

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER 141-220-06- <i>71-220-07-2</i>	
To: national archives & records administration 8601 adelphi road college park, md 20740-6001		Date received <i>12-1-2006</i>	
1. FROM (Agency or establishment)  Utah Reclamation Mitigation and Conservation Commission		<b>NOTIFICATION TO AGENCY</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION N/A			
3. MINOR SUBDIVISION N/A			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon Bissell	5. TELEPHONE NUMBER 801-524-3146	DATE <i>8/1/07</i>	ARCHIVIST OF THE UNITED STATES <i>Sharon Bissell</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>24</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/20/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Bissell</i>		TITLE <i>Executive Director</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>Records of the Utah Reclamation Mitigation and Conservation Commission.</b>  The Utah Reclamation Mitigation and Conservation Commission is an Executive branch agency of the federal government. The Commission was authorized under the Central Utah Project Completion Act of 1992. The Act set terms and conditions for completing the Central Utah Project, which diverts stores and delivers large quantities of water from numerous Utah rivers to meet the needs of central Utah's citizens. The Mitigation Commission is responsible for designing, funding and implementing projects to offset the impacts to fish, wildlife and related recreation resources caused by CUP and other federal reclamation projects in Utah.  Records are described on the attached SF-115A Continuation form.		

*SA 8/7/07 copies sent to Agency, NWRMD, NR*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
ACM-1.00	<p><b>Acquisition Management Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for acquisition management activities. Office of record/origin</p> <p><i>Note: This file consists of policy for acquisition management subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
ACM-1.10	<p><b>Acquisition Management Subject Files</b> Correspondence of a general nature pertaining to acquisition management subjects; procurement of supplies, equipment, and services; and contracting for supplies and services; and interagency agreements. Office of record/origin</p> <p><i>Note: Office of record/origin - use case file for contract, procurement, or program specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.</p>	(new)	
ADM-1.00	<p><b>Administrative Management Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for administrative management activities. Office of record/origin</p> <p><i>Note: This file consists of policy for administration management subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
ADM-1.10	<p><b>Administrative Management Subject Files</b> Correspondence of a general nature pertaining to administrative management subjects including the establishment, organization, reorganization, and termination of organizational units; INTERNAL committees and meetings; the assignment and reassignment of functions; operational planning; management analyses and surveys; staff-year requirements and utilization; and emergency planning. Office of record/origin</p> <p><i>Note: Office of record/origin - use case file for program specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.</p>	(new)	

ADM-2.00	<b>Administrative Management Reports</b> Reports pertaining to administrative management. Includes, but is not limited to: ·Water and land resource accomplishments ·Strategic Plan ·Annual Report of the Secretary of the Interior ·Annual Report of the Commissioner Office of record/origin  <b>Note: Use PRJ-2.00 for project histories.</b>  <b>Permanent.</b> Cutoff at the end of each year. Transfer to Archives 10 years after cutoff.	(new)	
ADM-5.00	<b>Federal Register Rulemaking</b> Material which documents the development, clearance, and processing of proposed and final rulemaking for publication in the Federal Register as related to URMCC activities. Office of record/origin  <b>Note:</b> □□ <i>Files on investigations which require extensive research projects or special geologic, geophysical, and engineering studies, URMCC Reform Act, water sales or contracts, etc., must be filed and disposed of in accordance with specific disposal instructions provided in this schedule for each feature, structure, etc.</i> □□□ <i>Subject-related correspondence, reports, and other material accumulated in the course of preparing input for replies to congressional inquiries should be filed in the 1.10 GENERAL of the functional series applicable to the subject of the inquiry and disposed in the 1.10 classification.</i>  <b>Temporary.</b> Cutoff at end of year. Destroy 5 years after rule was published.	(new)	
ADM-8.00	<b>Compliance Audit</b> Audit requests/proposals, work plans, work papers, correspondence, internal and external exhibits, and reports of findings. Office of record/origin  <b>Note:</b> □□□ <i>Use FIN 8.00 for audits specific to financial operations.</i>  <b>Temporary.</b> Cutoff at the end of each year or when audit is complete whichever occurs first. Transfer to FRC 10 years after cutoff. FRC destroy 25 years after cutoff.	(new)	

