

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-076-77-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/11/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items remain active except items 301-11 through 301-15.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 301-11

Superseded by DAA-GRS-2015-0006-0002

Item 301-12a

Superseded by DAA-GRS-2015-0006-0002 and GRS-2015-0006-0003

Item 301-12b

Superseded by DAA-GRS-2015-0006-0004

Item 301-13

Superseded by DAA-GRS-2015-0006-0003

Item 301-14

Superseded by DAA-GRS-2015-0006-0002

Item 301-15

Superseded by DAA-GRS-2015-0006-0004

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

LEAVE BLANK

JOB NO

**NC 1 - 76-77-1**

DATE RECEIVED

**NOV 3 1976**

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-19-78 *James B. Phelan*  
Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

**International Boundary and Water Commission**

2. MAJOR SUBDIVISION

**United States and Mexico**

3. MINOR SUBDIVISION

**United States Section**

4. NAME OF PERSON WITH WHOM TO CONFER

**Janie L. Crowley**

5. TEL EXT

**543-7397**

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 75 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified. -

**A** Request for immediate disposal.

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

C. DATE <b>9-30-76</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>R. Martinez</i>	E. TITLE <b>Director, General and Financial Services</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
101-01 thru 1202-04	<p>The International Boundary and Water Commission, United States and Mexico, created by Treaty of March 1, 1889, between the Governments of the United States and Mexico, is charged by that and a series of subsequent treaties, with the application of the provisions of those treaties, and the regulation and exercise of the rights and obligations which the two Governments have assumed thereunder for the solution of problems arising on the boundary requiring joint engineering action by the two Governments. Principal among such actions are: (1) maintenance of the river boundaries, (2) distribution between the two countries of waters of the international rivers, (3) international flood control operations, (4) conservation and regulation of waters of the river boundaries for utilization in the two countries, (5) improvement of quality of waters of international rivers, (6) sanitation measures, (7) development of hydroelectric power, (8) demarcation of land boundary, and (9) settlement of boundary disputes.</p> <p>The Commission consists of a United States Section and a Mexican Section. Because of the international character of the problems, the Treaty of 1944 provides that the United States Section of the Commission function through the Department of State, and the Mexican Section of the Commission through Mexico's Ministry of Foreign Relations.</p>		

115-107

*sent to NNV, NNTS, NNF, NNB Agency and 7NC 1-4-79 1985*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4  
**246 items**

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>All activities performed by the United States Section relate to treaty obligations assumed by the United States, to general policy determinations by the President and the Secretary of State, and authorizations of Congress.</p> <p>The records control schedule is included as an appendix to a Files Maintenance and Records Disposition Handbook which establishes an integrated system designed to provide procedures for the management of International Boundary and Water Commission, United States Section, records from creation through disposition. The schedule items describe each series of records which has accumulated and will continue to accumulate. Instructions are provided for the cutoff, retirement to an FARC, destruction, or permanent retention of each series.</p> <p><i>Amended items concurred in by IBWC per Messrs Hobbs, TAP, and Retree, JNC. B. J. J. J. 17 Aug 77</i></p> <p><i>all permanent items proposed for transfer to NARS when 50 year old have been changed to offer to NARS when 30 year old per PL 95-416. B. J. J. J., NCD 6 Dec 78</i></p>		

NC1-76-77-1

<u>Item No.</u>	<u>Volume on Hand</u>	<u>Annual Accumulation</u>	<u>Arrangement</u>
	<u>cu. ft.</u>	<u>cu. ft.</u>	
102-01a1	83	4	Subject
201-01	2	1/8	Chron.
-04a	39	2	Chron.
-05	2	1/8	Chron.
202-01	3	1/8	Alpha. by topic
-02	4	1/8	Numerical
302-01	3	1/8	Chron.
501-01a	23	1	Contract No.
601-12a	No files created yet.		
700-01a	1	1/8	Case No.
-02	7	1/2	Claim No.
-03	5	1/2	Claim No.
801-01	5	None	Survey Book No.
-02a	2	1/8	County Name
-03a	49	2	Mosaic No.
-04a	84	4	Map No.
-05	10	1	Map No.
-06	5	1/4	Map No.
-07a	65	3	Drawing No.e
-08a	6	1/4	Drawing No.
-09b	9	1/4	Drawing No.
-10	10	1/2	Mosaic No.

