

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>AUG 25 1975</b>	JOB NO. <b>NC - 51-76-13</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>10-28-75</b>	Archivist of the United States <i>[Signature]</i>

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

**Executive Office of the President**

2. MAJOR SUBDIVISION

**Office of Management and Budget**

3. MINOR SUBDIVISION

**Office of the Director - Records Section**

4. NAME OF PERSON WITH WHOM TO CONFER

**Nell Doering/Charles Howton**

5 TEL. EXT. Code

**395 103 ext. 3914**

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 ~~62~~ **57** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**August 20, 1975**

(Date)

*[Signature]*  
(Signature of Agency Representative)

**Record Officer**

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	See attached Record Schedule: Record Schedule for the Natural Resources Division, Office of Management and Budget		

*80 items*

## Natural Resources Division

The Natural Resources Division is responsible for the examination of budget requests, programs, operating methods, and legislative proposals of the Department of Interior excluding energy programs, the Environmental Protection Agency, the civil functions of the Corps of Engineers, and other related agencies. The Division undertakes a review of Federal public works projects in the water resources area prior to their transmittal for the Congress for authorization. It also gives attention to planning and analysis of special problems affecting natural resources and the environment.

# NATURAL RESOURCES DIVISION - DIVISION OFFICE

Description	Location of Record	Authorized disposition
<p><u>ADMINISTRATIVE RECORDS</u></p> <p>Correspondence relating to the internal organization and management of the Natural Resources Division.</p> <p>Chronological file Organization - NRD Work Plans</p> <p>Personnel and Training Travel</p> <p>Noncurrent Record Transfers (OMB Form 56)</p>	<p>NRD - Division Office</p>	<p>Temporary - Retire to Record Section when 2 years old. <i>for 13 mos.</i> <del>Record Section will retain until no longer needed for administrative or reference purposes.</del> Start new file every 2 years.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes, <i>whichever is sooner.</i> Start new file every 2 years.</p> <p><del>Retain</del> <i>Non-record Office</i> Permanent reference copy. <i>Dispose of when obsolete or superseded.</i></p>
<p><u>BUDGETARY RECORDS</u></p> <p>Reference copies of budgetary records.</p>	<p>NRD - Division Office</p>	<p>Temporary - <del>Retain</del> do not send to Record Section. <i>obsolete or</i> Dispose when no longer needed for current business, <i>whichever is sooner.</i> Start new file each fiscal year.</p>
<p><u>PROGRAM RECORDS</u></p> <p>Program-related memoranda, studies, letters, etc.; memoranda to the Director and others on programs or issues not handled at the Branch level.</p> <p>General subject file</p> <p>Reference copies of program-related memoranda, studies, letters, etc., to the Director and others on individual programs or issues; study reports.</p>	<p>NRD - Division Office</p>	<p>Permanent - Close files every 2 years. Retire <i>Closed Files</i> 1973 and 1974 to Record Section, <del>after 6-30-76</del> <i>after 8</i> years old. Transfer to NARS when 8 years old. Start new files every 2 years.</p> <p>Temporary - <del>Retain</del> do not send to Record Section. <i>obsolete or</i> Dispose when no longer needed for current business, <i>whichever is sooner.</i> Start new file every 2 years.</p>

Description	Location of Record	Authorized disposition
<p><b>4.</b></p> <p><u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division</p>	<p>See LRD Schedule.</p>
	<p><i>b.</i> All Other Copies</p>	<p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p><b>5.</b></p> <p><u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p><i>a.</i> Legislative Reference Division</p>	<p>See LRD Schedule.</p>
	<p><i>b.</i> All Other Copies</p>	<p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p><b>6.</b></p> <p><u>NONOFFICIAL PAPERS</u></p> <p>Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.</p>		<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

NRD - Environment Branch

Description	Location of Record	Authorized disposition
<p><u>7.</u></p> <p><u>ADMINISTRATIVE RECORDS</u></p>		
<p>Correspondence relating to the internal organization and management of the Environment Branch.</p>	<p>Environment Branch</p>	
<p><u>a.</u></p> <p>[</p> <p>Chronological File</p> <p>Personnel</p> <p>Travel</p> <p>Work Plans</p> <p>]</p>		<p>Temporary -</p> <p>Dispose when 2 years old or when no longer needed for administrative purposes <sup>which are</sup> 115,500.</p> <p>Start new file every 2 years.</p>
<p><u>N.</u></p> <p>Noncurrent Record Transfers (OMB Form 56)</p>		<p><del>Retain</del> <u>Non-record</u></p> <p><del>Permanent</del> reference copy <u>office</u></p> <p><u>Dispose of when</u></p> <p><u>Obsolete or superseded</u></p>

Description	Location of Record	Authorized disposition
<p>8.</p> <p><u>BUDGETARY RECORDS</u></p>		
<p>Budgetary records maintained by the <del>Community Branch</del> <b>Environment Branch</b> reflect the budget process according to the fiscal year involved.</p>		
<p>a.</p> <p><u>Budget Formulation and Preparation</u></p>		
<p>(1) Ceiling Letter</p> <ul style="list-style-type: none"> <li>- Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11)</li> <li>- Appeals</li> <li>- Allowance Letter</li> <li>- Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)</li> </ul>	<p>(a) Branch Copy</p> <p>(b) All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p>(2)</p> <ul style="list-style-type: none"> <li>- Spring Planning Review</li> <li>- Director's Review</li> <li>- Presidential Review</li> </ul>	<p>(a) Budget Review Division</p> <p>(b) All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS (continued)</u></p> <p><u>B.</u> <u>Supplemental and Amended Budget Requests and Estimates</u></p> <p>- Agency submission and justification - Claims and judgements</p> <p><u>C.</u> <u>Budget Execution</u></p> <p>(1) SF 132 - Apportionments and Reapportionment Schedules</p> <p>(2) SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions</p>		
<p>(1) Budget Review Division</p>	<p>(1) Budget Review Division</p>	<p>See BRD Schedule.</p>
<p>(2) All other copies</p>	<p>(2) All other copies</p>	<p>Temporary - Do not retire to Record Section. Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p>(1) SF 132 - Apportionments and Reapportionment Schedules</p>	<p>Branch Copy</p>	<p>Permanent - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Offer to NARS when <u>8</u> years old. Start new files for each fiscal year involved.</p>
<p>(2) SF 133 - Report on Budget Execution - SF 220, 221, 222 - Statements of Financial Condition - Material for special message on deferrals and rescissions</p>	<p>(9) Branch Copy</p>	<p>Temporary - Close files at end of each fiscal year involved. Retire closed files to Record Section every second fiscal year. Record Section will dispose when 4 years old. Start new files for each fiscal year involved.</p>
<p>(4) Budget Review Division</p>	<p>(4) Budget Review Division</p>	<p>See BRD Schedule.</p>

NRP - Environment Branch

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS</u></p> <p>The Environmental Branch is responsible for maintaining budgetary records for the following agencies:</p> <p><u>Environmental Protection Agency</u></p> <p><u>Executive Office of the President</u>  <u>Council on Environmental Quality and</u>  <u>Office of Environmental Quality</u></p> <p><u>Temporary Study Commissions</u>  <u>National Commission on Water Quality</u></p>		