ADM-9.00	<p><b>Internal Delegations of Authority</b></p> <p>This code applies to the in house delegation of authority and responsibility to officials, includes but not limited to:</p> <ul style="list-style-type: none"> <li>·Delegation of signatory authority</li> <li>·Designation of technical representatives</li> <li>·Deputization of URMCC employees</li> <li>·Delegation of procurement authority</li> <li>·Designation of Privacy Act Officer</li> <li>·Freedom of Information Act Officers</li> <li>·Designation of imprested fund cashier</li> <li>·Agents to receive checks</li> <li>·Personnel authorized to draw from the warehouse or individuals assigned fiscal responsibilities including disallowances, exceptions to payments, and power of attorney</li> <li>·Designation of Notary Public</li> <li>·Designation of employees to certify items for publication in the Federal Register</li> <li>Office of record/origin</li> </ul> <p><b>Note:</b> Use appropriate feature or structure code for delegations of design and specifications work.</p> <p><b>Temporary.</b> Break file at the end of each year. Cutoff and destroy when superseded, revoked, withdrawn, or expired.</p>	(new)	
ADM-10.00	<p><b>Conferences and Meetings - continued</b></p> <ul style="list-style-type: none"> <li>·Information on upcoming conferences and workshops</li> <li>Office of record/origin</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>□□ Material relating to a specific subject, use appropriate subject file.</li> <li>□□□ Use PRJ-5.00 for technical Commissions, Committees, and Professional Societies.</li> </ul> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner.</p>	(new)	

ADM-13.00	<p><b>Cooperative Management</b></p> <p>Cooperative management agreements including Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or similar agreements, either inter- or intra-agency, which document Reclamation's relationship with other public agencies or private parties, for purposes of mutual assistance. Including materials pertaining to Reclamation's participation in the planning, design, development, research, construction, rehabilitation, or management of irrigation systems, municipal water projects, water delivery systems, or individual features and structures for other agencies such as BIA, EPA, Department of Agriculture, State or local governments, etc., and private or industrial users. Materials should also include research and development agreements with colleges and universities or private industry. Also include all supporting materials that describe the project or program and its activities, administration, and management. Including:</p> <ul style="list-style-type: none"> <li>·MOU, MOA, or similar agreement</li> <li>·Technical correspondence</li> <li>·Studies, investigations, reports</li> <li>·Grants</li> <li>·Design data, drawings, related documentation</li> <li>·Safety evaluations</li> <li>·Operation and maintenance plans</li> <li>·Public comments and transcripts of public hearings</li> </ul> <p>Office of record/origin</p> <p><b>Note:</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <b>Office of record/origin is the office having signatory authority for the agreement.</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <b>MOU/MOA's, or agreements between BIA (see PRJ-28.00), EPA, Department of Agriculture, or other Governmental agencies, and URMCC relating to that agency's projects, features, facilities or structures.</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <b>Case file by agency or organization, then by project or agreement, and if needed, by subject.</b></p> <p><b>Permanent.</b> Break files at the end of each year. Cutoff after agreement completed or terminated. Transfer to FRC 1 year after cutoff. FRC transfer to Archives 10 years after cutoff.</p>	(new)	
ADM-16.00	<p><b>Identification Cards/Credentials</b></p> <p>Identification credentials. Includes:</p> <ul style="list-style-type: none"> <li>·Identification cards</li> <li>·Badges</li> <li>·Parking permits</li> <li>·Dining room passes</li> <li>·Building and visitor passes</li> <li>·Credit Cards</li> </ul> <p>Office of record/origin</p> <p><b>Temporary.</b> Break file at the end of each year. Cutoff after return to issuing office. Destroy 3 months after cutoff.</p>	(new)	

ENV-1.00	<p><b>Environmental Compliance and Management Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for environmental compliance and management activities. Office of record/origin</p> <p><b>Note:</b> <i>This file consists of policy for environmental compliance and management subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff file at the end of the calendar year policy was cancelled, superseded, or revoked. Transfer to Archives 3 years after cutoff.</p>	(new)	
ENV-1.10	<p><b>Environmental Compliance and Management Subject Files</b> Correspondence of a general nature pertaining to environmental compliance and management subjects including cultural resources, wildlife resources, fish resources, hazardous waste, nuclear waste storage, national environmental policy act compliance activities, environmental analysis, management studies, and endangered species act, mineral resources, clean water act permits, clean air act, environmental assessment and evaluation methodology, pest management, natural resource protection and management programs, and environmental commitment. Office of record/origin</p> <p><b>Note:</b> <i>Office of record/origin - use case file for project specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 15 years after cutoff.</p>	(new)	
ENV-4.00	<p><b>Wildlife Resources</b> Materials relating to wildlife resources including documentation for general programs and objectives, resource status and detailed project designs, surveys, investigations, and studies; including: ·Construction of special facilities ·Animal escape devices Office of record/origin</p> <p><b>Temporary.</b> Cutoff at the end of each calendar year or when volume warrants. Destroy when incorporated in a final report or 10 years after cutoff.</p>	(new)	