802-01	1/2	Minimal	Alpha.
-02	4	1/8	Proj. Name
-03	10	1/4	Slide No.
-04	1	Minimal	Chron.
901-01a	3	1/4	Bridge Name
-02	2	1/4	Tract Name
-03	2	None	Banco No.
-04	2	1/8	Structure Name
-05	2	1/8	Structure Name
901-01b	78	4	Project Name
902-02	20	1	Survey Book No.
903-01b	2	1/8	Project No.
1001-01	110	6	Gaging Station Name
-02	9	1	Station Name
-03	2	1/8	Station Name
1002-01	14	1	Project Name
-02	10	1	Chron.
1100-01	12	1	Geographical Section
-02a	1120	6	County Name
1201-01	2	1/8	Treaty Name
-02	1	Minimal	Treaty Name
-03	8	1/8	Treaty Name
1202-01	1	1/16	Minute No.
-02	2	1/8	Minute No.
-04	2	1/8	Chron.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p data-bbox="459 289 1116 317">CHAPTER 1. RECORDS COMMON TO MOST OFFICES</p> <p data-bbox="366 351 1193 478">This chapter is a grouping of two types of file material: nonrecord or extra copy files of convenience or reference material; and general correspondence (subject) files.</p> <p data-bbox="552 509 1020 537">SECTION 1. NONRECORD MATERIAL</p> <p data-bbox="366 571 1193 1007">This section defines the types of material which are considered nonrecord and provides standards for disposing of such material in all IBWC offices. Nonrecord materials have no documentary or evidential value usually because they are: (1) duplicate copies of an original maintained by a separate office of primary interest which serves as the official record; (2) printed or processed materials of which only the master copy is considered official; or (3) papers of a transitory nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e.g., preliminary drafts, shorthand notes, work sheets, etc.</p> <p data-bbox="366 1041 1207 1356">This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum. Nonrecord material is often found interfiled with official papers -- this is a poor files maintenance practice. Retention of nonrecord material is not required. Ideally, much of this material should be destroyed without filing. This reduces the volume of material in the files and makes files more serviceable. If, however, nonrecord material is filed, it must be kept separately from official records.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>The following standards cover nonrecord material normally created or accumulated as a result of responsibilities and activities common to all offices.</p>	
101-01	<p><u>Files Maintenance and Disposition Plans.</u> Documents such as IBWC Form 11 which reflect file categories, disposal instructions, and other information about the files accumulated at an individual file station.</p>	<p>Destroy upon receipt of a revised plan or discontinuance of the plan.</p>
101-02	<p><u>Reading or Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff or after reference value has been exhausted, whichever is sooner.</p>
101-03	<p><u>Suspense Files.</u> Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received, should be traced on a given date; or a transitory paper being held for reference which may be destroyed on a given date. Examples of papers in suspense files are:</p> <ol style="list-style-type: none"> <li>a. A note or other reminder to submit a report or to take some other action.</li> <li>b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected.</li> <li>c. Papers which may be destroyed in 30 days or less as being without further value.</li> </ol>	<p>Destroy after action is taken.</p> <p>Withdraw papers when reply is received. If suspense copy is an extra copy, destroy it; if it is the file copy, incorporate it with other papers for file.</p> <p>Destroy on date under which suspended.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-04	<p><u>Policy and Precedent Reference Files.</u> Copies of documents establishing policy or precedents pertinent to future and continuing actions. Normally, policy and precedent files are maintained at operating levels and consist of extra copies of operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in official files. Original or official record copies will NOT be placed in this file. This file consists of non-record copies maintained only for convenience of reference.</p>	<p>Destroy when organizational unit is discontinued or when documents become obsolete or are no longer needed for operating or reference purposes.</p>
101-05	<p><u>Transitory Files.</u> Papers of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below:</p> <ol style="list-style-type: none"> <li>a. <u>Requests for Information or Publications.</u> Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material.</li> <li>b. <u>Letters of Transmittal.</u> Letters of transmittal that do not add any information to that contained in the transmitted material.</li> <li>c. <u>Quasi-Official Notices.</u> Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.</li> </ol>	<p>Cut off at end of each month. Destroy three months after cutoff.</p>