## NRD - Environment Branch

Description	Location of Record	Authorized disposition
<p><u>9.</u> <u>PROGRAM RECORDS</u></p> <p>The programs of the Environment Branch are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p> <p><u>ENVIRONMENTAL PROTECTION AGENCY (EPA)</u></p> <p><u>AIR</u></p> <p>Air Pollution Regulations  Aircraft Emissions Standards  Clean Air Act Sec. 202(b)  Complex Sources  Complex Sources Air Pollution Control Agency Grants  Emergency Actions for Oxides Emission Standards  Equivalent Methods for Ambient Air Quality  Fuel and Fuel Additives/  Intermittent Control Systems  Maintenance Regs. for 1975 Model Year  Mass Transit  Mobile Source Regulations  Motor Cycles  New Source Performance Standards  New Source Performance Standards, Group II  NOX (Nitrogen Dioxide)  Sulfur  SOX Health Effects Study (Sulfur Oxides)  SOX Secondary Standard - Clean Air Act  Sulfur Taxes  Transportation Control Plans  Vehicle Certification  General (internal memoranda to Director and others)</p>	<p>Environment Branch</p>	<p>Permanent - <del>(except where otherwise indicated)</del>  Close files every 2 years  Retire <del>Closed files 1971 and 1974</del> to Record  <del>Section after 6/30/76</del>  <del>Transfer</del> to NARS when <u>8</u> years old.  Start new files every 2 years.</p>

## NRD - Environment Branch

Description	Location of Records	Authorized disposition
<u>CONSTRUCTION GRANTS</u> <b>Branch Chief Books - internal concurrences, memos, notes, etc.</b> Allotments Cost Effectiveness Guidelines Cost Overruns Blue Plains Eligibility of State Reviews Infiltration In-flow Information System Management Study - MA Participation Miscellaneous Projects Inquiries Municipal Construction Grants Municipal Needs Survey Pretreatment of Industrial Wastes Regulations Projected Outlays Regulations Reimbursables Secondary Treatment Regulations User Charge Regulations (Circular A-25) <b>General (internal memoranda to Director and others)</b>		
<u>ENERGY</u>  Antidegradation Auto Fuel Economy Labeling Auto Labeling Energy Study - CEQ Fuel Labeling Fuel Regulations <b>General (internal memoranda to Director and others)</b> Lead in Gasoline Lead in Gasoline - Fuel Economy Unleaded Gasoline Regulations		
<u>GENERAL</u>  Direct Training <del>Hazardous Mat's in Channels of Trade (CAO Rpt to Cong.)</del> NSF Special Studies New Federalism Science Advisory Council		<del>temporary</del>

NRD - Environment Branch

Description	Location of Record	Authorized disposition
<u>NOISE</u>		
Administration Position Emission Standards - Motor Carriers General ( <b>internal memoranda to Director and others</b> ) Interstate Motor Carriers Interstate Rail Carriers Portable Air Compressors - Medium & Heavy Duty Trucks Propeller Driven Aircraft Proposed Rulemaking for Citizen's Suits Regulations		
<u>PESTICIDES</u>		
DDT Tussock Moth General ( <b>internal memoranda to Director and others</b> ) Pesticide Establishment Registration		
<u>SOLID WASTES</u>		
Employment Manpower Report Recycling Tax Credits General ( <b>internal memoranda to Director and others</b> )		
<u>WATER QUALITY</u>		
Aquaculture Effluent Guidelines Facilities Planning Flexible Grants to States Great Lakes Agreement Great Lakes Demonstration Projects International Environmental Policy Nat'l Pollutant Discharge Elimination System - Agri- culture Form National Pollution Discharge Elimination System Regulations Ocean Dumping Oil & Hazardous Materials Oil and Hazardous Pollutants Oil Pollution Regulations Phosphate Standards Sec. 303 Water Pollution basin plans Sec. 303 Wastewater Planning Sec. 311 Hazardous Material Spills Small Onshore Storage Facilities Storage - Low Flow Augmentation General ( <b>internal memoranda to Director and others</b> )		

NRD - Environment Branch

Description

Location  
of Record

Authorized disposition

WATER SUPPLY

1973 Environmental Message

Safe Drinking Water

Safe Drinking Water Act (H.R. 13002)

**General (internal memoranda to Director and others)**

GENERAL MANAGEMENT FILES

Administrative Controls

Environment Coordination

AEC Guidelines on Environmental Reports

Bicentennial

Region II, EPA, Briefing Document

Employee Protection Hearings

Environmental Impact Statement (EIS)

Federal Facilities - Extension of Time

EPA Objectives for FY 1974

Physical Fitness Laboratory

Quality of Life - General Policy

EPA Planning Regulations "Facilities Planning"

National Environmental Policy Act

Consumer Protection Appropriation Bill

EPA - Agency and Regional Management: ADP

Purchase & Policy

Environmental Court System

Environmental Institute - General

EPA Monitoring Study

Freedom of Information - Quality of Life Reviews

~~GAO Reports on Water Quality - temporary~~

~~Publications/Periodicals (Circular A-3)~~

Reports Clearance - Public Opinion Survey

EPA Travel

Meetings - Biweekly, EPA - Alm

Briefing by EPA on Budget

EPA - Transfer of Personnel, Corps of Engineers  
to EPA Refuse Act Permit

Description	Location of Record	Authorized disposition
<p><u>10.</u></p> <p><u>WHITE HOUSE REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		<p>Temporary -</p> <p>Retire to Record Section for disposal when 2 years old.</p> <p>Start new file every 2 years.</p>
<p><u>11.</u></p> <p><u>CONGRESSIONAL REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		
<p><u>12.</u></p> <p><u>PUBLIC INQUIRY</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		

Description	Location of Record	Authorized disposition
<p><b>13.</b></p> <p><u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose at the end of each Congress. Start new file at the beginning of each Congress.</p>
<p><b>14.</b></p> <p><u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary - Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest. Start new file every 2 years.</p>
<p><b>15.</b></p> <p><u>NONOFFICIAL PAPERS</u></p> <p>Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.</p>		<p>Temporary - Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

# NRD - Interior Branch

Description	Location of Record	Authorized disposition
<p>6. ADMINISTRATIVE RECORDS</p> <p>Correspondence relating to the internal organization and management of the Interior Branch.</p> <p>Briefing - Vice-Pres.; Zarb; etc.  Chron file  Hearings Schedules  Interviews (Personnel)  Issue/Action Items  NRD Budget Requirements  Objectives (Interior Branch)  Sample Letters  Travel Plans and Leave  Travel Vouchers  Work Plans</p>	<p>Interior Branch</p>	<p>Temporary -  Dispose when 2 years old or when no longer needed for administrative purposes <sup>whenever</sup>  Start new file every <sup>1/5 sooner</sup> 2 years.</p>
<p>6. Noncurrent Record Transfers (OMB Form 56)</p>		<p><del>Retain</del> <del>Permanent</del> <del>reference copy</del> <del>office</del> <del>Non-record</del>  Dispose of when obsolete or superseded.</p>

Description	Location of Record	Authorized Disposition
<p><b>17.</b>  <u>BUDGETARY RECORDS</u></p> <p>Budgetary records maintained by the <del>Community Branch</del> <b>Interior Branch</b> reflect the budget process according to the fiscal year involved.</p>		
<p><b>2.</b>  <u>Budget Formulation and Preparation</u></p>		
<p><b>(1)</b></p> <ul style="list-style-type: none"> <li>- Ceiling Letter</li> <li>- Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11)</li> <li>- Appeals</li> <li>- Allowance Letter</li> <li>- Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)</li> </ul>	<p><b>(a)</b> Branch Copy</p> <p><b>(b)</b> All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p><b>(2)</b></p> <ul style="list-style-type: none"> <li>- Spring Planning Review</li> <li>- Director's Review</li> <li>- Presidential Review</li> </ul>	<p><b>(a)</b> Budget Review Division</p> <p><b>(b)</b> All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>



Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS (continued)</u>		
<u>B.</u> <u>Supplemental and Amended Budget Requests and Estimates</u>		
<ul style="list-style-type: none"> <li>- Agency submission and justification</li> <li>- Claims and judgments</li> </ul>	<p>(1) Budget Review Division</p>	<p>See BRD Schedule.</p>
	<p>(2) All other copies</p>	<p>Temporary -            Do not retire to Record Section.            Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<u>C.</u> <u>Budget Execution</u>		
<p>(1) SF 132 - Apportionments and Reapportionment Schedules</p>	<p>Branch Copy</p>	<p>Permanent -            Close files at end of each fiscal year involved.</p>
		<p>Retire closed files to Record Section every second fiscal year.            Offer to NARS when <u>8</u> years old.            Start new files for each fiscal year involved.</p>
<p>(2) SF 133 - Report on Budget Execution</p>	<p>(1) Branch Copy</p>	<p>Temporary -            Close files at end of each fiscal year involved.</p>
<ul style="list-style-type: none"> <li>- SF 220, 221, 222 - Statements of Financial Condition</li> <li>- Material for special message on deferrals and rescissions</li> </ul>	<p>(1) Branch Copy</p>	<p>Retire closed files to Record Section every second fiscal year.            Record Section will dispose when 4 years old.</p>
	<p>(1) Budget Review Division</p>	<p>See BRD Schedule.</p>

NRP - Interior Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>	Interior Branch	
The Interior Branch is responsible for maintaining budgetary records for the following agencies:		
<u>Department of the Interior</u>		
Bureau of Land Management		
Bureau of Outdoor Recreation		
Bureau of Sport Fisheries and Wildlife (out FY 1976)		
Fish and Wildlife Service (new FY 1976)		
National Park Service		
Geological Survey		
Bureau of Indian Affairs		
Office of Territorial Affairs		
Office of the Solicitor		
Office of the Secretary		
<u>Independent Agencies</u>		
Memorial Commissions:		
Franklin Delano Roosevelt		
James Madison (out FY 1976)		
Indian Claims Commission		
National Council on Indian Opportunity (out FY 1976)		
John F. Kennedy Center for the Performing Arts		
<u>Temporary Study Commissions</u>		
Joint Federal-State Land Use		
Planning Commission for Alaska		

## NRD-Interior Branch

Description	Location of Record	Authorized disposition
<p><u>PROGRAM RECORDS</u></p> <p>The programs of the Interior Branch are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p> <p><u>Department of the Interior (overall)</u></p> <p>Air Pollution</p> <p>Aircraft</p> <p>Alaska - 4 systems task force</p> <p>Automatic Data Processing expenditures</p> <p>Beautifying the Capital</p> <p>Bicentennial 1976</p> <p>Deepwater Ports</p> <p>Energy Conservation Office</p> <p>Energy - General</p> <p>Excess Real Property</p> <p>Federal Task Force on Alaska</p> <p>Foreign Currency</p> <p><del>GAO Audit Reports and Correspondence</del></p> <p>Geothermal Resources</p> <p>Grant Standardization Study Teams</p> <p>Historic Property, Adv. Comm. on</p> <p>Initiatives - New</p> <p>Issues</p> <p>National Visitor Center</p> <p>Northern Great Plains Resource Program</p> <p>Oil Shale Study</p> <p>Olympics - 1976</p> <p>Operational Planning System</p> <p>Organization</p> <p>Pollution</p> <p>Property Transfers</p> <p>Quality of Life Review</p> <p>Relocation Assistance and Real Property Acquisition</p> <p>Rural Development Initiatives</p> <p>Space and Vehicle Requirements</p> <p>Standard Federal Regional Boundary System (National Parks)</p> <p>Wild and Scenic Rivers System</p> <p><u>Bureau of Land Management</u></p> <p>Coal Leasing</p> <p>Coal Mining Area Protection</p> <p>Grazing Fees</p> <p>Outer Continental Shelf</p> <p>Outer Continental Shelf (OCS) Leasing</p> <p>Surface Mining</p>	Interior Branch	<p>Permanent - <del>(except where otherwise indicated)</del></p> <p>Close files every 2 years</p> <p>Retire <del>closed files</del> <del>and 1977</del> to Record <del>Section after 6/30/76</del> <del>offer</del> to NARS when <u>8</u> years old.</p> <p>Start new files every 2 years.</p>

## NRD-Interior Branch

Description	Location of Record	Authorized disposition
<u>Bureau of Outdoor Recreation</u> Big Bear Lake Golden Gate National Recreation Center Hell's Canyon Land & Water Conservation Fund (LWCF) Nationwide Outdoor Recreation Plan (Folders 1-3) Recreation Fees		
<u>Fish and Wildlife Service</u> Dredge and Fill Guidelines Endangered Species General Migratory Birds Predator Control Tinicum Environmental Center Wildlife Conservation		
<u>National Park Service</u> Beltsville Big Cypress C & O Canal Cape Hatteras Criteria for Selecting Park Lands and Landmarks Grand Teton National Park Indiana Dunes National Lakeshore International Park - Siberia/Alaska Land Acquisition Policies Natchez Trace Parkway Preservation of Historic Properties Redwood National Park Sierra Club vs. Ash		
<u>Geological Survey</u> (ERTS) Earth Resources Technological Satellite Mapping and Charting Programs		
<u>Bureau of Indian Affairs</u> Alaska Native Claims Settlement Act Conflicts Alaska Native Study Census Contracting Eligibility (Education) Housing Indian Economic Development Indian Forum Meetings Indian Lands Study Law Enforcement Menominee Restoration Pyramid Lake Fish Hatchery		

NRD-Interior Branch

Description	Location of Record	Authorized disposition
<u>Bureau of Indian Affairs - Continued</u> <u>Reorganization</u> Roads Schools Trust Responsibilities (Advisory Committee on) Wildwood Air Force Station  <u>Office of Territorial Affairs</u> Construction General		

Description	Location of Record	Authorized disposition
<p>19. <u>WHITE HOUSE REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>20. <u>CONGRESSIONAL REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		
<p>21. <u>PUBLIC INQUIRY</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		

Description	Location of Record	Authorized disposition
<p><b>22.</b>  <u>LEGISLATIVE RECORDS</u></p> <p>Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary -  Dispose at the end of each Congress.  Start new file at the beginning of each Congress.</p>
<p><b>23.</b>  <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u></p> <p>Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p><i>a.</i> Legislative Reference Division</p> <p><i>b.</i> All Other Copies</p>	<p>See LRD Schedule.</p> <p>Temporary -  Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest.  Start new file every 2 years.</p>
<p><b>24.</b>  <u>NONOFFICIAL PAPERS</u></p> <p>Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.</p>		<p>Temporary -  Review each year and dispose of all materials no longer needed for the transaction of current business.</p>

## Description

Location  
of Record

## Authorized disposition

25

ADMINISTRATIVE RECORDSWater Resources  
Branch

Correspondence relating to the internal organization and management of the Water Resources Branch.

a. [Chronological file  
Personnel  
Travel  
Work Plans

Temporary -

Dispose when 2 years old  
or when no longer  
needed for administrative  
purposes, whichever  
is sooner.

Start new files every  
2 years.

b. Noncurrent Record Transfers (OMB Form 56)

Nonrecord -

Branch reference copy  
Dispose when obsolete  
or superseded.



