseded.		Same		Same
	AUTOMATED COST ACCOUNTS; FAST SYSTEM products identi- fied by the symbols and titles listed below:						
1B	a. FNC 0580 Monthly cost listing.		Destroy 1 year after closure of the related plant or when the related plant is no longer in Bureau custody.		Same		Same
2A	b. FNC 0690 Cost file structure.		Destroy when superseded.		Same		Same
2A	c. FNC 0720 Cumulative cost up-date.		Destroy when superseded.		Same		Same
2E	d. FNC 0730 Cost Detail worksheet.		Destroy 5 years after close of related fiscal year.		Same		Same
1B	e. FNC 0820 Detail and summary reports.		Destroy 1 year after closure of the related plant or when the related plant is no longer in Bureau custody.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	AUTOMATED COST ACCOUNTS (Continued)	240. (Cont.)					
2D	f. FNC 0820 Subsidiary reports (such as selected general ledger accounts, print detail and print object, print cost center, and similar).		Destroy 3 years after close of related fiscal year.		Same		Same
2B	Automated accounting systems; code sheets, punch cards, magnetic tapes, discs, and similar media.		Destroy 1 year after close of related fiscal year.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	EXPENDITURE ACCOUNTING SYSTEMS						
2B	**Code sheets, punch cards, tapes, interim discs, and other media gathering data required in computation of the FAST SYSTEM programs in both expenditure accounting and cost accounting systems (FNA and FNC programs) but not to the COM products.		Destroy 1 year after close of related fiscal year.		Same		Same
1B	**Depreciation and replacement accounting; estimating costs for operation and maintenance of project features or structures as well as for estimating replacement requirements. Current unit cost estimates are used as a base for computations.		Destroy 3 years after plant is no longer in operation or possession of the Bureau.		Same		Same
2D	**Distributions of plant costs; a systematic recording of plant costs (operation, maintenance, replacement) and distribution of the costs to the equipment related to the plants (such as equipment in a substation). Data arranged by name of plant and related accounts.		Destroy 3 years after item is withdrawn from plant account.		Same		Same
	EQUIPMENT AND STORES ACCOUNTING	241. 242.					
2D	<u>Forms and other records</u> recording responsibilities for custody and accumulation of operating and maintaining expenditures of movable capitalized equipment, other equipment, and supplies; and including COM (Computer Output Microfiche) records.		Destroy when superseded or when 3 years old, whichever is sooner.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULE	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	EQUIPMENT AND STORES ACCOUNTING (Continued)	241. 242. (Cont.)					
	<u>MACHINE-READABLE RECORD</u>						
2D	<u>**Quarterly inventory listing</u> of movable prop- erty with descriptive information, acquisition data, employee responsibility; arranged numerically by entity number and then project serial number.		Destroy when 3 years old.		Same		Same
2A	<u>**Monthly listings of property transactions,</u> acquisitions, and losses with reference to receiving or losing documentation.		Destroy when no longer needed for reference.		Same		Same
	REAL PROPERTY ACCOUNTS	243.					
2D	<u>Forms and other records</u> to which costs of ownership of land and buildings are posted and accumulated, exclusive of acquisitions costs and plant-in-service accounting.		Destroy when 3 years old.		Same		Same
	VOUCHERS	244.					
2D	<u>Memorandum and other work copies</u> of vouchers.		Destroy 3 years after close of related fiscal year.		Same		Same
	PAYROLL ACCOUNTING	250.					
2D	<u>Correspondence and memorandums</u> establishing and controlling payroll administration and accounting procedures.		Destroy when 3 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	<u>**Code sheets, punch cards, and other input media</u> for automated payroll accounting including magnetic tapes but excluding COM and hard copy output.						
2D	a. Input for preparation of payroll registers, pay card information, leave status reports, bond status reports, and other data related to individual employees; i.e., producing the Master Employee Record in both biweekly and annual issues.		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	PAYROLL ACCOUNTING (Continued)	250. (Cont.)					
	<u>MACHINE-READABLE RECORD</u> (Continued)						
2A	b. Machine media for computation of Time and Attendance of employees.		Destroy 6 months after close of related pay period.		Same		Same
2A	c. Payroll estimating by employee name, grade, and salary.		Destroy when no longer needed for reference.		Same		Same
2A	d. Office expenses; employee name, grade, and salary as used in payroll estimating but arranged by office location, expense category, and other related information.		Destroy when no longer needed for reference.		Same		Same
	MASTER EMPLOYEE RECORDS	251. 262. 263.					
	<u>Paper or COM</u> (Computer Output Microfilm) versions of payroll registers, pay cards, leave status reports, bond status reports, and other similar payroll data pertaining to individual employees.						
2D	a. Biweekly issues.		Destroy 3 years after close of related fiscal year.		Same		Same
2D	b. Annual issues.		Offer to Personnel Records Storage Center at St. Louis, Missouri, 3 years after close of related leave year.		Same		Same
2A	c. Work copies of paper records and diazo copies of COM.		Destroy as superseded.		Same		Same
	TIME AND ATTENDANCE REPORTING	251. 252.					
	<u>Correspondence and forms</u> establishing and controlling the reporting of employee attendance and other related information; including original and microfilm copies of Time and Attendance Reports.						

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	TIME AND ATTENDANCE REPORTING (Continued)	251. 252. (Cont.)					
GRS 2-3	a. Administrative correspondence at all locations.		Destroy after audit or 3 years, whichever is sooner.		Same		Same
2A	b. Time and Attendance Report - Hard copy:				Original at the E&R Center - Destroy after verification of microfilmed report and supporting documents.		
GRS 2-3	c. Work copies.		Destroy 6 months after close of related pay period.		Same		Same
2D	d. Microfilm of time and attendance reports and supporting documents at the Engineering and Research Center. (All other copies.)		Destroy when 3 years old.		Same		Same
2A	e. Computer media such as punch cards, tapes, and discs.		Destroy 6 months after close of related pay period.		Same		Same
	<u>Payroll Costs Reports</u> , FAST system Program FNC 0030.						
2H	a. Original paper or microfiche.		Destroy when 15 years old.		Same		Same
2A	b. All other copies.		Destroy as superseded.		Same		Same
2E	<u>Employee activity report</u> , bad job listings, cash summaries, and other similar paper or COM reports.		Destroy when 5 years old.		Same		Same
2D	<u>Administrative reports</u> . Reports and data supporting the reports prepared from payroll records concerning such matters as appointment limitations, pay adjustments, audits, lists of employees, within- grade due listings, and other similar matters.		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	TIME AND ATTENDANCE REPORTING (Continued)	251. 252. (Cont.)					
	<u>Pay status folders</u> ; individual authorized allotments files containing forms or other records relating to authorization, changes, or cancellation of individual payroll allotments for bond deductions, charitable contributions, savings bonds, union dues, and also correspondence or forms changing pay status:						
2A	a. If record is maintained on an earning record card or equivalent.		Destroy when superseded or after transfer or separation of employee.		Same		Same
2D	b. If record is not maintained elsewhere.		Destroy 3 years after superseded or 3-4 years after transfer or separation of employee.		Same		Same
	PAY RATE SYSTEMS	254.					
2D	<u>Correspondence</u> concerning application or administration of special pay rates, including copies of the pay rates.		Destroy when 3 years old.		Same		Same
2D	<u>Overtime requests and authorizations</u> , payroll copies.		Destroy when 3 years old.		Same		Same
2B	<u>Overtime requests and authorizations</u> , other copies.		Destroy when 1 year old.		Same		Same
	INCOME TAX RECORDS	255.					
2E	<u>Correspondence and forms</u> regarding the withholding of Federal and State income taxes from employee wages and including reference copies of forms recording exemption authorizations and agency copies of withholding statements.		Destroy when 5 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	RENTAL DEDUCTION RECORDS	256.					
2E	<u>Correspondence and forms related to determina- tion of rental rates to be charged for use of Government-owned residences or other living quarters and the methods for collection of the rental fee.</u>		Destroy when 5 years old.		Same		Same
2G	<u>Rental rate surveys</u> , office administering rentals.		Destroy when 10 years old.		Same		Same
2D	<u>Rental rate surveys</u> , all other copies.		Destroy when 3 years old.		Same		Same
	ESCROW AND HOLDBACK ACCOUNTING RECORDS	260.					
2D	<u>Correspondence, memorandums, and forms regarding systems for deducting portions of employees salaries for purchase of savings bonds, premiums to health and life insurance plans, and other similar employee benefits.</u>		Destroy when superseded or 3 years old, whichever is sooner.		Same		Same
	AUDIT RECORDS, CLAIMS, AND SETTLEMENT	270. 271.					
2C	<u>Correspondence arranging space and availability of records for audit purposes. Audit performed by Interior's Office of the Comptroller, the General Accounting Office, and other regulatory agencies.</u>		Destroy when 2 years old.		Same		Same
2F	<u>Claim settlement records, correspondence regarding the procedures and methods for settling claims.</u>		Destroy when 6 years old.		Same		Same
	AUDIT REPORTS						
2I	a. Bureau-wide in scope, record copy, Commissioner's Office.		Destroy when 25 years old.				
2I	b. Local in scope, Regional Office or E&R Center when directly affected.				Destroy when 25 years old.		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	AUDIT REPORTS (Continued)	271. (Cont.)					
2E	<u>All other copies.</u>		Destroy when 5 years old.		Same		Same
	ACCOUNTABLE OFFICERS' RECORDS	272.					
	SEE General Accounting Office SF-115's (Request for Records Disposition Authority) filed with National Archives and Records Service and assigned Archives Job Numbers NC-174-241 (dated June 12, 1974) and NC1-217-78-3 (dated March 31, 1978) for the authorities which follow:						
	Settled accounts of accountable officers' of the Bureau of Reclamation:						
	a. Transfer closed fiscal year records to appropriate Federal Archives and Records Center.						
2D	(1) Commissioner's Office shall transfer records to the Federal Archives and Records Center at Suitland, Maryland.		Transfer to FARC no later than 3 years after close of related fiscal year.	Destroy 6 years and 3 months after period covered by account.			
2D	(2) All other accountable officers' records shall be transferred to the Federal Archives and Records Center at Denver, Colorado.				Transfer to FARC no later than 3 years after close of related fiscal year.	Destroy 6 years and 3 months after period covered by account.	
GRS 6	b. Disposal of other accountable officers' records other than a.(2) above.		Refer to GRS 6.				
	c. Records to be excluded from accountable officers' records are land acquisition case files, payrolls, accounts related to Indians, and other matters listed on page No. 200-17 of this instruction.						
	d. Arrangement of accountable officer records for transfer to Federal Archives and Records Centers shall be follows:						
	(1) Statements of accountability such as Form SF-1672, Statement of Unexpended Balances of Appropriations and Funds --, etc., or equivalent.						

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	ACCOUNTABLE OFFICERS' RECORDS (Continued)	272. (Cont.)					
	(2) Statements of transactions such as SF-224, Statement of Transactions and Certificate of Deposit Listing, PF-64, Reconciliation of Statement Transactions, a diazo copy of FAST SYSTEM Programs FNA 0560, Fund Balance, and FNA 0130, General Ledger Transactions Register.						
	(3) Related vouchers, schedules, supporting papers, or their computer equivalents such as FAST SYSTEM Program FNA 0650, Cash Account Activity, and other supporting documents such as:						
	SF-1081 Voucher and Schedule of Withdrawals and Credits						
	SF-1166 Voucher and Schedule of Payment						
	PF-75 Cash Transfer Between Stations						
	GSA-789 Statement, Voucher, and Schedule of Withdrawals and Credits						
	GSA-052 Single Line Item Billing Register						
	(4) Contract Payment Records; contracts and records of payments and other actions for audit purposes -- major contracts of the Bureau of Reclamation. <u>DO NOT</u> confuse these contract records with the official contracting officer's file maintained by the office of Procurement and Contracting.						
	<u>Freight and transportation records.</u> Original vouchers and supporting documents of settled accounts of freight and transportation charges.						
2G	a. Charges over \$100 or accounts involving overcharges, deduction, or collection problems, concerning inbound transit, supplemental billing, or involving litigation or other conditions requiring retention beyond the 3-year period stated in Item b. below.		Destroy 10 years after the period of the account.		Same		Same
2D	b. Charges of \$100.00 or less.		Destroy when 3 years after the period of the account.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	ACCOUNTABLE OFFICERS' RECORDS (Continued)	272 (Cont.)					
2D	c. Memorandum and work copies of freight and transportation records.		Destroy when 3 years old.		Same		Same
2D	Meal tickets and supporting vouchers for advertising services.		Destroy when 3-1/2 years old.		Same		Same
2A	Schedules of deposits, copies to official credit.		Destroy after depository accounts have been reconciled.		Same		Same
2D	Supporting order files. Original or copies of tickets, orders, or other similar records of purchases under blanket type orders (such as for gas, telephone use, photographic processing, mapping services, publications, and other similar items or services) which support payments or accumulation of charges.		Destroy 3 years after close of related fiscal year.		Same		Same
	Exceptions and exclusions:						
	a. Land acquisition; original documents vesting title to land to the United States--See retention and disposition instructions for file classification code 780.						
	b. Payrolls, civilian payroll records showing gross and net pay--See retention and disposition instructions for file classification code 250.						
	c. Accounts pertaining to Indians--Hold pending instructions from General Accounting Office.						
	d. Official contracting officer file containing the contract records as maintained by the office of Procurement and Contracts. These files are arranged by contract number and contractor name and contain the official contract administration records.						
	DATA PROCESSING SYSTEMS	280.					
2D	Correspondence regarding the establishment and operation of data processing systems in the broad administrative areas of program coordination, budgeting, and finance operations.		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	REPORTING PROCEDURES AND REPORTS	290.					
2D	General correspondence regarding the reporting requirements of both finance and programs functions.		Destroy when 3 years old.		Same		Same
	FINANCIAL REPORTS RECORDS	291. 292. 293.					
2D	Contract summary reports (PF-19 or equivalent), employment of consultants, Federal outlays by geographic locations, geographic distribution of employment, report of occupations, and other similar reports including all related correspondence.		Destroy when 3 years old.		Same		Same
	Financial statements, statements of projects costs and repayment and similar reports with related correspondence.						
/ 1B	a. Ending or summarizing report for the fiscal year.		Transfer to FARC when 10 years old.	Destroy 1 year after termination of Reclamation investment of ownership of the project unit or other entity	Same		Same
2A	b. All other issues.		Destroy on receipt of ending or summarizing reports.		Same		Same
	Consolidated financial statements and charge-offs authorized by Congress reports with related correspondence:						
2E	a. Commissioner's Office.		Destroy when 5 years old.				
2D	b. All other offices.				Destroy when 3 years old.		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	FINANCIAL REPORTS RECORDS (Continued)	291. 292. 293 (Cont.)					
2G	<u>Activity and object expenditure and reconciliations of cash with appropriation accounts reports.</u>		Destroy when 10 years old.		Same		Same
2A	<u>Completion reports (PF-27A and equivalents) and costs and returns reports. (Original and all copies.)</u>		Destroy when no longer needed for administrative purposes.		Same		Same

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	<u>PROPERTY, PROCUREMENT, AND CONTRACTING RECORDS</u>	300.					
	<u>GENERAL CORRESPONDENCE FILES</u>						
2D	<u>Correspondence</u> regarding or discussing interpretation and promulgation of property and procurement regulations prior to inclusion in Reclamation Instructions; subjects also include methods of procurement, use of competitive bidding, open market purchasing, preferences for materials or a source of material or service, delegations of procurement authority, and including records accelerating or limiting procurement activity due to an emergency condition and special reports required during such situations or conditions.		Destroy when 3 years old.		Same		Same
2C	<u>Correspondence</u> related to use of centralized or decentralized purchasing programs, such as FEDSTRIP. <u>Federal Supply Catalogs</u> and schedules, paper, or microfilm.		Destroy when 2 years old, superseded, or obsolete.		Same		Same
2E	<u>Administrative survey</u> or inspection reports related to procurement and property procedures together with all related correspondence.		Destroy when 5 years old.		Same		Same
2E	<u>Procurement from small business.</u> Programs developed cooperatively with the Small Business Administration and other Government agencies having procurement responsibilities, such as Small Business Administration certificate of competency program.		Destroy when 5 years old.		Same		Same
	<u>EQUIPMENT, MATERIALS, AND SUPPLIES</u>	320. 321. 322.					
2C	<u>Correspondence</u> concerning the availability and suitability of products and services for use in day-to-day and specialized work. Inquiries and responses thereto concerning such items as field equipment, furniture and fixtures, tools and safety devices, petroleum products, photographic services and supplies, and other similar products or services.		Destroy when 2 years old.		Same		Same
2E	<u>Restricted procurement.</u> Correspondence regarding limited or restricted procurement of equipment and products such as wiretapping and telephone recording equipment, dangerous drugs or chemicals, and other similar matters.		Destroy when 5 years old.		Same		Same
2A	<u>Catalogs, parts lists, form lists, bulletins, guides and manuals.</u>		Destroy when no longer needed for reference.		Same		Same
	<u>Printing, Binding, and Duplicating Services:</u>						
2A	a. Regulatory material such as GPO Printing and Binding Instructions and Style Manual and including instructions applicable to local plant operations.		Destroy when superseded, obsolete, or no longer needed for reference.		Same		Same

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	EQUIPMENT, MATERIALS, AND SUPPLIES (Continued)	320. 321. 322. (Cont.)					
1B	b. Authorization for establishment of printing plant and related correspondence.		Destroy in agency when withdrawn or plant is closed.		Same		Same
	<u>Data Processing Systems and Equipment:</u>						
2E	a. Correspondence justifying procurement of data processing equipment and reports and studies of work processes adaptable to data processing, including promotional material acquired during the selection of computers and allied equipment.		Destroy when 5 years old.		Same		Same
1B	b. Computer instructions or operating manuals.		Destroy in agency when computer is no longer in Reclamation ownership.		Same		Same
2C	c. Work scheduling controls; forms or other means for securing keypunch services, programing or coding input, controlling the use of the computer or timing transmissions; as required to prepare batch and balance sheets including printouts used for that purpose or to verify, update, and other functions.		Destroy when no longer needed or when 2 years old, whichever is sooner.		Same		Same
2A	d. Punch cards, tapes, discs, including basic program decks, items for verification or updating purposes, and duplicates.		Destroy when superseded, obsolete, or no longer needed.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	DATA PROCESSING SYSTEMS						
2A	<u>**Punch cards, tapes, discs, and basic program decks</u> used for verification or updating purposes or as a duplicate, a source listing or backup data for security.		Destroy or reuse when superseded or no longer needed.		Same		Same
	AUTOMOTIVE AND MOTORIZED EQUIPMENT RECORDS:	323.					
2D	<u>Correspondence</u> and other material regarding availability and suitability of motor vehicles and heavy motorized equipment and their accessories for acquisition and maintenance by Reclamation.		Destroy when 3 years old.		Same		Same
GRS 10-3	<u>Motor vehicle</u> and heavy construction equipment files; ledgers and worksheets providing cost and expense data and including COM Program 0700 Vehicle and Stores Clearing Account, and supporting documents.		Destroy 3 years after discontinuance of ledger or data of work sheet.		Same		Same
2C	<u>All other reports</u> ; annual or other period.		Destroy when 2 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL		COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
GRS 10-7	AUTOMOTIVE AND MOTORIZED EQUIPMENT RECORDS (Continued)	323. (Cont.)					
	<u>Authorizations for use of Government-owned vehicles and related correspondence.</u>		Destroy 3 years after separation of employees or 3 years after rescision of authorization to operate Government-owned vehicle, whichever is sooner.		Same		Same
	2D <u>Correspondence and reports of participation in motor pool operations.</u>		Destroy when 3 years old.		Same		Same
	2A <u>Historical and maintenance records; manuals, instruction books, maintenance and service data related to particular vehicles in the possession of Reclamation.</u>		Transfer records with vehicle when no longer in Reclamation owner-ship or when no longer needed for reference.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	2B <u>**Vehicle and stores cost and use accountability data for COM Program 0700, Vehicle and Stores Clearing Account, but excluding the COM product (see 323b for instructions related to retention of original microfiche).</u>		Destroy 1 year after close of related fiscal year.		Same		Same
	SERVICES, SOURCES OF		328.				
	2D <u>Correspondence and other material regarding the availability for hire of services in engineering and specialized fields, consultants, landscaping, produc-tion of motion pictures, and other matters. Also include periodic reports on utilization of sources of services.</u>		Destroy when 3 years old.		Same		Same
	AIRCRAFT OPERATIONS		329.				
	2C <u>Correspondence and other material accumulated in consideration of aircraft, including helicopters, for procurement and use.</u>		Destroy when 2 years old.		Same		Same
2A <u>Correspondence authorizing or justifying the need to procure aircraft and defining use.</u>		Destroy when craft is no longer in Reclamation ownership or when no longer needed for reference.		Same		Same	
2A <u>Manuals, instruction guides, parts lists, and other data pertinent to maintenance of aircraft in Reclamation possession.</u>		Transfer wich craft when no longer in Reclamation ownership or when no longer needed for reference.		Same		Same	
2E <u>Correspondence and forms required to schedule aircraft services, maintenance, and inspections including registrations, replacement of parts, providing hangar space, securing allied equipment, and other similar matters.</u>		Destroy when 5 years old.		Same		Same	