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	<p>Recordkeepers shall combine the types of temporary material shown above into one transitory file arranged chronologically. If the volume warrants using more than one folder, four folders labeled as follows may be used:</p> <p style="padding-left: 40px;">Transitory (JAN - MAY - SEP)            Transitory (FEB - JUN - OCT)            Transitory (MAR - JUL - NOV)            Transitory (APR - AUG - DEC)</p> <p>A folder is used for each month. At the beginning of each month, the folder used the previous month is placed behind the other three, until all four folders have been used. At the beginning of the fifth month, the contents of the folder containing the oldest material are destroyed and the folder reused for the current month.</p>	
101-06	<p><u>Routine Control Files.</u> Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work processing sheets, and records which control work flow and record action taken or serve as receipts for records chargeout.</p>	<p>Destroy when work is completed or when no longer needed for operating purposes.</p>
101-07	<p><u>Agency Directives and Publications - Reference Copies.</u> Extra copies of regulations, directives, and publications and Department of State manual releases, bulletins, circulars, pamphlets, and public relations material.</p>	<p>Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference.</p>
101-08	<p><u>Publications of Other Government Agencies.</u> Copies of Congressional documents, OMB Circulars, Code of Federal Regulations, Federal Register, GSA publications, etc.</p>	<p>Destroy when superseded or obsolete, or in the case of bound volumes, when not needed for library purposes.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-09	<u>Non-Government Publications.</u> Publications of commercial firms, private institutions, and vendors, including catalogs, brochures, price lists, and similar publications.	Destroy when superseded or obsolete.
101-10	<u>Library Materials.</u> Excess copies of books, pamphlets, journals, and similar materials.	Destroy when superseded, obsolete, or no longer needed for reference. Refer items of potential value to librarian for disposition.
101-11	<u>Technical Reference Material.</u> Copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally.  SECTION 2. GENERAL CORRESPONDENCE (SUBJECT) FILES  The records described below consist of originals or copies of correspondence, reports, forms, and other materials of a general nature on a wide variety of subjects. These materials are arranged according to Appendix II-A of this manual.	Review at least annually. Destroy material of no further reference value.
102-01	<u>"Mission" Correspondence Files.</u> Mission correspondence files document the functions and responsibilities for which an office is primarily responsible.  a. IBWC Headquarters.  1. Mission files created and maintained in offices whose primary function directly relates to responsibility for treaty-directed activities along the international boundary between the United States and Mexico.	Permanent. Cut off at close of the fiscal year. Transfer to FARC 10 years after cutoff. Offer to the National Archives 30 years after cutoff.  <i>RH 19 Oct 78</i>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
102-02	<p>2. Mission files created and maintained in offices whose primary function involves administrative support activities such as personnel, procurement, property, transportation, travel, communications, and similar internal administrative management functions.</p> <p>b. Field offices.</p> <p><u>"Non-Mission" Correspondence Files.</u> Non-mission correspondence files include correspondence, reports, forms, and other papers which are accumulated in an office but do not directly relate to the function or mission for which the office exists. They generally include: (1) copies of papers relating to subjects for which another office is responsible for documentation and (2) papers relating to routine internal management or general administration (i.e., "house-keeping" functions) of the office.</p>	<p>Cut off at close of the fiscal year. Transfer to FARC 5 years after cut-off. Destroy 10 years after cut-off.</p> <p>Cut off at close of the fiscal year. Destroy 5 years after cutoff.</p> <p>Cut off at close of the fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
201-01	<p style="text-align: center;">CHAPTER 2. PLANNING AND MANAGEMENT RECORDS</p> <p>The records described in this chapter relate to the general management, planning, organization, and direction of IBWC operations. They are created in the course of developing plans, policies, and programs; management surveys; management improvement functions; and paperwork management activities.</p> <p style="text-align: center;">SECTION 1. PROGRAM PLANNING AND MANAGEMENT</p> <p><u>Management Objective Files.</u> Documents that accumulate from the process of establishing and reporting on short-, mid-, and long-range management objectives for IBWC. Includes, but is not limited to, directorial, divisional, and local monitored objectives. Papers reflect the establishment of schedules to accomplish objectives, reports on progress, major problems, and accomplishments in meeting the management objectives established by the plans, fact sheets, and related documents and correspondence.</p> <p>a. Commissioner's Office.</p> <p>b. Contributing, commenting, or coordinating offices.</p>	<p>Permanent. Cut off at close of the fiscal year in which plan is superseded. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 30 years after cutoff. <i>NA 190572</i></p> <p>Cut off at close of the fiscal year in which plan is superseded. Destroy 5 years after cutoff.</p>
201-02	<p><u>Management Survey Case Files.</u> Consist of staff studies or management improvement projects regarding</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>analyses of administrative policies and procedures, manpower surveys, organization and methods studies, paperwork studies, work simplification and standardization studies, workload and work distribution analyses, and similar studies. Includes papers authorizing the project and describing its scope, purpose, and objectives; intermediate progress reports and correspondence; final survey report and documentation of actions taken as a direct result of the survey.</p> <p>a. Office conducting the survey or office sponsoring a contract to perform survey services.</p> <p>b. Offices surveyed.</p>	<p>Cut off at close of the fiscal year in which action is completed on survey. Hold 5 years and retire to FARC. Destroy 20 years after cut-off.</p> <p>Destroy on completion of next comparable survey or when no longer needed for reference.</p>
201-03	<p><u>Management Survey Background Files.</u> Papers accumulated in the collection of data for or during a management survey or staff study. Includes notes, statistical data, feeder reports, working papers, copies of directives and local operating procedures, charts, personnel data and similar material collected for fact-finding or back-up purposes.</p>	<p>Cut off at close of the fiscal year in which survey is completed. Destroy when no longer needed for reference or 5 years after cutoff, whichever is earlier.</p>
201-04	<p><u>Progress Report Files.</u> Consists of monthly summary progress reports to the Commissioner. This report is a summary of reports from division level offices, such as the Hydrographics and Water Accounting Office, Investigations and Planning, and the Projects Division. Format entails the following items from each office: important progress items, pending important</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>problem areas and actions taken, a summary reports section, a detailed reports section, and a photographic reports section.</p> <p>a. Original.</p> <p>b. File copy in submitting office.</p>	<p>Permanent. Cut off at close of the calendar year. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 25 years after cutoff.</p> <p>Cut off at close of the calendar year. Destroy 5 years after cutoff.</p>
201-05	<p><u>Commissioner's Annual Summary Progress Report Files.</u> Consists of original of a multi-page annual report highlighting activities and accomplishments for the past calendar year and anticipated activities for the coming year. Achievements are listed for each activity or function -- international agreements, construction, operation, investigations, plans and reports, budget, personnel, and other significant advances.</p>	<p>Permanent. Cut off at close of the calendar year. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 25 years after cutoff.</p>
202-01	<p style="text-align: center;">SECTION 2. PAPERWORK MANAGEMENT</p> <p><u>IBWC Internal Directives Record Set.</u> Consists of the official file copy of each formal policy and procedure issuance published by IBWC. Includes supporting case file, if any, containing documents relating to the preparation, review, clearance, publication, and distribution of each internal directive.</p>	<p>(a) Permanent. Cut off canceled or superseded directives at close of the fiscal year. Offer to the National Archives 10 years after cutoff. (b) Destroy the supporting case file when the official file copy of the directive is offered to the National Archives.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-02	<p><u>IBWC Forms Numerical Files.</u> Consists of the master copy of each locally developed form and revision and supporting data showing the inception and scope of the form, the program or administrative purposes served by the form, clearances and approvals, and the related procedures instituted, revised, superseded, or canceled. Arranged numerically by form number.</p>	<p>(a) <u>Permanent.</u> Cut off canceled or superseded forms at close of the fiscal year. Offer to the National Archives 10 years after cutoff.            (A) Destroy the supporting data when the master copy of the form is offered to the National Archives.</p>
202-03	<p><u>Forms Functional File.</u> A collection of IBWC forms used to assist in forms management activities such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Arranged by functional classification.</p>	<p>Destroy when form is superseded or discontinued.</p>
202-04	<p><u>Forms Registers.</u> A register used to record and control the assignment of numbers to local forms.</p>	<p>Destroy individual register sheet or card when all listed forms are canceled or superseded.</p>
202-05	<p><u>Reports Control Case File.</u> Case files maintained for each locally required report created, canceled, or superseded. Included are documents which reflect actions taken in approving and controlling specific reports, copies of pertinent forms and directives, and related correspondence, evaluations, and similar type papers. Filed by title or reports control symbol.</p>	<p>Cut off discontinued reports at close of fiscal year. Destroy 2 years after cutoff.</p>
202-06	<p><u>Files Maintenance and Disposition Plans.</u> Documents which reflect file categories, disposal instructions, and other information about the files accumulated in individual file stations. This series is maintained by the IBWC Records Liaison Officer.</p>	<p>Destroy upon receipt of a revised plan or discontinuance of the plan.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
CHAPTER 3. FINANCIAL MANAGEMENT		
SECTION 1. ACCOUNTING		
301-01	<p><u>General Ledger Files.</u> One set of accounts, maintained by account, summarizing the financial transactions of the IBWC. Reflects the current status of funds available, amounts due and collected, assets, and liabilities.</p>	<p><del>Permanent.</del> Cut off at close of the fiscal year. <del>Transfer to FARC 1 year after cutoff. Offer to the National Archives 50 years after cutoff.</del> <i>Dispose of per General Records Schedule #6.</i></p>
301-02	<p><u>Sub-Ledger Files.</u> Records used as posting and control media, subsidiary to the general ledgers, maintained by account.</p>	<p>Cut off at close of the fiscal year. Destroy 4 years after cutoff.</p>
301-03	<p><u>Journal Voucher Files.</u> Contain GAO Stock Form 1017G showing registers of transactions with entries detailing costs and revenues. Used as documents of original entry. Filed by month.</p>	<p>Cut off at close of the fiscal year. Destroy 4 years after cutoff.</p>
301-04	<p><u>Statement of Transactions Files.</u> Contain record copies of Statement of Transactions, Standard Form 224, containing appropriation, receipt, and disbursement data; Voucher and Schedule of Withdrawals and Credits, Standard Form 1081; and copy of Voucher and Schedule of Payments, Standard Form 1166, showing Treasury check numbers. Filed by month.</p>	<p>Cut off at close of the fiscal year. Transfer to FARC 1 year after cutoff. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.</p>
301-05	<p><u>Paid Voucher Files.</u> These documents are also known as "Bureau Schedules" and include the record copies of the Schedule of Payments, Standard Form 1166; invoices; substantiating orders; and other backup or supportive papers.</p>	<p>Cut off at close of the fiscal year. Transfer to FARC 1 year after cutoff. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.</p>