ENV-5.00	<p><b>Hazardous Waste Management</b></p> <p>Documentation related to the treatment, storage, or disposal of hazardous material. Also include materials that deal with superfund sites, regulating disposal sites, underground storage tanks, waste oil, or preparation of hazardous materials for disposal and manifest tracking of hazardous waste. Includes:</p> <ul style="list-style-type: none"> <li>Documents relating to toxic materials regulated by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) or the Toxic Substances Control Act (TOSCA). Toxic materials include PCB's, asbestos, and other substances identified as toxic and not regulated by the Resource Conservation and Recovery Act (RCAA) or the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). Include Hazardous Waste Manifest Site Assessment reports</li> </ul> <p>Office of record/origin</p> <p><b>Note:</b>        [ ] If litigation ensues, transfer records to LAW-5.00.</p> <p><b>Temporary.</b> Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 25 years after cutoff. FRC destroy 75 years after cutoff.</p> <p><b>Note: Environmental Program specialists must review records prior to destruction.</b></p>	(new)	
ENV-6.00	<p><b>00 National Environmental Policy Act (NEPA) Compliance Activities</b></p> <p>Supporting documentation, drafts, and materials on NEPA documents including Environmental Assessments (EA), Environmental Review (ER), Categorical Exclusion Checklists (CEC), Findings of No Significant Impact (FONSI), Records of Decisions, Environmental Commitment Checklist (ECC), and Final and Draft Environmental Impact Statement (FEIS and DEIS). Include documentation on Fish and Wildlife Coordination Act and National Historic Preservation Act.</p> <ul style="list-style-type: none"> <li>Published DEIS's and EIS's. Record of Decision describing Reclamation's decisions regarding which alternative in an EIS is selected for construction.</li> <li>Consultation, review comments from outside agencies, organizations, or the public on URMCCNEPA compliance and program activities</li> </ul> <p>Office of record/origin</p> <p><b>Permanent.</b> Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after completion of report. FRC transfer to Archives when 30 years old.</p>	(new)	

FIN-1.00	<p><b>Financial Management and Program Coordination Policy</b>  Material which serves to establish policy or precedents pertinent to future and continuing actions for financial management and program coordination activities.  Office of record/origin</p> <p><b>Note:</b> <i>This file consists of policy for financial management and program coordination subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
FIN-1.10	<p><b>Financial Management and Program Coordination Subject Files</b>  Correspondence of a general nature pertaining to financial management and program coordination subjects including the preparation and submission of budget data; budgetary policies and procedures; disbursement activities; and the maintenance, control, and accountability of allocated funds.  Office of record/origin</p> <p><b>Note:</b> <i>Office of record/origin - use case file for program specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of the year. Destroy 6 years after cutoff.</p>	(new)	
FIN-2.00	<p><b>Financial Management and Program Coordination Reports</b>  Reports pertaining to financial management and program coordination. Includes:</p> <ul style="list-style-type: none"> <li>·Federal outlay by geographic location</li> <li>·Program accomplishments</li> <li>·Salary and wage distribution report</li> <li>·Budget and Fund Status Data (includes printouts or forms called Fund Reports, Pay Category, and Summary Budget Reports)</li> </ul> <p>Office of record/origin</p> <p><b>Temporary.</b> Cutoff at the end of each fiscal year. Destroy 5 years after cutoff.</p>	(new)	



FIN-3.00	<p><b>Funds and Funding</b></p> <p>Correspondence and material related to special fund accounts generally financed from sources earmarked by law. Material regarding the use of loans, trust funds, and special funds appropriated for emergencies and disaster relief. Includes:</p> <ul style="list-style-type: none"> <li>·Revolving fund</li> <li>·Imprested fund</li> <li>·Transfer of funds</li> <li>·Water user advances</li> <li>·Un-obligated funds</li> <li>·Unexpended funds</li> <li>·Pre-validation of funds</li> <li>·Appropriations carryovers</li> <li>·Lapsed appropriations</li> <li>·Un-liquidated obligations</li> <li>·Un-obligated balances</li> <li>·Form 7-1672 (Statement of Unexpended Balances of Appropriations and Funds)</li> <li>·Disaster Relief Fund</li> <li>Office of record/origin</li> </ul> <p><b>Note:</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Use FIN-4.00 for material pertaining to the URMCC Fund, Colorado River Dam Fund, and Colorado River Development Fund.</p> <p><input type="checkbox"/> <input type="checkbox"/> Use FIN-8.00 for Imprested fund audits</p> <p><b>Temporary.</b> Cutoff at the end of each fiscal year. Destroy 6 years after cutoff.</p>	(new)	
FIN-4.00	<p><b>Appropriations</b></p> <p>Material pertaining to the scheduling of major programs prior to the actual appropriation. Scheduling activity involves budget estimates and justifications for appropriation:</p> <ul style="list-style-type: none"> <li>·Planning, programming, and budgeting</li> <li>·Illustrative material and other graphics accompanying Reclamation's budget presentation to Congress</li> <li>·Flag-Action Report</li> <li>·Allocation of appropriations, allotment accounts, appropriation accounting and reporting, the utilization and withdrawal of funds, reprogramming of funds (such as General Investigation Funds and appropriation warrants)</li> <li>·URMCC Funds</li> <li>·The Colorado River Dam Fund</li> <li>·The Colorado River Dam Development Fund</li> <li>·Cost Authority Systems</li> <li>Office of record/origin</li> </ul> <p><b>Temporary.</b> Cutoff at the end of each fiscal year. Destroy 5 years after cutoff.</p>	(new)	