Description	Location of Record	Authorized disposition
<p><b>26.</b></p> <p><u>BUDGETARY RECORDS</u></p> <p>Budgetary records maintained by the <del>Community Branch</del> <b>Water Resources Branch</b> reflect the budget process according to the fiscal year involved.</p>		
<p><b>a.</b></p> <p><u>Budget Formulation and Preparation</u></p>		
<p><b>(1)</b></p> <ul style="list-style-type: none"> <li>- Ceiling Letter</li> <li>- Agency Estimate Submissions and Justifications "Official Set" (as required by OMB Circular A-11)</li> <li>- Appeals</li> <li>- Allowance Letter</li> <li>- Special Exercises (i.e. Cutbacks, Contingency Outlay Plan to Further Stimulate the Economy)</li> </ul>	<p><b>(a)</b> Branch Copy</p> <p><b>(b)</b> All other copies</p>	<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
<p><b>(2)</b></p> <ul style="list-style-type: none"> <li>- Spring Planning Review</li> <li>- Director's Review</li> <li>- Presidential Review</li> </ul>	<p><b>(c)</b> Budget Review Division</p> <p><b>(d)</b> All other copies</p>	<p>See BRD Schedule.</p> <p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>

Description	Location of Record	Authorized disposition
<p><u>BUDGETARY RECORDS (continued)</u></p> <p><u>B.</u>  <u>Supplemental and Amended Budget Requests and Estimates</u></p> <div> <div> <ul style="list-style-type: none"> <li>- Agency submission and justification</li> <li>- Claims and judgments</li> </ul> </div> <div> <p>(1) Budget Review Division</p> <p>(2) All other copies</p> </div> </div> <p><u>C.</u>  <u>Budget Execution</u></p> <div> <div> <p>(1) SF 132 - Apportionments and Reapportionment Schedules</p> </div> <div> <p>Branch Copy</p> </div> </div> <div> <div> <p>(2) SF 133 - Report on Budget Execution</p> <ul style="list-style-type: none"> <li>- SF 220, 221, 222 - Statements of Financial Condition</li> <li>- Material for special message on deferrals and rescissions</li> </ul> </div> <div> <p>(4) Branch Copy</p> <p>(5) Budget Review Division</p> </div> </div>		
		See BRD Schedule.
		<p>Temporary -</p> <p>Do not retire to Record Section.</p> <p>Dispose when obsolete or no longer needed for current business, whichever is sooner.</p>
		<p>Permanent -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Offer to NARS when <u>8</u> years old.</p> <p>Start new files for each fiscal year involved.</p>
		<p>Temporary -</p> <p>Close files at end of each fiscal year involved.</p> <p>Retire closed files to Record Section every second fiscal year.</p> <p>Record Section will dispose when 4 years old.</p> <p>Start new files for each fiscal year involved.</p>
		See BRD Schedule.

NR - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>BUDGETARY RECORDS</u>		
The Water Resources Branch is responsible for maintaining budgetary records for the following agencies:	Water Resources Branch	
<u>Department of Defense - Civil</u> Corps of Engineers - Civil		
<u>Department of the Interior</u> Bureau of Reclamation Office of Water (Resources) Research and Technology Office of Saline Water (out FY 1976) Power Marketing Agencies: Alaska Power Administration Bonneville Power Administration Southeastern Power Administration Southwestern Power Administration		
<u>Department of State</u> International Boundary and Water Commission, United States and Mexico		
<u>Independent Agencies</u> Delaware River Basin Commission Interstate Commission on the Potomac River Basin Susquehanna River Basin Commission Tennessee Valley Authority Water Resources Council		
<u>Temporary Study Commission</u> National Water Commission (out FY (1976)		

## NR -- Water Resources Branch

Description	Location of Record	Authorized disposition
<b>27.</b> <u>PROGRAM RECORDS</u>		
<p>1. The programs of the Water Resources Branch are reflected in the following records (which includes program-related memoranda, studies, letters, etc.; memoranda to the Director and others on individual programs or issues; study reports)</p> <p><u>Department of Defense - Civil</u></p> <p>Corps of Engineers - Civil</p> <p>Affluence Factor</p> <p>Agriculture Benefits</p> <p>Civil Works Planning Process</p> <p>Comprehensive River Basin Studies</p> <p><del>Deepwater Ports (temporary)</del></p> <p>Desalting Program</p> <p>Dredges</p> <p>Economy Speed-Up</p> <p>Environment</p> <p>Environmental Protection Agency (Land Use Planning Program)</p> <p>Excess Properties</p> <p>Flood Control Act of 1974</p> <p>Flood Control Act (omnibus bill)</p> <p><del>Flood Plain Information and Management (temporary)</del></p> <p><del>CAO Audit Reports (temporary)</del></p> <p>Great Lakes Operation Foresight</p> <p>GSA Survey Reports</p> <p>Land Acquisition</p> <p>Management Information System</p> <p>Matching and Urban Share Information for for Federal Grant Plans</p> <p>MRT Levee Raising/Economy Speed-Up</p> <p>National Shoreline Study</p> <p>Navigation Servitude of the U.S. Pacific Northwest Region</p> <p><del>Periodicals Cir. A-3 (temporary)</del></p> <p>Post Authorization Changes</p> <p>Post Office Construction</p> <p>Principles and Standards</p> <p>Program Reforms</p> <p>Public Works Appropriation Bill</p> <p>Railroad Construction</p> <p>Recreation</p> <p>Report to the Congress on Corps Visitor Protection</p> <p>Reprogramming Request</p> <p>River Basin Monetary Authorized Proposed</p>	<p>Water Resources Branch</p>	<p>Permanent - <del>(except where otherwise indicated)</del></p> <p>Close files every 2 years</p> <p>Retire <del>closed files</del> <b>and 11/77</b> to Record</p> <p><b>officer</b> Section after <del>6/30/76</del></p> <p><b>8</b> years old.</p> <p>Start new files every 2 years.</p>

## NR - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Corps of Engineers - (Civil) (continued)</u>		
Streamflow Regulation Policy		
<del>User Charges (Temporary)</del>		
Wastewater Management (Urban)		
Water Programs Assessment		
Wetlands		
<u>Department of the Interior</u>		
<u>Bureau of Reclamation</u>		
Charts and Tables		
Cost Sharing		
Feasibility Studies		
Municipal and Industrial Water Rules		
New Starts		
Principles and Standards		
Public Works Appropriation Bill Deferral		
Reclamation		
- General		
- General Compute Material		
- Distribution Systems Loan Act 1975		
- Development Act 1975		
- Rehabilitation & Betterment Act 1975		
- Reprogramming		
- Small Project Act 1975		
- R&D Tunneling		
Weather Modification		
<u>Office of Water Research and Technology</u>		
Water Resources Research Institute		
<u>Office of Saline Water</u>		
Colorado Salinity Problem		
Desalting		
Israel Desalting		
<u>Power Marketing Agencies</u>		
<u>Alaska Power Administration</u>		
Eklatna Project		
<u>Bonneville Power Administration</u>		
Cloud-Seeding Request -- Flathead		
Basin Mont.		
<del>GAO Audits/Report (Temporary)</del>		
Grand Coulee Third Powerhouse		
Hydro-thermal Program - Phase 2		
Legislative Issues		

## NR - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Bonneville Power Administration (continued)</u> Pacific Northwest Power - Background Pacific Northwest Power Planning 1974 Rate Increase Real Property Disposal Research <u>Southeastern Power Administration</u> General <u>Southwestern Power Administration</u> General <u>Independent Agencies</u> Delaware River Basin Commission Interstate Commission of the Potomac River Basin Susquehanna River Basin Commission Water Resources Council Authorizing Legislation (WRC) Big Black River, Miss. (WRC Report) Comp. Studies Puget Sound and Adjacent Waters in Pacific Region Comp. Study-Pearl River Basin Miss. and La. Cost Sharing for Water Resources Investmnt. Evaluation Crit. for WR Projects Major Policy Changes in Federal Water and Related Land Programs Matching and Urban Share Information for Fed. Programs Missouri River Basin Commission Ohio River Basin Commission Planning Act (Title III Grants) Principles and Standards for Planning Water and Related Land Resources Proposed Presidential Study on Water Resources Policies Purpose, Policy and Objectives Quality of Life Review River Basin Commissions - General Saline Water Research Summary of Actions for the Council of Members, July 11, 1973 Wabash River Basin Projects Authority WRC Report to Congress on Sec. 209 of Water Pol. Cont. Act Amend. Work Group Report on FY 1974 Adm. Rationale for Allowing the WRC Program Grants to State to Expire		