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	AIRCRAFT OPERATIONS (Continued)	329. (Cont.)					
2B	<u>Flight schedules</u>		Destroy when 3 months old.		Same		Same
2D	<u>Aircraft cost files</u> ; ledger and worksheets providing cost expense data including COM Programs, Vehicles and Stores Clearing Account, with supporting documents.		Destroy when 3 years old.		Same		Same
2D	<u>Aircraft operations reports</u> such as FPMR-114S-38.7522.		Destroy when 3 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2B	<u>**Aircraft operations expenses</u> , cost, and use accountability as combined into COM Program 0700, Vehicles and Stores Clearing Account, but excluding the COM product (see 323b for instructions related to retention of original microfiche).		Destroy 1 year after close of related fiscal year.		Same		Same
	CONTRACTS: CONSTRUCTION-SUPPLY-SERVICES						
	CONTRACT PROCEDURES FILES	310.					
2D	<u>Correspondence</u> concerning standard requirements of contract preparation, contracting procedure, and negotiation. Include such subjects as legal requirements, equal employment opportunity, clauses, labor or material cost variation provisions, change and extra work orders, method for release or termination of contract, and other similar matters.		Destroy when 3 years old.		Same		Same
2E	<u>Wage rates</u> . Correspondence requesting the establishment of wage rates for use in contract negotiations and as generated in labor-classification studies conducted by Reclamation; and including published notices of wage rates in the <u>Federal Register</u> .		Destroy when 5 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	LABOR STATISTICS						
2A	<u>**Labor wage rates and index</u> . Data gathered from labor organizations in local areas and is used to compute a labor index for purposes of estimating construction, operation, and maintenance costs.		Destroy when no longer needed for reference.		Same		Same
2C	<u>Employment statistics</u> . Correspondence and statistical data concerning trends in employment/unemployment, analyses of the labor force, occupational studies, and other similar matters.		Destroy when 2 years old.		Same		Same
			300-4				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	CONTRACT PROCEDURES FILES (Continued)	310. (Cont.)					
2D	<u>Bidding procedures.</u> Correspondence regarding the standard methods and procedures to be observed when conducting a bid and award of contract.	311.	Destroy when 3 years old.		Same		Same
2C	<u>Debarred, blacklisted, or reinstated contractors;</u> lists of and related correspondence.		Destroy when 2 years old.		Same		Same
2C	<u>Correspondence related to publicizing bid issuances and openings or as required to transmit information for publication or pay for the service.</u>		Destroy when 2 years old.		Same		Same
	<u>Bids; unaccepted, unsuccessful, rejected and including all related papers and cases of identical or tie bids - procurement or purchase organization copy and related papers:</u>						
2F	a. Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to July 26, 1974.		Destroy 6 years after final payment of accepted bid.		Same		Same
2D	b. Transactions of \$10,000 or less and construction contracts under \$2,000 dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.		Destroy 3 years after final payment of accepted bid.		Same		Same
2F	c. Transactions of more than \$2,500 dated prior to July 26, 1974.		Destroy 6 years after final payment of accepted bid.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Abstract of bids.</u> Analyses of abstracts for use in estimating construction contract costs.		Destroy when no longer needed for reference.		Same		Same
	BOND PROCEDURES	312.					
2D	<u>General correspondence</u> pertaining to authorized sureties, bid guaranty bonds, and release of bonds, including bid and performance bonds.		Destroy when 3 years old.		Same		Same
	SPECIFICATIONS CORRESPONDENCE FILES	360. 361. 363.					
2E	<u>Correspondence</u> concerning the standard procedures for preparation and issuance of specifications; their format, clauses, standard paragraphs, numbering, disposal of surplus copies, and other similar matters.		Destroy when 5 years old.		Same		Same

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	SPECIFICATIONS CORRESPONDENCE FILES (Continued)	360. 361. 363. (Cont.)					
2C	<u>Specification case records.</u> Correspondence concerning individual specifications offered for bid including distribution for bidding purposes, mailing lists, engineer's estimates for the work, authorization or recommendations for award of contract or rejection of bids, protests of awards, abstract of bids, and other material regarding the specification <u>prior to award.</u>		Destroy 2 years after bid opening, award of contract, or rejection of bids.		Same		Same
2B	<u>Requests</u> for and forms or other paperwork required to accomplish either free distribution or sales of specifications as a publication and not for bidding purposes.		Destroy when 1 year old.		Same		Same
2A	<u>Lists or indexes</u> of specifications available for sale or distribution.		Destroy when superseded or obsolete.		Same		Same
2A	<u>Specifications.</u> Sets of published specifications of the Bureau of Reclamation, standard specifications of such as organizations or American Society for Testing Materials, American Safety Standards, Federal Specifications and standards, and other similar issues.	364.	Destroy when no longer needed for reference or when superseded, whichever is sooner.		Same		Same
2D	<u>General contract material</u> providing for construction, alteration, or repair to physical features or structures; for general procurement of equipment, materials, supplies, and services; including reports of compliance or noncompliance to labor and other laws governing contract administration. Also includes material occurring after final settlement of a contract.	330.	Destroy when 3 years old.		Same		Same
	CONTRACT CASE RECORD FILES	330.-					
	Note: These instructions apply only to completed or settled transactions case records of an administrative nature. The original contract and documents of payment are Accountable Officer Records, SEE Retention and Disposition Instructions for classification code 272. Contract case records of an administrative nature consist of copies of contract, administrative correspondence, routine transmittals of drawings and other data, copies of payment vouchers, computations used to compute progress payments, and other similar matters.						
	<u>Files</u> including correspondence, specifications, correspondence, specifications, Equal Employment Opportunity, Preexamination of Bids, Protests against awards, Bond Procedure, and all pertinent materials pertaining to a specific contract.						

DISPOSITION AUTHORITY		DESCRIPTION OF MATERIAL	FILE CLASSIFICATION CODE	LOCATION		PROJECT & FIELD OFFICE	
				COMMISSIONER'S OFFICE		REGION & E&R CENTER	
				DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.
		CONTRACT CASE RECORD FILES (Continued)	330.- (Cont.)				
GRS 3 4.a(1)		a. Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to July 26, 1974.		Destroy 6 years and 3 months after final payment.		Same	Same
GRS 3 4.a(2)		b. Transactions of \$10,000 or less and construction contracts under \$2,000 dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 26, 1974.		Destroy 3 years after final payment.		Same	Same
GRS 3 4.a(3)		c. Transactions of more than \$2,500 dated prior to July 26, 1974.		Destroy 6 years and 3 months after final payment.		Same	Same
2G		d. Inspector reports, contractor unit cost reports at E&R Center, radiographs, x-rays, and other analyses of hidden joints, seams, castings, and housing.		Destroy 10 years after settlement or final payment of related construction contract.		Same	Same
GRS 3 4.c		e. Other copies of records described above and used by component elements of an office (procurement, design, or specification branch) for administrative purposes.		Destroy upon termination or completion.		Same	Same
GRS 3 12.		f. Contractor's payroll files (construction contracts) submitted in accordance with labor department regulations with related certifications, antikickback affidavits, and other related papers.		Destroy 3 years after date of completion of contract unless contract performance is subject to enforcement action on such date.		Same	Same
		MACHINE-READABLE RECORD					
		CONSTRUCTION CONTRACT EARTHWORK PROGRESS					
		**Computation of pay quantities for progress in earthwork at project features or structures such as such dams, canals, roads, drainage systems, and other similar features. Includes such data as design progress, embankment, change orders, material furnished, plant account, specification item calling for the work, unit price, and other data as required to compute monthly or other payment to contractors.					
2F		a. Alphabetically arranged by contractor name, specification number, item of specification, and other information as required.		Destroy 6 years and 3 months after final payment of contract or settlement of all claims.		Same	Same
				300-7			

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	CONSTRUCTION CONTRACT EARTHWORK PROGRESS (Continued)	330.- (Cont.)					
2F	b. Numerically by station number or zone area in which the work is performed and with other information as required.		Destroy 6 years and 3 months after final payment of related contract or settlement of all claims.		Same		Same
2F	c. Original cross-section data or ground photogrammetry into card images or taken from stereo plotters to card image or tape used as a base collection of data from which pay quantities data is computed.		Destroy 6 years and 3 months after final payment of related contract or settlement of all claims.		Same		Same
2F	d. Initial input backup for progress payment computation by item and specification number.		Destroy 6 years and 3 months after final payment of related contract or settlement of all claims.		Same		Same
	REQUISITIONS	340.					
2D	<u>Correspondence</u> concerning preparation, use, distribution, numbering, and other matters.		Destroy when 3 years old.		Same		Same
GRS 3 8.	<u>Requisitions</u> for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' records).		Destroy when 1 year old.		Same		Same
	<u>Requisitions</u> for supplies and equipment for current inventory.						
GRS 3 9.a.	a. Property records.		Destroy 2 years after completion or cancellation of requisition.		Same		Same
GRS 3 9.b.	b. All other copies.		Destroy when 6 months old.		Same		Same
	PURCHASE ORDERS AND SOLICITATIONS	350.					
2D	<u>Correspondence</u> concerning preparation, use, distribution, numbering, and other matters.		Destroy when 3 years old.		Same		Same
2D	<u>Case files</u> of an administrative type containing copies of requisition, purchase orders, solicitations, and other matters and as maintained in the Procurement Section, the warehouse, or other ordering/receiving station.		Destroy 3 years after payment or settlement.		Same		Same
			300-8				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PURCHASE ORDERS AND SOLICITATIONS (Continued)	350. (Cont.)					
	<u>Case files for accounting purposes.</u>		Use Retention and Disposition Instruc- tions for Accountable Officers' records.		Same		Same
2A	<u>Book covers</u> for short form purchase orders in serialized or numbered books such as SF-44, "U.S. Government Purchase Orders."		Destroy 6 months after exhaustion of book content.		Same		Same
2F	<u>Solicitations.</u> Unsuccessful or rejected offers.		Destroy 6 years after final payment.		Same		Same
	PERSONAL PROPERTY UTILIZATION AND DISPOSITION	370.					
2C	<u>Correspondence</u> , forms, and reports of personal property (not land) acquired or disposed, including advertisements of property available for sale, arrangements for disposal by sale or auction, and other similar matters.		Destroy when 2 years old.		Same		Same
2A	<u>Agreements leasing</u> , renting, or selling property together with all related correspondence.		Destroy 1 year after termination of agreement.		Same		Same
2E	<u>Disposition of proceeds</u> from sales of property, correspondence related thereto.		Destroy when 5 years old.		Same		Same
2E	<u>Transfers of property</u> to water user organizations; lists and transfers of title and related correspondence.		Destroy 5 years after transfer is accomplished or 1 year after termination of agreement of transfer, whichever is applicable.		Same		Same
	<u>Property Listings.</u> Available for Procurement:						
2A	a. When no procuring action occurs.	371.	Destroy on expiration of availability period.		Same		Same
2C	b. When a procuring action occurs.		Destroy 2 years after procurement is accomplished.		Same		Same
	EQUIPMENT POOLS	372.					
2D	<u>Use for material</u> regarding operation of equipment pools established by the Bureau for loan purposes.		Destroy when 3 years old.		Same		Same
			300-9				

		RESOURCES MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	PROPERTY MANAGEMENT RECORDS	380.					
2E	General correspondence files. Correspondence regarding the management of property, property management surveys, conservation and use of property, and management of warehouses, shops, and other property storage facilities.		Destroy when 5 years old.		Same		Same
2D	Property control and custodial records such as abstracts of issues and receipts; administrative copies of requisitions, purchase orders, and receiving reports; contractor receipts for property; equipment transactions and summaries, etc.	381.	Destroy when 3 years old.		Same		Same
2B	a. Orders on storehouse.		Destroy when 3 months old.		Same		Same
2A	b. Receipts for property.		Destroy when superseded or obsolete.		Same		Same
2B	c. Property lists. Losses or acquisitions via transfer.		Destroy when 1 year old.		Same		Same
2C	d. Shop or job orders.		Destroy when 2 years old.		Same		Same
✓ 2A	e. Storehouse cards.		Destroy 1 year after date of last entry.		Same		Same
2C	f. Stores transactions, summaries of.		Destroy when 2 years old.		Same		Same
2C	Property inventories, lists, and reports such as buildings and quarters inventories, inventory certificates, leased property summaries, firearms inventories, housing inventories of all types, installations owned by the United States Government, long supplies, public domain properties, and other similar matters.	382.	Destroy when 2 years old.		Same		Same
2D	Property losses. Correspondence and forms, including certificates of loss and survey reports related to loss or failure to locate property items.	380.	Destroy when 3 years old.		Same		Same
	REPORTS	390.					
2D	Correspondence related to preparation and submission of general reports such as, report of procurement by Civilian Executive Agencies, supply activity report, boat and craft operations, cost reduction reports, and other similar matters.		Destroy when 3 years old.		Same		Same
			300-10				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	<u>RESEARCH, TESTING, AND TECHNICAL RECORDS</u>	400. 402.					
2G	<u>Research programs correspondence</u> file and routine administrative correspondence and other material related to Reclamation's participation in national and international research projects and administration of its own research programs. Includes correspondence required to coordinate research activities with other agencies or entities by assigning responsibilities, arranging meetings, designating program objectives and scope, and provide financing, interpreting legislation enabling or controlling research and relating in a general way to other similar matters.		Destroy when 10 years old.		Same		Same
	<u>Research agreement</u> file records relating to negotiation administration and performance under agreement for general research for or by Reclamation, including grants, cooperative agreements, and contracts:						
2A	a. Agreements not involving exchange of funds.		Destroy 1 year after termination of agreement.		Same		Same
GRS 3 4.a(1)(2)(3)	b. Agreements involving exchange of funds.		See disposition instructions for file classification code 330.-.		Same		Same
	<u>INVENTIONS, PATENTS, COPYRIGHTS CASE FILES</u>	401.					
2D	<u>Correspondence</u> relating to the development or securing of patents and copyrights, alleged infringements of patents, or agreements permitting their use, payment of royalties, and other similar matters.		Destroy when 3 years old.		Same		Same
2A	a. Specific case files developed by Bureau employees in Reclamation office most affected.		Destroy when agreement of use terminates.		Same		Same
2E	b. All other offices.		Destroy when 5 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	MEASURING SYSTEMS, DEVICES, AND EQUIPMENT	403.					
2E	<u>Correspondence</u> regarding various methods for securing measurements such as the use of the metric system and devices and equipment used to secure measurements of waterflows by current meters.		Destroy on publication of standard operating instructions or when 5 years old.		Same		Same
2A	<u>Current meter rating reports</u> and technical evaluations.		Destroy when superseded.		Same		Same
2D	<u>Current meter loans</u> , transfers, and maintenance records.		Destroy when 3 years old.		Same		Same
	RESEARCH FACILITIES AND EQUIPMENT DEVELOPMENT FILES	404. 405.					
2E	<u>Correspondence</u> and other records relating to establishing laboratories or other facilities for performing research and testing and installing of equipment, instrument systems, and other devices. Includes research findings or results such as experimental data cards, films, charts, forms, and methods of research such as geophysics.		Destroy when 5 years old or when facility is deactivated, whichever occurs first.		Same		Same
	WEED AND PEST CONTROL RECORDS	406.					
2E	<u>Weed and pest control records</u> relating to research on control of weeds and pests that affect Reclamation water systems, lands, buildings, and other structures. Correspondence used for research studies and programs for the control of weeds and pests. Subjects include pest ecology, environmental effects of pest control, pesticides, residues, and efficacy.		Destroy 5 years after termination of research or on completion of final report.		Same		Same
	<u>Technical publications</u> summarizing research projects:						
1A	a. Record copy (E&R Center). <i>Am by type of pest, hereunder by location 10 tw/yr.</i>				PERMANENT - (E&R Center) Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	WEED AND PEST CONTROL RECORDS (Continued)	406. (Cont.)					
	Special reports issued by Reclamation including annual pest control reports, pesticide use reports, pest incidence, and control cost survey reports:						
2G	a. Record copy - office of origin.		Destroy when 10 years old.		Same		Same
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same
2A	c. Pesticide registration applications, technical data, and related correspondence.		Destroy upon separation of registration or when particular insecticide is no longer of interest to Reclamation, whichever is sooner.		Same		Same
	ENGINEERING RESEARCH RECORDS	410. 411. 412. 413.					
2G	Technical data related to structural engineering research. Subjects include design, construction, and maintenance of structure to increase their effective life and predict or anticipate their behavior. Correspondence regarding developments in chemistry and physics affecting engineering techniques and structural research, such as shapes or contours in structures, studies of structural behavior under varying conditions, various material types, noise prevention, models, etc.		Destroy when 10 years old.		Same		Same
2G	Correspondence and technical data generated in structural and hydraulic research accomplished by using models of dams, spillways, waterways, conduits, and other structures and including model studies of power transmission systems utilizing electronic models.		Destroy 5 years after publication of laboratory report or summary of findings or when 10 years old, whichever is sooner.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	ENGINEERING RESEARCH RECORDS (Continued)	410. 411. 412. 413. (Cont.)					
	<u>Laboratory reports or summary reports:</u>						
1A	a. Record copy (E&R Center). <i>Arr. numerically. 12 1/4.</i>				PERMANENT - (E&R Center) Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	
2G	b. All other copies. Includes research relating to dams, outlet works, gates, spillways, power generation, transmission features, and water transport systems.		Destroy when 10 years old.		Same		Same
	EQUIPMENT AND MACHINERY TESTING RECORDS	420. 421. 422. 423. 424. 425.					
2G	Correspondence and technical data accumulated in tests of equipment and machinery being considered for use by Reclamation, such as generators, transport or control equipment, compressors, hydraulic or water working equipment or machinery, refrigeration equipment, soil and rock working equipment, cement mixing and concrete placing equipment, hardware, and other similar items.		Destroy when 10 years old or 5 years after publication of a laboratory report on the test results.		Same		Same
	<u>Laboratory reports:</u>						
2G	a. Record copy (E&R Center).				E&R Center - Destroy when no longer needed or when 10 years old, whichever is sooner.		
2E	b. All other copies.		Destroy when 5 years old.				Destroy when 5 years old.
	MATERIALS AND PROCESSES TESTING RECORDS	430.					
2G	Correspondence and material, reports, and studies of materials and their processes having applications to Bureau activities. Use for corrosion studies, control and preventative measures, surveys, etc.		Destroy when 10 years old or 5 years after final report.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	MATERIALS AND PROCESSES TESTING RECORDS (Continued)	430. (Cont.)					
	<u>Records relating to testing of material including ceramics, fibers, fuels, metals, minerals, paints, plastics, vegetable products, wood, and processes such as excavation and earth stabilization methods, use of compression or expansion to achieve strength, injection of chemicals into waterways, and others:</u>						
2G	a. Correspondence and technical data accumulated during testing.		Destroy when 10 years old or 5 years after publication of laboratory report on research result, whichever is sooner.		Same		Same
	<u>Laboratory reports:</u>						
2I	a. Record copy (E&R Center).				E&R Center - Destroy when 25 years old or when no longer needed for reference, whichever is sooner.		
2D	b. All other copies.		Destroy when 5 years old.		Same		Same
	CEMENT, CONCRETE, MORTARS, AND BINDERS	431.					
2G	<u>Correspondence and material related to the research and testing of sand, gravel, etc., and the processes and methods for placement, curing, and use of such materials.</u>		Destroy when 10 years old or 5 years after publication of report.		Same		Same
2D	<u>Correspondence and technical data, including inquiries for research information and responses thereto, transmittals of samples to the laboratory and test results, and other similar matters.</u>		Destroy when 3 years old.		Same		Same
2G	<u>Concrete test and control reports, including samples from a known location within a feature.</u>		Destroy 10 years after settlement of related construction contract.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	CEMENT, CONCRETE, MORTARS, AND BINDERS (Continued)	431. (Cont.)					
2F	<u>Concrete test and control reports</u> including samples from stockpiles, aggregate batches, screening plants, or from an known location within a feature.		Destroy 6 years after settlement of related construction contract.		Same		Same
2D	<u>Test, pour, production and inventory reports</u> created during the life of a construction contract.		Destroy 3 years after related construction contract.		Same		Same
	SOIL AND ROCK TESTING RECORDS	432.					
2D	<u>Correspondence and technical data</u> required to transmit samples for testing and evaluations.		Destroy when 3 years old.		Same		Same
2D	<u>Laboratory or field station worksheets</u> pertaining to test data to be used in Reclamation publication "Earth Manual."		Destroy when 3 years old or after data for Earth Manual is extracted, whichever is sooner.		Same		Same
2D	<u>Reports of onsite testing of samples.</u>		Destroy 3 years after settlement of related construction contract.		Same		Same
2E	<u>Correspondence related to studies of slides, avalanches, and earthquakes</u> and their effect on existing features and structures and ways to compensate for these effects.		Destroy when 5 years old.		Same		Same
	<u>Reclamation reports</u> on earth movement affecting Bureau land or property:						
1A	a. Office of record copy. <i>Ans. by locale, property lecture, or structure involved</i> <i>Volume minimal</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	Same		Same
2E	b. All other copies.		Destroy in agency when 5 years old.		Same		Same
2C	<u>Publications and bulletins</u> not created by Reclamation, including "Preliminary Determination of Epicenter," "Seismological Bulletins," and others.		Destroy when 2 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