FIN-5.00	<p><b>Collection Procedures</b></p> <p>Correspondence pertaining to procedures and methods used for collecting monies due the United States. Correspondence regarding the preparation, distribution, loss, theft, undelivered, mutilated, and outstanding checks including salary checks</p> <ul style="list-style-type: none"> <li>·Sales slips (copies)</li> <li>·Bills for collection (copies)</li> <li>·Daily abstract of remittance</li> <li>·Listing of depositories</li> <li>·Prompt payment interest</li> <li>·Late interest charge</li> </ul> <p>Office of record/origin</p> <p><b>Temporary.</b> Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.</p> <p><b>Note: Copies of daily abstracts of remittances destroy when final audit report is received or 6 months, whichever comes first.</b></p>	(new)	
FIN-6.20	<p><b>FIN-6.20 Repayment Accounting</b></p> <p>Ledgers showing payments of project construction, operations, and maintenance costs. Include fiscal transactions with irrigation districts, water users associations, and other repaying entities.</p> <ul style="list-style-type: none"> <li>·Repayment Accounting Ledgers</li> <li>·Journal or Standard Vouchers</li> <li>·Statement of Project Costs</li> <li>·Accounting for expenditures</li> <li>·Financial statements</li> </ul> <p>Plant-in-service accounts including cost authorities, plant ledgers, and related completion reports.</p> <ul style="list-style-type: none"> <li>·PF27A or equivalents</li> <li>·Yearly replacement costs</li> <li>·Rate schedules and increases</li> </ul> <p>Office of record/origin</p> <p><b>Note:</b>  <i>If litigation or appeals ensue, transfer the records to LAW-5.00.</i></p> <p><b>Permanent.</b> Break file at the end of each fiscal year. Transfer to FRC. FRC transfer to Archives at conclusion of 50-year audit.</p>	(new)	

FIN-8.00	<p><b>Financial Audits and Claim Settlements</b>  Material pertaining to URMCC accounts, audits of accounts of other entities with which URMCC has working agreements, financial reviews, and internal reviews of financial operations.  ·General accounting office inquiries  ·Imprested fund audits  ·Travel audits  ·Financial Audits, such as Environmental Protection Agency, Superfund, Job Corp, etc.  ·Correspondence regarding the procedures and methods for settling direct settlement claims, dormant claims, and deceased employee estate claims  ·Waiver of Claims  Office of record/origin  <b>Note:</b>  <input type="checkbox"/> <input type="checkbox"/> <i>Claim files that are affected by a court order or that are subject to litigation transfer to LAW-5.00 and follow the retention instruction assigned for that code.</i></p> <p><b>Temporary.</b> Break file at the end of each year, cutoff when audit is completed. Transfer to FRC 2 years after cutoff. FRC destroy 7 years after cutoff.</p>	(new)	
FIN-11.00	<p><b>Taxation</b>  Correspondence and material related to taxation.  Includes:  ·Payment in Lieu of Taxes (compensation of states and political subdivision, because of land holding or developments by the Federal Government)  ·Lands (taxation of lands owned or acquired by the Federal Government; taxation of unpatented entries)  ·Sales and use taxes (road toll and toll taxes, electric energy sales taxes, gasoline taxes)  ·Material regarding tax exemption certificates and tax exemption identification cards  ·Unemployment and Social Security Tax (unemployment benefits and Social Security retirement programs)  ·Income taxes (liability for payment of Federal income taxes by corporations and water users organizations)  Office of record/origin</p> <p><b>Temporary.</b> Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.</p>	(new)	
IRM-1.00	<p><b>Information Resource Management Policy</b>  Material which serves to establish policy or precedents pertinent to future and continuing actions for information resources management activities. Office of record/origin</p> <p><b>Note:</b> <i>This file consists of policy for information resource management subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	