## NR - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Independent Agencies (continued)</u>		
<u>Tennessee Valley Authority</u>		
Bear Creek Project		
Bond Resolution		
Briceville Flood Relief Project		
Browns Ferry Nuclear Plant - Units 1&2		
Decatur Bridge Project		
Duck River Project		
Emergency Job & Unemployment Assistance		
Energy Conservation		
Environment Concern		
<del>GAO Reports</del>		
Gallatin Steam Plant		
Interagency Working Group on Social Impact Assessment		
Land Between the Lakes		
Land Reclamation		
Manpower		
New Towns		
Regional Recycling Plants		
Pickwick Lock and Dam Project		
Pollution Control		
South Chickamauga Project		
Tellico Dam		
Timberlake Project		
Tims Ford Project		
Upper & Lower French Broad Project		
Widows Creek - West Jefferson		
Yellow Creek Project		
<u>Temporary Study Commission</u>		
<u>National Water Commission</u>		
General		

Description	Location of Record	Authorized disposition
<p>27. <u>PROGRAM RECORDS</u></p>	<p>NN-173-239 10 YRS.</p>	
<p>1/ Project-related memoranda, studies, letters, etc (includes memoranda to the Director and others on specific projects or groups of projects)</p>	<p>Water Resources Branch</p>	
<p>Authority under which OMB reviews Corps of Engineers projects.</p>		
<p>Executive Order 9384 provides that "Before any department or establishment shall submit to the Congress or to any committee or member thereof, a report relating to, or affecting in whole or in part, its advance programs, or the public works and improvement projects comprising such programs, or the results of any plan preparation for such programs or projects, such report shall be submitted to the Bureau for advice to its relationship to the program of the President. When such report is thereafter submitted to the Congress, or to any committee or member thereof, it shall include a statement of the advice received from the Bureau."</p>		
<p>Corps of Engineers Project Reports -</p>	<p>filed alpha.</p>	
	<p>by State &amp;</p>	
	<p>alpha. by</p>	
	<p>project w/in</p>	
	<p>State</p>	
<p>(1) Advance reports (both favorable and unfavorable)</p>		<p>Temporary -</p>
		<p>Do not send to Record Section.</p>
		<p>Dispose when final report is received.</p>
<p>(2) Final reports (unfavorable)</p>		<p>Temporary -</p>
		<p>Do not send to Record Section.</p>
		<p>Dispose when 1 year old.</p>
<p>(3) Final reports (favorable)</p>		<p>Temporary -</p>
		<p>Retain in branch files until completion of construction, funding, or other activity.</p>
		<p>Retire to Record Section when no longer needed. Record Section will dispose when 10 years old.</p>



NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
Corps of Engineers Project Reports (continued)		
(4) Correspondence relating to the clearance process of the project reports (includes internal memoranda, standard OMB clearance letter to the Secretary of the Army, and Army's transmittal letter to the Congress.		Temporary - Retire to Record Section with project reports. Record Section will dispose when 10 years old.
(5) State files by project - These files consist mainly of public interest letters and other informational materials such as State litigation cases, State environmental impact statements, all of which relate to proposed Corps of Engineers projects.		Temporary - Do not send to Record Section. Dispose when 2 years old.

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
Final reports (unfavorable)		
<u>Alabama</u> Mobile Bay (Doy and Fowl Rivers)		
<u>Alaska</u> Bethel Fort Yukon		
<u>Arizona</u>		
<u>Arkansas</u> Cadron Creek Fleschmans Bayou		
<u>California</u> Crescent City Harbor Petaluma River Basin		
<u>Colorado</u>		
<u>Connecticut</u> Fivemile River Harbor Norwalk Harbor Paquonock River		
<u>District of Columbia</u>		
<u>Delaware</u> Delaware River, Philadelphia Sea to Vicinity of Delaware the Branch Channel in the City Delaware		
<u>Florida</u> Anclote River Blackwater Bay and River, East Bay Escambia River (Big Escambia Creek), Del. and Florida Gulf Intracoastal Waterway Carrabelle St. Marks River Side Channel, Intra-coastal Waterway to Miami Beach Tampa Bay Indian Pass, Appalachicola Bay Indian Pass Apalchicola Bay Lynn Haven Santa Fe River		
<u>Georgia</u> Weracola Creek at Columbus		

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Hawaii</u>		
<u>Idaho</u>		
<u>Illinois</u> Bay Creek Basin Hager Slough, Cass County Illinois River at Peoria (Detiveeler Marina) Mississippi River Vicinity of Cairo Ohio River at Brookport Small Boat Harbor at Cairo		
<u>Indiana</u> Calumet Harbor and River Illinois and Crooked Creek Basin Indian Creek New Albany St. Joseph River Basin Indiana and Michigan		
<u>Iowa</u>		
<u>Kansas</u> Kansas Citys, Missouri and Kansas Shunganunga Creek Basin at Topeka Shawnee County		
<u>Kentucky</u> Clarks River Cogington and (Rosedale) Cypress Creek Basin Panther Creek Basin Daveess Co.		
<u>Louisiana</u> Bayua Grand Caellou Gulf Intracoastal Waterway to Vicinity of Route Pearl River and Tribs in the Vicinity of Bogalusa St. Bernard Parish Holy Beach and Vicinity Tangipahoa Raier and Tribs. Kisatchie Bayou and Cane		
<u>Maine</u> Blue Hill Harbor Camden Harbor Union River		
<u>Maryland</u>		

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Massachusetts</u> Bass River, Harbor Cape Cod Canal Mattapoisett Harbor Popponesset Bay, Mashpee and Barnstabee Saugus and Pines Rivers Basin and Adjacent Coastal Areas Grand Traverse Bay St. Joseph River Basin, Michigan and Indiana		
<u>Michigan</u> Grand Traverse Bay		
<u>Minnesota</u>		
<u>Mississippi</u> Cadet Bayou		
<u>Missouri</u> Flat Creek, Vicinity of Sedalla Osage River Below Bagnell Dam Thomas Hill Reservoir		
<u>Montana</u> Milk River at Glasgow		
<u>Nebraska</u>		
<u>Nevada</u>		
<u>New Hampshire</u> Great and Little Bays and their Tribs. and adjoining Tribs. of the Piscataqua		
<u>New Jersey</u> Camden County Streams Del. Bay Bet Cape May Canal, NJ and Del		
<u>New Mexico</u>		
<u>New York</u> Atlantic Coast of Long Island, NY Jones Inlet to East Rockaway Inlet Greenport Harbor Great South Bay and Patchogue River		

NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>North Carolina</u> Drum Inlet Pamlico Sound and Beaufort Harbor Buford-Trenton Irrigation District, Missouri River, North Dakota		
<u>North Dakota</u>		
<u>Ohio</u> Reno Beach		
<u>Oklahoma</u> Boswell Dam and Reservoir		
<u>Oregon</u> Yaquina River and Tribs.		
<u>Pennsylvania</u> Johnstown		
<u>Puerto Rico</u> Aquadilla Harbor		
<u>Rhode Island</u> Sakonnet Compston(2)		
<u>South Carolina</u> Abbeville Yadkin Pee Dee River		
<u>South Dakota</u>		
<u>Tennessee</u>		
<u>Texas</u> Goose Creek Double Bayou Lavaca Navidad Rivers, Hallettsville Long Island, Port Isabel San Felipe Creek, Del Rio (2)		
<u>Utah</u> West Texas Eastern, New Mexico Water Impact project, Utah		

NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Virginia</u> Chincoteague Inlet Deep Creek Bay and connecting Waters Lynnhoven Inlet Roanoke River at and below John H. Kerr Dam and Ress., Scottsville, James River Basin		
<u>Washington</u> Takoma Harbor		
<u>Wisconsin</u> Racine Harbor Ship Canal Potomac and Ancostia Rivers and adjacent waters in and near the District of Columbia		
<u>West Virginia</u> Wheeling Creek Watershed Blackwater Bay and River and East Bay		

## NRD - Water Resources Branch

Description	Location of record	Authorized disposition
Final reports (favorable)		
<u>Alabama</u>		
Alabama Cosa System and in the Vicinity of Selma Mobile Harobr Tennessee-Tombigbee Water		
<u>Alaska</u>		
Hoonah Harbor (2 reports) Humbolnt Harbor at Sand Point Kake Harbor King Cove Harbor Metlakata Harbor (2 reports) Serguis Whitestone Narrows		
<u>Arizona</u>		
Indian Bend Wash, Maricopa County Santa Rose Wash, Arizono Gila River Basin Phoenix Arizona and Vicinity Gila River Basin (including New River)		
<u>Arkansas</u>		
Arkansas River and Tributaries Above John Martin Dam, Colorado Arkansas-Red River Basins, Water Quality Study Ark-Red River Basins, Water Quality Control Study, Texas Okla, and Kansas (Part II) Arkansas-Red River Basins, Texas, Oklahoma, Kansas Bayou Bartholomew and Tributaries Arkansas and Louisiana DeQueen Reservoir Gillhan Reservoir and Pine Creek Res, Ark. and Okl. Quachita and Black Rivers, Arkansas and Louisiana Village Creek, Ark.		

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>California</u> Alhambra Creek, Contra Costa City Corte Madera Creek Crescent City Harbor Cucamonga Creek, San Bernardino and Riverside Counties Humboldt Harbor Lytle and Warm Creek, San Bernardino, County Ventura Marina Marysville Dam and Reservoir Yuba River Basin Merced County Streams Pajaro River Port Hueneme Harbor Port San Luis, San Luis Obispo Harbor Russian River San Diego River (Mission Valley) San Francisco Bay to Stockton Navigation Channels San Luis Reg River, San Diego City San Diego Harbor, San Diego City of San Diego (Sunset Cliffs)		
<u>Colorado</u> Bear Creek Basin South Platte River and Tribs. Trinidad Dam on the Purgatoire River		
<u>Connecticut</u> Cove Harbor and Cove Pond, Stamford Park River Basin Stratford		
<u>Delaware</u> Bay-Chesapeake Bay Waterway Delaware Maryland and Virginia		
<u>Florida</u> Bayport Channel and Harbor Brevard County C&S Florida Small Boat Central and Southern Central and Southern Florida, South West Dade County Charlotte Harbor Cross Bayou Canal		



## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Florida (continued)</u> Four River Basin (2) Mills Creek Mississippi River and Tributaries project Central and Southern Fla. (4) projects Dade County Jacksonville Harbor Manatte and Braden Rivers Miami Harbor Mullet Key Panama City Harbor (2 projects) Phillippi Creek Basin Statement of Tampa Port Authority, Tampa Resources for Central and Southern		
<u>Georgia</u> Carters Dam Savanna Harbor (2) projects Savannah River, Trotters Shoals Reservoir (2) projects Sea Island and St. Simmons Island Trotters Shoals Back-Up Data Tybee Island		
<u>Hawaii</u> Honolulu Harbor & Bangers Point Harbor, Oahu Hawaii Kaneohe-Hadua Area, Oahie Kawaihae Harbor Nawderville Harbor		
<u>Idaho</u>		
<u>Illinois</u> Kaskaskia River Livees Mississippi River at Moline Mound City Locks and Dam Smithland Locks and Dam Ohio River Temp lock at Dam #52, Ohio River		

NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Indiana</u> Fall Creek Basin (3 projects) Lafayette and Big Pine Reservoirs, Wabash River Newburgh Locks and Dam, Indiana, Ken, Ohio River Lincoln, Clifty Creek and Patoka Res. Wabash River, Basin, Ind. & Ill.		
<u>Iowa</u> Des Moines River at Ottumwa		
<u>Kansas</u> Arkansas River and Tributaries at Great Pond Marion Spring River and Tribs.		
<u>Kentucky</u> Carr Fork Reservoir Pond River Basin Clarks River Laurel River Southwestern Jefferson County Salt River Basin		
<u>Louisiana</u> Atchafalaya River and Bayous Chene, Baeof and Black Calausieu River at Devils Elbow Gulf Intracoastal W/W East of the Miss. River Gulf Outlet & Michoud Canal Lake Pontchartrain and Vicinity Mermentau River Morgan City & Vicinity Quachita River, Monroe Red River below Dension Dam Teche Vermilion Basin Vermillion Lock		
<u>Maine</u> Frenchboro Harbor		
<u>Maryland</u> Baltimore Harbor & Channel Chester River		

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Massachusetts</u> Edgartown Harbor Fall River Harbor Ipswich River North Nashua River and Tributaries Pleasant Bay Weymouth-Fore and Town Rivers Boston Harbor		
<u>Michigan</u> Cross Villiage Harbor Detroit River Trenton Channel (2) Forestville Harbor Lexington Harbor Ludington Harbor Great Lakes and St. Lawrence Seaway Ottawa River Harbor Saginaw River Bay City Section Tawas Bay Harbor Miss. River at Wonona (2 project reports) Roseau River		
<u>Minnesota</u> Zumbro River		
<u>Mississippi</u> Pearl River Basin Pascagoula River Basin Yazoo River Navigation West Tennessee Tributaries		
<u>Missouri</u> Perry County Drainage and Levee Districts Meramec River Basin Kansas Citys Little Blue River Vicinity of Kansas City Spring River and Tributaries		
<u>Montana</u> Libby Dam Project Kootenai River		
<u>Nebraska</u> Papellion Creek and Trib.		
<u>Nevado</u> Gleason Creek		
<u>New Hampshire</u> Beaver Brook Dams and Res. Keene		

NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>New Jersey</u> Del Bay Bet. Cape May Canal Elizabeth Power Basin Newark Bay, Hackensack and Passaic Rivers N.J. Coastal Inlets and Beaches-Great Egg Harbor Inlet to Stone Harbor Perth Amboy Shrewsbury River		
<u>New Mexico</u>		
<u>New York</u> Staten Island, Fort Wadsworth to Arthur Kill East River N.Y. (Spur to Astoria waterfront East Rockaway Inlet to Rockaway Inlet and Jamaica Ellicott Creek Hempstead Harbor New York Harbor (Anchorage Areas) North Shore of Long Island		
<u>North Carolina</u> Atlantic Intracoastal Waterway Bridges Pamlico River and Morehead City Harbor Carolina Beach Little River Inlet (2 project reports) Manteo (Shallowbag) Bay, N.C.		
<u>North Dakota</u> Oahe Dam and Res., Mo. River		
<u>Ohio</u> Buck Creek Reservoir Mill Creek Willow Island Locks and Dam Ohio River		
<u>Oklahoma</u> Arcadia Reservoir Deep Fork River Point Place Hugh Reservoir, Kiamichi Shilder Reservoir Salt Creek Osage County Waurika Reservoir, Beaver Creek		

NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Oregon</u> South Umpqua (2) Tellamook Bay and Bar		
<u>Pennsylvania</u> Chartiers Creek Basin Potomac River Basin		
<u>Rhode Island</u> Bristol Harbor Westerly		
<u>South Carolina</u> Little River Inlet N.C. and S.C. Murrells Inlet Reedy River		
<u>Tennessee</u>		
<u>Texas</u> Beals Creek at Big Spring Bachman and Joe's Creeks Buffalo Bayou and Tributaries Cooper Reservoir and Chan. Cooper Reservoir Sulphur River Basin Red River Basin Modification of the West Tennessee Tributaries Feature, Mississippi River and Tributaries Projects, Bion and Forked Deer Rivers Copus Christi Ship Chamel Galveston Harbor Frio River in the Vicinity of Three Rivers El Paso, El Paso Peyton Creek Edwards Underground Reservoir Guadalupe, San Antonio and Nueces Rivers and Tribs., Texas (2 projects) Highland Bayou Long Island, Port Isabel Taylors Bayou Texas City and Vicinity, (LA Marque-Hitchcock Extension, Hurricane Flood Protection) Texas City Channel Wallisville Reservoir		
<u>Vermont</u>		

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Virginia</u> Buena Vista 4-Mile Run, Alex. Potomac River Basin Salem Church Reservoir Virginia Beach		
<u>Washington</u> Columbia River and Tribs. Ediz Hook, Port Angeles Wenatchee		
<u>West Virginia</u> Cheat River, Rowlesburg Reservoir		
<u>Wisconsin</u> Manitowoc Harbor Northport Harbor		
<u>Wyoming</u>		

Description	Location	Authority & Disposition
<p>27.</p> <p><u>PROJECT RECORDS</u></p>	<p>NN-173-239</p> <p>10 30</p>	
<p>Project-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on specific projects or groups of projects)</p>	<p>Water Resources Branch</p>	
<p>Authority under which OMB reviews Bureau of Reclamation Projects:</p>		
<p>Executive Order 9384 provides that "Before any department or establishment shall submit to the Congress or to any committee or member thereof, a report relating to, or affecting in whole or in part, its advance program, or the public works and improvement projects comprising such programs, or the results of any plan preparation for such programs or projects, such report shall be submitted to the Bureau for advice to its relationship to the program of the President. When such report is thereafter submitted to the Congress, or to any committee or member thereof, it shall include a statement of the advice received from the Bureau."</p>		
<p>Bureau of Reclamation Projects records consist of the following:</p>		<p>Temporary -</p>
<ul style="list-style-type: none"> <li>- Project report submitted to the President through OMB.</li> <li>- Internal memoranda regarding the project report.</li> <li>- OMB's clearance letter to the Secretary of the Interior.</li> <li>- Secretary of the Interior's letter transmitting project report to the Congress.</li> </ul>		<ul style="list-style-type: none"> <li>Retain in branch files until completion of construction, funding, or other activity.</li> <li>Retire to Record Section when no longer needed.</li> <li>Record Section will dispose when 10 years old.</li> </ul>

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
Bureau of Reclamation Projects (continued)		
<u>Alaska</u>		
Bradley Lake Devil Canyon Lake Grance Snettisham Takotz Creek		
<u>Arizona</u>		
Central Arizona Project (CAP) Marble Canyon Dam and Reservoir (CAP) Middle Gila River Buttes Dam & Reservoir Navajo Participation Agreement Pacific Southwest Water Plan Bridge Canyon Participating Marble Canyon Participating Water Salvage - Lower Colorado River Ari - 1, P.S.W.P. 8/63 Report Ari - 1, P.S.W.P. Appendix		
<u>Arkansas</u>		
Petit Jean & White Oak		
<u>California</u>		
Central Valley Project (CVP) CVP - Auburn-Folsom CVP - San Luis Unit Westlands Water District San Joaquin Valley CVP - San Luis Drain CVP - Black Butte CVP - Consumers River Division CVP - Delta Division - Contra Costa County Water CVP - Paskeato-Newville Unit Sacramento River Division CVP - Peripheral Canal Unit CVP - West Sacramento Canal Unit Tehama-Coluso Canal CVP - San Felipe Division		
<u>Colorado</u>		
Colorado River Basin Project Booklets Colorado River Storage Project (CRSP) CRSP - Animas-LA Plata Participating Project		



## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Colorado - Con't.</u>		
CRSP - Bostwick Participating		
CRSP - Curecanti Unit (Crystal Dam)		
CRSP - Dallas Creek Participating		
CRSP - Dolores		
CRSP - Florida Participating		
CRSP - Fruitland Mesa Participating		
Fryingpan-Arkansas Project		
Ruedi Dam		
Pueblo Dam		
CRSP - San Juan-Chama (Colo. & N.M.)		
CRSP - Savery Pot-Hook Participating		
CRSP - Silt		
CRSP - Smith Ford Participating		
San Luis Valley Closed Basin Division		
CRSP - San Miguel Participating (Colo. & N.M.)		
CRSP - West Divide Participating		
<u>Idaho</u>		
Challis		
Mann Creek		
Middle Snake River		
Hydroelectric Development		
News Release & Articles		
Rathdrum Prairie		
Teton Basin		
Upper Snake River		
Salmon Falls Division		
American Falls Dam Replacement		
Palisades Dam		
<u>Illinois</u>		
<u>Maine</u>		
<u>Montana</u>		
Jefferson-Whitehall Unit		
Missouri River Basin		
Knowles Dam		
West Beach Unit - Missouri River Basin		
Milk River Project		
<u>Nebraska</u>		
Missouri River Basin Project		
Mid-State Division		
North Loup Division		
O'Neill Unit		

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Nevada</u>		
Boulder Canyon Project		
Hoover Dam		
Boulder City Reservoir M&I Loan		
Lake Tahoe Basin (Calif. & Nev.)		
Pac. S.W. Water Plan		
Moapa Valley Pumping		
Newland Project		
Southern Nevada Water Supply		
Truckee-Carson Irrigation District		
Washoe Project		
<u>New Mexico</u>		
El Paso Coal Gasification		
Navajo Indian Irrigation		
Pecos River Basin (N.M. & Texas)		
<u>North Dakota</u>		
Garrison Diversion Project		
Minot Extension		
<u>Oklahoma</u>		
Arbuckle Project		
Foss Dam		
Liberty Bottoms		
Mountain Park		
Norman Project		
Waurika Project		
<u>Oregon</u>		
Baker Project		
Crooked River		
Dalles Project		
Rogue River Basin		
Illinois Valley		
Marlin Division		
Talent Division		
Couth Umpqua		
Tualatin		
<u>South Dakota</u>		
Missouri River Basin - James Division Oake Unit		
Missouri River Basin - South Dakota Pumping Division Tower, Greenwood & Yankton Units		

NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>Texas</u> Canadian River Palmetto Bend Red Bluff		
<u>Utah</u> Central Utah Project (CUP) CUP - Bonneville Unit Dixie Project CRSP - Emery County Participating Weber Basin Price & San Pitch River Basin		
<u>Washington</u> Bumping Lake Chief Joseph Dam Chelan Division - Manson Unit Okanogan - Simelkameis Division Whitestone Coulee Unit Columbia Basin Project Second Bacon Siphon & Tunnel Grand Coulee Dam #3 Powerplant Spokane Valley Walla Walla		

27.

PROJECT RECORDS

Description

Location

Authority: 10 CFR 101.11

NN-173-239  
10 yrs.

(Project-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on specific projects or groups of projects))

Water Resources  
Branch

Authority under which OMB reviews the Small Reclamation Loan Projects:

Executive Order 9334 provides that "Before any department or establishment shall submit to the Congress or to any committee or member thereof, a report relating to, or affecting in whole or in part, its advance programs, or the public works and improvement projects comprising such programs, or the results of any plan preparation for such programs or projects, such report shall be submitted to the Bureau for advice to its relationship to the program of the President. When such report is thereafter submitted to the Congress, or to any committee or member thereof, it shall include a statement of the advice received from the Bureau."

