

**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)

Water Resources Council

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Handly Oswalt

5. TEL. EXT.

6448  
254-6453

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 \_\_\_\_\_ 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

12/13/76

D. SIGNATURE OF AGENCY REPRESENTATIVE

Handly C. Oswalt

E. TITLE

Administrative Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

This comprehensive records disposition schedule is the basic disposition authority for the Water Resources Council. This agency has not submitted any previous requests for disposition authority. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.

Records covered by the General Records Schedules are disposable without further authorization.

Copy to Agency & NCW 1-5-77 AO

85 items

LEAVE BLANK	
JOB NO	315- <b>NC 1-WRE-77-1</b>
DATE RECEIVED	<b>DEC 13 1976</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-22-76 Date	<u>James B. Rhoads</u> Archivist of the United States

## Request for Records Disposition Authority—Continuation

JOB NO.

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	<p style="text-align: center;"><u>General Records</u></p> <p>1. <u>Directives Files.</u> Arranged chronologically. A complete set of directives issued by or for the Chairman or Director of WRC or any office of division thereof together with supporting case files, if any.</p> <p>a. Record copies.</p> <p><u>PERMANENT.</u> Transfer to the Federal Archives and Records Center (FARC) when 5 years old. Offer to the National Archives and Records Service (NARS) when 10 years old. <u>1 inch</u></p> <p>b. All other copies. Destroy when superseded or obsolete.</p> <p>2. <u>Rules and Regulations Files.</u> Arranged chronologically. All files which document the preparation, review, and clearance of rules and regulations and amendments thereto promulgated pursuant to statutory requirements of WRC.</p> <p>a. Proposed briefs, drafts, comments, analyses and/or summaries of responses, copies of published rules and regulations.</p> <p><u>PERMANENT.</u> Transfer to FARC 5 years after promulgated or killed. Offer to NARS 10 years after promulgated or killed. <u>1 inch</u></p> <p>b. All other copies of a., related papers, and working files.</p> <p>Destroy when 5 years old.</p> <p>3. <u>Forms Files.</u> Arranged chronologically. One copy of each form developed by WRC with related papers showing inception, scope, and purposes of form.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p>		

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4.	<p><u>Publications Files.</u> Arranged chronologically. Unless otherwise specified in the schedule, published or processed documents that contribute to an understanding of the organization and functions of WRC. Should include but not be limited to posters, charts, pamphlets, leaflets, booklets, volumes, annual reports, special reports, and studies, and similar materials together with supporting papers showing inception, scope and procedure.</p> <p>a. Official record copies.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 foot</u></p> <p>b. All other copies.</p> <p>Review annually. Destroy when superseded, obsolete or no longer needed for reference.</p>		
5.	<p><u>Press Release Files.</u> Arranged chronologically. Press or news releases issued by WRC.</p> <p>a. Record copies.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other copies. Destroy when 2 years old or when no longer needed, whichever is sooner.</p>		
6.	<p><u>Organizational Charts and Directories Files.</u> Organizational charts and directories that reflect structural changes in organization of WRC.</p> <p>a. Record copies.</p> <p><u>PERMANENT.</u> Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other copies. Destroy when superseded or obsolete.</p>		
7.	<p><u>Management Improvement Reports.</u> Reports submitted to such central staff agencies as the Office of Management and Budget, and the General Services Administration.</p> <p>Destroy when 5 years old.</p>		

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8.	<p><u>Management Studies.</u> Copy of each pamphlet, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) on mangement projects, together with supporting papers documenting project inception, scope, procedure, and accomplishments.</p> <p>Destroy when 5 years old.</p>		
9.	<p><u>Reading Files.</u> Chronological file copies of letters sent from WRC and maintained for convenience of reference.</p> <p>a. Chairman's and Director's reading files.</p> <p><u>PERMANENT.</u> Transfer to FARC 5 years after date of correspondence. Offer to NARS 10 years after date of correspondence. <u>2 inch</u></p> <p>b. All other reading files. Destroy 2 years after date of correspondence.</p>		
10.	<p><u>Speech Files.</u> Arranged chronologically. Official speeches made by the Chairman and Director of the Council, other Council members, and WRC officials concerning policies and programs of WRC.</p> <p>a. Official record copies.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>2 inch</u></p> <p>b. All other copies. Destroy when 2 years old or when no longer needed, whichever is sooner.</p>		
11.	<p><u>Budget Files.</u> Arranged chronologically. Budget statements (estimates and justifications) prepared at the highest level, budget digests, budget briefing books, and program financial plans.</p> <p>a. Record copies.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>3 inch</u></p> <p>b. All other copies.</p> <p>Destroy when 4 years old or when no longer needed, whichever is sooner.</p>		