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1704711*

Appendix III-A



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
301-06	<u>Bill for Collection Files.</u> Consist of GAO Stock Form 1114. Shows certificate of deposit number and date paid. Used when IBWC bills firms or organizations.	Cut off at close of the fiscal year. Transfer to FARC 1 year after cutoff. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.
301-07	<u>Cost Report Files.</u> Cost reports prepared quarterly containing consolidated balance sheets, income statements and accounts, statements of income and expenses, backup data for each account, computer generated financial statement. These documents are related to all other accounting documents.	Cut off at close of the fiscal year. Transfer to the FARC 1 year after cutoff. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.
301-08	<u>Schedule of Collections Files.</u> Consist of Certificates of Deposit, Standard Form 219, backup form for receipt of monies, and other supportive papers arranged chronologically.	Cut off at close of the fiscal year. Destroy 4 years after cutoff.
301-09	<u>Schedule of Cancelled Check Files.</u> Consist of Standard Form 1098 issued to cancel checks lost in the mails, improper payee, etc., arranged chronologically.	Cut off at end of the fiscal year. Destroy 4 years after cutoff.
301-10	<u>Imprest Fund Files.</u> Documents reflecting the receipt of, and accounting for, petty cash or imprest funds used in connection with small purchases or travel. Included are receipts for funds, copies of reimbursement vouchers, invoices, similar documents, and related papers.	Cut off at close of the fiscal year. Destroy 4 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
301-11	<u>Apportionment and Reapportionment Schedule Files.</u> Consist of Standard Form 132 received from the Department of State apportioning funds to IBWC.	Cut off at close of the fiscal year. Destroy 2 years after cutoff.
301-12	<u>Budget Execution Files.</u> Periodic reports containing Standard Form 133, Report on Budget Execution, showing net disbursements, appropriations, allotments, obligations, and expenditures. Also contain work papers and tabulations.  a. <u>End of Fiscal Year Report.</u>  b. <u>All Other Reports.</u>	Cut off at close of the fiscal year. Destroy 5 years after cutoff.  Cut off at close of the fiscal year. Destroy 3 years after cutoff.
301-13	<u>Budget Status Files.</u> Include Standard Form 133, Report on Budget Status, showing transfers of funds to other agencies, which will show the amounts in their report to the Treasury.	Cut off at close of the fiscal year. Destroy 4 years after cutoff.
301-14	<u>Allotment Files.</u> Consist of Allotment Advices, IBWC Form 5-11, used to allot specific funds to individual projects. Maintained in chronological order.	Cut off at close of the fiscal year. Destroy 4 years after cutoff.
301-15	<u>Statement of Allotment Report Files.</u> Monthly summary showing by allotment the total allotment, obligations to date, and unobligated balance. Prepared in fiscal office and sent to operating offices for reference or information purposes.	Cut off at close of the fiscal year. Destroy 2 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
301-16	<u>Statement of Financial Condition Files.</u> Final report of obligations by appropriation showing the annual accounting to Treasury of current and prior year funds. Unobligated monies are returned to Treasury on this form. Consists of Standard Form 220, Statement of Financial Condition.	Cut off at close of the fiscal year. Destroy 5 years after cutoff.
301-17	<u>Tax Exemption Certificate Files.</u> Consist of Standard Form 1094 showing IBWC nonliability for paying tax.	Cut off canceled copies at close of the fiscal year. Destroy 4 years after cutoff.
301-18	<u>Tax Withholding Report Files.</u> Shows payments to states and the Federal Government for taxes withheld from employee pay checks. Include state forms; Schedule of Payments; Quarterly Federal Excise Tax Return, Treasury Form 720; Employee's Quarterly Federal Tax Return, Treasury Form 941; computer backup computations. Indicates employee name and taxable wages. Chronological arrangement.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
301-19	<u>Requisition Card Files.</u> Consist of IBWC Form DS-537 (5 x 8 card) used to draw items from the warehouse. Shows project name and amount charged. This amount is posted to a recap sheet used to enter accounting data into the system. This data ends up in the Cost Report. Filed by month.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
301-20	<u>Entry on Plant Property and Equipment Record Log.</u> IBWC form used to show posting entries on property and equipment records for items costing over \$100. Shows date, purchase order number, schedule number, account number, description, and amount.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
301-21	<u>Vendor Payment Control Card Files.</u> Cards (5" x 8") maintained by vendor name; contains a posting showing payment date, amount, and schedule number. This is a necessary index since paid voucher files are maintained in schedule number sequence.	Cut off inactive cards at close of the fiscal year. Destroy 6 years after cutoff.
301-22	<u>Accounting Card Files.</u> Machine cards used to enter and distribute costs, expenses, amounts, and other details into the accounting system.	Cut off at completion of the processing cycle. Destroy 60 days after cutoff.
301-23	<u>Contract Payment Administrative File.</u> Copies of records in official contract and paid voucher files consisting of schedule of payments, bonds, insurance documents, contract, invoices, pay estimates, and other related papers.	Cut off terminated files at close of the fiscal year. Destroy 3 years after cutoff.
301-24	<u>Grazing Lease Administrative Case File.</u> Consists of papers related to administration of grazing leases, including copies of notifications to the project chief of collections on leases in his locality, problems, or related issues. Official lease and receipt documents located elsewhere. Arranged by name of lessee.	Cut off terminated leases at close of the fiscal year. Destroy 1 year after cutoff.
301-25	<u>Voucher and Schedule of Payments Reference Files.</u> Consist of posting copies of Standard Forms 1166 used as a convenience or reference copy.	Cut off at close of the fiscal year. Destroy 1 year after cutoff.
301-26	<u>Warehouse Issue Report Files.</u> Consists of copies of IBWC Form 478, which is a source document set up in a columnar format for keypunching. Shows accounting data and is used to charge issued items to projects.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