RECORDS MANAGEMENT		LOCATION				RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	SOIL AND ROCK TESTING RECORDS (Continued)	432. (Cont.)					
	<u>MACHINE-READABLE RECORD</u>						
2E	EARTH MOVEMENT STUDIES - EMBANKMENT FAILURES ** <u>Triaxial shear test</u> results from embankment materials from sites which have suffered from earth movement or failure with such data as the plasticity index, liquid limit, specimen size, specific gravity, and similar information. Arrangement of data is by a numerical index assigned earth samples and identification of the sample location at the structure or site. Results of analyses are incorporated into laboratory or other similar reports (such as the analysis of the Teton Dam failure in the report "Stress Strain Characteristics of Zone 1 Material - Teton Dam.")		Destroy 5 years after publication of results in laboratory or other technical report.		Same		Same
2E	FOREST AND VEGETABLE PRODUCTS <u>Correspondence and material</u> relating to the testing and research of woods, fibers, and other forest materials in Bureau activities. <i>new</i>	433.	Destroy when 5 years old.		Same		Same
	<u>Final reports:</u>						
2I	a. Official record copy (E&R Center). <i>new</i>				E&R Center - Destroy when 25 years old.		
2G	b. All other copies. <i>new</i>		Destroy when 10 years old.		Same	Same	
2E	FUELS AND LUBRICANTS <u>Correspondence and material</u> regarding oils, greases, gasolines, kerosenes, etc. <i>new</i>	434.	Destroy when 5 years old.		Same		Same
	<u>Final reports:</u>						
2I	a. Official record copy (E&R Center). <i>new</i>				E&R Center - Destroy when 25 years old.		
2G	b. All other copies. <i>new</i>		Destroy when 10 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PIPE CERAMICS AND PLASTICS	435.					
2E	<u>Correspondence</u> and material relating to studies, research, and testing of materials such as iron, steel, aluminum, concrete, tile, clay, etc. Include ceramics or plastic materials used for construction purposes.		Destroy when 5 years old.		Same		Same
	<u>Final reports:</u>						
2I	a. Official record copy (E&R Center).				E&R Center - Destroy when 25 years old.		
2G	b. All other copies.		Destroy when 10 years old.		Same		Same
	MINERALS AND METALS	436.					
2E	<u>Correspondence</u> and material relating to the testing and research of minerals and metals in Bureau activities.		Destroy when 5 years old.		Same		Same
	<u>Final reports:</u>						
2I	a. Official record copy (E&R Center).				E&R Center - Destroy when 25 years old.		
2G	b. All other copies.		Destroy when 10 years old.		Same		Same
	PAINTS AND PRESERVATIONS	437.					
2E	<u>Correspondence</u> and material relating to the testing and research of paints and preservatives in Bureau activities.		Destroy when 5 years old.		Same		Same
	<u>Final reports:</u>						
2I	a. Official record copy (E&R Center).				E&R Center - Destroy when 25 years old.		
2G	b. All other copies.		Destroy when 10 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT			RETENTION AND DISPOSITION SCHEDULES		
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	HYDRAULICS AND WATERSHED PROTECTION	440.					
	WATERFLOW RECORDS	441.					
2E	<u>Correspondence</u> related to the study of waterflow as an erosive force and the development of techniques to control it. Includes laboratory and field work-sheets containing data for which no summary or other laboratory report is prepared.		Destroy when 5 years old.		Same		Same
2E	<u>Laboratory and field worksheets</u> containing data for which no summary or other laboratory report is prepared.		Destroy when 5 years old.		Same		Same
	<u>Laboratory reports:</u>						
1A	a. Record copy (E&R Center). <i>Arr- numerically. 10"/yr</i>				PERMANENT - (E&R Center) Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	
2E	b. All other copies.		Destroy when 5 years old or when no longer needed for reference, whichever is sooner.		Same		Same
	SEDIMENTATION STUDIES	442.					
2D	<u>Correspondence and field data sheets</u> accumulated during tests to determine or predict sediment loads, the rate of sedimentation, and other related matters.		Destroy when 3 years old.		Same		Same
2E	<u>Laboratory worksheets</u> , survey books, cross-section sheets, and other computation sheets.		Destroy 5 years after issue of final report.		Same		Same
2A	<u>Summary or final reports</u> of sediment study.		Destroy when no longer needed for reference.		Same		Same
	ICE, WAVE, AND BEACHING ACTION	443.					
2D	<u>Correspondence</u> related to effects of formation and movement of ice, movement of waves, appraisal of damages caused by movement, and techniques to control these actions.		Destroy when 3 years old.		Same		Same
2E	<u>Laboratory and field data sheets</u> including survey books, cross-section sheets, and other computation sheets not related to a damage claim.		Destroy 5 years after issue of summary or final report.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	ICE, WAVE, AND BEACHING ACTION (Continued)	443. (Cont.)					
2B	<u>Data sheets</u> used in litigation of damage claims.		Destroy 1 year after settlement or cancel- lation of litigation.		Same		Same
2A	<u>Summary of final reports</u> of research findings.		Destroy when no longer needed for reference.		Same		Same
	WATER SUPPLY INVESTIGATIONS RECORDS AND CONSERVATION RECORDS	450. 451. 452. 453.					
2E	<u>Correspondence</u> related to the study of water supplies for irrigation, from natural weather occurrences, geothermal, ground water supplies, reclaiming or purification processes, and other related matters.		Destroy when 5 years old.		Same		Same
	<u>Water supply reports</u> prepared as a special report or as appendix to a basin, definite plan report, planning feasibility, or other report:						
1A	a. Regional office most affected. <i>Arr. by name of project investigation. 1-3 cft/yr.</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	
2A	b. All other offices.		Destroy when no longer needed for reference.		Same		Same
	<u>Water supply study data</u> , including statistics, computations, and historical flow data. Also includes survey notes, worksheets, and other data related to a water supply study:						
2G	a. Office responsible for preparing final or summary report.		Destroy 10 years after issuance of report.		Same		Same
2G	b. All other offices.		Destroy when 10 years old.		Same		Same
2A	<u>Water supply reports</u> of other agencies.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	WATER SUPPLY INVESTIGATIONS RECORDS AND CONSERVATION RECORDS (Continued)	450. 451. 452. 453. (Cont.)					
2G	<u>Survey notes, forms, worksheets, and other data related to a water supply but not supporting a report.</u>		Destroy when 10 years old.		Same		Same
	WATER MANAGEMENT RECORDS						
2E	<u>Correspondence</u> and technical data related to studies of how water is lost through natural phenomena, industrial and domestic consumption, effects of water loss, and means to prevent it.		Destroy when 5 years old.		Same		Same
	<u>Summary or final reports</u> of water management research.				Same		Same
1A	a. Record copy (office of origin). <i>1-5" / yr. On by name of investigation, the type of report, & an appendix number if issued.</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	Same		Same
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same
2G	<u>Studies</u> by other agencies or entities.		Destroy when 10 years old.		Same		Same
	WATER QUALITY STUDY RECORDS						
2E	<u>Correspondence</u> and technical data relating to purity standards, identification of pollutants, ways to restore purity to different types or bodies of water.		Destroy when 5 years old.		Same		Same
1A	<u>Summary or final reports</u> of study, record copy office of origin. <i>1-5" / yr. On by name of investigation, the type of report, & an appendix number if issued.</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	Same		Same
2A	<u>Summary or final reports</u> of study, all other agencies.		Destroy when no longer needed for reference.		Same		Same
2A	<u>Water quality data</u> or other reports of other agencies or entities.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
2C	WATER QUALITY STUDY RECORDS (Continued)	450. 451. 452. 453. (Cont.)	Destroy when 2 years old.		Same		Same
	<u>Routine transmittals of information</u> or water samples for testing purposes.						
2A	<u>MACHINE-READABLE RECORD</u> ** <u>Compiled results of water quality testing</u> and measurements of stream, ground water, and return flows on streams or river systems affected by Reclamation Project development. Data also includes chemical analysis of the water, sediment capacity, turbidity, master site, return flow components, and other similar information. Data is used in a number of programs, such as: a. Predicting effects of project development on water quality and return flows in the river or stream basin. b. Modeling the impact of project development on receiving streams. c. Predicting quality of water to be delivered to another area or country (Mexico) as well as quantity of water (as may be required by compact or treaty). d. To monitor the water supply being furnished to irrigators and aid in improving the quality of the water. e. To assess the quality of water and return flows for purposes of preparing planning and environmental assessments. DATA IS ARRANGED IN A VARIETY OF MANNERS a. By measuring stations, stream basin, flow, and chemical constituent of water, date, and time of measurement.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	WATER QUALITY STUDY RECORDS (Continued)	450. 451. 452. 453. (Cont.)					
	b. By project, site, date, and time of measurement.						
	c. By stream basin, flow and chemical constituent, year and month.						
	ATMOSPHERIC WATER RESOURCES RECORDS	470.					
2E	<u>Correspondence and technical data</u> related to the production of artificial precipitation and any responsibilities pertaining to weather modification.		Destroy when 5 years old.		Same		Same
	<u>Research proposals.</u>						
2C	a. Proposals from which no agreement results within 3 years.		Destroy 2 years after file is closed.		Same		Same
2F	b. Proposals resulting in an agreement within 3 years and related correspondence.		Destroy 6 years after termination of agreement.		Same		Same
	Refer to retention for file classification code 330.						
	<u>Final or summary reports</u> of participation in cooperative projects.						Same
1A	a. Projects of Reclamation origin, record copy, E&R Center. <i>ca. 15 1/2 yrs here by project #</i>				PERMANENT - (E&R Center) Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same
2A	c. Projects not of Reclamation origin.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 2		RECORDS MANAGEMENT		LOCATION				RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION		
	ARTIFICIAL PRECIPITATION, SEEDING, DATA GATHERING, ETC.	471. 472. 473.							
2E	<u>Correspondence and technical data</u> relating to cloud formations and moisture content, methods of stimulating rain or snowfall, and records relating to administration of data-gathering installations.		Destroy when 5 years old.		Same		Same		
2G	<u>Project case files.</u>		Destroy when 10 years old.		Same		Same		
2A	<u>Final or summary reports</u> - record copy, E&R Center.		Destroy in agency when no longer needed for reference.		Same		Same		
2E	<u>Final or summary reports</u> - all other copies.		Destroy when 5 years old.		Same		Same		
2F	<u>Agreements for operation and maintenance</u> of data-gathering installations and all related correspondence. Use retention instruction for file classification code 330.		Destroy 6 years after termination of agreement.		Same		Same		
	<u>Statistical releases</u> or water supply and meteorological conditions, including releases from NOAA:								
2A	a. Statistics compiled for use in project histories.		Destroy when printed in project history.		Same		Same		
2E	b. Satellite data.		Destroy when no longer needed for reference or 5 years old, whichever is sooner.		Same		Same		
	<u>MACHINE-READABLE RECORD</u>								
	CLIMATOLOGY - STATISTICAL DATA								
2A	<u>**Weather data gathered from Weather Bureau and Reclamation observation stations as well as from other agencies including such information as solar radiation, precipitation readings, temperatures, and similar information. Data is used in soil-moisture determinations, percolation, and in the determination</u>		Destroy when no longer needed for reference.		Same		Same		

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	ARTIFICIAL PRECIPITATION, SEEDING, DATA GATHERING, ETC. (Continued)	471. 472. 473. (Cont.)					
	CLIMATOLOGY - STATISTICAL DATA (Continued)						
	of the storage and release of water to meet project water requests. Arrangement is chronological by station number or numerically according to year of data.						
	ATMOSPHERIC CONDITION RECORDS	475.					
2E	<u>Correspondence and technical data</u> related to studies of temperature, humidity, pollutants, effects of prolonged artificial precipitation, natural storms, etc.		Destroy when 5 years old.		Same		Same
	<u>Final or summary report.</u>						
1A	a. Record copy (office of origin). <i>Vol. negligible. All by title</i>		PERMANENT - Offer to NARS when 25 years old.		Same		Same
2E	b. All other copies.		Destroy when 5 years old.		Same		Same
2E	<u>Worksheets, forms, computations, and other</u> reference data.		Destroy when 5 years old.		Same		Same
	SURVEYING AND MAPPING RECORDS	480. 481.					
1A	<u>Correspondence files</u> and program schedules required to determine Reclamation surveying and map- ping requirements by fiscal years and transmittals of data to U.S. Geological Survey or other agencies empowered to perform the mapping and surveying. <i>Arr. Chron. 1 aft./yr maximum</i>		PERMANENT - Break files every 5 years. Transfer to FARC at 5-year intervals.	Offer to NARS when 25 years old.	Same		Same
1A	<u>Cooperative agreements</u> and all related corre- spondence, including foreign surveying and mapping cooperative agreements. <i>3-4"/yr. Arr by case. Thereunder Chrons.</i>		PERMANENT - Break files every 5 years. Transfer to FARC at 5-year intervals.	Offer to NARS when 25 years old.	Same		Same
	<u>Survey notes</u> in level or transit books containing ground surface measurements or base data for maps and drawings, as well as other data regarding the landscape.						

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	SURVEYING AND MAPPING RECORDS (Continued)	480. 481. (Cont.)					
2A	a. Monumenting, work notes, photographs, cards, and other records.		Destroy when survey control diagram and pencilled copies of caps are filed with USGS.		Same		Same
1A	b. Monumenting, survey books, or notes of permanent locations of brass caps and markers. <i>Arr. numerically by code (identifying project) area survey, book #, 3-4 / project</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	Same		Same
2A	c. Survey books containing preliminary design and cost estimated data and preliminary location controls of at least 1/3 order.		Destroy when data is transferred to planetable map or drawing or when replaced by a precon-construction survey.		Same		Same
2D	d. Preconstruction and construction survey notes used for preparation of solicitations, plot progress of construction, maintain alinement, and establish control points.		Destroy 3 years after settlement of related construction contract.		Same		Same
2I	<u>Surface levels and data</u> beneath or at sides of features and structures, levels and elevations, as-builts, and notes containing behavioral observations.		Destroy when 25 years old.		Same		Same
2A	<u>Unidentified books.</u>		Destroy on receipt of this instruction.		Same		Same
2I	<u>All other books.</u>		Destroy when 25 years old.		Same		Same
	LAND CLASSIFICATION						
2A	<u>Survey notes and field data</u> collected during the survey of land for irrigation suitability, including base maps, planetables, topo maps, remote sensing products, or similar media.		Destroy when final land classification map is prepared.		Same		Same
2E	<u>Land classification maps.</u> (Final)		Destroy 5 years after land certification report is approved by Secretary of Interior and a microfilm version is available.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	SURVEYING AND MAPPING RECORDS (Continued)	480. 481. (Cont.)					
	LAND CLASSIFICATION (Continued)						
1A	Microfilm master or duplicate reference copy of final map. <i>Arr. numerically, 1-10 cards/r.</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS with related index when no longer needed or 25 years old, whichever is sooner.	Same		Same
2A	<u>All other copies of microfilm.</u>		Destroy when no longer needed for reference.		Same		Same
2A	<u>Land classification maps</u> , preliminary or showing temporary boundaries and acreages of irrigable areas and their class of land.		Destroy when no longer needed for reference.		Same		Same
2A	<u>Analyses of soil and water samples</u> supporting classification assigned to the land. (See disposition instruction for file classification code 743.)		Destroy when irrigable area is established and certified.		Same		Same
2B	<u>Field or work notes</u> , tabulations, computations, etc.		Destroy 1 year after final land classification map has been prepared.		Same		Same
	<u>Platting survey notes</u> retracing or establishing boundaries of townships, section lines, and farm units:						
2A	a. Original plats and duplicate copies.		Destroy in agency when no longer needed. Technical problems preclude production of acceptable microfilm.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	SURVEYING AND MAPPING RECORDS (Continued)	480. 481. (Cont.)					
	LAND CLASSIFICATION (Continued)						
2A	c. Preliminary and/or working copies of plat including field books containing location or other data.		Destroy after preparation of final plat.		Same		Same
2B	Sediment surveys--reservoir range monumenting and other data in survey books or notes.		Destroy 1 year after data is plotted to a map of a map of the sediment range.		Same		Same
	AERIAL TOPOGRAPHY						
1A	Negative film of vertical or oblique image together with accompanying indices, flight identification, etc. <i>200 cfs. now on hand. cur by flight #. Identification cannot be estimated</i>		PERMANENT - Offer to NARS upon completion of project.		Same		Same
2A	Aerial topography, record prints, including supplemental controls and finding aides.		Destroy when no longer needed for reference.		Same		Same
2B	Routine correspondence related to survey and mapping such as letters of transmittal, requests for information, lists of maps for distribution or sale, etc.		Destroy when 1 year old.		Same		Same
	REPORTS AND REPORTING PROCEDURES	490.					
	Reports pertaining to research and testing too general in nature to be confined to a specific subject.						
	Reports originating from Reclamation:						
1A	a. Record copy (E&R Center). <i>Vol. negligible; most reports relate to specific subject</i>				PERMANENT - (E&R Center) Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	
2G	b. All other copies.		Destroy when 10 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT	LOCATION		RETENTION AND DISPOSITION SCHEDULES		
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSIFICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	<u>DESIGN, CONSTRUCTION, OPERATION, AND MAINTENANCE</u>	500.					
	<u>GENERAL CORRESPONDENCE FILE</u>						
2G	<u>General correspondence</u> relating to Reclamation's general functions as they relate to all projects, divisions, and units. Includes such items as development of overall programs of design, operation and maintenance plans, the development and administration of projects, divisions, and units in their entire concepts.		Destroy when 10 years old.		Same		Same
2G	<u>Project correspondence file.</u> Correspondence, letter reports, and other material used in the preparation and submission of documents seeking congressional authorization for the construction of Reclamation projects, divisions, units, or particular features or structures.		Destroy when 10 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	<u>ENGINEERING APPLICATIONS - GENERAL</u>						
2A	<u>**Quantity computations</u> (earthwork) utilizing source program card files with various programs written in both Fortran and Cobol and used for computations associated with design and construction planning for various project features such as dams, canals, roadwork, and other similar activities.		Retain until no longer needed for reference.		Same		Same
2A	<u>**Curve selections fitting series of data points;</u> a data deck-series (data points) fitting curves by either the least squares or polynomial methods.		Retain until no longer needed for reference.		Same		Same
	<u>PUBLIC OPINION RECORDS</u>						
1A	<u>Correspondence and petitions</u> for or against planned or constructed Reclamation projects or features. <i>Arr. by projects. Ca 2 1/2 yr.</i>		PERMANENT - Transfer to FARC when volume warrants. (Arranged by project.)	Offer to NARS when 25 years old.	Same		
2H	<u>Project office.</u>						
	<u>Construction authorization.</u> Correspondence, letter reports, legislative materials accumulating in the preparation and submission of documents seeking congressional authorization of construction of Reclamation projects, divisions, units, or particular features or structures.						PERMANENT Transfer to regional office when 10-15 years old for disposition.
			500-1				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL		COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PUBLIC OPINION RECORDS (Continued)	500. (Cont.)					
1A	a. Commissioner's Office.-- <i>Arr. by project, then under Chrono. 25 cf non-in agency; 1/2 cf 1/4.</i>		PERMANENT - Transfer to FARC when volume warrants. (Arranged by project.)	Offer to NARS ^{in 5 year blocks} when 25 years old.			
2A	b. Regional office of record.				Destroy in agency when no longer needed for reference.		
2G	c. All other offices.		Destroy in agency when no longer needed for reference or when 10 years old, whichever is sooner.		Same		Same
	GEOLOGY						
2H	Correspondence administering or concerning geological investigations of sites for features and structures of Reclamation projects, divisions, or units. Include transmittals of geological samples for test purposes, results of each hole explorations locations, and other similar matters.		Transfer to FARC upon upon completion of construction or investigation.	Destroy 15 years after receipt. <i>completion of construction or investigation</i>	Same		Same
	GEOLOGICAL REPORTS						
	<u>General reports</u> including review comments.						
1A	a. Record copy, regional office of record. <i>Arr. by project name. 50-60 cf in agency, 4-5"/project when created</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS ^{in 5 year blocks} when 25 years old.	
2I	b. All other copies, all other offices.		Destroy in agency when no longer needed for refer- ence or until 25 years old, whichever is sooner.		Same		Same
	<u>Drill logs</u>						
1D	a. Original logs - office of record.		Transfer to FARC when volume warrants.	Destroy 1 year after dam ceases to exist.	Same		Same
			500-2				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	GEOLOGICAL REPORTS (Continued)	500. (Cont.)					
2G	b. All other copies.		Destroy when 10 years old.		Same		If not office of origin - offer to region when 10 ye old.
2E	<u>Transfer from construction to operational status. Use for letters and correspondence concern- ing methods and procedures for transfer of MULTI features.</u>		Destroy when 5 years old.		Same		Same
	PROGRAMS	501.					
2A	<u>Correspondence and statistical data generated in the scheduling and accomplishing of programs of construction, rehabilitation, betterment, operation, and maintenance. Include material related to programs of advance planning activities.</u>		Destroy when no longer needed for reference or 1 year after the close of the program.		Same		Same
2D	<u>Programing media</u> , including forms, data processed information, and other paperwork accomplishment, progress, changes, and similar information.		Destroy when no longer needed for reference or when 3 years old.		Same		Same
2E	<u>Program schedules and reports</u> , including "summary cost and progress," "operation and mainten- ance cost and progress," (Forms PF-2 and PF-3), and similar reports.		Destroy final report for fiscal year when 5 years old. Destroy other issues when final report for fiscal year is received.		Same		Same
2A	<u>Program media</u> , including punch cards, tapes, disks, etc.		Destroy when no longer needed for reference or reuse.		Same		Same
	PROJECT COST ESTIMATES	502.					
2D	<u>Correspondence regarding the prediction; analysis of cost trends; adjustments of costs of construction operation, and maintenance of Reclamation projects; or working estimates. Include estimating guides publications, cost indexes, cost trends, and other similar matter.</u>		Destroy when 3 years old.		Same		Same
	<u>Cost estimates, DC-1 or equivalent.</u>						
2A	a. Record copy in the regional office of record.		Destroy when final construction report is issued.		Same		Same
			500-3				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PROJECT COST ESTIMATES (Continued)	502. (Cont.)					
2C	b. All other copies.		Destroy when 2 years old.		Same		Same
2G	<u>Control schedules</u> , estimates of appropriations, and other data.		Destroy when 10 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Project cost estimating</u> ; labor rates prevalent in the construction trades to be considered in estimating project construction, operation and maintenance costs to be incorporated into current DC-1 Project Cost Estimates.		Destroy when no longer needed for reference.		Same		Same
	DRAWINGS, MAPS, AND DESIGN DATA	503.					
2A	<u>Original drawings</u> , maps, designs, and sketches from which an acceptable film (aperture card, slide, color print, or negative) is available.		Destroy when no longer needed for reference or updating purposes.		Same		Same
1A	<u>Original film</u> on aperture cards, slides, prints, and negatives of drawings and maps. <i>Ca. 200 of now in Bureau; 10 of 1 yr thereafter. Filed in accordance w/ 41 CFR 101-11.5 Are numerically by symbol which indicates project or activity</i>		PERMANENT - Offer to NARS with related indexes when no longer needed or 25 years old.		Same		Same
2A	<u>**Engineering drawings microfilm system</u> ; data creates a master index to drawings and designs at all Bureau installations upon entry into the microfilm (aperture card) system. All official drawings (including manufacturer, other agency, and similar reference types) are included in the system. Output consists of two indexes: (1) a numerical index identifying project, station, drawing sequence, and very brief description; and (2) alphabetical subject index by project.		Destroy when no longer needed for reference.		Same		Same
1A	<u>Drawings and maps</u> . Original drawings and maps which have <u>not</u> been filmed in an acceptable manner. <i>Are numerically by symbols which indicate project or activity, preparing office, & drawing serial #, Volume minimal</i>		PERMANENT - Offer to NARS with related index when no longer needed or 25 years old, whichever is sooner.		Same		Same
2A	<u>Drawings and maps</u> which have been filmed acceptably, but must be retained pending preparation of "as built" or other final version.		Destroy when no longer needed for reference.		Same		Same
			500-4				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY		DESCRIPTION OF MATERIAL	FILE CLASSIFICATION CODE	LOCATION				PROJECT & FIELD OFFICE
				COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
				DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
DRAWINGS, MAPS, AND DESIGN DATA (Continued)			503. (Cont.)					
2A	<u>Sketches and other preliminary versions of drawings and maps.</u>			Destroy when no longer needed for administrative purposes.		Same		Same
<u>Artists conception and other original artwork.</u>								
1A	a. Original artwork and original micro of color film thereof. <i>are numerically by symbols indicating project or activity, preparing office, showing serial numbers, Volume minimal</i>			PERMANENT - Offer to NARS with related index when no longer needed for reference or 25 years old, whichever is sooner.		Same		Same
2A	b. All other copies.			Destroy when no longer needed for administrative purposes.		Same		Same
2A	<u>Lists</u> , including bar cutting lists, cable and cable allocation lists, bills of materials, and other similar data.			Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
2A	<u>Schedules</u> , construction programing, and materials utilization. (503-9)			Destroy when no longer needed for reference or settlement of related contract.		Same		Same
2A	<u>Schematic</u> . Diagramic drawings of electrical, wiring, switching, and other installations.			Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
2A	<u>Design standards</u> or typical design drawings.			Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
2A	<u>Illustrations</u> , charts, <u>graphs</u> , statistical arrangements, and similar drawings used in reports and publications.			Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
2A	<u>Marked prints of drawings.</u>			Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
				500-5				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	DRAWINGS, MAPS, AND DESIGN DATA (Continued)	503. (Cont.)					
2A	<u>Manufacturer's drawings.</u>		Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
2A	<u>Other agency drawings</u> , originals should be office of origin, this pertains to other copies.		Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
2A	<u>Location maps.</u>		Destroy when no longer needed for reference, obsolete, terminated, or filmed.		Same		Same
2E	<u>Floor plans</u> , office arrangements, wall hangings, preliminary plans for railroads or highway relocations, etc.		Destroy when 5 years old.		Same		Same
2A	<u>Other agency drawings</u> , maps, or similar material prepared during research of other agencies, including foreign governments, not of Reclamation authority.		Destroy when no longer needed for reference. Transfer to the agency concerned upon completion of the work.		Same		Same
	<u>Design data records and preconstruction activities (arranged by projects).</u>						
1D	a. Authorized projects. Design data, drawings, and maps related to abandoned projects. (NC1-115-79-1, Item 503-13a)		Break files every 2 years. Transfer to FARC after completion of construction. Review files in FARC every 10 years.	Destroy 1 year after dam ceases to exist.	Same		Same
2B	b. Abandoned projects. Design data, drawings, and maps related to abandoned projects. (NC1-115-79-1, Item 503-13b)		Destroy in agency 1 year after official notification of abandonment.		Same		Same
2E	c. Postponed projects. Design data, drawings, and maps related to postponed projects. (NC1-115-79-1, Item 503-13c) Upon activation of investigation, withdraw all files from FARC. If reactivated project becomes an authorized project, dispose of files according to disposition schedule for authorized projects above. If reactivated projects become abandoned, dispose of files according to disposition schedule for abandoned projects above. If reactivated project is again postponed, dispose of files according to disposition instructions for postponed projects.		Break files every 2 years. Transfer to FARC 5 years after official notification of postponement.	Review files every 10 years.	Same		Same