IRM-1.10	<p><b>Information Resource Management Subject Files</b> General material pertaining to information resource management subjects pertaining to automated and electronic data processing equipment, systems, management, and operations. Office of record/origin</p> <p><i>Note: Office of record/origin - use case file for program specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.</p>	(new)	
LAW-1.00	<p><b>Law, Litigation, and Legislation Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for law, litigation, and legislation activities. Office of record/origin</p> <p><i>Note: This file consists of policy for law, litigation, and legislation subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
LAW-1.10	<p><b>Law, Litigation, and Legislation Subject Files</b> Correspondence of a general nature pertaining to law, litigation, and legislation subjects which are so general in nature that they cannot be filed under more specific subjects. Office of record/origin</p> <p><i>Note: Office of record/origin - use case file for program specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.</p>	(new)	

LAW-5.00	<p><b>Litigation and Appeals</b>  Case files relating to a legal action, or judicial proceedings pertaining to that action, filed against URMCC or by URMCC as a suit in either an administrative agency or a court.  Including, but not limited to:  - Administrative Litigation - includes documentation needed to prepare for hearing before a Governmental body such as a commission, board, or authority  - Judicial Court litigation - includes documentation needed to prepare for judicial proceedings before a body that may consist of a judge and a jury, or justices  - Appeals - either administrative or judicial, includes the documentation prepared for submittal to a higher body for review, including transcripts of the original proceedings which led to the appeal  - Decisions and opinions  - Depositions and Exhibits  Office of record/origin</p> <p><b>Note:</b>  [ ] <i>The appeals procedures are governed by 30 CFR 290.</i>  [ ] <i>Official file copies of records involved in litigation should be disposed of in accordance with approved agency disposition or with appeal, whichever is longer.</i></p> <p><b>Permanent.</b> Break file at the end of each year. Cutoff after issuance of final decision, or upon final ruling, if appealed, or upon withdrawal of appeal. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 20 years after cutoff.</p>	(new)	
LND-1.00	<p><b>Land Operations/Realty Policy</b>  Material which serves to establish policy or precedents pertinent to future and continuing actions for land operations/realty actions.  Office of record/origin</p> <p><b>Note:</b> <i>This file consists of policy for land operations/realty subjects that may not be filed in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff file at the end of the calendar year policy was cancelled, superseded, or revoked. Transfer to Archives 3 years after cutoff.</p>	(new)	
LND-1.10	<p><b>Land Operations/Realty Subject Files</b>  Subject files created and maintained in offices whose primary function directly relates to land operations/realty. Include land acquisition agreements; withdrawals and restorations; applications for land use; sale, transfer, exchange, and disposal of Reclamation-owned land; land management; settlement and land entries; recreation areas, facilities, and services; reservation and utilization of land for civic purposes; land classification; land holding limitations; and irrigation management. Office of record/origin</p> <p><b>Note:</b> <i>Office of record/origin - use case file for project specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy when 15 years old.</p>	(new)	

LND-3.00	<p><b>Land Acquisition</b> Transaction case files containing those documents deemed essential for the protection of the United States title and interest in acquired real property, including but not limited to:</p> <ul style="list-style-type: none"> <li>· Correspondence</li> <li>· Purchase agreements and contracts; surveys; grants and patents</li> <li>· Deeds; deed of trust and related documents</li> <li>· Title plats</li> <li>· Tract and farm plats</li> <li>· Supporting documents</li> <li>· Condemnation documents, including final determination in judicial proceedings and related records</li> <li>· Title claims and encroachments</li> <li>· Rights-of-Way documents</li> <li>· Easements</li> <li>· Crossing Agreements</li> <li>· Certificate of inspection and possession</li> <li>· Environmental site survey</li> <li>· Secretarial or Executive Orders; Presidential Proclamations; Special Acts of Congress</li> <li>· Appraisal reports</li> <li>· Negotiator reports</li> </ul> <p>Office of record/origin</p> <p><b>Note:</b> [ ] <i>Field Office/Area Office retain until office closure. Transfer to regional office of responsibility.</i></p> <p><b>Permanent.</b> Break files at the end of each calendar year or when volume warrants. Transfer <b>closed</b> case files, by Project, to FRC 1 year after closure. FRC transfer to National Archives after 10 years.</p>	(new)	
PER-1.00	<p><b>Personnel Management Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for personnel management activities. Office of record/origin</p> <p><b>Note: This file consists of policy for personnel management subjects that may not be included in the master set of directives.</b></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
PER-1.10	<p><b>Personnel Management Subject Files</b> Correspondence of a general nature pertaining to personnel management subjects concerning all phases of personnel administration including employment, employee relations, training and career development, security, etc. This classification code is to be used by NONPERSONNEL offices. Office of record/origin</p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff</p>	(new)	