301-27	<u>Cost Account Worksheet Files.</u> Consists of IBWC Form 37, used strictly as a worksheet to prepare the Warehouse Issue Report. Records each requisition amount by cost account number and totals monthly.	Cut off at close of the fiscal year. Destroy 2 years after cutoff.
301-28	<u>Shop Labor Report Files.</u> Consists of copies of IBWC Form 478 used to charge shop labor to projects. Shows cost accounting data, other reference detail, overhead, and total amount.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
301-29	<u>Shop Order Files.</u> Consists of IBWC Form 353, a work order identifying the account number, project, and shop. Describes the work to be done, recording of labor and materials costs. Files are summarized monthly by project and are used to prepare the Shop Labor Report.	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
SECTION 2. BUDGET		
302-01	<u>Budget Estimate Files.</u> Includes file copies of budget estimates prepared in the IBWC Budget Office, comprising appropriation language sheets, narrative statements, and related schedules and data. Filed by budget year and used for submission of the Commission's request for funds.	<u>Permanent.</u> Cut off at close of the fiscal year. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 50 years after cutoff.
302-02	<u>Budget Work Paper Files.</u> Consist of work papers, cost statements, and rough data accumulated in preparation of annual budget estimates including duplicates of papers in the Budget Estimate Files and other related data.	Cut off at close of the fiscal year. Destroy 10 years after cutoff.
302-03	<u>Request for Apportionment Files.</u> Consists of Budget Office file copy of Department of State Form DS-865, Financial Plan for Fiscal Year 19__ . Identifies data	Cut off at close of the fiscal year. Destroy 10 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
302-04	<p>submitted, amendment number (if any), operating bureau or office, and source of funds. Shows the allotment activity and purpose, title and number by quarters, and the total plan for the fiscal year. This document is submitted to the Department of State for allotments of funds. Filed chronologically by fiscal year.</p> <p><u>Briefing Book Files.</u> These documents contain reference material prepared by the IBWC Budget Office for use of top staff in defending or supporting the budget request. Included are narrative descriptions of various projects, proposed activities, results and benefits derived, and any other information which the IBWC anticipates will aid in justifying its request. These files contain no original documentation and are valuable reference items only.</p>	Cut off at close of the fiscal year. Destroy when reference value is exhausted, not later than 10 years after cutoff.
SECTION 3. PAYROLL		
303-01	<p><u>Payroll Files.</u> Contain time and attendance reports; copies of Voucher and Schedule of Payments, Standard Form 1166; Payroll Change Slips, Standard Form 1126; details of cost distribution; savings bond and other cost data printout; and printout showing employee name, cost account time charged against, leave information, deductions, etc. Also shows allotments to banks and credit unions and letters to the Treasury summarizing allotments to banks and credit unions. Arranged by payroll number.</p>	Cut off at end of the calendar year. Destroy after audit by General Accounting Office or 3 years after cutoff, whichever is earlier.
303-02	<p><u>Master Payroll Data File.</u> Contains biweekly payroll data, cumulative earnings to date, on a calendar year basis. This information is used to prepare W-2 information for employees. Information for this file is found in three places: computer printout,</p>	Cut off at end of the calendar year when W-2's are printed. One copy of year-end data is forwarded to NPRC, St. Louis, MO, and is destroyed 56 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
303-03	<p>operating disk, and backup disk.</p> <p><u>Individual Pay Card Files.</u> These card files consist of <u>Standard</u> Form 1126 and are arranged alphabetically by employee name.</p> <p>a. If in the official personnel folder or in individual pay folder filed adjacent to the official personnel folder.</p> <p>b. If not in or filed adjacent to the official personnel folder.</p>	<p>Official file copy is destroyed after audit by the General Accounting Office or after 3 years, whichever is earlier.</p> <p>Dispose of with the official personnel folder.</p> <p>Cut off at close of the calendar year. Transfer to the NPRC, St. Louis, MO, 3 years after cutoff. Destroy 56 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">CHAPTER 4. ADMINISTRATIVE SUPPORT RECORDS</p> <p style="text-align: center;">SECTION 1. PRINTING, REPRODUCTION, AND DISTRIBUTION FILES</p>	
401-01	<p><u>Publications Master Files.</u> Official file copies of each booklet, pamphlet, poster, monograph, technical report, monthly and annual report, employee newsletter, or other issuance published by IBWC. Includes publications for internal agency issuance and use and publications for promotional or external use. The word "publications" means reproduction by printing, photographic, or other methods in multiple copies, whether for limited or general distribution. 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. One copy of selected publications will also be sent to the IBWC Library.</p>	<p>Permanent. Cut off when publication is superseded, canceled, or 3 years after issuance, whichever is sooner. Transfer to the FARC 2 years after cutoff. Offer to the National Archives 10 years after cutoff.</p>
401-02	<p><u>Printing and Reproduction Requisition Files.</u> Includes printing procurement unit copies of requisitions, specifications, delivery receipt, and related papers. Arranged by requisition number.</p>	<p>Cut off completed or canceled requisitions at close of the fiscal year. Destroy 3 years after cutoff.</p>
401-03	<p><u>Office Copying Equipment Production and Cost Files.</u> Consists of retained copies of production records or reports and cost records (including rental, repair, maintenance, and supply costs) submitted to higher administrative levels.</p>	<p>Cut off at close of the fiscal year. Destroy 2 years after cutoff.</p>
401-04	<p><u>Library Catalog Cards and Shelf Lists.</u> Cards, lists, and similar documents showing author, titles, cross-references, subject, and location of items on shelves.</p>	<p>Destroy when related items have been permanently removed from the library.</p>