BUREAU OF RECLAMATION

ANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL		COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	SOURCES OF CONSTRUCTION RECORDS	504.					
1D	<u>Correspondence</u> generated during the investigation of borrow areas and other sources of material required for construction purposes. Includes reports of investigations on earth, sand, rock, lumber, etc.		Transfer to FARC when volume warrants.	Destroy 1 year after dam ceases to exist.	Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	BORROW AREA INVESTIGATIONS & REPORTING						
2F	<u>**Field data</u> , investigation of borrow pit areas, type and quality of material. Data from field books, maps, geology reports, and design requirements. Updated as required.		Destroy 6 years after completion of related earthwork contract.		Same		Same
2F	<u>**Overhaul quantity and distance calculations</u> for cost estimating purposes and for design purposes. Data is taken from survey data and design requirements.		Destroy 6 years after completion of related earthwork.		Same		Same
	INSPECTIONS OF STRUCTURES OR FEATURES	506.					
2D	<u>Correspondence</u> generated in the accomplishment of periodic examinations of features and structures for efficiency of operation, damages, and for rehabilitation and betterment purposes. Includes correspondence regarding the methods for performing inspections.		Destroy when 3 years old.		Same		Same
2E	<u>Inspection reports</u> not relating to a specific feature or structure.		Destroy when 5 years old.		Same		Same
	<u>Review of maintenance reports.</u>						
2A	a. Regional office of record.				Destroy 1 year beyond life of structure.		Same
2G	b. E&R Center.				Destroy when 10 years old.		
2A	c. All other offices.		Destroy when no longer needed for reference, superseded, or obsolete.		Same		Same
			500-7				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

			RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES		
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	INSPECTIONS OF STRUCTURES OR FEATURES (Continued)	506. (Cont.)					
2A	<u>MACHINE-READABLE RECORD</u> **Structure review maintenance program; Bureau-wide data base for use in administering operation, maintenance, rehabilitation, and betterment programs (inspections of structures and irrigation works). All structures (major and minor) are included; identification is by region, project, responsible division or unit, inspected status of the structure, and action required or taken. Data contains information from 1902 to the present.		Destroy when no longer needed for reference.		Same		Same
2F	RELOCATION RECORDS Correspondence concerning the relocation of natural or manmade features or structures to accomplish the construction and operation of a Reclamation project. For specific relocation case files, use appropriate file classification code.	507.	Destroy when 6 years old.		Same		Same
	DAM RECORDS	510.					
1D	General correspondence relating to dams and their appurtenant works, such as spillways, outlet works, diversion tunnels, and dams being planned for construction or under construction. a. Regional office of record.				Transfer to FARC when volume warrants.	Retain 1 year after dam ceases to exist.	
2G	b. All other offices.		Destroy when 10 years old.		Same		Same
2A	<u>MACHINE-READABLE RECORD</u> **Dams, design, and construction considerations. Data-processed programs related to analysis or determination of structural strength in the design of dams; determination of dam coordinates, block layout patterns, and volume computations; to analyze stress for design purposes, and record behavior of structures under stress and load conditions.		Destroy when no longer needed for reference or reuse.		Same	Same	
			500-8				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	DAM RECORDS (Continued)	510. (Cont.)					
	REPORTS						
2D	<u>Correspondence</u> , technical and other data collected or required to prepare reports associated with the design and construction of dams and their appurtenant works.		Destroy 3 years after issuance of related reports.		Same		Same
	<u>Interim reports</u> on dams, such as safety of dams reports, feasibility reports, foundation reports, installation and behavior reports, archeological investigations, etc.						
1A	a. Regional office of major interest (office of record). <i>1/2 of structure / yr. Ass. by project, hereunder by structure.</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS ^{in 5 yrs} when 25 years old.	<i>blocks</i>
2G	b. All other offices.		Destroy when 10 years old.		Same		Same
	<u>Cost comparisons</u> , material involving construction cost at various sites, compared to cost of one structure versus another, etc.						
2I	a. Office of record.		Destroy when 25 years old.		Same		Same
2G	b. All other offices.		Destroy when 10 years old.		Same		Same
	<u>Final construction reports.</u>						
1A	a. Office of record. <i>40-50 of, now in Bureau; increase minimal because new construction is limited. Ass by project</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS ^{in 5 yrs} when 25 years old.	Same		Same
2A	b. All other offices.		Destroy when no longer needed for reference.		Same		Same
	<u>Final reports of installations</u> and behavior of soil-cement sections.						
1D	a. Office of record.		Transfer to FARC when volume warrants.	Destroy 1 year after dam ceases to exist.	Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	DAM DECORDS (Continued)	510. (Cont.)					
2A	b. All other offices. <u>Technical records of design and construction.</u>		Destroy when no longer needed for reference.		Same		Same
1A	a. Record copy - office of origin. <i>Minimal volume. in 14 pages.</i>		PERMANENT - Offer to NARS ^{in 5 years} when 5 years old.		Same		Same
2A	b. All other copies.		Destroy when 1 year old.		Same		Same
2A	<u>Operating instructions.</u>		Destroy when no longer needed for reference, obsolete, or superseded.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	<u>**Arch Dams Stress Analysis System</u>						
2A	a. Master program and subroutine tape; system backup of 41,000 source card images converted to tape. Arrangement or sort begins with main overlay. Data is updated monthly.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	b. Dynamic program tape; a binary program which because of infrequency of use has been removed from the system and saved on tape. Arrangement or sort begins with the main overlay. Data is updated annually.		Destroy when no longer needed for reference or reuse.		Same		Same
	<u>BEHAVIOR INSTALLATIONS AND OBSERVATION RECORDS</u>						
	<u>Correspondence and other material related to the installation of meters and other instruments at dams to measure earth movement, seepage, stress, pressure, and other forces affecting the structure and its appurtenant works. Includes behavior installation and observation reports.</u>						
1D	a. Office of record.		Transfer to FARC when volume warrants.	Destroy 1 year after dam ceases to exist.	Same		Same
2A	b. All other offices.		Destroy when no longer needed for reference.		Same		Same
			500-10				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	BEHAVIOR INSTALLATIONS AND OBSERVATION RECORDS (Continued)	510. (Cont.)					
2A	<u>Observations, periodic or interim reports</u> on those previous to a final report.		Destroy when no longer needed for reference or summarized into final report.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Behavior observations</u> ; structural behavior of dams under stress or load conditions as recorded by meters and other instruments installed within the structures.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Creep history</u> ; data reduction of increments of strain from loading as recorded from Carlson strain meter data. The history is in a numerical arrangement by group and strain recorded currently and prior readings. Data is reduced every 2 years with an update every 4 years.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Meter data</u> ; readings from meters and instruments measuring stress, strain, joint openings, and other structural behavior. Data is arranged by name of structure, type of meter or instrument reading, group number, date of reading, and the reading. Data is reduced every 2 years and updated every 4 years.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Construction coordinate</u> ; Block layout and Volume Program. A list of programs and subroutines which describe the controlling geometry of dam structures, the volume of blocks by lift, and the survey control points for contractor use in placement of concrete. The data serves as a system backup for source-card images which are not maintained. Arrangement or sort begins with main program. Updating is annually.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Centerline profiles</u> ; systems program which computes centerline profile for use in flat section earthwork program. Input from feasibility reports and topography. Updating is periodic.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Dams, earthwork estimates</u> ; earthwork quantities computation by volume and type for estimating purposes; using data from topographic maps, geology reports, survey data. Use in advance planning and design studies. Updating is variable.		Destroy when no longer needed for reference or reuse.		Same		Same
			500-11				

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		DISPOSITION		DISPOSITION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	BEHAVIOR INSTALLATIONS AND OBSERVATION RECORDS (Continued)	510. (Cont.)					
2A	<u>**Dams, site selection reconnaissance; calculation of volume and reconnaissance costs for earth dams utilizing crest elevation and profile data as input. Program results are used in comparing damsites. Updating is periodic.</u>		Destroy when no longer needed for reference or reuse.		Same		Same
	<u>**Structural analysis programs</u>						
2A	a. Data for finite element models to execute dynamic analyses without having to start from the very beginning and containing data to restart analyses. Sort is variable depending on how the deck is to be read.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	b. Systems backup programs and subroutines (Version 4). Tape replacing source card images and sort beginning with main overlay. Updated annually.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Dams, terrain data; survey data from area of proposed damsites for use in design studies, layout of the dam, and for comparison of damsites. Data derived from survey notes, topographic maps, geological investigations data, and other similar material. Updating is periodic.</u>		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Dams, mode and element data; data required to describe the finite element mode for dams. Analyses by individual dams avoid necessity to redescribe the entire finite element model in future analyses. Arrangement or sort is dependent on program reading the data. The data is of continuing nature.</u>		Destroy when no longer needed for reference or reuse.		Same		Same
	SAFETY OF DAMS RECORDS						
2G	<u>Standard Operating Procedures.</u> Correspondence in the preparation, distribution, and updating of standard operating procedures for dams associated with Reclamation, the Corps of Engineers, or other agencies		Destroy in 10 years.		Same		Same
2A	<u>Directories of operating officials.</u>		Destroy when no longer needed for reference, superseded, or obsolete.		Same		Same
2A	<u>Standard Operating Instructions.</u>		Destroy when no longer needed for reference, superseded, or obsolete.		Same		Same
			500-12				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	RESERVOIR MANAGEMENT RECORDS	511.					
	<u>Correspondence</u> regarding the management of space in reservoirs. Subjects include storage space for flood control, transporting nonproject water for municipal or industrial use, maintaining recreational water, and backwater and tailwater studies.						
1D	a. Office of record.		Transfer to FARC when volume warrants.	Destroy 1 year after dam ceases to exist.	Same		Same
2A	b. All other offices.		Destroy when 10 years old.		Same		<i>Transfer</i> Off to region when 10 years old.
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Reservoir management</u> ; data processed programs recording the storage and release of water for irrigation and other purposes at Bureau of Reclamation reservoirs together with records of stream and return flows, elevation of reservoir, precipitation, temperature, demand and delivery statistics, and other similar information as required of the individual programs.		Destroy when no longer needed for reference or reuse.		Same		Same
	DAILY ACCUMULATIONS OF DATA						
2A	<u>**Reservoir elevations and capacities</u> information for use in preparation of area-capacity tables.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Water log information</u> from all locations reporting data and which is later incorporated into the daily historical file.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Historical water record of daily statistics</u> using the multi-data base and used to compare old and new data for forecasting purposes and preparation of the elevation-storage graph for the year showing minimum and maximum data. Updated annually.		Destroy when no longer needed for reference.		Same		Same
2A	<u>**Weekly accumulations of data</u> with only 1 year of data being retained. Updating is weekly.		Destroy when no longer needed for reference or reuse.		Same		Same
			500-13				

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	DAILY ACCUMULATIONS OF DATA (Continued)	511. (Cont.)					
	<u>MACHINE-READABLE RECORD</u> (Continued)						
	<u>**Historical operations data collecting and reporting on a monthly basis (sometimes called a Water Supply Master File) and recording such information as reservoir storage for the current and preceding year, changes in storage, listing water releases to irrigation, to municipal and industrial use, for flood control purposes, and other similar information:</u>						
2A	a. Historical data by project number, reservoir number, data, and other information as furnished by data coding form and updated monthly.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	b. Historical data in random access file updated yearly.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Annual reservoir operations data for individual reservoirs storage credit computation with water measurements and operation statistics determining individual water organization storage credits in the reservoir. Data is used to prepare annual operations summary for the reservoir and to verify that operation. Updated monthly.</u>		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Small reservoir sizing computations; data check and field reconnaissance estimates determining dimension and cost of small asphalt-lined reservoirs.</u>		Destroy when no longer needed for reference or reuse.		Same		Same
2A	<u>**Flows and diversions data; streamflows, flows, and diversions at dams in 24-hour averages and variances of flows from the master schedule. Data is used in preparing analyses tables and can be retrieved by table identification or by month, day, or flow quantity. Data is updated at 3- to 6-month intervals and duplicated in the transfer of the data to the tables.</u>		Destroy when no longer needed for reference or reuse.		Same		Same
	<u>**Irrigation efficiency studies; water deliveries irrigation or drainage districts by date, turnout numbers, contract identification, hours or irrigation, ft³/s, acre-feet, and other information:</u>						
			500-14				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	DAILY ACCUMULATIONS OF DATA (Continued)	511. (Cont.)					
	<u>MACHINE-READABLE RECORD</u> (Continued)						
2A	a. Irrigation records computed annually and used by a technical field committee in evaluating efficiency in their fiscal year report.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	b. Crop production and other similar information for water budget analyses by a technical field committee evaluating irrigation efficiency in their fiscal year report.		Destroy when no longer needed for reference or reuse.		Same		Same
	RESERVOIR OPERATIONS RECORDS						
2A	<u>Correspondence</u> , form, logs, graphs, and other material recording reservoir operations on a regular basis. Include recordings of inflows, releases, elevations, and predictions of water operations for coming seasons. This data is later summarized into project histories and annual operating plans.		Destroy when no longer needed for reference or when summarized into annual project history or annual operating plans.		Same		Same
	ANNUAL OPERATING PLANS	512.					
	<u>Final reports.</u>						
1A	a. Record copy, regional office of record. <i>As by project, thereunder chronic 1 of 1 yr.</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS ^{in 2 yr blocks} when 25 years old.	
2G	b. Record copy, operating office affected.		Destroy when 10 years old.		Same		<i>Transfer</i> Offer to region when 10 years old.
2D	c. All other copies.		Destroy in 3 years.		Same		Same
	<u>Inflow design studies</u> and related correspondence.						
1B	a. Record copy, regional office of record.				<i>1 year after</i> Destroy when feature or structure is no longer under Bureau jurisdiction.		
2G	b. All other copies.		Destroy when 10 years old.		Same		<i>Transfer</i> Offer to region when 10 years old.
			500-15				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		RETENTION AND DISPOSITION SCHEDULES	
			COMMISSIONER'S OFFICE		REGION & E&R CENTER	
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
	ANNUAL OPERATING PLANS (Continued)	512. (Cont.)				
	<u>MACHINE-READABLE RECORD</u>					
2A	<u>**Annual operating processing plans data.</u> Water operations for one irrigation season summarized and projected operations for the forthcoming season predicted. Thirty-year averaged inflows and end of irrigation season (September) storages are used as a base along with other statistics derived from the programs described in item 511 et al. Data is updated annually.		Destroy when no longer needed for reference or reuse.		Same	Same
	CANAL, LATERAL, AND TUNNEL SYSTEMS	520.				
2G	<u>Correspondence</u> concerning canals, laterals, tunnels, or other water carrying or distribution systems and devices or structures installed to measure and control the flow of water through such systems.		Destroy when 10 years old.		Same	Same
2D	<u>Reports.</u> Correspondence generated in the preparation, printing, and distribution of reports, including foundation investigations, working instructions, feasibility designs, and estimates concerning canals and tunnel systems.		Destroy 3 years after completion of related construction.		Same	Same
	<u>Final reports, construction, or feature.</u>					
1A	a. Record copy, regional office of record. <i>less than 6"/yr. All by project</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS ^{in 3 yr.} when 25 years old. <i>blocks</i>
2A	b. All other copies.		Destroy when no longer needed for reference.		Same	Same
2A	<u>Designers' operating criteria.</u>		Destroy when no longer needed for reference, superseded, or obsolete.		Same	Same
	TECHNICAL OBSERVATIONS					
2E	<u>Correspondence</u> collecting, summarizing, or transmitting observations of erosion, sedimentation, losses of water, and other factors affecting the efficiency of operation and water distribution systems.		Destroy when 5 years old.		Same	Same
			500-16			