PIO-1.00	<p><b>Public Information Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for public information activities. Office of record/origin</p> <p><b>Note: This file consists of policy for public information subjects that may not be included in the master set of directives.</b></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
PIO-1.10	<p><b>Public Information Subject Files</b> Correspondence of a general nature pertaining to public information subjects regarding communications with the general public, press, private organizations and other Government Agencies. Include information on external communications, public opinion, and distribution of information through mass media. Office of record/origin</p> <p><b>Note: Office of record/origin - use case file for program specific documentation.</b></p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.</p>	(new)	
PIO-3.10	<p><b>Speeches, Addresses, and Comments</b> Remarks made by senior and other high-level officials at formal ceremonies and during interviews concerning URMCC programs. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups such as college and university students, business associations, and cultural news media commentators. The format selected may be paper, audio or video tape, or motion picture film. Includes: ·Lectures and speeches of the Secretary of the Interior relating to URMCC activities ·Invitations and authorization for presentations or speeches Office of record/origin</p> <p><b>Note: Use PIO-1.10 for speeches and addresses made by URMCC personnel other than senior or high-level officials and outside entities.</b></p> <p><b>Permanent.</b> Place in inactive file when cancelled or superseded or 3 years after issuance, whichever is earlier. Cutoff inactive file at the end of each year. Transfer to Archives 10 years after cutoff.</p>	(new)	

PIO-3.30	<p><b>Press Releases</b></p> <p>Material pertaining to press releases issued by URMCC announcing events, programs, changes in policy or senior personnel, or other activities, including:</p> <ul style="list-style-type: none"> <li>· Prepared statements of announcements issued for distribution to the news media</li> <li>· Articles for publications in periodicals</li> <li>· Formal press releases</li> </ul> <p><b>Note:</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>Use Transitory File for copies of press releases, news clippings, and periodicals from other agencies or the news media.</i></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>Copies of press releases, news clippings, and periodicals issued by URMCC may be filed with the appropriate project file.</i></p> <p><input type="checkbox"/> <input type="checkbox"/> <i>Use PIO-6.00 for audio/visual recordings of the event, activity, or announcement regarding a press release</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled or superseded or 3 years after issuance. Cutoff inactive file at the end of each year. Transfer to Archives 10 years after cutoff.</p>	(new)	
PIO-4.00	<p><b>Celebrations and Dedications</b></p> <p>Information regarding Reclamation-associated celebrations and dedications. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>· Final reports on participation in celebration or dedication exercises</li> <li>· Arrangements and preparations</li> <li>· Announcements</li> <li>· Pamphlets/brochures</li> <li>· Ground breaking celebrations/dedications</li> <li>· Anniversary celebrations</li> <li>· Special events such as Centennial 2002</li> </ul> <p>Office of record/origin</p> <p><b>Note:</b></p> <p><input type="checkbox"/> <input type="checkbox"/> <i>A copy of this material may be filed with appropriate project file.</i></p> <p><input type="checkbox"/> <input type="checkbox"/> <i>Use PIO-1.10 for material incidental to participation in celebrations or dedications such as invitations and general public information.</i></p> <p><b>Permanent.</b> Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.</p> <p><b>Note:</b> <i>Only those activities pertaining to Reclamation-associated activities are to be kept as a permanent record.</i></p>	(new)	



<p>PIO-6.00</p>	<p><b>Audio/Visual Recordings</b></p> <p>Audio or visual recordings of events and activities sponsored by URMCC and used for promotional, educational, and informational purposes. Includes:</p> <ul style="list-style-type: none"> <li>·Original recording or the earliest generation of each recording <del>or a kinescope of the recording</del> <b>AND A Duplicate copy for reference purposes.</b></li> <li>·Finding aids and production documentation such as data sheets, shot lists, catalogs, indexes, and other textual documentation for the proper identification, retrieval, and use of video records. Includes:</li> <li>·Production or similar material containing copies of production contracts, scripts, or other documentation bearing or the origin, acquisition, release, or ownership of the production.</li> </ul> <p>Office of record/origin</p> <p><b>Permanent.</b> Cutoff at the end of each year. Transfer to Archives 10 years after cutoff.</p> <p><i>Other than that Required by NARA</i></p> <p><b>Note:</b> Duplicate recordings may be destroyed when 5 years old or when no longer needed for reference.</p>	<p>(new)</p> <p><i>Agency Agreed to NWCs - m suggestions</i></p>	
<p>PIO-7.00</p>	<p><b>Photographs</b></p> <p>Original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image. Includes:</p> <ul style="list-style-type: none"> <li>·Photographs of significant URMCC officials and other individuals</li> <li>·Photographs resulting from significant URMCC Program responsibilities which constitute evidence of the organization, function, policy development, decisions, procedures, operations, or other activities</li> </ul> <p>·Finding aids</p> <p>Office of record/origin</p> <p><b>Permanent.</b> Cutoff at the end of each year. Transfer to Archives when 10 years old.</p>	<p>(new)</p>	