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
402-01	<p>SECTION 2. BUILDING, GROUNDS, AND SPACE MANAGEMENT FILES</p> <p><u>Visitor Control Files.</u> Registers or logs used to record names and firms represented for visitors to IBWC Headquarters. Typical entries include contractors, vendor representatives, employees of other Federal agencies, and service personnel.</p>	Cut off at close of the calendar year. Destroy 5 years after cutoff.
402-02	<p><u>Identification Credential Files.</u> Includes buildings and grounds passes, employee identification cards, applications, listings, and similar records.</p>	Cut off credentials returned to issuing office at close of the fiscal year. Destroy 1 year after cutoff.
402-03	<p><u>Space Assignment and Maintenance Record Files</u> consist of GSA Form 65, Space Assignment Records; copy of SF 145, Order for Telephone Service; GSA Form 2957, Reimbursable Work Authorization; and related papers. Maintained in the procurement office by lease number and used for control of space assignment and maintenance.</p>	Cut off at close of the fiscal year when space identified on SF 65 is vacated. Destroy 2 years after cutoff.
403-01	<p>SECTION 3. COMMUNICATIONS FILES</p> <p><u>Telephone Directory Files.</u> Correspondence, forms, and other records relating to the compilation of telephone listings and directories. Includes copy of each directory. Arranged chronologically by date of issuance.</p>	Cut off when superseded. Destroy 3 months after cutoff.
403-02	<p><u>Postal Receipt Files.</u> Consist of U.S. Postal Service forms and supporting papers such as receipts for registered and certified mail, insured mail, special</p>	Cut off at close of the fiscal year. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
403-03	<p>delivery receipts and forms, reports of loss, and similar types of documents. Arranged chronologically.</p> <p><u>Mailing List Files.</u> Consists of a copy of each mailing list and correspondence, request forms, and other records relating to changes in mailing lists.</p>	<p>Destroy after appropriate revision of mailing lists</p>
	<p>SECTION 4. FREIGHT RECORDS</p>	
404-01	<p><u>U.S. Government Bill of Lading Files.</u> Includes memorandum copies of SF 1103, U.S. Government Bill of Lading; copies of shipper's receipt and/or invoice; and other related correspondence or documents such as GSA Form 1396, Reply to Inquiry Concerning Order/Shipment/Return/Billing. Maintained by geographical location and by bill of lading number.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>
404-02	<p><u>Damaged/Shortage Report Files.</u> Consists of a copy of loss or damage claim; Government Bill of Lading; GSA Form 547A, Shipping Document; Over, Short, and/or Damage Report; SF 361, Discrepancy in Shipment Report; GSA Form 1965, Over, Short, and Damaged Questionnaire; copy of SF 147, Orders for Supplies or Services. Maintained by claim number.</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>
404-03	<p><u>Pre-Paid Freight Bill Files.</u> Consists of copy of freight bills sent prepaid. Shows the receipt by the carrier.</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>
	<p>SECTION 5. FREEDOM OF INFORMATION ACT REQUESTS</p>	
405-01	<p><u>Freedom of Information Act Request Files.</u> Documents accumulated in preparing replies to inquiries specifically identified as FOIA requests. Includes</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>the request, estimates of search costs and reproduction fees, documents reflecting coordination of the response, and related papers and correspondence.</p> <p>a. Approved requests and denied requests which do not result in appeals or litigation.</p> <p>b. Denied requests resulting in appeals or litigation.</p>	<p style="text-align: right;"><i>Completed by 1/17/77</i></p> <p>Cut off completed actions at close of the fiscal year. <del>Destroy 2 years after cutoff.</del> <i>Dispose of per General Records Schedule 14-16.</i></p> <p>Cut off at close of the fiscal year in which final determination is made. Transfer to the FARC 2 years after cutoff. <del>Destroy 10 years after cutoff.</del> <i>Dispose of per General Records Schedule 14-17.</i></p>
	SECTION 6. TRAVEL AND TRANSPORTATION	
406-01	<p><u>Carrier Transportation Files.</u> Copies of documents reflecting carrier charges, consisting of memorandum copies of Vouchers (SF 1171A), duplicate copies of Transportation Requests (SF 1169), and related supporting documents.</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>
406-02	<p><u>Employee Travel Files.</u> Documents concerning official travel of individual employees. Includes copies of employee requests for travel, authorizations, travel vouchers, advance of funds requests, and similar or related papers. Maintained by the unit responsible for providing travel services, and arranged by employee name</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>
406-03	<p><u>Travel Authorization Control Files.</u> Registers, logs, or similar control documents used to record the assignment of document numbers to employee travel authorizations.</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
406-04	<u>Transportation Request Control Files.</u> Registers or Logs documenting the issue or receipt of Government Transportation Requests	Cut off pages with all entries cleared at close of the fiscal year. Destroy 1 year after cut-off.
406-05	<u>Mileage Record Files.</u> Maintained for each Government vehicle showing oil and gas supplied and mileage. Identifies vehicle license number and date. Used for mileage report to GSA.	Cut off at close of the fiscal year. Destroy 3 years after cut-off.
406-06	<u>Motor Vehicle Assignment Receipt Files.</u> Consists of GSA Form 1152 identifying the agency, type of vehicle, license number, motor pool, rental rate, assignee's signature, termination date, and mileage. Vehicles assigned to IBWC.	Cut off at close of the fiscal year. Destroy 4 years after cut-off.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