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	TECHNICAL OBSERVATIONS (Continued)	520. (Cont.)					
2A	<u>Interim or periodic reports of observations.</u>		Destroy when no longer needed or on receipt of final report.		Same		Same
2G	<u>Final reports.</u>		Destroy when 10 years old.		Same		Same
	EARTHWORK COMPUTATIONS	510. 520. 530.					
2D	<u>Use for manual or data processed computations</u> of borrow area use, centerline determinations, concrete or earth quantities, cross-sectioning, profiles and controls, gradeline, station placement, prism, and other similar data generated during the construction of water distribution systems.		Destroy 3 years after settlement of related construction contract.		Same		Same
2A	<u>Data processing input</u> , programing forms, or books and storage media.		Destroy or revise when superseded or no longer needed.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	CANAL CAPACITY STUDIES						
2A	<u>**Canal improvement sizing data</u> such as length, capacity, losses, and other data on canal systems (i.e., main canal, laterals, and sublaterals). Data is alphabetical by canal code and numerical by lateral numbers. The study is usually of a one-time nature and no updating is usually performed.		Destroy when no longer needed for reference.		Same		Same
2E	<u>**Lateral improvement sizing data</u> such as length, capacity, losses, and other data for processing purposes. Data is arranged by lateral identification and is part of a one-time study involving no updating.		Destroy 5 years after completion of related study.		Same		Same
			500-17				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	CANAL CAPACITY STUDIES (Continued)	510. 520. 530. (Cont.)					
	<u>MACHINE-READABLE RECORD</u> (Continued)						
2A	<u>**Earthwork quantities for estimating construction costs and for other preliminary design and cost studies; including such statistical data as center-line cut, cross-section levels, quantities for seeding and topsoil restoration; analyses of construction costs; wastebank analyses; borrow areas and related quantities; culvert requirements and costs; design and hydraulic data; overhaul quantities; bridge and road requirements and quantities; drainage area data, runoff calculations; water hammer analysis of pipelines; and other similar data.</u>		Destroy when related construction contract is eligible for disposal.		Same		Same
2A	<u>**Diversion schedules - turnouts; canal system turnout studies for purpose of determining water capacity required for delivery or diversion of water to farm units. All turnouts in the system are included and arranged numerically by an assigned sequencing number. The data is updated annually and is used in the preparation of construction specifications.</u>		Destroy when related construction contract is eligible for disposal.		Same		Same
	DRAINAGE AND WATERWAY SYSTEMS	530.					
2G	<u>Correspondence</u> relating to seepage at project lands, features and structures, and the methods by which those conditions are alleviated or eliminated.		Destroy when 10 years old.		Same		Same
2D	<u>Drainage observations.</u> Correspondence and technical data accumulated during observations of seep conditions.		Destroy 3 years after final report is received.		Same		Same
	<u>Final summary reports.</u>						
2I	a. Record copy, regional office of record.				Destroy when 25 years old.		
2G	b. All other copies.		Destroy when 10 years old.		Same		Same
			500-18				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	DRAINAGE AND WATERWAY SYSTEMS (Continued)	530. (Cont.)					
	<u>MACHINE-READABLE RECORD</u>						
	<u>**Drainage areas.</u> data processed applications; results of surveys, topography studies, weather data (daily or other periodic reporting of precipitation), hydrologic characteristics of the drainage areas, and data from soil conservation manuals, the NOAA Atlas II, and hydraulic studies. The information is on both data cards and tape, it is not updated regularly but only as required and the data is used in the design and advance planning of drainage systems.						
2A	a. Drainage area characteristics, hydrological.		Destroy when no longer needed for reference.		Same		Same
2A	b. Runoff computation by drainage areas of canals, for merged areas of drainage, and as combined with storm frequency data by project areas and structures and used in determining storm runoff quantities.		Destroy when no longer needed for reference.		Same		Same
2A	c. Incremental runoff by area and location; input to other programs involving drainage from runoff.		Destroy when no longer needed for reference.		Same		Same
2A	d. Flood studies; precipitation and frequency of excess or flood amounts of runoff and their effect on drainage areas.		Destroy when no longer needed for reference.		Same		Same
2A	<u>**Evapotranspiration from drainage;</u> program reading daily weather and precipitation data for calculation of consumptive use of water by the Blaney-Criddle method by crops during the winter months or other periods.		Destroy when related construction contract is disposable.		Same		Same
2A	<u>**Excavation quantities</u> and right-of-way computation for drain construction and used to estimate reconnaissance costs.		Destroy when related construction contract is disposable.		Same		Same
	PUMPING PLANTS AND PUMP IRRIGATION FEATURES	540.					
2G	<u>Correspondence</u> generated during the construction of pumping plants, installation of equipment required to administer the operation and maintenance of the plant (office hours, shifts, inspection, etc.).		Destroy when 10 years old.		Same		Same
			500-19				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PUMPING PLANTS AND PUMP IRRIGATION FEATURES (Continued) <u>MACHINE-READABLE RECORD</u> **Pumping plant cost estimating: data decks con- taining costs information related to operation, maintenance, and replacement of equipment at plants and to compare operating costs among plants.	540. (Cont.)					
2A	a. Annual costs of pumping, plant operation, pipeline, electrical energy, and other data to determine pipe diameters and head class required.		Destroy when no longer needed for reference.		Same		Same
2A	b. Reconnaissance costs including switchyards and annual operation, maintenance, and replacement of equipment. Cost comparisons between differing plants are prepared.		Destroy when no longer needed for reference.		Same		Same
	FINAL CONSTRUCTION REPORTS						
2D	<u>Correspondence and technical data</u> required to assemble and print the final report.	590. (or specific feature code.)	Destroy when 3 years old.		Same		Same
	<u>Reports of completion of major pumping facilities</u> such as Granby Pumping Plant, Mt. Elbert Pump and Powerplant, etc.						
1A	a. Record copy - regional office of record. <i>1 of now in agency; yearly increase much less than 1 of; Ass by project.</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS in 25 yr blocks when 25 years old.	
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same
2A	<u>Reports of completion of minor pumping facilities.</u>		Destroy when no longer needed for reference.		Same		Same
2A	<u>Reports of comparative costs and designs,</u> operating instructions, and other similar matters, together with related correspondence.		Destroy when no longer needed for reference, superseded, or obsolete.		Same		Same
	<u>Reports such as pump-generating economics,</u> technical calculations and computations, acceptance test records, and operating instructions.	540.					
			500-20				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		FILE CLASSIFICATION CODE	LOCATION				PROJECT & FIELD OFFICE
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL		COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	FINAL CONSTRUCTION REPORTS (Continued)	540. (Cont.)					
1B	a. At the plant or office of record.				Destroy if feature is no longer under Bureau jurisdiction.		
2G	b. All other copies.		Destroy when 10 years old.		Same		Same
2E	Operating reports including charts, logs, forms and other material concerning plant operation, its equipment and the power available to accomplish the pumping.		Destroy when 5 years old.		Same		Same
2E	Hydrologic reports, including charts, logs, guides, forms, and other media recording weather evaluations, discharges, and other uses associated with pumping plant operations.		Destroy when summarized in related project history or when 5 years old, whichever is sooner		Same		Same
	RIVER MANAGEMENT	550.					
2G	Correspondence and other material regarding management of water releases or withdrawal from rivers, predicting flows, detemining and correcting causes of flow depletions, studies of the effects of regulating flows, and other similar matters.		Destroy when 10 years old.		Same		Same
	STREAM GAGING STATIONS AND EQUIPMENT	551.					
2G	Correspondence regarding the establishment or location of stream gaging stations and equipment and operation and maintenance of the station and measuring devices.		Destroy when 10 years old.		Same		Same
	MACHINE-READABLE RECORD						
	WATER MANAGEMENT STUDIES BY COMPUTER						
2A	**Alternative water management concepts by individual rivers or river systems for advance planning purposes and conducting water surface profiles from remote sensing and topographical data. Data is on tape and updating is variable.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	Cooperative measurement of streamflows. Use for cooperative agreements and related correspondence concerning participation in multi-agency programs for streamflow measurement and other related purposes.		Destroy when no longer needed for reference or 1 year after the termination of the agreement.		Same		Same
			500-21				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	WATER MANAGEMENT STUDIES BY COMPUTER (Continued)	551. (Cont.)					
	<u>MACHINE-READABLE RECORD</u> (Continued)						
2A	<u>**Forecasting water supplies, data base and processing programs used in forecasting water supplies by specific control points. Basic data is from USGS water supply records which is updated monthly and arranged in chronological order.</u>		Destroy when no longer needed for reference.		Same		Same
	GENERAL REPORTS	552.					
2D	<u>Correspondence</u> and other material accumulated in the preparation of stream measuring statistics, water supply outlooks, and similar matters.		Destroy when 3 years old		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Operations studies; streamflows by year, month, week, and in 8-day periods for use in advance planning studies by projects. Operations can be computed by varying periods of time (daily, weekly, monthly, yearly, etc.). Data is on card and duplicates information in USGS water supply reports.</u>		Destroy when no longer needed for reference.		Same		Same
	USBR WATER SUPPLY REPORT						
	<u>Use for the annual water supply report, summarizing the irrigation year.</u>						
1A	a. Record copy at the E&R Center. <i>1-2"/yr. An. chrono</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS ^{1/5 year blocks} when 25 years old.	
2E	b. All other offices.		Destroy when 5 years old.		Same		Same
2A	c. All other issues.		Destroy upon receipt of October 31 issue.		Same		Same
			500-22				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	USBR WATER SUPPLY REPORT (Continued)	552. (Cont.)					
	<u>MACHINE-READABLE RECORD</u> (Continued)						
	<u>**Runoff records.</u>						
2A	a. Runoff records: Historic records from USGS records on various streams and used to compare various plans of water development and effects of development in the area or river basin being studied. Data is in chronological order by river location and is updated annually.		Destroy when no longer needed for reference.		Same		Same
2A	b. Runoff computed by correlation methods in unformatted order and used in all planning studies.		Destroy when no longer needed for reference.		Same		Same
2A	<u>Water supply reports</u> , other than Bureau of Reclamation.		Destroy when no longer needed for reference.		Same		Same
2E	<u>Recorded data</u> , including forms, charts, graphs, and other records of stream measurement, daily gage and river height, discharges, and their hydraulic characteristics rating curves, tables, etc.	551.	Destroy when 5 years old.		Same		Same
	<u>**Streamflows from USGS gages</u> in selected rivers and creeks in areas being studied for water resources development feasibilities and advance planning. Data is chronological by gaging station numbers and then containing readings; it is available in two forms:						
2A	a. Master Data Cards.		Destroy when no longer needed for reference.		Same		Same
2A	b. Subsets of the Master File.		Destroy upon completion of study.		Same		Same
	INCIDENTAL PHYSICAL FEATURES	560.					
2A	<u>Correspondence</u> concerning structures or facilities at Reclamation works that serve purposes other than storage and water distribution purposes. Includes items such as relocation of transportation systems at or near the Bureau; the provision of water supplies for use in domestic, industrial, or sanitation systems; studies of floods, construction of visitors facilities; reconstruction of river-banks; and other similar matters.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	INCIDENTAL PHYSICAL FEATURES (Continued)	560. (Cont.)					
	FINAL CONSTRUCTION REPORTS						
2D	<u>Correspondence and technical data</u> used to assemble final reports.		Destroy when 3 years old.		Same		Same
	<u>Final reports</u> of construction.						
2A	a. Record copy - regional office of record.				Destroy in agency when no longer needed for reference.		
2G	b. All other copies regarding major structures or features and including all copies of reports regarding minor features or structures.		Destroy when 10 years old.				<i>Transfer</i> Offer to region when 10 years old.
	AGREEMENTS						
2A	<u>Agreements involving water storage</u> and transport systems and cooperative management through Reclamation facilities.		Destroy when no longer needed for reference.		Same		Same
2B	<u>Providing for water storage</u> and transport through Reclamation facilities.		Destroy 1 year after termination of agreement.		Same		Same
2D	<u>Cooperative agreements and providing for</u> management of wildlife resources on Reclamation facilities.		Destroy when no longer needed for reference or 3 years after termination of agreement.		Same		Same
2C	<u>Providing food services at visitor facilities</u> on Reclamation land.		Destroy when no longer needed for reference or 2 years after termination of agreement.		Same		Same
	FLOOD CONTROL	564.					
2A	<u>Correspondence and material relating to the</u> general subject of flood control, methods, policies, and procedures providing control measures in cooperation with other agencies.		Destroy when no longer needed for reference.		Same		Same
	[For damage claims arising from flooding, use retention established for file classification code 137.						
	For damages affecting contractor work, use retention established for file classification code 300.						
			500-24				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	FLOOD CONTROL (Continued)	564. (Cont.)					
	Emergency repair work contracts, use retention established for file classification code 172.						
	Flood control projects of other agencies, use retention established for file classification code 125.]						
2A	<u>Flood reports</u> created by the Bureau or other agencies.		Destroy when no longer needed for reference.		Same		Same
	WATER SUPPLY	563.					
2G	<u>Domestic and industrial water supply</u> investigations reports, and related correspondence.		Destroy when 10 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	**Municipal and industrial water supplies; data consists of all equipment and other expenses involved in furnishing water for municipal and industrial uses which is used in reconnaissance cost estimates for such activities as:						
2A	a. Desalting plant and facilities in accordance with the Bureau of Reclamation's "Desalting Handbook for Planners." Data is updated as required.		Destroy when no longer needed for reference or reuse.		Same		Same
2A	b. Aqueduct systems including pumping plants, pipelines, and other features with data updated as required.		Destory when no longer needed for reference or reuse.		Same		Same
	HIGHWAYS AND ROADS	561.					
2A	<u>Correspondence</u> relating to transfers of completed transportation systems (highways and roads) to Federal or State agencies.		Destroy when no longer needed for reference or terminated from Government ownership.		Same		Same
	RAILROADS	562.					
2A	<u>Correspondence</u> and material regarding the construction and maintenance of railroads and bridges or tunnels connected therewith.		Destroy when no longer needed for reference or terminated from Government jurisdiction.		Same		Same
			500-25				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	WATER SUPPLY AND SANITATION SYSTEMS	563.					
2A	<u>Correspondence and reports</u> relating to domestic and industrial water supply and sanitation systems in connection with Bureau projects or features. Includes furnishing water supplies to cities or towns, water storage requirements, etc.		Destroy when no longer needed for reference or 10 years old, whichever is sooner.		Same		Same
	FISH AND WILDLIFE	565.					
2G	<u>Correspondence</u> and material relating to migratory fish problems, fish and wildlife conservation and protection programs, plans for water supplies, deer protection, or cooperative studies concerning the Bureau.		Destroy when study is included in a final report or 10 years old, whichever is sooner.		Same		Same
	VISITOR FACILITIES	566.					
2G	<u>Correspondence</u> and material relating to the design and construction of visitor facilities provided to accommodate visitors in Reclamation project areas. Includes access roads, landscaping, picnic areas, observation points, parking lots, etc.		Destroy 10 years after completion of related feature.		Same		Same
2G	<u>Administration of visitor facilities.</u>		Destroy when 10 years old.		Same		Same
	COMMUNICATION AND CONTROL SYSTEMS	567.					
2G	<u>Correspondence</u> and material regarding the installation, operation, and maintenance of communication systems used in the supervision or control of Bureau works. Includes direct communications, automation, remote control, radio, and other such facilities.		Destroy when 10 years old.		Same		Same
	For communication facilities other than those under Bureau control, use appropriate subject file.						
	NAVIGATION	568.					
2G	<u>Correspondence</u> regarding construction and maintenance of navigation facilities and alleged interferences with navigation operations involving Government-owned or operated rivers and waterways.		Destroy when 10 years old.		Same		Same
			500-26				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	CHANNELIZATION	569.					
2G	<u>Correspondence</u> relating to the design and construction of project features to correct damages to a river or landscape after construction has occurred in the area. Includes riverbank stabilization, dredging, and erosion.		Destroy when 10 years old.		Same		Same
	BUREAU CAMPS, HEADQUARTERS, AND PROJECT AREAS	570.					
2G	<u>General correspondence</u> related to providing and maintaining office, storage, housing, and service facilities at construction areas and other temporary locations.		Destroy when 10 years old or 1 year after camp or headquarters is discontinued, whichever is sooner.		Same		Same
	ADMINISTRATION BUILDINGS	571.					
2G	<u>Correspondence</u> relating to the design, construction, maintenance, and improvement of buildings required for Federal administrative purposes.		Destroy when 10 years old or 1 year after headquarters area is discontinued, whichever is sooner.		Same		Same
	HOSPITALS AND MEDICAL FACILITIES	572.					
2G	<u>Hospital and medical facilities</u> at Bureau camps and towns, including public health surveys, hospital operating agreements, etc.		Destroy when 10 years old or 1 year after facilities are discontinued.		Same		Same
	EDUCATIONAL FACILITIES	573.					
2G	<u>Correspondence</u> regarding educational services at Government facilities, school buildings, payments to school districts, taxation for schools, tuition fees, transportation of children, etc.		Destroy when 10 years old or 1 year after facilities are discontinued.		Same		Same
	GOVERNMENT TOWNS	574.					
	<u>Correspondence and other records</u> related to the layout, construction, and maintenance of facilities at a camp which becomes an independent town.						
2A	a. Office of record.		Transfer to the governing authority succeeding the Bureau.		Same		Same
2A	b. All other offices.		Destroy when no longer needed for reference.		Same		Same
			500-27				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	GOVERNMENT TOWNS (Continued)	574. (Cont.)					
	<u>Survey books, plats, and other related records of land location and layout.</u>						
1A	a. Office of record. <i>Arr. in project; hereunder shown.</i>		PERMANENT - Offer to NARS immediately.		Same		Same
2A	b. All other offices.		Transfer to new governing authority.		Same		Same
2G	<u>Correspondence</u> regarding the establishment and maintenance of Government-owned towns, contracts, leasing out services, and transactions involved when such towns are no longer under Government jurisdiction. Refer also to instructions outlined under Code 711. "Townships".		Destroy when 10 years old or 1 year after town is no longer owned by the Bureau.		Same		Same
	LIVING ACCOMMODATIONS	575.					
	<u>Correspondence</u> involving the provision of living accommodations at Bureau project, camp, and headquarter locations. Consists of housing in all forms, such as hotels, dormitories, houses, trailers, etc. Include administrative matters relating to housing assignment, rental policies, evictions, and individual rental agreements.						
2B	a. Office of record.		Destroy 1 year after facilities are no longer administered by the Bureau.		Same		Same
2A	b. All others.		Destroy when no longer needed for reference.		Same		Same
	SERVICE ACCOMMODATIONS AND CONCESSIONS	576.					
	<u>Correspondence</u> relating to the provision of service accommodations at Bureau project, camp, and headquarter locations consisting of privately-owned and operated businesses, churches, theaters, etc. Include administrative matters related to leasing and rental, building sites, and individual lease agreements.						
2B	a. Office of record.		Destroy 1 year after services are no longer administered by the Bureau.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	SERVICE ACCOMMODATIONS AND CONCESSIONS (Continued)	576. (Cont.)					
2A	b. All other offices.		Destroy when no longer needed for reference.		Same		Same
	SOIL, MOISTURE, AND EROSION CONTROL RECORDS	580.					
2E	<u>Correspondence</u> and technical material promoting or reporting on actual practice of soil and moisture conservation techniques such as controlling erosion by means of vegetation, range rehabilitation, improved irrigation, and similar matters.		Destroy when 5 years old.		Same		Same
	<u>Reports of progress.</u>						Same
2E	a. Record copy - regional office of record.				Destroy when 5 years old.		Same
2C	b. All other copies.		Destroy when 2 years old.		Same		Same
2B	<u>Working papers, computations, program schedules, and other material</u> accumulated in preparation of periodic reports.		Destroy 6 months after report is issued.		Same		Same
2D	<u>Cooperative agreements, watershed management, and all related correspondence.</u>		Destroy 3 years after termination.		Same		Same
	REPORTS	590.					
	<u>Reports</u> concerning Reclamation projects, divisions, and units and their activities as an entirety. Include reports on investigations or preliminary project plans through the definite plan, progress reports, periodic reports such as summaries of operation and maintenance. .						
1A	a. Record copy - regional office of record. <i>Ann. by project, thereunder shows 5-14 Cf/yr, depending upon status of construction program</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS when 25 years old.	
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same
2C	<u>Correspondence</u> and other material required in preparation of final reports.		Destroy when 2 years old.		Same		Same
			500-29				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	<u>POWER RECORDS</u>	600.					
	GENERAL CORRESPONDENCE						
2E	<u>General correspondence</u> related to Reclamation's power function, its development and programs, including information related to power programs or developments of other entities, both public and private.		Destroy when 5 years old.		Same		Same
	<u>POWER DEVELOPMENT STUDY CORRESPONDENCE</u>	601.					
2G	<u>Correspondence</u> and other material accumulated in the preparation of feasibility and cost studies for development of a particular power generating system, or from a particular source of energy (such as hydro-generated, pumped storage, solar energy, and others).		Destroy when final summary report is received or when 10 years old, whichever is sooner.		Same		Same
	<u>POWER DEVELOPMENT REPORTS, SUMMARY OR FINAL</u>	602.					
2G	a. Record copy, office of origin.		Destroy when 10 years old.		Same		Same
2D	b. All other copies.		Destroy when 3 years old.		Same		Same
	<u>PUMPED STORAGE</u>	603.					
2E	<u>Correspondence</u> related to pumped storage, its developments and programs.		Destroy when 5 years old.		Same		Same
2G	a. Record copy reports, summary or finals, office of origin.		Destroy when 10 years old.		Same		Same
2D	b. All other copies.		Destroy when 3 years old.		Same		Same
	<u>POWER STATISTICS</u>	604.					
2C	<u>Periodic listings of powerplants</u> , lines, and other features including Federal Power Commission yearbooks and the "PLS" listings of Reclamation.		Destroy when superseded, obsolete, or when 2 years old, whichever is sooner.		Same		Same
	<u>POWER INTERFERENCE REPORTS</u>	605.					
2D	<u>Reports of interferences</u> , related correspondence, and clearance procedures not supporting a litigation.		Destroy when 3 years old.		Same		Same
			600-1				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
2D	POWER INTERFERENCE REPORTS (Continued)	605. (Cont.)	Destroy 3 years after settlement.		Same		Same
	<u>Reports</u> and related correspondence supporting a litigation.						
2I	HEADWATER BENEFITS FILES	606.	Destroy in agency 25 years after close of case.		Same		
	<u>Correspondence</u> and other material regarding the payment to Reclamation for downstream use of impounded water.						
2G	a. Commissioner's Office and regional office of record.				Destroy 10 years after close of case.		Same
	b. All other offices.						
	TRANSMISSION SYSTEM STUDIES	620.					
	<u>Correspondence</u> and technical data related to studies of power transmission and reserve requirements including interconnected systems, power pooling, power flows, voltage levels, stability losses, loads, and other factors. Include computations by data processing, by network analysis, use of calculating boards, and correspondence or participation in committee work.						
	To be scheduled by the Department of Energy.						
	POWER SYSTEM STUDIES FILES	622.					
	<u>Correspondence</u> and technical data related to studies of power transmission and reserve requirements including interconnected systems, power pooling, power flows, voltage levels, stability losses, loads, and other factors. Include computations by data processing, by network analysis, use of calculating boards, and correspondence or participation in committee work.						
	To be scheduled by the Department of Energy.						
			600-2				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	POWER SYSTEM STUDIES FILES (Continued) <u>Power system reports.</u> Final or summary reports and including similar reports as related to interconnected power systems. To be scheduled by the Department of Energy. POOL ACCOUNT SHEETS <u>Sheets</u> maintained at Power Operation offices and used to account for interconnected power distribution. To be scheduled by the Department of Energy. SALE OF POWER FILES <u>Correspondence</u> regarding sale of power, including the use of preference and allocation systems, and interpretations of legislation or other regulation governing Reclamation power sales. To be scheduled by the Department of Energy. <u>Contract format correspondence.</u> Correspondence establishing or commenting on the general form and content of power sale agreements. To be scheduled by the Department of Energy. <u>Sale Agreements.</u> Sales of power produced or marketed by Reclamation together with all related correspondence, including negotiations. To be scheduled by the Department of Energy. <u>Sale Negotiations.</u> Correspondence related to negotiations which do not result in a sale agreement. To be scheduled by the Department of Energy.	622. (Cont.) 					

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	<p>SALE OF POWER FILES (Continued)</p> <p><u>Allotments.</u> Correspondence regarding the use of allotments for the sale or distribution of energy; subjects include application procedures, allotment determinations, and similar matters.</p> <p>To be scheduled by the Department of Energy.</p> <p><u>MACHINE-READABLE RECORDS</u></p> <p>POWER CUSTOMER INFORMATION</p> <p><u>***Data programs on cards or tape plotting energy demands from historical records and other customer information alphabetically by cities and states.</u> The visual printout consists of estimated energy demands and historical data. This is updated yearly.</p> <p>To be scheduled by the Department of Energy.</p> <p><u>**Data required to calculate cost of the energy under varying rate schedules or by percentage increases.</u> Arranged by city, state, month and year. Updated annually, using Form PO&M-61 as input.</p> <p>To be scheduled by the Department of Energy.</p> <p><u>**Cooperative power association energy and demand data for monthly calculation of power usage inside and outside the marketing area (USBR).</u> Arrangement is by month and the file output is used as reference and sent to customers. Program is updated annually on cards.</p> <p>To be scheduled by the Department of Energy.</p> <p><u>**Record and emergency use customer names, winter and summer annual energy use, and other data.</u> Data accumulations as a historical record of demand and energy and is used in load estimating. Arranged by states, cities, and years; a copy of the output is sent to the customer.</p> <p>To be scheduled by the Department of Energy.</p>	630. (Cont.)					
600-4							

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	SALE OF POWER FILES (Continued)	630. (Cont.)					
	<u>MACHINE-READABLE RECORDS</u> (Continued)						
	<u>**Customer information.</u> Loads are required to estimate power usage and load protection for customer and wheeling information. Data is alphabetical by states and cities and is updated annually.						
	To be scheduled by the Department of Energy.						
	POWER MARKET STUDIES CORRESPONDENCE	631.					
	<u>Correspondence</u> and data generated in studies of areas requiring energy supplies and considerations of cost and demand; power requirements or markets for specific purposes (such as defense activities); and other similar matters.						
	a. Records copies will be transferred to and scheduled by the Department of Energy.						
2G	b. Reference copies.		Destroy when 10 years old.		Same		Same
	<u>Final or summary reports of power market studies</u>						
	a. Record copies will be transferred to and scheduled by the Department of Energy.						
2G	b. Reference copies.		Destroy when 10 years old.		Same		Same
	<u>Rate Studies.</u> Correspondence and data generated determining rates to be charged for energy produced at Reclamation facilities and including copies of rate schedules.						
	a. Record copies will be transferred to and scheduled by the Department of Energy.						
2D	b. Reference copies.		Destroy when 3 years old.		Same		Same
	<u>Power Repayment Studies Files</u>						
2G	a. Correspondence and data (manual or data processed) generated in preparation of the "Power Repayment Study"--office of record.		Destroy when 10 years old.		Same		Same
1A	b. Power Repayment Study, record copy, office of record. <i>See Chicago 1-2 1/4</i>		PERMANENT - Transfer to FARC when volume warrants.	<i>Offer to NARS when 25 years old.</i>			

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	POWER MARKET STUDIES CORRESPONDENCE (Continued)	631. (Cont.)					
2D	c. Correspondence and study in all other offices.		Destroy when 3 years old.		Same		Same
	POWER PURCHASES	633.					
2E	Material regarding Bureau purchases of electrical energy for construction and other purposes in order to meet sale commitments or for resale purposes; include operating records related to purchase of standby requirements.		Destroy when 5 years old.		Same		Same
	CUSTOMER RECORDS	634.					
	Correspondence and statistical data generated in billing of power customers, including meter readings or tapes, demand charts, and other recorded power use, and memorandum copies of billing statements.						
	To be scheduled by the Department of Energy.						
	MACHINE-READABLE RECORDS						
	POWER BILLING AND CUSTOMER STATEMENTS						
	**Card file of monthly power billing information used to prepare bills to customers. Initial data is from Mag-Tapes which are subsequently erased. The arrangement is in monthly order, the data is run once a month, and there is no updating after the following month. Data is duplicated on microfiche.						
	To be scheduled by the Department of Energy.						
	**Line losses of energy on the line by wire size, length, transmission size, and other data and used to determine line losses and those losses which can be added to customer power bills.						
	To be scheduled by the Department of Energy.						
	**Generation schedule data required to print a schedule of power generation to be furnished to customers who generate on a load pattern.						
	To be scheduled by the Department of Energy.						