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12.	<p><u>Records Disposition Files.</u> Files relating to the disposition of WRC records, including descriptive inventories, disposal authorizations, schedules for the retirement of records, and correspondence or memoranda relating to revisions.</p> <p>Destroy when superseded or obsolete.</p>		
13.	<p><u>Individual or Staff Working Files.</u> Unless otherwise specified in the schedule, reference documents compiled and used by the WRC staff as aids in completing such records as reports, cases, or studies.</p> <p>Destroy when 5 years old or upon completion of report, case, or study, whichever is sooner.</p>		
14.	<p><u>Indices, Logs, Journals, and Registers.</u> Unless otherwise specified in this schedule sources and finding aids maintained for the convenience and use of WRC staff for listing files or Council actions.</p> <p>Destroy when superseded or obsolete.</p>		
15.	<p><u>Administrative Correspondence Files.</u> Various office and central administrative files not otherwise specified in this schedule. Arranged by correspondence or by subject, this series consists primarily of letters and memorandums of a routine nature, and it is maintained for quick, convenient reference.</p> <p>Destroy when 5 years old or when no longer needed, whichever is sooner.</p>		
16.	<p><u>White House Correspondence.</u> Arranged chronologically. Letters from Presidents Johnson and Nixon concerning the WRC and its functions.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p>		
17.	<p><u>Legal Opinions Files.</u> Arranged chronologically. Memoranda and correspondence on opinions developed on various legal questions relating to administration and operation of WRC programs.</p> <p>a. Record copies.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p>		

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18.	<p><del>b. All other copies</del>  <del>Destroy when superseded or obsolete.</del></p> <p><u>Legislative Files.</u> Arranged by piece of legislation. All files which document preparation and processing of legislation proposed by or in the interest of WRC.</p> <p>a. Drafts of legislation, reports on committees on introduced legislation, and comments on legislative proposals.</p> <p><u>PERMANENT.</u> Transfer to FARC 5 years after proposal is enacted into law or killed. Offer to NARS 10 years after proposal is enacted or killed. <u>3 inch</u></p> <p>b. Copies of related documents.</p> <p>Destroy when 5 years old.</p>		
19.	<p><u>Litigation Files.</u> Arranged chronologically by case. All files which document cases filed in Federal courts in which WRC is a party to a civil suit. Includes correspondence, memoranda, reports, court decisions, and other related materials.</p> <p>a. Files selected by WRC staff and a representative of the Archivist of the United States.</p> <p><u>PERMANENT.</u> Select closed files in 5 year blocks. Transfer to FARC 10 years after close of case. Offer to NARS 20 years after close of case. <u>1 inch</u></p> <p>b. Remaining unselected files.</p> <p>Destroy in agency 10 years after close of case.</p>		
20.	<p><u>Program Records</u></p> <p><u>Policy Files.</u> Arranged alphabetically by subject. Correspondence, reports, studies, and other records documenting the development of WRC policies regarding water and land resources. These deal with such subjects as Principles and Standards, National Water Commission and cost-sharing policy.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p>		

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21.	<p><u>National Assessment Files.</u> Arranged by type of record. The National Assessment is WRC's major undertaking. It is a recurring effort, lasting several years each time, designed to identify and describe the nation's existing and emerging severe water related problems. This National Assessment is required by the Water Resources Planning Act of 1965 (P.L. 89-80) and a final report is submitted to Congress. National Assessment files consist of reports, surveys, minutes of meetings, transcripts of hearing, correspondence and other records concerning national water resources. These records are prepared, for the most part, by sponsoring Federal agencies, regional commissions and State governments working in conjunction with WRC.</p> <p>a. Final report, all surveys and interim reports leading to the final report, transcripts of hearings and minutes of meetings.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 foot</u></p> <p>b. Working papers and non-essential background information.</p> <p>Destroy 2 years after final report is completed.</p>		
22.	<p><u>Level A Studies.</u> Arranged by study. Now known as <u>Framework Studies</u>, these assessments are broad-based evaluations of the needs and desires of people for the conservation, development and utilization of water and land resources. They identify regions or basins with complex problems which required more detailed investigation (see item 23) and may recommend specific implementation plans and programs in areas not requiring further study.</p> <p>a. Final and interim reports and essential documentation.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>2 feet</u></p> <p>b. All other papers.</p> <p>Destroy 2 years after final report is completed.</p>		