501-01	<p style="text-align: center;">CHAPTER 5. PROCUREMENT AND PROPERTY MANAGEMENT</p> <p style="text-align: center;">SECTION 1. PROCUREMENT</p> <p><u>Procurement Case Files.</u> In addition to special types of contracts described below, the term procurement case files is a generic term encompassing requisitions, purchase orders, memorandums of agreement, and any other types of contracts. Each case file contains documents, correspondence, and related papers pertaining to award, administration, receipt, inspection, and payment (excluding those related to real property).</p> <ul style="list-style-type: none"> <li>- <u>Construction contracts for International Boundary Projects.</u> Arranged by IBM (International Boundary with Mexico) contract number. Documents in each file are arranged in the following sections: <ul style="list-style-type: none"> <li>- <u>Contract Section.</u> Invitation to Bid with Modifications and Amendments; Bidding Schedule; SF 19-A, Labor Standards Provisions; SF 23-A, General Provisions (Construction Contract); SF 19-B, Representations and Certifications; SF 23; Construction Contract; SF 1036, Statement and Certificate of Award; Notice to Proceed; and other related papers.</li> <li>- <u>Bid Section.</u> Contains amendments to IFB acknowledgments signed by contractor; Power of Attorney for surety company; SF 24, Bid, Bond; SF 19-B, Representations and Certifications; Statement of Equipment listing equipment available and that which will be committed to the job; Bidding Schedule with amounts attached to SF 21, Bid</li> </ul> </li> </ul>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Form; and other related papers.</p> <ul style="list-style-type: none"> <li>- <u>Bond Section.</u> Contains Powers of Attorney for surety; SF 25, Performance Bond; SF 25A, Payment Bond; Resumption Orders to resume work after bad weather; Change Orders including specifications with signatures of acceptance.</li> <li>- <u>Payment Section.</u> Contains Payment Estimates submitted by the contractor; copies of SF 1166, Voucher and Schedules of Payments; and related papers.</li> <li>- <u>Payroll Section.</u> Contains certified copies of contractor payrolls; Department of Labor Form WH-348, Statement of Compliance; a listing of occupations showing codes and hourly rates; payroll numbers showing pay period ending date and date received. (See Contractor Payroll Files for disposition.)</li> <li>- <u>Correspondence Section.</u> Contains copies of liability insurance certificates; correspondence from and to the contractor explaining days lost due to bad weather and extending completion dates; correspondence about such things as procedures, equipment, and understandings concerning the work. Correspondence to the contractor is signed by the Construction Manager or the Principal Engineer.</li> <li>- <u>Contracts for Engineering and/or Consulting Services.</u> Typical contracts of this type are for such items as professional engineering services, consultant services, equipment maintenance, aerial mapping, appraisal service, geodetic surveys, right-of-way surveys, photographic services, and professional and technical advice. Included in the file are such items as SF 25, Performance Bond; Power of Attorney for surety company; Special Provisions; SF 35-A, Solicitation Instructions and Conditions; SF 33, Solicitation,</li> </ul>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Offer and Award; SF 36, Continuation Sheet; SF 1036, Statement and Certificate of Award; copies of letters sent to firms responding to the Request for Proposal; copies of SF 1166, Voucher and Schedule of Payments; copies of contract status inquiries; related papers.</p> <p>- <u>Memorandum of Understanding or Agreement.</u> This type of contract is used between the IBWC and other agencies, organizations, or individuals to outline rights of the parties for use, maintenance, pro rata share of costs for projects or works constructed along the boundary. Documents in the file consist of such as the Narrative Agreement and SF 1036, Statement of Certificate and Award. It may also contain plans; payment estimates; copies of SF 1166, Voucher and Schedule of Payments; a listing of payment amounts and dates; and other related papers. Contracts are signed for purposes such as providing for the sale of the U.S.'s portion of power produced at an international dam; use of land for construction, operation, and maintenance of a border inspection station or a gaging station; for relocation of levees; or for the modification of irrigation facilities. Although agreements may be signed with individuals, they are usually signed with other Federal agencies or units of government such as the National Park Service, Corps of Engineers, General Services Administration, Hidalgo County Water Control and Improvement District, City of Nogales, Texas Highway Department, Donna County Irrigation District.</p> <p>a. <u>Procurement Office Copy.</u> <i>ACACIA, NCD</i> <i>17 July 77</i> (1) Transactions <del>of \$25,000 or more and</del> documenting the initiation and development of</p>	<p>Permanent. Cut off at end of the fiscal year when terminated.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>transactions that deviate from established precedents with respect to IBWC procurements or to major procurement programs.</p> <p>(2) Transactions of more than \$10a000.</p> <p>(3) Transactions of \$10a000 or less.</p> <p>b. <u>Copies of papers contained in Procurement Case Files used for administrative purposes and not covered elsewhere in this schedule.</u></p> <p>c. <u>Obligation Copy.</u></p>	<p>Transfer to FARC 2 years after cutoff. <i>offer to NARS 30 years after cutoff. NH 190278</i></p> <p>Cut off at end of the fiscal year when final payment is made. Transfer to FARC 2 years after cutoff. Destroy 6 years <i>and 3 months</i> after cutoff.</p> <p>Cut off at end of the fiscal year when final payment is made. Destroy 3 years after cutoff.</p> <p>Dispose of upon termination or completion.</p> <p>Dispose of when funds are obligated.</p>
501-02	<p><u>Contract Log Files.</u> Logs are maintained by contract type and are used for control and reference. Entries on the log contain the following information depending on contract type: contract purchase order or request for purchase number, commodity or service identification, description, estimated cost, project, bid number, location, firm, method of purchase, expiration date of contract, date of document, invoice amount, date canceled or terminated.</p>	<p>Cut off at close of fiscal year when all items are completed. Destroy 6 years after cutoff.</p>
501-03	<p><u>Contractor Payroll Files.</u> Contractor payrolls are maintained as a part of construction contracts and are submitted in accordance with U.S. Department of Labor regulations. In addition to certified copies of the contractor's payroll, they contain Labor Department Form WH-348, Statement of Compliance; a listing of</p>	<p>Cut off at close of fiscal year when contract terminated and any enforcement action finalized. Destroy 3 years after cutoff.</p>