600-6

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	MARKETING ARRANGEMENT RECORDS	635. 636.					
	<u>Correspondence</u> and other material related to the sale of Reclamation-generated power by another agency such as the Department of Energy.						
2G	a. Regional office of record.		Destroy when 10 years old.		Same		Same
2D	b. All other offices.		Destroy when 3 years old.		Same		Same
2B	<u>Correspondence</u> and other material related to agreements for marketing of Reclamation-generated energy and transfers of rights-of-way when required for transmission of energy.		Destroy 1 year after termination of agreement.		Same		Same
	POWER SYSTEMS, RECORDS OF	650.					
	<u>Correspondence</u> related to the design, construction, and operations of power systems from the powerplant to the switchyard, the features and facilities required, the feasibility of the system, considerations of remote operation, and other similar matters.						
2G	a. Regional office of record.		Destroy when 10 years old.		Same		Same
2D	b. All other offices.		Destroy when 3 years old.		Same		Same
	POWERPLANTS, RECORDS OF DESIGN AND CONSTRUCTION	651.					
2E	<u>Correspondence</u> and other material regarding the design, construction, operation, and maintenance of powerplants, including matters of administering the facility, converting operations to remote controls, and other similar matters.		Destroy when 5 years old.		Same		Same
2A	<u>Records</u> related to the installation and location of powerplant equipment such as generators, turbines, pumps, cranes, hoists, meters, and other instruments and including maintenance and manufacturer instruction books, diagrams, and drawings.		Destroy when related equipment is disposed.		Same		Same
2A	<u>Correspondence</u> and data generated in preparation of reports of results of foundation investigations, geological investigations, tailrace (water elevation related to height of structure), and other matters of design and construction of powerplants.		Destroy on receipt of report for which data is collected.		Same		Same
			600-7				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	POWERPLANTS, RECORDS OF DESIGN AND CONSTRUCTION (Continued)	651. (Cont.)					
	Final construction and feature reports; narrative data on construction with prints of pertinent engineering drawings and designs.						
1A	a. Record copy, regional office of record. <i>See by name of plant. 1-2" / # when issued (rarely issued)</i>				PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS ^{in 5-year} blocks when 25 years old.	
2A	b. All other offices.		Destroy when no longer needed for reference.		Same		Same
2A	<u>Design Data</u> ; narrative and graphic forms.		Destroy on completion of construction.		Same		Same
2A	<u>Designers' Operating Criteria</u> .		Destroy when superseded.		Same		Same
	<u>Environmental statements</u> .		Use Retention and Disposition Instruc- tions for file classification codes 120./121.		Same		Same
	TRANSMISSION SYSTEM RECORDS	652.					
	<u>Correspondence and other material</u> regarding design, construction, and maintenance of overhead and buried transmission lines and related equip- ment such as insulators, conductors, etc.						
	To be scheduled by the Department of Energy.						
	<u>Maintenance and inspection records</u> , environmental statements, and other related material.						
	To be scheduled by the Department of Energy.						
	SUBSTATIONS AND SWITCHYARDS	653.					
	<u>Switchyards records</u>						
2G	a. Correspondence regarding design, construc- tion, operation, and maintenance of switchyards and attendant equipment.		Destroy when 10 years old.		Same		Same
1B	b. Relay data sheets, maintenance and installation reports.		Destroy when facility or equipment is disposed.		Same		Same
			600-8				

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	SUBSTATIONS AND SWITCHYARDS (Continued)	653. (Cont.)					
2A	c. Fault current data (hand or computer processed). Substations records. Correspondence regarding design, construction, operation, and maintenance of substations and attendant equipment; including relay data sheets, fault current data, and maintenance and installation reports. To be scheduled by the Department of Energy.		Destroy when superseded.		Same		Same
	POWER MAINTENANCE PROCEDURE FILES	660.					
2A	Correspondence or directives establishing maintenance procedures for power operations and for power equipment, features or facilities such as type and frequency of inspections or tests, scheduling repair and maintenance activities and also including maintenance requirements of regulatory agencies such as Department of Energy or as required for safety purposes.		Destroy when procedure is no longer operative.		Same		Same
2B	Interim Maintenance Reports. Daily, weekly, or monthly reports of maintenance program administration and utilizing forms or narratives such as the publication, "Northwest Power Pool Notes."		Destroy when 3 months old.		Same		Same
	SERVICE INTERRUPTIONS REPORTS	661. 662.					
	Reports of outages, power load sheddings, and other causes of power service interruption together with analysis of the cause and other related correspondence.						
1B	Equipment trouble reports (Form PO&M-124 or equivalent).		Dispose when related equipment is disposed.		Same		Same
2D 2G	Operating error reports (Form PO&M-174 or equivalent).		Destroy when 3 years old.		Destroy when 10 years old in regional office of record.		Destroy when 3 years old.
2E	All other reports.		Destroy when 5 years old.		Same		Same
			600-9				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	RECORDING INSTRUMENT READINGS	663.					
2C	Graphic and graphic-line charts, oscillograms, and other readings from instruments and meters at the power facility.		Destroy when 2 years old.		Same		Same
	OPERATING LOGS	664.					
	Forms and instrument readings of water elevations, temperatures, and other factors affecting plant operations including data logger sheets and supporting data.						
✓ 1B	a. Central station log book.		Destroy ^{1 year after} when plant is retired.		Same		Same
2B	b. Hourly readings, logs, or operating reports.		Destroy 1 month after data is transferred to Central Station Log Book.		Same		Same
2B	c. Daily readings of generation and hydraulic data.		Destroy 3 months after data is transferred to Central Station Log Book.		Same		Same
2B	d. Weekly summaries of meter and instrument readings.		Destroy when 3 months old.		Same		Same
2B	e. Monthly summaries of meter and instrument readings.		Destroy when 1 year old.		Same		Same
2E	f. All other readings including data logger sheets.		Destroy when appropriate data is transferred to Central Station Log Book or when 5 years old, whichever is sooner.		Same		Same
	STATION LOGS	665. 666.					
	Summaries of generation and plant maintenance and safety precautions including those related to plants operated automatically or by remote control.						
2D	a. Oscillograms.		Destroy when 3 years old.		Same		Same
2B	b. Statements of generation by individual generators, distributions of energy to pumps, and similar reports.		Destroy when 1 month old.		Same		Same
			600-10				

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT			RETENTION AND DISPOSITION SCHEDULES		
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	STATION LOGS (Continued)	665. 666. (Cont.)					
2D	c. Records of equipment out of service or being repaired.		Destroy when 3 years old.		Same		Same
	d. Performance curves for turbines and generators, together with all related correspondence:						
1B	(1) Regional office of record.		Destroy when the turbine or generator is no longer in Bureau possession.		Same		Same
2D	(2) All other offices.		Destroy when 3 years old.		Same		Same
2D	e. Hourly or other period curves such as for load durations, integrated operations, generation statistics, noting plant efficiency, and other similar information.		Destroy when 3 years old.		Same		Same
	EQUIPMENT HISTORIES AND TEST REPORTS	667.					
	Forms and narrative reports of use, maintenance and efficiency, such as:						
2D	a. Tests of oils, insulation materials, meters, and instruments.		Destroy when 3 years old.		Same		Same
2D	b. Relay tests of differentials, distance, over-currents, and other similar matters.		Destroy when 3 years old.		Same		Same
2D	c. Inspections of circuit breakers, governors, pumps, turbines, motors, generators, and similar equipment.		Destroy when 3 years old.		Same		Same
2D	d. Records of repairs, overhauls, painting, cleaning and other similar matters.		Destroy when 3 years old.		Same		Same
2A	e. Battery cell readings.		Destroy all but a current and one preceding report.		Same		Same
2A	f. Bushing power factor test reports.		Destroy all but a current and one preceding report.		Same		Same
2F	g. High-voltage DC insulation test reports.		Destroy when 6 years old.		Same		Same
			600-11				

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	SYSTEM SAFETY PROCEDURES	668. 669.					
2A	<u>Correspondence</u> regarding the safety precautions to be observed at power installations and the use of markers to identify dangerous areas, conditions, or equipment.		Destroy when superseded or obsolete.		Same		Same
	DISPATCHING CENTERS	670. 671.					
2E	<u>Correspondence</u> and other material regarding design, construction, operation, and maintenance of dispatching centers for Reclamation purposes (dispatch of water) or as shared with Department of Energy in a combined water-power dispatch system, including forms and other records required to administer the operations of the center.		Destroy when 5 years old.		Same		Same
	REPORTING PROCEDURES AND REPORTS	690.					
2E	<u>Reports to regulatory agencies files.</u> Correspondence regarding reports on power generation, multi-purpose plant operations, and miscellaneous revenues from power operations as required by regulatory agencies (Department of Energy); i.e., format, reporting periods, transmittals of reports, and other similar matters. <u>Reports to the Federal Power Commission.</u> Copies of "Annual Report of Power Operations," period and annual power system statements, monthly statistics of generation, reports of annual deliveries-sales and income from energy, monthly reports deliveries, income, power marketing, historical power sales, data and recapitulation of customer net billings, and reports of outages at transmission systems and substations, unit service records, and all related correspondence. To be scheduled by the Department of Energy. <u>Reports to the Department of Energy.</u> SF-115, Request for Disposal Authority, will be submitted when the reports of DOE are determined.		Destroy when 5 years old.		Same		Same
			600-12				

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	<u>LANDS</u>	700.					
	LAND RECORD FILES	700. 701. 702. 703.					
2D	<u>Correspondence and copies of legislation</u> regarding land law and Reclamation land ownership or the multiple use of land such as in a national forest, a wildlife refuge, a wilderness area, or for other similar use. Excludes recreational use.		Destroy when 3 years old.		Same		Same
2A	<u>Designation of lands to specific use.</u> Correspondence and formal or informal agreements committing Reclamation-owned lands to a specific use or a multiple use; of allowing use by Reclamation of public lands in national forests, national parks, wilderness areas, and other similar areas.		Destroy upon termination of agreement.		Same		Same
2A	<u>Land ownership plat files.</u> Plats (such as form 7-1510) and related aperture card and computer indexes recording Reclamation land ownership by section, township, and range, including records of right-of-way held by Reclamation.	705.	Destroy when no longer needed for reference or when land is no longer owned or right-of-way no longer held by Reclamation.		Same		Same
2D	<u>Land holding files.</u> Correspondence establishing systems for reporting or inventorying land holdings of Reclamation and including the inventories or listings of land holdings both manual or data processed.	700.	Destroy when no longer needed or 3 years, whichever is sooner.		Same		Same
2A	<u>Related punch cards, tapes, discs.</u>		Destroy when no longer needed.		Same		Same
2D	<u>Land disposition files.</u> Correspondence concerning lease, sale, or rental of Reclamation land.	706.	Destroy when 3 years old.		Same		Same
2C	<u>Land lists.</u> Lists of land available for lease, sale, or rental; inquiries regarding availability of land and replies thereto; invitation for bids; accepted and rejected bids or proposals; and other similar matters.		Destroy when 2 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	LAND LEASES, SALES, RENTALS, AND TRANSFERS	706.					
2D	Use for material regarding the lease, sale, rental, transfer, or donation of Bureau-owned lands to others and general material regarding the rental of real property to the Bureau; also include material regarding isolated tracts, 5-acre homesites, the "Taylor Grazing Act," land lease operations, farm units, townsites, and town lots. Reports of surplus real property disposals and inventory and materials regarding the general subject; rules, regulations, policies, and procedures. Reporting and circularization of Bureau available and excess real property and advertisement of surplus real property.		Destroy when 3 years old.		Same		Same
	Sale of land. Transactions, case folders, and all related correspondence.						
2F	a. Transactions subsequent to July 25, 1974, to more than \$10,000 and transactions prior to July 26, 1974, of more than \$2,500.		Destroy 6 years after final payment.		Same		Same
2D	b. Transactions subsequent to July 25, 1974, of \$10,000 or less and transactions prior to July 26, 1974, of \$2,500 or less.		Destroy 3 years after final payment.		Same		Same
2D	Land disposal. Reports of land disposed of by lease, sale, or rental.		Destroy when 3 years old.		Same		Same
	LAND USE RECORDS	710.					
2D	Reservation and utilization of land for civic purposes (reservations, dedication, community centers, parks etc.)		Destroy when 3 years old.		Same		Same
2D	Correspondence regarding reservation and development of Reclamation land for civic uses such as park, playground, school, church, or other similar purposes. (Multipurpose Land Use)	704.	Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	LAND USE RECORDS (Continued)	710. (Cont.)					
2A	Land use development plans; formal reports of land use resulting from completion of a Reclamation project and defining the reservation and plan of development of Reclamation Land for civic use and recreational purposes.		Destroy when superseded or obsolete.		Same		Same
2A	Designations of land to specific use. Correspondence and formal or informal agreements committing Reclamation-owned lands to a specific use or a multiple use; or allowing use by Reclamation of public lands in National Forests, National Parks, Wilderness Areas, and other similar areas.		Destroy upon termination of agreement.		Same		Same
2A	Supporting correspondence and statistical data.		Destroy upon publication of final development plan.		Same		Same
	TOWNSITES	711.					
	Correspondence and other records establishing and administering townsites on Reclamation land including survey books, plats, and other records of location and layout.						
1A	a. Records of sites that have evolved into cities, including Page, Arizona, and Boulder City, Nevada. (Reference copies may be transferred to the governing authority succeeding Bureau ownership.)		PERMANENT - Offer record copies to NARS immediately.		Same		Same
✓ 2A	b. All other records--Transfer to the new governing authority.						
	RECREATIONAL AREAS	715.					
2G	Correspondence and other related material regarding the reserving of suitable portions of land at Reclamation facilities for recreational purposes including surveys, studies, and recommendations for the Bureau, by other agencies, and including transfer of administration from one agency or entity to another.		Destroy when 10 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	RECREATIONAL AREAS (Continued)	715. (Cont.)					
	<u>Transfer of recreation area administration</u>						
2D	a. Agreements or Congressional documents transferring administration away from Reclamation permanently, including all related correspondence.		Destroy 3 years after date of transfer.		Same		Same
2C	b. Agreements and related correspondence transferring Reclamation temporarily.		Destroy 2 years after termination.		Same		Same
	<u>Facilities and Concessions</u>						
2E	a. Correspondence regarding the development of facilities for camping, sports, boating, fishing, etc.; accommodations such as cabins; and concerning permits or licenses allowing privately-owned concessions in the area or as required to regulate or control the use of facilities within the area.		Destroy when 5 years old.		Same		Same
2C	b. Concession agreements, permits, licenses, and other material allowing private business to operate within a Reclamation area. (710-4)		Destroy 2 years after termination.		Same		Same
2C	c. Unsuccessful applications, permits, and licenses, including lists of concessions granted, etc.		Destroy when 2 years old.		Same		Same
2C	<u>Tourist accommodations.</u> Correspondence as required to manage visitor centers, tourist traffic, visiting hours, tours, comfort areas, etc.		Destroy when 2 years old.		Same		Same
	WITHDRAWALS AND RESTORATIONS FOR RECLAMATION PURPOSES	720.					
1A	<u>Withdrawals and restoration.</u> Correspondence regarding procedures and data required to secure withdrawal of public land for reclamation purposes and to restore the land to public entry when no longer required. <i>Arr. chrono. Ca 2"/yr</i>		PERMANENT - Offer to NARS in 5-year blocks 1 year after completion of the withdrawal or restoration.		Same		Same
2A	<u>Official notice of withdrawal or restoration.</u>		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	WITHDRAWALS AND RESTORATIONS FOR RECLAMATION PURPOSES (Continued)	720. (Cont.)					
2A	<u>Plats defining</u> location and description of land withdrawn or restoration order.		Destroy when no longer needed for reference.		Same		Same
	<u>Application for land use files.</u> Applications and supporting papers received by the Bureau of Land Management and referred to Reclamation to determine Reclamation's interest in the land.						
2B	a. Applications involving land in which Reclamation has no interest.		Destroy when 1 year old.		Same		Same
2B	b. Applications involving land either withdrawn or being considered for withdrawal for Reclamation purposes--in the office most affected.		Destroy 1 year after denial of the application or its termination.		Same		Same
	LAND ENTRY AND SETTLEMENT RECORDS	730.					
2E	<u>Correspondence</u> facilitating or administrating programs which open Reclamation lands (withdrawn from public entry) to such purposes as settlement, homesteading, stock raising, mineral location, and farm applications. Include preparation and issuance of Reclamation project land opening public notices; prospective settler qualification requirements; designation, activities, and reports of settlers' selection; examining boards, farm application forms and substantiating data, appeals from examining board decisions; report on results of land or abandon establishment of residence; final homestead and Reclamation proof; cancellation of entry, settlers' assistance, financial aid, land patents, etc.		Destroy when 5 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	LAND ENTRY AND SETTLEMENT RECORDS (Continued)	730. (Cont.)					
	<u>Correspondence</u> , legislation, or other material committing, interpreting, or permitting Reclamation to open land for settlement or other purposes and defining the means by which the entry or settlement will be accomplished. (lottery, application, to Veteran's, etc.)						
2I	a. Commissioner's Office.		Destroy in agency 25 years after opening of land.				
2E	b. All other offices.				Destroy in agency 5 years after opening of land.		<i>Transfer</i> Offer to region when 5 years old
2B	<u>Land openings files.</u> Correspondence, forms, and other records required to administer and accomplish a land opening such as announcements, lists of lands to be opened, statements of qualifications requirements and application procedures, mailing lists, requests for information and responses thereto establishing examining or review boards and their functions, handling appeals, providing financial or other assistance, and other similar material.		Destroy 1 year after conclusion of entry or settlement program.		Same		Same
2D	<u>Reclamation proofs.</u> Correspondence or documents required to prepare final homestead proofs, cancel entries, or record exchanges of land.		Destroy 3 years after conclusion of the entry or settlement program.		Same		Same
	<u>Entry or settlement application files</u>				Same		Same
2B	a. Successful application files.		Destroy 1 year after patent is issued.		Same		Same
2B	b. Unsuccessful application files.		Destroy 1 year after the close of the entry settlement program.		Same		Same
2F	c. Farm unit sales, full or part time.		Destroy 6 years after title is transferred to the entryman or homesteader.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
2I	DESERT LAND AND HOMESTEAD ENTRIES	731. 732.	Destroy in agency 25 years after opening of land.		Same		Same
	Use for material regarding entry or irrigable arid agricultural public lands under the "Desert Land Act of 1877," as amended, which the entryman reclaims, irrigates, or cultivates in part and for which he usually pays \$1.25 per acre. Also include homestead entries which are entries initiated under homestead laws, not exceeding 640 acres initiated under the "Stock-Raising Homestead Act."						
	MINERAL LOCATION ENTRIES	733.					
	Use for material regarding entries on public lands which are held as mining claims or desired as millsites.						
2B	a. Case files. Applications rejected by Bureau of Land Management.		Destroy 1 year after rejection.		Same		Same
2E	b. Case files. Applications resulting in revocation of Reclamation land withdrawal.		Destroy when 5 years old.		Same		Same
	LAND CLASSIFICATION	740.					
2A	Correspondence and other material accumulated during a land classification survey. Subject include establishing the standards for the survey; methods for soil and water testing; use of photography, plainmetering, and other survey methods; and utilizing computer or other means for tabulation and appraisal of the data collected. Includes field survey books and map.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	LAND CLASSIFICATION (Continued)	740. (Cont.)					
	<u>Land classification reports.</u> Reports summarizing land classification surveys when not issued as an appendix or part of definite plan or similar report.						
2I	a. Conformed copy of record (Commissioner's Office).		Destroy when 25 years old.		Destroy when superseded or obsolete.		
2D	b. All other copies.		Destroy when no longer needed for reference or when 3 years old, whichever is sooner.		Same		Same
1A	<u>Aerial photomaps.</u> Prints to which classification data is posted around margins regarding nature of soils. <i>Arr. numerically. Several hundred kept, now in agency. Future increase minimal</i> <u>MACHINE-READABLE RECORD</u>		PERMANENT - Offer to NARS when no longer needed in agency or when 25 years old, whichever is sooner.		Same		Same
2A	<u>**Farm budget,</u> crop production and livestock statistics of project lands. Data is used to prepare farm budget reports and compute benefits and repayment of project costs. Farm input varies as does updating.		Destroy when no longer needed for reference.		Same		Same
2A	<u>**Land classification;</u> project lands by location and suitability for irrigation (classification), acreage, and other information. Lands are arranged by section, township, and range. Data is used in land classification studies and other determination of irrigable areas of the project.		Destroy when no longer needed for reference.		Same		Same
	LAND HOLDING LIMITATIONS FILE	741.					
1C	<u>Correspondence</u> regarding the application and enforcement of the legislated limitation of Reclamation water distribution to 160 acres of land in one ownership. Includes controls on speculation, excess land holdings, excess lands and agreements, reports of excess land, land holdings by Reclamation employees and appraisal and reappraisal of land. Policy would be contained in Federal Reclamation laws and interpretation or promulgation via Reclamation Instructions.		Retain until the repayment provisions have been made by the water districts. Transfer to FARC when volume warrants.	Review files every 10 years.	Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT	RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		PROJECT & FIELD OFFICE	
			COMMISSIONER'S OFFICE		REGION & E&R CENTER	
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.
	LAND HOLDING LIMITATIONS FILE (Continued)	741. (Cont.)				
	<u>Excess land files.</u> Correspondence and other material establishing precedent interpreting legislation containing formulas for furnishing of water to lands in excess of 160 acres or otherwise relief from that limitation.					
1A	a. Commissioner's Office. <i>Cur. by subject, then in file chart.</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to to NARS in 5-yr. blocks when 25 years old.		
2A	b. All other locations. <u>Excess land agreements</u>		Destroy when no longer needed for reference.		Same	Same
2E	a. Correspondence regarding content of agreements by which water is furnished to lands in excess of 160 acres.		Destroy when 5 years old.		Same	Same
2F	b. Case files consisting of the agreement, appraisal reports, and related correspondence.		Destroy 6 years after termination of agreement.		Same	Same
2E	c. Reports of excess land, water furnished such lands, and listings of related agreements.		Destroy when 5 years old.		Same	Same
	IRRIGABLE AREAS	743.				
2G	<u>Correspondence incidental</u> to the establishment of those project land areas where best utilization of irrigation water is anticipated; or to establishment of the ultimate irrigable acreage development of the project, and including such matters as studies for extending irrigable area boundaries; inspecting lands for suitability for retention in the irrigable area; reestablishing area boundaries; and considerations of objections to inclusion or exclusion of land and other related material.		Destroy when 10 years old.		Same	Same
	<u>MACHINE-READABLE RECORD</u>					
	<u>**Irrigation management</u> ; farm-irrigation management data such as farm location, acreage, classification of land by servicing canal, irrigation class, and other information. Data recording or being used for:					

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	IRRIGABLE AREAS (Continued)	743. (Cont.)					
	<u>MACHINE-READABLE RECORD</u> (Continued)						
2A	a. Canal system improvement studies, data arranged by canal code and canal mnemonic.		Destroy when no longer needed for refernece.		Same		Same
2A	b. On-farm information for soil conservation purposes.		Destroy when no longer needed for reference.		Same		Same
2A	c. Classifying lands by service canal, soil type, location, irrigation class, and acreage.		Destroy when no longer needed for reference.		Same		Same
	<u>Certification reports or documentation.</u> The report or other document which has been certified as listing a project's lands which compromise the irrigable area and designate the land classification assigned to those areas, together with all related correspondence. NOTE - The original document of certification remains on file with the U.S. Senate.						
2I	a. Conformed copy, Commissioner's Office.		Destroy when 25 years old. (Conformed copy.)				
2A	b. All other copies.		Destroy when no longer needed for reference.		Same		Same
2C	<u>Administrative records created during certification; i.e., letters of transmittal, statistical reports, etc.</u>		Destroy when 2 years old.		Same		Same
2B	<u>Water allotment agreements.</u> Agreements, with related correspondence, providing for release of water allotment to substitute land in an irrigable area when the original land has become unsuitable for irrigation.		Destroy 1 year after termination of agreement.		Same		Same
	<u>Legal approvals of irrigable land:</u> Corres- pondence, petitions, notices of public hearings, transcripts of public hearings, and other material used to secure approval of irrigable areas through court proceedings.						