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23.	<p><u>Level B Studies.</u> Arranged by study. Regional or river basin studies and plans which are reconnaissance-level evaluations of water and land resources for a selected area. They are prepared to resolve complex, long-range problems identified by Framework Studies and Assessments (see item 22) and vary widely in scope and detail. They focus on middle-term needs and desires; involve Federal, State and local interests in plan formulation; and recommend plans and programs.</p> <p>a. Final and interim reports and essential documentation.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>2 feet</u></p> <p>b. All other papers.</p> <p>Destroy 2 years after final report is completed.</p>		
24.	<p><u>Principles and Standards Files.</u> A set of rules established for planning the use of water and related land resources to achieve objectives determined cooperatively by the Federal, State and local governments and private organizations. The Principles provide the broad policy framework for planning activities in which there is Federal participation and the Standards provide for uniformity and consistency in comparing, measuring and judging beneficial and adverse effects of alternative plans.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1/2 foot</u></p>		
25.	<p><u>River Basin Commissions Files.</u> Arranged by type of record. Reports, studies, budgetary materials, correspondence and similar records relating to the administration and operations of the regional river basin commissions.</p> <p>a. Final approved budgets for each commission.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 foot</u></p> <p>b. All other records.</p> <p>Destroy when 5 years old.</p>		



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26.	<p><u>Comprehensive Planning Files.</u> Arranged by study. These files are composed primarily of comprehensive studies, which consist of reports prepared by WRC, the regional river basin commissions and the Corps of Engineers, and include comments on the study by State governors and interested Federal agencies. The study is forwarded to the President and Congress. Background material that is not forwarded may include transcripts of public hearings and correspondence.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 foot</u></p>		
27.	<p><u>Steering Committee on Flood Plain Management Files.</u> Arranged by type of record. This committee, composed of representatives of several Federal agencies, was established to deal with the regulation of land and water uses to minimize flood losses. It focused primarily on basic regulatory issues and riverine flood problems and proposed draft ordinances concerning subdivision of land for use by State and local governments.</p> <p><i>a. Record copies of minutes and final reports</i></p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 inch</u></p>		
28.	<p><u>National Water Commission Files.</u> Arranged by type of records. This commission was composed of seven members appointed by the President and an executive director. Its functions included review of present and anticipated national water resources problems; consideration of the economic and social consequences of water resources development; and advising the President and WRC on such water resources matters as may be referred to it. It was created in 1968 for a five-year period, at the end of which it was to submit a final report to Congress after public hearings and review and comment by WRC. The commission was not a part of WRC but was separate Presidential commission. These files in WRC document relations between the two organizations, especially regarding the requirements that WRC comment on the NWC final report.</p> <p>a. Correspondence, exhibits submitted by WRC to Congress, comments on NWC final report received by WRC from Federal and private organizations, and WRC comments submitted to Congress.</p> <p><u>PERMANENT.</u> Offer to NARS when 10 years old. <u>1 foot</u></p>		<p><i>or when no longer needed for reference, whichever is sooner.</i></p>

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	<p>b. All other material, including NWC processed reports and publications.</p> <p>Destroy when final report by WRC is completed or when no longer needed for reference, whichever is sooner.</p>		
29.	<p><u>Special Task Force Files.</u> Arranged by name of task force. Special task forces are established to review, study and report on a particular subject, after which they are abolished. Similar to work study groups (item 30), they are generally at a higher organizational level, are established by the Council of Representatives and are inter-agency in composition. Records include reports, transcripts of hearings, correspondence, and other documentation relating to the administration and functions of the task force and to the subject under study.</p> <p>a. Final and interim reports and essential documentation.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other records.</p> <p>Destroy 2 years after final report is completed.</p>		
30.	<p><u>Work Group Files.</u> Arranged by name of work group. Work groups generally are established by committees to prepare a special study for the committee or to address a particular problem. They also may formulate plans and guidelines for special studies to be prepared by the WRC staff. They are more informal and at a lower organizational level than special task forces (item 29).</p> <p>a. Final and interim reports and essential documentation.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other records.</p> <p>Destroy 2 years after final report is completed.</p>		