PIO-8.00	<p><b>Information Publication Master Files</b>  Official file copy of each booklet, pamphlet, poster, monograph, employee newsletter, or other issuance primarily of an informational character. Includes:  • Publications for internal URMCC use and publication for promotional or external use  Office of record/origin</p> <p><b>Note:</b>  <input type="checkbox"/> <b>Official file copy is maintained by the office responsible for preparation and issuance OR the office requiring contractor preparation. Publications in this file will be distinctly marked "Record Set" and will not be charged out.</b>  <input type="checkbox"/> <b>Use PIO-1.10 for requests for Bureau publications including, but not limited to Technical and Design Standards.</b>  <input type="checkbox"/> <b>Use RES-2.00 for technical publications, manuals, and standards.</b>  <input type="checkbox"/> <b>See PRJ-2.00 for Project Histories.</b></p> <p><b>Permanent.</b> Cutoff at the end of each year. Transfer superseded or cancelled material to FRC 10 years after issuance. FRC transfer to Archives 30 years after cutoff.</p>	(new)	
PRJ-1.00	<p><b>Project Development and Power Management Policy</b>  Material which serves to establish policy or precedents pertinent to future and continuing actions for project development and power management. Office of record/origin</p> <p><b>Note: This file may consist of policy for project development and power management subjects that may not be included in the master set of directives.</b></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff files at the end of the calendar year policy was cancelled, superseded, or revoked. Transfer to Archives 3 years after cutoff</p>	(new)	
PRJ-1.10	<p><b>Project Development and Power Management Subject Files</b>  Correspondence of a general nature pertaining to project development and power management subjects.  Office of record/origin</p> <p><b>Note: Office of record/origin - use case file for project specific documentation.</b></p> <p><b>Temporary.</b> Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 15 years after cutoff.</p>	(new)	

PRJ-2.00	<p><b>Technical Reports</b></p> <p>Reports, records, and other documents which establish a general history of URMCC programs and accomplishments in the investigations, planning, design, construction, operation, maintenance, repair, and rehabilitation of projects and related facilities. Includes but not limited to:</p> <ul style="list-style-type: none"> <li>·Feasibility Reports</li> <li>·L-10, L-15, L-21, L-23, L-29 reports</li> <li>·Project history</li> <li>·Summary Statistics of project data</li> <li>·Definite plan reports</li> <li>·Annual Report</li> <li>·Progress reports</li> <li>·Final construction reports</li> <li>·Final embankment construction report</li> <li>·Summary reports</li> <li>·River basin, valley, and project planning reports including reconnaissance and authorizing reports, reviews, comments, findings of feasibility, and interim reports</li> <li>·Exploration and investigation report</li> <li>·Geological reports</li> <li>·Final reports regarding investigations, planning, design, construction, and operations and maintenance</li> <li>·Engineering laboratory reports</li> <li>·Operation/maintenance equipment reports</li> <li>·PO&amp;M 59 Powerplants Report</li> <li>·PO&amp;M 59A Pumping Plants Report</li> <li>·PO&amp;M 62 Monthly PO&amp;M Outage Report</li> </ul> <p>Office of record/origin</p> <p><b>Note:</b></p> <p><input type="checkbox"/> <b>Maintain "reference" copies in URMCC libraries, division libraries, or in unit where report was prepared.</b></p> <p><input type="checkbox"/> <b>Use PIO-1.10 for preparation, distribution proposals/authorizations to publish.</b></p> <p><b>Permanent.</b> Cutoff at the end of each calendar year. Hold 5 years and transfer to Archives.</p>	(new)	
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PRJ-3.00	<p><b>Proposed URMCC Projects</b></p> <p>Materials which establish a history of URMCC in connection with engineering, economic, and social investigations of proposed URMCC projects to determine their feasibility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>·Technical correspondence</li> <li>·Design data</li> <li>·Drawings and maps</li> <li>·Technical engineering investigations</li> <li>·Surveys</li> <li>·Geological studies</li> <li>·Economic and social data</li> <li>·Environmental data</li> <li>·URMCC public notices advising of scheduled hearings in connection with proposed projects</li> <li>·Transcripts of public hearings or communications received from the general public commenting on the proposed project</li> </ul> <p><b>Note:</b>  <input type="checkbox"/> <input type="checkbox"/> <i>Use PRJ-2.00 for reports.</i>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>Include materials pertaining to joint administration of river basins and tributaries in areas of overlapping responsibility with Army Corps of Engineers, or other agencies, and Reclamation.</i></p> <p><b>Permanent.</b> Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p> <p><b>Note: URMCC is responsible for review and screening of project files prior to transfer from FRC to Archives.</b></p>	(new)	
PRJ-5.00	<p><b>Commissions, Committees, and Professional Societies</b></p> <p>Materials received or created by URMCC as part of the planning and program development for major multiagency projects in which URMCC plays an active role. Materials may include:</p> <ul style="list-style-type: none"> <li>·Technical correspondence</li> <li>·Studies, investigations, reviews, reports, informal minutes of meetings, plans, organizational data, or project development materials</li> <li>Office of record/origin</li> </ul> <p><b>Note: Use PRJ-5.10 for official copy of minutes and reports issued by the board or committee and sent to Reclamation.</b></p> <p><b>Temporary.</b> Cutoff at the end of each calendar year or when volume warrants. Destroy 5 years after cutoff or when final report is issued.</p> <p><b>Note: Management staff must review records prior to destruction.</b></p>	(new)	