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	IRRIGABLE AREAS (Continued)	743. (Cont.)					
2E	a. Regional office of record.				Destroy 5 years after land certification has been approved.		
2E	b. All other offices.		Destroy when no longer needed for reference or when 5 years old.				
	IRRIGATION DEVELOPMENT, FARM UNITS, AND EXCHANGE OF LANDS	750. 751.					
2A	Material regarding the preparation, issuance, and amendment of farm unit plats; discussions regarding desirable size of farm units; exchange of farm units; exchanges of land when an applicant's land is determined as being insufficient to support a family, include the transfer of water rights when such changes occur, also includes miscellaneous land exchanges of public for private land.		Destory when no longer needed for reference.		Same		Same
2G	Farm unit records. Correspondence regarding preparation, review, approval, and administration of farm units; subjects include determination of irrigation blocks, adjusting boundaries, inspecting damages from various causes, and the adjudication of complaints and replies to inquiries regarding farm units.		Destroy when 10 years old.		Same		Same
2C	Water deliveries correspondence. Correspondence regarding provision of special deliveries of water to farm units utilizing unusual types of irrigation or sprinkler systems, including notices to repaying entities of water delivered and payment procedures, periodic reports of water delivered to farm units, and other similar matters.		Destroy when 2 years old.		Same		Same
1C	Farm unit extension records. Correspondence and data supporting requests to extend the number of farm units of a Reclamation project, recommendations for financing of facilities required to deliver water to the units, and other similar matters. Agreements providing water to extended farm units or financial assistance for delivery facilities and all related correspondence.		Destroy 1 year after repayment provisions have been made by the water districts. Transfer to FARC when volume warrants.	Review files every 10 years.	Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	IRRIGATION DEVELOPMENT, FARM UNITS, AND EXCHANGE OF LANDS (Continued)	750. 751. (Cont.)					
2B	<u>Exchange of lands.</u> Use for material regarding exchanges of land when an applicant's land is determined as being insufficient to support a family, includes transfer of water rights when such changes occur, also includes miscellaneous land exchanges of public for private land, agreements, exchanges of public land for private land, and similar matter.		Agreements and all related correspondence destroy in agency 1 year after termination of agreement.		Same		Same
2E	<u>Development farms records.</u> Correspondence regarding and administration of farm units to be used to demonstrate proper irrigation and farm management techniques; cooperative agreements with colleges or universities to manage the units; correspondence arranging for tours, visits, and special demonstrations as well as periodical reports of accomplishments.		Destroy when 5 years old.		Same		Same
	SPECIAL USE APPLICATIONS, LICENSES, AND PERMITS	770. 772. 773. 774. 775.					
2E	<u>Correspondence</u> regarding uses of land which require a permissive authority such as a lease, license, or permit. Includes determinations of legality of land uses, regulations governing use, providing special arrangements for a use (such as delaying construction pending an archeological investigation), and evaluation of effects of use on the land. Includes material that cannot be specifically coded to a subject.		Destroy when 5 years old.		Same		Same
2B	<u>Use agreements.</u> Leases, licenses, permits, and all related correspondence.		Destroy in agency 1 year after termination.		Same		Same
2D	<u>Federal power permits which do not</u> interfere with Reclamation activities.		Destroy when 3 years old.		Same		Same
2B	<u>Federal power permits</u> affecting Reclamation activities.		Destroy 1 year after termination.		Same		Same
2B	<u>Lists.</u> Lists and periodic reports of leases, licenses, permits, and other land use allowances in force; requests for information and replies thereto; and other similar material.		Destroy when 1 year old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT			RETENTION AND DISPOSITION SCHEDULES		
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	SPECIAL USE APPLICATIONS, LICENSES, AND PERMITS (Continued)	770. 772. 773. 774. 775. (Cont.)					
2A	<u>Right-of-way applications.</u> Includes all material regarding applications by other than Bureau. Applications may or <u>may not</u> be identified by Bureau of Land Management serial numbers.		Destroy when no longer needed for reference.		Same		Same
2A	<u>Earth, stone, gravel, or timber removal.</u> Includes material regarding applications for the permits and licenses issued by and to the Bureau for removal of earth, stone, gravel, timber, highway construction material, etc.		Destroy when no longer needed for reference.		Same		Same
	REAL PROPERTY AND RIGHT-OF-WAY ACQUISITIONS	780. 781. 782.					
2G	<u>Includes material</u> regarding the broad subject of land purchase; acquisition of canal systems, Indian lands, power systems; donation of land; land easement, acquisition of land by condemnation; right-of-way permits allowing entry on lands or crossing of lands; and payments by the Bureau for improvement on lands as well as moving expenses of tenants or owners of acquired land, acquisition of title to lands, etc. Includes correspondence regarding the methods of land acquisition and appraisal reports, such as by contract negotiations, donation, etc. Correspondence and progress reports of land acquisition actions, estimates of land acquired, interpretation of legislation affecting Reclamation acquisitions, legal reviews of court proceedings, and correspondence regarding payment of expenses related to land acquisition such as moving families or improvements from land, damages to crops, etc. Further includes mineral location claims, removal of graves and excess real property, lists of property other than that owned by the Bureau. Note: All material involving Indians must be retained in agency.		Destroy when 10 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	REAL PROPERTY AND RIGHT-OF-WAY ACQUISITIONS (Continued)	780. 781. 782. (Cont.)					
	LAND ACQUISITION AGREEMENTS CASE FILES						
	At office of record - Original title date, correspondence of negotiation, and formal or informal riders appended to the acquisition agreement and all types of land acquisition are included whether by purchase, donation, revised right-of-way for relocation purposes or other reasons.						
GRS 3-2	a. Papers for property acquired prior to January 1, 1921.		Submit SF-115.		Same		Same
GRS 3-2	b. Papers for property acquired since January 1, 1921, other than abstract or certificate of title.		Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, and/or other liens.		Same		Same
GRS 3-2c	c. Abstract or certificate of title.		Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or liens.		Same		Same
2B	<u>All other offices.</u>		Destroy 1 year after settlement of final payments.		Same		Same
2A	<u>Temporary permits.</u> Temporary permits or agreements allowing entry or crossing of private land to perform drilling, surveying, or other purposes.		Destroy 6 months after termination of use or entry.		Same		Same
2A	<u>Removal of graves</u>		Retain in agency until no longer needed for reference.		Same		Same
2A	<u>Mineral location claims</u>		Retain in agency until no longer needed for reference.		Same		Same
2A	<u>Excess real property lists</u>		Retain in agency until no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	INSTRUCTION
	REAL PROPERTY AND RIGHT-OF-WAY ACQUISITIONS (Continued)	780. 781. 782. (Cont.)					
	<u>MACHINE-READABLE RECORD</u>						
	Real property and right-of-way acquisitions; data processed records:						
2A	** <u>Land descriptions</u> ; input of data from plans and profile maps and survey notes are used to compute geometric coordinates and writing land descriptions; updating is variable.		Destroy when no longer needed for reference.		Same		Same
2A	** <u>Real property ownership and use</u> ; input of data abstracted from land requisition transactions and other records to record statistical information of Reclamation real property ownership by type of acquisition, transaction data and method, costs, disposal value, revenue land identification, improvements on the property, and use being made of the property. Data provides current reference information and for reporting purposes. Information is updated annually or semiannually depending on activity. Arrangement is by project number, type of record, and index number.		Destroy when no longer needed for reference.		Same		Same
2A	** <u>Land record material</u> ; input of land acquisition by project, vendor, tract, contract, and location for use as a master list of land acquisition trans- actions; lease related documentation (paper records) have been microfilmed. The master list is updated regularly; i.e., as new microfiles are added to the system. The microfilm replaces the paper records which are sent to storage.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
2C	REPORTS Reports too general to be in a specific subject file. Includes computer generated report showing status of lands at Reclamation projects, the amount of land withdrawn and acquired in areas and listed by settlement potential and by counties within States. Also includes the annual timber utilization reported and related correspondence.	790.	Destroy when 2 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
2G	<u>ECONOMICS RECORDS</u>	800.					
	BUREAU ECONOMICS, CENSUS DATA, ECONOMICS, REPAYMENT, WATER SALES, AND RIGHTS	800. 810. 811. 812. 820.					
	Includes general correspondence files, reports concerning methods of economic analysis, and census type data gathered in the analysis or prediction of benefits or contribution of Reclamation activities to the economy and particularly the impact of development of irrigation, conservation of water resources and related purposes in project, regional, or other areas. Includes also Bureau economics policies and programs, census data and related statistics, material regarding the effect of Bureau construction (impact) on other programs, and operation and cost allocations and benefits.		Destroy when 10 years old.		Same		Same
	<u>Final and summary reports</u>						
	a. Final or summary reports at office of origin.		Retain in agency until no longer needed for reference.		Same		Same
2A	b. Final or summary reports at other offices.		Destroy when no longer needed for reference.		Same		Same
2B	c. Work and computation sheets; census data and other forms of summaries of statistics for use in preparation of economic analysis or benefit studies; including punch cards and interim print-outs of data processed by computer.		Destroy 1 year after issuance of related report.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT	LOCATION		RETENTION AND DISPOSITION SCHEDULES		
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	BUREAU ECONOMICS, CENSUS DATA, ECONOMICS, REPAYMENT, WATER SALES, AND RIGHTS (Continued)	800. 810. 811. 812. 820. (Cont.)					
	<u>MACHINE-READABLE RECORD</u>						
	COST OF BENEFITS STUDIES--DATA PROCESSED						
2A	** <u>Economic rates of return</u> ; collected and computed costs and benefits of given analyses to be used as a working tool in determining the most desirable method of factors in computation of economic rate of return to show project feasibility.		Destroy when no longer needed for reference.		Same		Same
2A	** <u>Farm income projection</u> ; data collected from primary and secondary resource data as prepared to project net farm income from area of consideration. These data assist in calculation of irrigation benefits and payment capacity of a project area and are used during formulation of the project.		Destroy when no longer needed for reference.		Same		Same
2A	** <u>Report activities of farming operations</u> ; data from farm interviews and primary and secondary resource data used to calculated farming operations according to input factors in benefit and payment capacity analyses during project formulation.		Destroy when no longer needed for reference.		Same		Same
	PROJECT COST REPAYMENT RECORDS	830.					
2I	<u>Correspondence</u> regarding the concept of repayment of Reclamation construction costs, the standards for repayment, the many plans for repayment tailored to individual project circumstances, and adjusting repayment obligations to meet changing economic conditions, determining or adjusting of interest rates, and other general discussions of project costs and repayment.		Destroy when 25 years old.		Same		Same
1A	<u>Legislated policy, congressional approval, and procedures and related correspondence.</u> <i>Ann. by project, May, yearly, vol = 1 cft</i>		PERMANENT - Transfer to FARC when volume warrants.	Offer to NARS <i>in 5-year blocks</i> when 25 years old.			
2G	<u>Legislated policy and procedures and related correspondence at other offices.</u>				Destroy when 10 years old.		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULE			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	PROJECT COST REPAYMENT RECORDS (Continued)	830. (Cont.)					
2G	<u>Repayment contracts.</u> Correspondence on format, compliance to Reclamation law, reports of progress, confirmation proceedings, routine reports of multiple contracts negotiations, determination of assessment rates, handling payments, and preparation and issuance of public notices of repayment charges, and other related matter.		Destroy when 10 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	WATER ALLOTMENTS, DATA PROCESSED SHARE/LAND OWNERSHIP DATA LANDS WITHIN A:	831.					
1C	<u>** Water user's district</u> and the amount of water to be furnished to the land. Data is alphabetical by name of owner, location of land, acreage, and number of shares. Data is required annually.		Destroy upon termination of related repayment agreement.		Same		Same
2A	<u>** Water Deliveries;</u> data required to manage the delivery (capacity) of water being furnished the delivery system as well as related water use studies. Data is arranged by material codes and other codes indicating whether the data is original or current, the irrigation block and the farm unit number are also identified. Data is updated semiannually and also records some land classification and duty of water information.		Destroy when no longer needed for reference.		Same		Same
	<u>PUBLIC NOTICES AND REPAYMENT ADJUSTMENTS</u>						
2G	<u>Includes material</u> regarding the methods and procedures for preparation and issuance of public notices.		Destroy when 10 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL		COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	REPAYMENT CONTRACT CASE FILES	832.					
	<p>Repayment contracts, small reclamation projects, and other loan programs. Includes material regarding proposed and/or executed contracts with organizations and agencies. Also material regarding various Federal Loan Programs administered by the Bureau of Reclamation. (Includes former code 834.) Reclamation project costs for the purpose of irrigation, power, and municipal and industrial water supply should be repaid in full. This philosophy is expressed in the Federal Reclamation Laws enacted since the original Reclamation Act of June 17, 1902. Some costs, however, have been authorized as non-reimbursable; these are for the functions of recreation, fish and wildlife conservation, flood control, and navigation. Prevailing policy is to secure repayment contracts before initiation of construction.</p> <p>Each repayment contract is a specialized document; the schedule of annual construction charges written in a number of manners and the overall payment plan tailored to the circumstances related the individual project. The publication, "Repayment of Reclamation Project", of the Bureau of Reclamation dated 1972, contains detailed information on the repayment function and the many varieties of repayment plans existing within that function. Original contract, amendments, and supplements, together with correspondence of negotiation and administration, including such matters as allotment of water, establishment of official boundaries, conduct of confirmation proceedings, the inclusion or exclusion of lands, and other matters affecting the repayment of project construction charges.</p> <p>a. Regional office of record. Case files.</p> <p>Note: If transferred to FARC, review files every 10 years.</p> <p>b. All other offices.</p>						
✓ 1C						Destroy 10 years after repayment obligation or termination or cancellation of the agreement.	
2E			Destroy when 5 years old.			Same	Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 1		RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULE	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	REPAYMENT CONTRACT CASE FILES (Continued)	832. (Cont.)					
	<u>Housekeeping records.</u> Such as correspondence regarding provisions of accounting and office services, establishing billing and collection procedures, lists of responsible officials, estimates of costs for repair and maintenance work, drafting payment notices to water users, making water allocations, referral of letters of complaint or comment to proper authorities, and other similar matters.						
2G	a. Regional office of record.				Destroy when 10 years old.		
2E	b. All other offices.		Destroy when 5 years old.		Same		Same
2D	<u>Routine transmittals</u> of periodic reports, agreements, amendments, resolutions, water delivery notices, memorandum copies of payment or collection documents, arrangements for visits and tours, progress notes or reports of activities, and other similar matters.		Destroy when 3 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	PROJECT COST REPAYMENT AGREEMENTS						
2A	<u>** Financial obligation data</u> ; data required to prepare summaries of conservancy district financial obligations and aid in determining their requirements for taxing conservancy district members to meet obligations for project repayment. Taxing needs are based on county assessments, valuations, and Bureau project analyses.		Destroy when no longer needed for reference.		Same		Same
2A	<u>** Repayment charges</u> ; recorded data on water delivery to lands within irrigation districts. Arranged by legal description of the land. Data is used for billing purposes.		Destroy when no longer needed for reference.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

HANDBOOK NO. 2		RECORDS MANAGEMENT		LOCATION		RETENTION AND DISPOSITION SCHEDULES	
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	INDIVIDUAL WATER RIGHT AGREEMENTS	833.			Same		Same
	<u>Power revenue interests</u>						
2G	a. Correspondence concerning the acquisition of individual's interest in power revenues arising from the operation or use of power facilities constructed as a part of a Reclamation project when those individuals hold a prior water right on the river.		Destroy when 10 years old.		Same		Same
2F	b. Individual agreements. Agreements for acquisition of power interests and all related correspondence.		Destroy 6 years after termination or cancellation.		Same		Same
	LOANS PROGRAMS	834.					
2G	<u>Correspondence</u> regarding Reclamation's administrative responsibilities in certain Federal loan programs and containing the guidelines governing the program, establishing qualifications for securing loans, preparation of loan applications determining method and rate of repayment, and providing for audit of the transaction.		Destroy when 10 years old.		Same		Same
2D	<u>Loan transaction case files.</u>		Destroy 3 years after repayment for loan.		Same		Same
	EXCHANGE OF WATER - WATER SALES AND DELIVERY CONTRACTS	840. 841.					
2G	<u>Includes material regarding the sale of water</u> either permanently or temporarily when payment of construction or other charges is not involved, such as municipal and industrial water supplies, excess storage or space in Federal reservoirs, and including sales of permanent water rights to townsites. Sales of surplus waters, marketing water from non-Reclamation sources, sales for municipal and industrial use, trades or exchanges of water, and matters concerned with contract procedures, format, legal reviews, providing delivery or diversion points, trade or loan of water between users organizations includes former code 841.		Destroy when 10 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
1C	EXCHANGE OF WATER - WATER SALES AND DELIVERY CONTRACTS (Continued)	840. 841. (Cont.)	Destroy in agency 1 year after termination of agreement.		Same		Same
	<u>Agreements.</u> Sales of surplus water and all related correspondence.						
2A	<u>MACHINE-READABLE RECORD</u>		Destroy when no longer needed for reference.		Same		Same
	SALE OF WATER						
2I	<u>** Municipal and industrial water repayment scheduling,</u> input of population projection, estimated consumptive use, and financial responsibilities with data showing water sales per acre-foot payment, interest, principal, and balance. Data is used in the information of proposed projects and is updated when required.		Destroy in agency when 25 years old.		Same		Same
	WATER RIGHTS	870. 871. 872. 874. 875. 876.					
	<u>Includes material regarding water rights,</u> particularly those of international or interstate importance. Establishment, acquisition, and settlement of controversy over rights. Also includes general correspondence relating to securing or establishing rights to water for use on Reclamation projects and as required to insure compliance to State laws governing acquisition or appropriation of water within the State.						

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	WATER RIGHTS (Continued)	870. 871. 872. 874. 875. 876. (Cont.)					
2A	<u>Acquisitions of water rights to use.</u> Applica- tions for appropriation of water from a State together with records of filing, flow reports, proofs of use, positions to change points of diversion, and other related matters. Agreements with private parties. Agreement and related correspondence.		Destroy when no longer needed for reference.		Same		Same
	SETTLEMENT OF WATER RIGHTS OR RIGHTS TO USE						
2G	<u>Correspondence related to the settlement of</u> rights to direct or return flows and use of seepage and waste waters, the effects of prior water storage or use on a downstream power or pumping facility, and the effects of ground water pumping and weather modification on water supplies and ownership of rights to those waters.		Destroy when 10 years old.		Same		Same
2A	<u>Subordination agreements</u> and all related correspondence.		Destroy 1 year after termination or cancellation.		Same		Same
2A	<u>Interference studies</u> (historical flows and similar data) supporting recommendations included in a subordination agreement.		Destroy 1 year after termination of related agreement.		Same		Same
2G	<u>Interference studies</u> in instances where an agreement does not emerge.		Destroy when 10 years old.		Same		Same
2B	<u>Data processed portions of interference</u> studies; i.e., the punch cards, program sheets, tapes, discs, transit cards, and transmittal records.		Destroy when 1 year old.		Same		Same
2E	<u>Litigation or adjudications</u> proceedings at which Reclamation serves as a witness.		Destroy 5 years after termination of proceedings.		Same		Same
	<u>Litigations involving waters</u> in which Reclamation has a right or an interest in securing a right.						