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31.	<p><u>Special Studies.</u> These are concerned with the analyses of specific relationships or the study of specific problems, or special classifications of the use or potential use of water and related land resources but <u>excluding</u> such planning studies as Level B and other studies covered elsewhere in this schedule. These studies contribute to comprehensive planning and might be needed in advance of other phases of the planning process or to implement some phase of a comprehensive plan. Examples are flood plain information studies, water quality appraisal, land classification, and analyses of existing laws.</p> <p>a. Final and interim reports and essential documentation.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. Working papers and other background information.</p> <p>Destroy 2 years after study is completed.</p>		
32.	<p><u>National Conferences Files.</u> Reports, agendas, correspondence and other records relating to the broad subject area the conference was called to study.</p> <p>a. Records copies of final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. Agendas, correspondence, and other material.</p> <p>Destroy when 3 years old.</p>		
33.	<p><u>International Positions Files.</u> Arranged by subject. Reports, correspondence and minutes of meetings documenting the position of this country concerning international water resources questions and United States cooperation with such organizations as the Economic Commission for Europe and the Organization for Economic Cooperation and Development.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>3 inch</u></p>		

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34.	<p><u>Proposals to Study.</u> Proposals from State governors, river basin commissions or other Federal agencies that studies of or relating to particular river basins be undertaken. Accepted proposals become an ongoing study and are covered under one of the other entries in this schedule, e.g., Level B Studies.</p> <p>Rejected proposals: Destroy when 5 years old.</p>		
35.	<p><u>Title III Files.</u> Arranged alphabetically by state. Title III of the Water Resources Planning Act of 1965 (P.L. 89-80) authorizes WRC to provide financial assistance to the States for comprehensive planning projects. These records include applications for grants, financial data, annual reports from the States on Title III programs, correspondence and other similar records.</p> <p>a. Annual reports from States.</p> <p><u>PERMANENT.</u> Transfer to FARC when 3 years old. Offer to NARS when 12 years old. <u>1/2 foot</u></p> <p>b. All other records.</p> <p>Destroy when 12 years old.</p>		
36.	<p><u>Title III Information Files.</u> Correspondence, reports and other documentation used for reference purposes.</p> <p>Destroy when no longer needed for reference.</p>		
37.	<p><u>Audit Files.</u> Periodic audits of Title III grants undertaken by the Office of Audits, Department of the Interior.</p> <p>Destroy all audits except the most recent one if deficiencies in earlier audits have been corrected.</p>		
38.	<p><u>Proposed Consultants Files.</u> Proposals to prepare studies on a contractual basis by private consulting firms. Files consist of correspondence outlining the proposed study and samples of studies prepared previously for other clients. If the proposal is accepted, a copy of the study prepared for WRC is included.</p> <p>a. Completed studies prepared for WRC and essential documentation.</p>		

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	<p><u>PERMANENT</u>. Transfer to FARC when 3 years old. Offer to NARS when 10 years old. <u>3 inch</u></p> <p>b. Rejected proposals, sample studies and all other records.</p> <p>Destroy when proposal has been rejected or when 1 year old, whichever is sooner.</p>		
39.	<p><u>Environmental Impact Statements</u>. Includes environmental impact statements prepared by other agencies for approval by the Environmental Protection Agency, which sends a copy to WRC for comment. WRC comments on the relatively few of these that relate to issues of major concern to WRC. This item does <u>not</u> include environmental impact statements prepared by WRC or its regional commissions, which become part of the Comprehensive Planning Files (item 26).</p> <p>a. Environmental Impact Statements upon which WRC comments.</p> <p>Transfer to WRC library after comment is prepared.</p> <p>b. All other Environmental Impact Statements.</p> <p>Destroy when 1 year old or no longer needed for reference.</p> <p style="text-align: center;"><u>Committee Minutes</u></p>		
40.	<p><u>Official Minutes of the Water Resources Council of Members</u>. Arranged chronologically. Official record of Council decisions related to program activities of WRC. Includes minutes, agenda, and supporting documentation (memoranda, exhibits, correspondence, and similar material) used by the Council members for general information or in consideration of action to be taken by them.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT</u>. Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p>		

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	<p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		
41.	<p><u>Official Minutes of the Council of Representatives (COR).</u> Arranged chronologically. This body, which can make certain Council decision, is composed or representative(s) of individual Council members. Includes minutes, agendas, and supporting documentation (memoranda, exhibits, or correspondence, and similar material) used by the representatives for general information or in consideration of action to be taken by them.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		
42.	<p><u>Official Minutes of Interdepartmental Staff Committee.</u> Arranged chronologically. Series of meetings held Dec. 1964 - Aug. 1966, to determine policy and procedure until WRC was well established and functioning. Includes such documents as minutes, agendas, background reports, and recommendations.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		
43.	<p><u>Official Minutes of Policy Committee.</u> Arranged chronologically. This committee is composed of representatives of Federal agencies that are members of WRC and its function is to review implementation of programs approved by the Council of Representatives. Includes such documents as minutes, agendas,</p>		