The Small Reclamation Loan Projects records consist of the following:

- Copy of the application for a loan under the Small Reclamation Projects Act of 1956 (August 6, 1956. 70 Stat. 1044, as amended June 5, 1957. 71 Stat. 48).
- Copy of a memorandum to the Secretary of the Interior from the Bureau of Reclamation recommending approval of the application.
- Letter to the President through OMB as required by Section 4(c) of the Small Reclamation Projects Act of 1956, as amended.
- Internal OMB memoranda regarding loan applications.
- OMB's clearance letter to the Secretary of the Interior.
- Secretary of the Interior's letter transmitting application to the Congress.

Temporary -  
Retire to Record Section  
every 2 years.  
Record Section will  
dispose when 10 years  
old.

NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<b>Small Reclamation Loan Projects (continued)</b>		
<u>Arizona</u>		
Graham-Curtis Roosevelt Water Conservation Dist.		
<u>California</u>		
Buttonwillow Improvement Dist. Semitropic Water Storage Dist. Bakersfield		
Nevada Irr. Dist., Grass Valley Pioneer Water Co., Porterville Lakeside Irrig. of Hanford Pond-Poso Improvement (Semi-tropic Water Dist., Kern Co. Kanawha Water Dist. Tehachapi-Cummings, Tehachapi Valley Ctr. Municipal Water Dist. West San Bernardino Co. Water Dist.		
<u>Colorado</u>		
Water Supply and Storage Co., Fort Collins		
<u>Idaho</u>		
Cassia Creek Reservoir Co. Salmon River Canal Co.		
<u>Montana</u>		
Gibson Dam, Greenfields Irr. Dist., Sun River Proj.		
<u>Nebraska</u>		
Mitchell Irr. Dist.		
<u>Nevada</u>		
Truckee Carson Irr. District		
<u>Oregon</u>		
Central Oregon Irr. Dist., Redmond Shasta View Irr. Dist.		
<u>Texas</u>		
Cameron Co. Water Control & Improvement Dist No. 5 Santa Maria Water Cont. & Imptov., Cameron Co. # 4		
<u>Utah</u>		
Roy Water Cons. Proj.		

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<u>California</u>		
Central Valley Proj.		
Allen Unit - River Div.		
Central Valley Proj.		
Kellog Unit		
Central Valley Proj. - General		
Cultural Valley Study (PPB)		
Central Valley Proj. - Sep. '68		
Side Div., Initial Phase		
Re-evaluation - Feas. Water Supply Devel.		
Central Valley Proj. - June '66		
East Side Div., Initial Phase		
Rpt. on Feas. of Water Supply Dev.		
Central Valley Proj.		
Peripheral Canal Unit		
Santa Margarita		
<u>Montana</u>		
West Bench Unit, Missouri River Basin Proj.		
<u>Nebraska</u>		
Mirage Flats Proj.		
<u>Oregon</u>		
Tumalo R&D (Sent back -		
Umpqua River Proj.		
Olalla Div.		
Willamette River Proj.		
Monmouth-Dallas Div.		
<u>Texas</u>		
Cibolo Proj.		
Cuero Proj.		
Neuces River Proj.		
<u>New Mexico</u>		
Brantley Dam		

## Description

Location  
of Record

## Authority &amp; Disposition

27

PROGRAM RECORDS

Project-related memoranda, studies, letters, etc. (includes memoranda to the Director and others on specific projects or groups of projects)

Water Resources  
Branch

Authority under which OMB reviews the Interstate Water Compact Commissions.

Executive Order 9384 provides that "Before any department or establishment shall submit to the Congress or to any committee or member thereof, a report relating to, or affecting in whole or in part, its advance programs, or the public works and improvement projects comprising such programs, or the results of any plan preparation for such programs or projects, such report shall be submitted to the Bureau for advice to its relationship to the program of the President. When such report is thereafter submitted to the Congress, or to any committee or member thereof, it shall include a statement of the advice received from the Bureau."

The records on the Interstate Water Compact Commissions consist of the following:

- OMB research of applicable laws to ascertain the conditions of appointment of the Federal Representative.
- OMB draft letters of appointment of the Federal Representative.
- OMB draft letters advising the appropriate Governors of the appointment.
- Subsequent to issuance of Presidential appointment - OMB-NRD acts to advise heads of all agencies of the Presidential appointment.
- OMB policy guidance for Federal Representatives on Interstate Water Compact Commissions.
- Any legal advice OMB may give to Federal Representatives upon their request.
- Federal Representatives' reports to the President through the Director, OMB.
- Report includes observations on matters affecting a Federal interest and is accompanied by copies of the annual commission report. Minutes of meetings when appropriate. Supplemental reports from time to time.

Permanent -  
Retire to Record Section  
every 2 years.  
~~Transfer~~ to NARS when  
8 years old.

## NRD - Water Resources Branch

Description	Location of Record	Authorized disposition
<p>Interstate Water Compact Commissions records (continued)</p> <ul style="list-style-type: none"><li>- Substantive issues reflected in the records include those that insure:<ul style="list-style-type: none"><li>- all Federal rights are preserved</li><li>- Compact does not impinge upon the prerogatives of the President or Congress</li><li>- all Federal agencies' views, programs, and interests have been considered and all differences resolved</li><li>- Compact is consistent with existing policies and goals.</li></ul></li></ul>		
<p>Interstate Water Compact Commissions</p> <p>Arkansas River Compact Big River Compact Commission Great Lakes Basin Commission Hudson River Basin Compact Kansas, Oklahoma, Arkansas River Commission New England River Basin Commission Pecos River Basin Commission Red River Compact Commission Rio Grande Compact Commission Sabine River Compact Souris-Red-Rainy River Basin Commission Tahoe-Regional Planning Compact Upper Colorado River Commission Yellowstone River Compact Pacific Northwest River Basin Commission</p>		



Description	Location of Record	Authorized disposition
<p>28. <u>WHITE HOUSE REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		<p>Temporary - Retire to Record Section for disposal when 2 years old. Start new file every 2 years.</p>
<p>29. <u>CONGRESSIONAL REFERRALS</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		
<p>30. <u>PUBLIC INQUIRY</u></p> <p>These records consist of routine inquiries, replies thereto, other correspondence in which no unusual administrative decisions, policies, or efforts are involved, and administrative background materials for formal informational releases.</p>		

Description	Location of Record	Authorized disposition
<p><b>31.</b>  <u>LEGISLATIVE RECORDS</u>  Legislative clearance items including printed materials and related correspondence.</p>	<p><i>a.</i> Legislative Reference Division  <i>b.</i> All Other Copies</p>	<p>See LRD Schedule.  Temporary -  Dispose at the end of each Congress.  Start new file at the beginning of each Congr</p>
<p><b>32.</b>  <u>EXECUTIVE ORDER AND PROCLAMATION RECORDS</u>  Records on Executive Orders and Proclamations include materials on clearance, preparation, presentation, and publication.</p>	<p><i>a.</i> Legislative Reference Division  <i>b.</i> All Other Copies</p>	<p>See LRD Schedule.  Temporary -  Dispose when 2 years old or when no longer needed for administrative purposes - which ever comes earliest.  Start new file every 2 years.</p>
<p><b>33.</b>  <u>NONOFFICIAL PAPERS</u>  Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an OMB employee will be clearly designated by him as nonofficial and will at all times be filed separately from the official records of his office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertains to official business will be extracted and made a part of the official files. All extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents.</p>		<p>Temporary -  Review each year and dispose of all materials no longer needed for the transaction of current business.</p>