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY		FILE CLASSIFICATION CODE	LOCATION				PROJECT & FIELD OFFICE
DESCRIPTION OF MATERIAL			COMMISSIONER'S OFFICE		REGION & E&R CENTER		DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	WATER RIGHTS (Continued)	870. 871. 872. 874. 875. 876. (Cont.)					
	SETTLEMENT OF WATER RIGHTS OR RIGHTS TO USE (Continued)						
2I	a. Regional office of record.				Destroy when 25 years old.		<i>transfer</i> Offer to . . . ion when 25 years ol
2D	b. All other offices.		Destroy when 3 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
	WATER APPROPRIATIONS						
2A	** <u>Ground water license management program</u> ; input data required to manage licenses and permits to private parties for use of specifically stored ground water. Data identifies State permit number (water appropriation), irrigation district, license number and date, location of land, water use, acres serviced, and other information. Output is numerical by State permit number, Bureau license number, and acre. In addition to indexing the license, the data is used for billing purposes and is updated quarterly.		Destroy when no longer needed for reference.		Same		Same
2D	<u>Compacts or treaties</u> . Correspondence containing Reclamation comment or review of provisions of compacts or treaties affecting Reclamation activities or use of water and including data on historical flows provided by Reclamation to support its recommendations.		Destroy 3 years after compact is either enacted or rejected.		Same		Same
2E	<u>Compact commissions</u> . Correspondence regarding Reclamation cooperation or participation in compact requirements affecting Reclamation distribution or storage of water; furnishing information on flows or other statistics, including periodic reports of the operations of the Compact Commission; and other similar material.		Destroy when 5 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
2A	WATER RIGHTS (Continued)	870. 871. 872. 874. 875. 876. (Cont.)					
	<u>MACHINE-READABLE RECORD (Continued)</u> Transfers of water rights. Correspondence related to the transfer of rights to water between tracts of land, between reservoirs, and for other purposes.		Destroy when no longer needed for reference or when transfer agreement terminates.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	<u>PERSONNEL RECORDS</u>	900.					
	GENERAL ADMINISTRATION RECORDS						
2D	<u>Correspondence, reports, publications, and other material relating to the general administration and operation of personnel programs and services, and the media by which administrative requirements are disseminated.</u>		Destroy when 3 years old.		Same		Same
	FEDERAL PERSONNEL REGULATIONS	901.					
2D	<u>Material of an administrative nature (orders, etc.) too general to be placed in specific subject file. Include general correspondence regarding comments, preparation, revision, issuances, and distribution for actual memorandums, bulletins, orders, or circulars.</u>		Destroy when 3 years old.		Same		Same
2B	<u>Records of distributions for magazines and other similar type material.</u>		Destroy when 6 months old.		Same		Same
	<u>Reclamation Instructions, series 310:</u>						
1A	a. Record Copy - office of origin. <i>Ca-2 copy / yr. All by volume or series #</i>		PERMANENT - Offer to NARS <i>in 5-yr. block</i> when 10 years old.		Same		Same
2A	b. All other copies.		Destroy when obsolete or no longer needed for reference.		Same		Same
2A	<u>Federal Personnel Manual.</u>		Destroy in agency when no longer needed for reference.		Same		Same
	PERSONNEL RECORDS SYSTEMS	902.					
2D	<u>Correspondence concerning systems of filing or maintenance as related to personnel records and safeguarding as required, including confidential files, methods for processing personnel actions, gathering, and documenting personnel data, etc.</u>		Destroy when 3 years old.		Same		Same
2E	<u>Correspondence regarding access or denial of access to personnel records under Freedom of Information or Privacy Acts (refer to GRS 14).</u>		Destroy when 5 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PERSONNEL RECORDS SYSTEMS (Continued)	902. (Cont.)					
2A	<u>Investigative records and files.</u> Investigative Records (SF-85) and related correspondence (file on right side of O.P.F.).		Return to Civil Service Commission on separation of employee.		Same		Same
2D	<u>Confidential files.</u>		Destroy when 3 years old.		Same		Same
	<u>Personnel folder</u> , enrollees of participants in National Programs of youth conservation such as Job Corps, Youth Conservation Corps, and similar.		Use instructions of national agency administering program.		Same		Same
	<u>Biographical data</u> concerning Commissioners and other top officials of the Bureau.						
1A	a. Commissioner's Office and Regional Office of major interest. <i>Arr. by name. Ca. 1 1/4 yr.</i>		PERMANENT - Office to NARS ^{in 5-year blocks} when 10 years old.		Same		
2A	b. All other offices.		Destroy when no longer needed for reference.		Same		Same
GRS 1	<u>Service record cards</u> , chronological files (SF-50's), duplicate personnel documentation, other personnel systems such as official personnel folders, and similar.		Refer to GRS schedule GRS 1, Items 1, 2, 14, 18, and others as appropriate.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Personnel actions processing</u> ; updated listings of personnel summarizing current status and other condensed information such as service computation data, type of appointment, position title, organizational location, and other similar data. Information is arranged by social security numbers. The program and records are maintained and updated on a weekly basis disc storage). An update publication can be prepared but is subject to the Privacy Act.		Destroy when no longer needed for personnel administration.		Same		Same
	PERSONNEL AUDITS, INSPECTIONS, AND SURVEYS	903.					
2D	<u>General correspondence</u> arranging or required to accomplish inspections, surveys, or audits of personnel functions and including routine transmittals, work papers, and preliminary evaluations.		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PERSONNEL AUDITS, INSPECTIONS, AND SURVEYS (Continued)	903. (Cont.)					
2E	<u>Final reports of audits</u> , Bureauwide in scope (Commissioner's Office).		Destroy when 5 years old.		Same		Same
2D	<u>Final reports of audits</u> , local in scope, office of record.		Destroy when 3 years old.		Same		Same
2B	<u>All other copies.</u>		Destroy when 1 year old.		Same		Same
	NON-FEDERAL EDUCATION, EMPLOYMENT, AND TRAINING	904.					
2B	<u>Correspondence and promotional material</u> announcing or soliciting candidates for non-federally sponsored education, employment, and training.		Destroy when 6 months old.		Same		Same
GRS 1	<u>Documentation of non-Federal training or</u> education in O.P.F.'s, when benefit to career.		GRS 1, Item 1		Same		Same
GRS 1	<u>Documentation of non-Federal training or</u> education; non-career related.		GRS 1, Item 10		Same		Same
	PERSONNEL FORMS	905.					
2B	<u>Correspondence</u> regarding preparation and use of personnel forms, including their revision and other similar matters.		Destroy when 1 year old.		Same		Same
2A	<u>Case folders</u> , Bureau and local functional personnel forms.		Destroy when form is superseded.		Same		Same
	ORGANIZATION	910. 911. 912.					
2D	<u>Correspondence, reports, and other material</u> regarding organization or reorganization of the Executive Branch of the Federal Government partic- ularly as related to the Department of the Interior and its authorities affecting the Bureau of Reclamation.		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	ORGANIZATION (Continued)	910. 911. 912. (Cont.)					
	Bureau of Reclamation; correspondence, reports, and other material regarding organization/re-organization; delegations of authority from the Department of the Interior; centralization or decentralization of activities; establishment or discontinuance of offices; organization charts; and other similar matters.						
1A	a. Reclamation-wide in scope, records of the Commissioner's Office. <i>Arr. by name of office. Ca. 1/2 cf/yr.</i>		PERMANENT - Offer to NARS <i>in 5-year blocks when 10 years old.</i>		Same		Same
2G	b. Internal organization of the Engineering and Research Center; records of the E&R Center.				Destroy when 10 years old.		
	c. Internal organization of regional offices and their satellite field locations; i.e., authorities of the regional office and their extension or delegation to field locations, establishment or discontinuance of field offices, centralization or decentralization of activities, and other similar matters.						
2G	(1) Regional office of record.				Destroy when 10 years old.		
2D	(2) All other offices.		Destroy when 3 years old.		Same		Same
	STAFFING	920.					
2C	Correspondence regarding personnel requirements and staffing limitations; position management (establishment and identification of positions and assignments of duties or responsibilities); and including periodic reports of staffing requirements, reports of compliance with personnel ceilings, etc.		Destroy when 2 years old.		Same		Same
2D	Position management, Secretarial clearance, key positions. Correspondence regarding filling positions which require approval of the Secretary of the Interior, Civil Service Commission, or Commissioner, BOR. Also include material regarding establishment of positions, etc.		Destroy when 3 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	STAFFING (Continued)	920. (Cont.)					
2A	<u>Specific approvals</u> of employees for key positions.		Destroy when superseded or rescinded.		Same		Same
2C	<u>Vacancy Notices</u> and employment forecasts - record copies.		Destroy when 2 years old.		Same		Same
	EMPLOYMENT	930. 931. 932. 933.					
GRS 1, 3.a.	<u>Correspondence</u> regarding employment through examination, reinstatement, under merit systems, selections and recruitment, political endorsees or by other means, special employment considerations (consultants and experts in technical fields), reemployment rights, employment in upgraded or unclassified type positions or placement of the handicapped, types of employment (career or career-conditional). Congressional or Presidential appointments; probationary work periods, employment preference for veterans; employment rights while on military duty; employment qualifications such as unusual qualifications required for certain types of experience; fitness for duty in such occupations as lineman, driller, and scuba diver; and other related matters.		Destroy when 3 years old.		Same		Same
2C	<u>Selection and recruitment</u> , correspondence regarding selection or recruitment of employees from certificates of eligibles through Civil Service Examining Boards and from programs of recruitment in colleges, universities, and similar institutions; including certificates of eligibles and correspondence administering or operating recruitment programs.		Destroy when 2 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	EMPLOYMENT (Continued)	930. 931. 932. 933. (Cont.)					
	<u>Documents relating to examinations and recruitment programs under OPM's Delegation of Authority Agreement with the Department of the Interior, Bureau of Reclamation. Reference NCI-115-82-2.</u>						
2B	a. Correspondence concerning accommodations for holding examinations.		Break annually. Destroy 1 year after break.		Same		Same
2B	b. Correspondence relating to the shipment of examination papers and test material.		Break annually. Destroy 1 year after break.		Same		Same
2A	c. Stock control records of examination test material including running inventory of test material in stock.		Destroy when test is superseded or obsolete.		Same		Same
2B	d. OPM Form 5000A, or equivalent, Application Record Card.		Break after examination. Destroy no later than 90 days after break.		Same		Same
2E	e. Examination Announcement Case Files; consisting of correspondence regarding the examination requirements, original drafts of examination, and announcement issued (exclusive of correspondence, and other records concerning qualification standards, job specifications, and their development).		Destroy 5 years after termination of related register.		Same		Same
2B	f. Register of eligibles; OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs.		Break records on individuals with terminated eligibility annually. Transfer to FARC 1 year after break.	Destroy 6 years after break.	Same		Same
2B	g. Letters to applicants denying transfer of eligibility (OPM Form 4896, or equivalent).		Break annually. Destroy 1 year after break.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	EMPLOYMENT (Continued)	930. 931. 932. 933. (Cont.)					
2B	h. Canceled and ineligible applications including the application, supplemental forms, and attachments submitted with the application.		Ineligible applications are usually returned to the applicant with the notice of ineligibility. Destroy ineligible applications not returned and canceled applications 1 year after date of action or when register is terminated, whichever is sooner.		Same		Same
2B	i. Written test answer sheets for both eligibles and ineligibles.		Break annually. Destroy 1 year after break.		Same		Same
2E	j. Lost or Exposed Test Material Case Files showing the circumstances of loss, nature of the recovery action, and corrective action required.		Break closed files annually. Destroy 5 years after break.		Same		Same
2B	k. Correspondence incurred between examining office and Members of Congress, the White House, or the general public concerning applications, eligibles, certification, and all other examining and recruiting operations.		Break annually. Destroy 1 year after break.		Same		Same
	1. Eligible applications.						
2A	(1) On active register.		Destroy upon termination of the register (except applications that may be brought forward to new register, if any).		Same		Same
2B	(2) On inactive register.		Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2		RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES			
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	EMPLOYMENT (Continued)	930. 931. 932. 933. (Cont.)					
2B	(3) Processed under case examining procedures.		Destroy or return to applicant 90 days after selection is made or other final action is taken on the certificate.		Same		Same
2B	m. Job interest card.		Retain at least 3 months in active status depending upon availability and volume of candidates on file. Retain inactive cards at least 6 months for responding to appeals and as backup source.		Same		Same
2B	n. Request for prior approval of personnel actions taken by agencies on such matters as promotions, transfer, reinstatement, change in status, etc., submitted by SF-59, OPM 648, or equivalent forms.		Break annually. Destroy 1 year after break.		Same		Same
2B	o. Certification request control index.		Break annually. Destroy 1 year after break.		Same		Same
2A	p. Displaced Employee Program (DEP) application and registration sheet.		Destory upon expiration of employees' DEP eligibility.		Same		Same
2C	q. DEP control cards, if maintained.		Break annually. Destroy 2 years after break.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	EMPLOYMENT (Continued)	930. 931. 932. 933. (Cont.)					
2B	<u>Employment progress reports</u> such as reports of hiring progress in recruiting or filling positions, personnel returning to positions from military services, and other similar matters.		Destroy when 1 year old.		Same		Same
2D	<u>Employment qualifications</u> , correspondence regarding unusual qualifications required for certain types of employment such as particular skills, education, experience, fitness for duty in such occupations as Lineman, Driller, Scuba Diver, and other related matters.		Destroy when 3 years old.		Same		Same
GRS 1, Item 3b	Overseas employment, excepted service, executive assignment system, organization for recruitment and examining and recruitment. Correspondence regarding recruitment and appointment procedures connected with employment overseas, eligibility standards, selection and appointments, reappointments for excepted service, employment of individuals to be developed for executive position assignments, and material concerning area offices of the service commission; examination and certification jurisdiction for positions filled through centralized certifications. Also, material regarding methods and techniques of recruiting prospective employees for specific kinds of positions; i.e., few of a kind, off the street, and special purpose appointments.		Destroy when 5 years old.		Same		Same
	APPLICATIONS FOR EMPLOYMENT	934. 935.					
GRS 1, Item 15	<u>Applications for employment</u> with the Bureau received from the general public and employees of Government agencies other than the Bureau. Excludes records relating to appointments requiring senatorial confirmation and applications resulting in appointments which are filed in the Official Personnel Folder.		Destroy upon receipt of Civil Service Commission inspection report or when 2 years old, whichever is earlier. Providing the requirements of FPM, Chapter 333, Section A-4, are observed.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

RECORDS MANAGEMENT		RETENTION AND DISPOSITION SCHEDULES					
DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION
	DETAILS AND DUAL EMPLOYMENT	936. 937.					
GRS 1, Item 3b	<u>Correspondence</u> regarding details of employees and including individual detail transactions of employees such as arrangements for travel, justifications for detail, funding; also correspondence regarding restriction or allowance of dual employment, containing comment or inquiry, and including periodic reports of employees dually employed.		Destroy when 5 years old.		Same		Same
	SEPARATIONS	938.					
2D	<u>Correspondence</u> regarding separation procedures, procedures, exit interviewing, appeals from involuntary separations, and periodic reports of separations and reduction-in-force, include surplus employees and reemployment rights.		Destroy when 3 years old.		Same		Same
GRS 1, Item 17b	<u>Retention registers.</u>		Destroy when 2 years old.		Same		Same
2C	<u>Surplus employee lists.</u>		Destroy when superseded or 2 years old.		Same		Same
	SPECIAL PURPOSE APPOINTMENTS	939.					
2D	<u>Correspondence</u> regarding policies and procedures related to appointments in unclassified or ungraded positions, such as notaries public, law enforcement offices, etc.		Destroy when 3 years old.		Same		Same
	PERFORMANCE RATING RECORDS	940.					
GRS 1, Item 23	<u>Correspondence</u> concerning rating systems, appeals procedures, rating guides, reports of ratings, and including appeals files and certificates of performance rating.		Refer to GRS Manual.		Same		Same
	TRAINING PROGRAMS	941.					
GRS 1, Item 30	<u>Correspondence</u> regarding administration of job-oriented training programs, employees participation in such programs, determinations of training requirements, evaluations of programs, reports on progress in providing and maintaining programs, and other similar matters.		Refer to GRS Manual.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2 RECORDS MANAGEMENT RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	EMPLOYEE AWARDS FILES	943.					
GRS 1, Item 12	<u>Correspondence, memorandums, and reports</u> required to administer all programs of employee awards or recognition including individual case records and other related material.		Refer to GRS Manual.		Same		Same
	POSITION CLASSIFICATION	950.					
GRS 1, Item 7	<u>Correspondence and memorandums</u> regarding the development of standards for classification of positions peculiar to an agency and civil service approval or disapproval; including copies of standards, case and review files, position descriptions, survey or audit records, appeals files, and other similar material.		Refer to GRS Manual.		Same		Same
	WAGE BOARD POSITIONS, LABOR MANAGEMENT RELATIONS - POSITION REVIEW	951.					
GRS 1, Item 29	<u>Correspondence, memorandums, reports, and other records</u> relating to relationships or negotiations between management and employee unions or other groups.		Refer to GRS Manual.		Same		Same
GRS 1, Item 29	<u>Wage board agreements and related correspondence.</u>		Refer to GRS Manual.		Same		Same
GRS 1, Item 7c	<u>Whitten amendment.</u>		Refer to GRS Manual.		Same		Same
	PAY SYSTEMS	952. 953.					
2F	<u>Correspondence and memorandums</u> required to administer salary or wage systems, copies of legislation establishing wage or pay systems, or as required to document pay adjustments or pay for holiday and other types of duty, lump sums or terminal pay, providing for cost of uniforms, and salary tables.		Destroy when 6 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PAY SYSTEMS (Continued)	952. 953. (Cont.)					
GRS 2, Item 24	Wage surveys, correspondence, memorandums, and other records of wage surveys in selected locales or types of work and recommendations of rates comparable with private industry; also include survey work-sheets and recapitulations.		Destroy after completion of second succeeding wage survey.		Same		Same
	LEAVE SYSTEMS	960.					
2D	Correspondence, memorandums, and other records related to establishment and administration of leave systems.		Destroy when 3 years old.		Same		Same
GRS 1, Item 1	Records of leave data transferred (SF-1150 or equivalent) for separated employees. (See GRS 1, Item 1.)		Refer to GRS Manual.		Same		Same
GRS 2, Item 8	Records of leave use such as SF-71, application for leave; attach to time and attendance report for period in which leave is taken.						
2A	a. If the time card has been initialed by the employee.		Destroy at the end of the applicable pay period.		Same		Same
2D	b. If the time card has not been initialed by the employee.		Destroy after GAO audit, or when 3 years old, whichever is sooner.		Same		Same
	PERSONNEL RELATIONS RECORDS	970.					
2D	Correspondence, memorandums, and other records regarding employee relations and welfare and counseling; including such matters as work hours and conditions, support of employee welfare and benefit groups. (See GRS 1, Item 29)		Destroy when 3 years old.		Same		Same
GRS 1, Item 29	Labor-Management Relations-Associations such as recreational groups, credit unions, employee associations, and employee memberships in professional organizations, social groups, and bargaining units (unions).		Refer to GRS Manual.		Same		Same
GRS 18, Item 12	Investigative records. Correspondence, memorandums, and reports of security requirements of employment such as considerations of employee character and investigations of character through arrest records, employee references, Hatch Act considerations, and other similar matters.		Destroy when 2 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		RETENTION AND DISPOSITION SCHEDULES	
			COMMISSIONER'S OFFICE		REGION & E&R CENTER	
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.
	PERSONNEL RELATIONS RECORDS (Continued)	970. (Cont.)				
	<u>Case records of the Civil Service Commission; return to CSC on loss of employee or when no longer required for reference.</u>					
2A	<u>Case records of the employing office.</u>		Destroy on loss of employee.		Same	Same
GRS 1, Item 26	<u>Equal employment opportunity records, correspondence, memorandums, and reports required to promulgate and administer the program.</u>		Refer to GRS Manual.		Same	Same
	POSITION TENURE AND CONDUCT	971. 972. 973.				
2D	<u>Correspondence, memorandums, and reports regarding standards for employment (character and fitness) and for employee conduct; disciplinary actions and the filing and conduct of grievance appeals; and including reduction of employee pay and grade or separation for reasons other than reduction in force, memberships in political or lobbying organizations.</u>		Destroy when 3 years old.		Same	Same
GRS 1, Item 31	<u>Grievance, disciplinary, and adverse actions records.</u>		Refer to GRS Manual.		Same	Same
GRS 1, Item 28	<u>Standards of conduct files.</u>		Refer to GRS Manual.		Same	Same
GRS 1, Item 27	<u>Personnel counseling records.</u>		Refer to GRS Manual.		Same	Same
	HEALTH PROGRAMS	974.				
2C	<u>Correspondence, memorandums, and reports regarding participation in national health programs and with health units at Government installations (such as the health unit of the Public Health Service at the Denver Federal Center), financing such programs, and other similar matters.</u>		Destroy when 2 years old.		Same	Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	INSURANCE AND COMPENSATION PROGRAMS	975.					
2D	<u>Correspondence, memorandums, and reports</u> regarding health, life, and compensation programs available to Federal employees; enrollment plans, payment of premiums, applications for benefits, and other similar matters.		Destroy when 3 years old.		Same		Same
GRS 1, Item 1	<u>Injury reports</u> and related correspondence. When employee consults a physician and a claim for compensation is filed with Office of Workers' Compensation Program, forward all material to OWCP.		Refer to GRS Manual.		Same		Same
2A	<u>Reference copies</u> of injury reports and related correspondence.		Destroy when 1 year old.		Same		Same
	RETIREMENT RECORDS						
GRS 2, Item 21	<u>Retirement systems, correspondence, memorandums,</u> and reports regarding retirement systems for Federal employees; payroll deduction increase or decrease, payment of annuities data, and other related matters.		Refer to GRS Manual.		Same		Same
2A	<u>Applications for death benefits, retirement,</u> refund of retirement deductions, to make voluntary contributions, and including individual retirement records and designations of beneficiaries.		Transfer to ^{OPM} Civil Service Commission on retirement of employees.		Same		Same
2B	<u>Copies.</u>		Destroy when 1 year old.		Same		Same
2D	<u>Registers of separations, transfers, and</u> adjustments and annual summaries of retirement transactions.		Destroy when 3 years old.		Same		Same
2C	<u>Other forms and reports</u> such as quarterly reconciliations, lists of transfers in and out, lists of separations by retirement, and summaries of retirement fund transactions.		Destroy when 2 years old.		Same		Same
	<u>MACHINE-READABLE RECORD</u>						
2A	<u>**Rating out annuity estimating;</u> a callup program for estimating annuity estimates for individuals including data on penalties, deposits, and redeposit services. Data is arranged by employee name and updated as each computation is processed.		Destroy in agency when no longer needed as a system for personnel administration.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION		REGION & E&R CENTER		PROJECT & FIELD OFFICE
			COMMISSIONER'S OFFICE				DISPOSITION INSTRUCTION
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	MISCELLANEOUS PERSONNEL MATTERS	980. 981. 982. 983. 984.					
2D	<u>Correspondence and memorandums concerning social events, retirements, illnesses, deaths; requests for blood donors, fund raising activities; preparation, printing, and distribution of publications or articles regarding the personnel function; providing for the continuity of Government during emergencies; and as required to issue and renew U.S. Government Motor Vehicle Operator Identification Cards.</u>		Destroy when 3 years old.		Same		Same
2A	<u>Motor vehicle operator identification cards.</u>		Destroy when canceled or loss of employee.		Same		Same
2D	<u>Driving test results</u> and related material.		Destroy when 3 years old.		Same		Same
2B	<u>Correspondence and other material about national or local unemployment conditions including statistical data, plans and programs for relief, reports of area trends, and other similar matters.</u>		Destroy when 1 year old.		Same		Same
	FUNDING RAISING	985.					
2A	<u>Correspondence</u> and material for civic programs and charitable purposes.		Destroy when 1 year old or when no longer needed for reference.		Same		Same
	UNEMPLOYMENT	986.					
2A	<u>Use for material</u> pertaining to the general subject of nation-wide unemployment.		Destroy when no longer needed for reference.		Same		Same
	PERSONNEL REPORTS	990. 991.					
2C	<u>Reports of a general nature and such as employees listed by State, sex, geographical location or distribution, by Civil Service classification, in occupational groups, and the entire series of SF-113 reports.</u>		Destroy when 2 years old.		Same		Same

BUREAU OF RECLAMATION

HANDBOOK NO. 2

RECORDS MANAGEMENT

RETENTION AND DISPOSITION SCHEDULES

DISPOSITION AUTHORITY	DESCRIPTION OF MATERIAL	FILE CLASSI- FICATION CODE	LOCATION				PROJECT & FIELD OFFICE DISPOSITION INSTRUCTION
			COMMISSIONER'S OFFICE		REGION & E&R CENTER		
			DISPOSITION INSTRUCTION	FARC DISP.	DISPOSITION INSTRUCTION	FARC DISP.	
	PERSONNEL REPORTS (Continued)	990. 991. (Cont.)					
2A	For disposition of related punch cards and discs, see the supplement covering machine-readable record.		Destroy or reuse when superseded or no longer needed for reference.		Same		Same
2A	<u>Alphabetical and organizational rosters.</u>		Destroy when superseded.		Same		Same