PRJ-5.10	<b>Planning Commissions, Committees, and Commissioner's Meetings</b> Official copies of minutes and reports from meetings issued by the board or committee and sent to Reclamation. ·Commissions ·Committees ·Task forces ·Consulting boards ·Commissioner's Meetings Office of record/origin  <b>Permanent.</b> Cutoff at the end of each calendar year. Transfer to Archives when final report is issued, when commission/committee becomes inactive, or when volume warrants.	(new)	
PRJ-26.10	<b>Aerial Photography</b> Aerial surveying and photography including: vertical and oblique film, photo index sheets, flight line indexes and similar finding aids, and aerial mosaics. Office of record/origin  <b>Permanent.</b> Transfer all film products directly to Archives upon completion of project.	(new)	
PRJ-28.00	<b>Native American Projects</b> Materials pertaining to Reclamation's construction, rehabilitation, or management of Native American irrigation systems, municipal water projects, water delivery systems, individual features and structures, or related projects. Include: ·MOU/MOA's or similar agreements ·Technical correspondence ·Studies, investigations, reports ·Design data, drawings, related documentation ·Safety evaluations ·Operation and maintenance plans Office of record/origin  <b>Note:</b> <input type="checkbox"/> <input type="checkbox"/> <b>Use WTR-4.13 for Native American water rights.</b> <input type="checkbox"/> <input type="checkbox"/> <b>Use WTR-4.14 for Native American Indian Trust, including Indian lands.</b>  <b>Permanent.</b> Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FREEZE RECORDS. Transfer to the National Archives 20 years after cutoff once freeze is lifted.	(new)	

PRM-1.00	<p><b>Property Management Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for property management activities. Office of record/origin</p> <p><b>Note:</b> <i>This file consists of policy for property management subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
PRM-1.10	<p><b>Property Management Subject Files</b> Correspondence of a general nature pertaining to property management subjects on policies and procedures regarding the movement of household goods; the shipment of equipment, supplies, and materials; and the acquisition, maintenance, use and disposition of motor vehicles, heavy equipment, aircraft. Also includes general correspondence on energy conservation, space management, and building management. Office of record/origin</p> <p><b>Note:</b> <i>Office of record/origin - use case file for program specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.</p>	(new)	
RIM-1.00	<p><b>Records and Information Management Policy</b> Material which serves to establish policy or precedents pertinent to future and continuing actions for records and information management activities. Office of record/origin</p> <p><b>Note:</b> <i>This file consists of policy for records and information management subjects that may not be included in the master set of directives.</i></p> <p><b>Permanent.</b> Place in inactive file when cancelled, superseded or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>	(new)	
RIM-1.10	<p><b>Records and Information Management Subject Files</b> Correspondence of a general nature pertaining to records/information management subjects relating to records and information management functions, including records maintenance and disposition, mail, correspondence, forms, library, directives, reports, Privacy and Freedom of Information Acts, and document security. Office of record/origin</p> <p><b>Note:</b> <i>Office of record/origin - use case file for program specific documentation.</i></p> <p><b>Temporary.</b> Cutoff at the end of each year. Destroy 6 years after cutoff.</p>	(new)	

RIM-4.10	<b>Records Management Filing Systems</b> Correspondence, handbooks, index or guides, and other material related to systems developed and prescribed by URMCC for the NUMBERING and FILING of correspondence, reports, publications, and other formats. Includes: ·Drawings ·Maps ·Field books ·Identification and filing of photographs ·Audio visual ·Electronic files ·Microfilm ·Directives Office of record/origin  <b>Permanent.</b> Place in inactive file when superseded, cancelled, or revoked. Cutoff inactive file at the end of each year. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.	(new)	
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