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	<p>background reports, and correspondence.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		
44.	<p><u>Official Minutes of Planning Committee.</u> Arranged chronologically. Composed of representatives from WRC and other Federal agencies, the chief function of this committee is to inform and advise WRC concerning regional and river basin planning. Includes such documents as minutes, agenda, reports, and correspondence.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		
45.	<p><u>Official Minutes of Policy Development Committee.</u> Arranged chronologically. This committee, composed of representatives from WRC and other Federal agencies, reviews reports and studies prepared by WRC and other Federal agencies and prepares studies itself so as to advise WRC concerning long-range policy development. Includes such documents as minutes, agendas, reports and correspondence.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p>		

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46.	<p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner</p> <p><u>Standing State Advisory Committee Minutes.</u> Arranged chronologically. This committee is composed of the Executive Committee of the Interstate Conference on Water Problems, which is composed of State officials. The function of the committee is to provide WRC with the views and opinions of the States and to increase participation by the States on matters of joint concern to them and WRC. Includes such documents as minutes, agendas, reports and correspondence.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		
47.	<p><u>Official Minutes of Technical Committees.</u> Arranged chronologically. These committees was established to provide WRC with information and advice on a variety of technical subjects, such as, economics, hydrology, sedimentation and vector control. Includes such documents as minutes, agendas, reports and correspondence.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>		



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48.	<p><u>Other Committee Minutes.</u> Arranged by name of committee, thereunder chronologically. Records of committees not covered elsewhere in this schedule. Includes such records as minutes, reports, agendas, and correspondence.</p> <p>a. Record copies of minutes and final reports.</p> <p><u>PERMANENT.</u> Transfer to FARC when 5 years old. Offer to NARS when 10 years old. <u>1 inch</u></p> <p>b. All other material, including extra copies of a., agendas, drafts, working papers, and arrangements correspondence.</p> <p>Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p> <p style="text-align: center;"><u>Non-Textual Records</u></p>		
49.	<p><u>Still Pictures, Motion Pictures, Sound and Video Recordings.</u></p> <p>a. Those produced by or attributed to WRC regardless of funding. Also included are those produced cooperatively with other Federal or State agencies or private organizations.</p> <p>1. Still pictures - the original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color photograph.</p> <p>2. Other still pictorial records such as posters, original artwork, slide sets, and filmstrips - the original and a reference print of each item.</p> <p>3. Motion pictures - the original negative or color original plus optical sound track, an intermediate master positive and duplicate negative plus optical sound track, and a sound projection print of each motion picture.</p>		

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50.	<p>4. Video recordings - the original or the earliest generation of each recording or a kinescope of the recording.</p> <p>5. Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.</p> <p>6. Finding aids and production documentation - existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the above audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.</p> <p>Disposition: <u>PERMANENT</u>. Offer to the National Archives when obsolete or after 5 years whichever occurs first. <u>2 inch</u></p> <p>b. Additional duplicate prints or recordings of items identified in (a.).</p> <p>Disposition: Destroy when obsolete.</p> <p>c. Those produced in-house for training purposes.</p> <p>Disposition: Review annually. Destroy when obsolete.</p> <p>d. Those produced in-house for interpretive purposes at visit centers.</p> <p>Disposition: <u>PERMANENT</u>. Offer to the National Archives when obsolete or after 5 years whichever occurs first in accord with instructions in (a.). <u>2 inch</u></p> <p><u>Policy Options Study - Data Analysis System (POSDAS).</u> System contains data relating to a study of planning and cost sharing options for water and related</p>		

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	<p>programs. Included are total Federal water-related obligations, budget and investment patterns, and basic differences in approaches to programs and budget formulation. These are broken down by region, purpose, type of activity, type of financing and agency.</p> <p>Update Source Program Library S80013 Agency Data Base - Account Order (8/14/75) S80021-22 BASN Data Base - Account Order (8/16/75) S80023-24 Update Source Program Library S80012 Basin Card Punch Files (BASN 8/16/75) S80014 Basin Card Punch Files (BASN 8/16/75) S80015 Agency Data Base - Account Order (8/14/75) S80019-20 Basin Data Base - Region Order (8/16/75) S80025-26 Printed Detail File (BASN Run of TBLV6, 8/16/75) S80027-29</p> <p>Transfer to FARC when 2 years old. Return to WRC for review and destruction when 5 years old.</p>		