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
501-04	occupations showing codes and hourly rates; payroll numbers showing pay period ending date and date received.	
	<p><u>Printing Requisition Files.</u> Consists of requisitions or GSA Form 50, Printing Requisition, issued to the Government Printing Office or to authorized Government printing facilities. Also includes a copy of the invoice, specifications, and related papers. Arranged by requisition number.</p>	
	<p>a. Procurement unit copies</p> <p>b. Accounting unit copies.</p> <p>c. Other copies.</p>	<p>Cut off at close of the fiscal year. Destroy 4 years after cutoff.</p> <p>Cut off at close of the fiscal year. Destroy 4 years after cutoff.</p> <p>Destroy at close of the fiscal year.</p>
501-05	<p><u>Nonpersonal Services Requisition Files.</u> Consist of requisitions for nonpersonal services such as duplicating, laundry, binding, and other nonpersonal services.</p>	<p>Cut off at close of the fiscal year. Destroy 1 year after cutoff.</p>
501-06	<p><u>Request for Quotation Files.</u> Consists of SF 18, Request for Quotations, identifying firm name and showing supplies or services, quantity, unit, unit price, and amount. May also have attached specifications or drawings. These files are used to get quotes from potential suppliers of miscellaneous items not covered by Federal Supply Schedules. A purchase order will be issued after quotes are received.</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
501-07	<p>Invitation for Bid Master Files. Consists of papers accumulated in preparing and issuing Invitations for Bid on IBWC construction projects. Includes drafts showing edits and revisions of such items as specifications, bidding schedule, notice of pre-bid conference, advance notice to bidders outlining the nature of the project and time table, questions and answers during the pre-bid conference; memorandum of approval outlining a description of the work, completion time, cost estimates, and recommendation to advertise for bids with original signatures of approval from heads of units involved including the Commissioner. The following documents are accumulated in issuing and opening bids: SF 22, Instructions to Bidders (Construction Contracts), and supplemental instructions; S-IBWC 236, Advance Notice Mailing List; requests for plans and specifications from contractors; request for mailing lists from trade publications; page of the Commerce Business Daily showing its listing of the project; narrative of the bid opening meeting with sign-in sheet identifying those in attendance; an Abstract of the Bids Received showing for each bidder the amount bid for each schedule item and total for the schedule. Originals of unsuccessful bids become a part of this file. Unsuccessful bids are comprised of items such as SF 21, Bid Form, with attached Bidding Schedule; Statement of Equipment; Statement of the Proposed Work on the Ground; SF 19-B, Representations and Certifications; Certificates of Insurance; Power of Attorney for Surety Company; SF 24, Bid Bond; and related papers.</p>	<p>Cut off at close of the fiscal year when contract is awarded. Destroy according to disposition instructions for the Procurement Case File.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
SECTION 2. PROPERTY MANAGEMENT		
502-01	<p><u>Property Card Files.</u> Consists of S-IBWC Form 279, Equipment Record, a 5" x 8" card which identifies the article, location, serial number, model number, and manufacturer. Shows the record of cost, appraised value, accountability, and depreciation. Items shown are the date, purchase order number, quantity and acquisition amount, balance, responsible employee, and plant. When the item is removed from inventory, the card is stamped "Expended" with explanation of action such as traded in, excessed, or transferred. The card is posted to show transfers of equipment from location to location or employee to employee.</p>	Cut off at the end of the fiscal year when the item is expended. Destroy 3 years after cutoff.
502-02	<p><u>Property Inventory Files.</u> Computer printouts, Personal Property Master Listing, showing a description, the manufacturer, model, serial number, acquisition cost, purchase order number, date acquired, plant account number, location, and IBWC equipment number.</p>	Cut off when superseded. Destroy 1 year after cutoff.
502-03	<p><u>Report of Survey Files.</u> Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of government property or funds and their determination of the question of pecuniary or other responsibility for the absence or condition of articles or funds and actions taken. Contains S-IBWC Form 72, Report of Survey. Reflects appointment of Board of Survey officers; describes the number of articles, condition, cost, estimated value, and recommended disposition; certification by supply officer that the articles are shown as record on property records. Also shows a certification that Board of Survey members have</p>	Cut off at close of the fiscal year.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>inspected the property and concur in the estimated value and recommended disposition. Forms are filed by Board of Survey members. Attached to the form is form letter S-IBWC 468, Certificate of Disposal, identifying location and property items and certifying as to disposal action.</p> <p>a. Files involving pecuniary liability.</p> <p>b. Other files.</p>	<p>Destroy 10 years after cutoff.</p> <p>Destroy 3 years after cutoff</p> <p>Cut off at close of the fiscal year.</p>
502-04	<p><u>Lost, Worn-out, or Stolen Certificate Files</u> These documents identify location, date, and description of the item. The responsible employee signs a statement that the equipment was lost or worn-out "through no negligence on my part." The approval signature of the project manager or project superintendent is shown on the document. (These items are similar to report of survey documents.)</p> <p>a. Files involving pecuniary liability.</p> <p>b. Other files.</p>	<p>Destroy 10 years after cutoff.</p> <p>Destroy 3 years after cutoff.</p> <p>Cut off at close of the fiscal year.</p>
502-05	<p><u>Property Transfer Receipt Files.</u> Consists of S-IBWC Form 21, Property Transfer Receipt. Identifies location and date and shows quantity, description, serial number, and person receiving the property. The sender's signature and the receiver's signature are shown on the form. These files are used in the procurement unit to post property cards.</p>	<p>Destroy 10 years after cutoff.</p> <p>Destroy 3 years after cutoff.</p> <p>Cut off at the end of the fiscal year. Destroy 1 year after cutoff.</p>
502-06	<p><u>Report of Personal Property for Sale Files.</u> Consists of SF 126, Report of Personal Property for Sale, and attached GSA Form 27, Notice of Award, showing who purchased the property. They also include SF 122, Report of Transfer.</p>	<p>Cut off at close of the fiscal year.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p><i>amended</i> <i>DR-Review</i> <i>Per GRS-4</i> <i>17 Aug 77</i></p>	<p><i>Transactions after July 25, 1974, of more than \$10,000</i> <i>and prior to July 26, 1974, of more than \$5,500</i></p>	<p>Transfer to the FARC 2 years after cutoff. Destroy 6 years after cutoff. <i>final payment.</i></p>
502-07	<p><i>Transactions after July 25, 1974, of less than \$10,000</i> <i>and prior to July 26, 1974, of \$2,500 or less.</i></p> <p>Report of Excess Personal Property Files. Consists of SF 120a Report of Excess Personal Property, with attached SF 123, Application for Donation of Surplus Property, DHEW donation form, SP 54, and delivery order from the state surplus property agency.</p>	<p>Destroy 3 years after cutoff. <i>final payment.</i></p> <p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>
502-08	<p>Journal Voucher Files. Consists of copies of SF 1017-6, showing debits and credits to accounts for acquiring property. Copies of vendor invoices are also included. These files are used in the procurement unit to charge or transfer accounts for acquired property. (Originals of these files are found in the accounting office.)</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>
502-09	<p>Journal Voucher Control Register Files. Consists of control sheets maintained to record journal voucher transactions for property accounts.</p>	<p>Cut off completed sheets at close of the fiscal year. Destroy 3 years after cutoff.</p>
502-10	<p>Issue Requisition Files. Consists of stockroom copies of DS Forms 537 for items issued from the warehousea Used for supply management purposes.</p>	<p>Cut off at close of the fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
601-01	<p style="text-align: center;">CHAPTER 6. PERSONNEL MANAGEMENT</p> <p style="text-align: center;">SECTION 1. GENERAL PERSONNEL PROGRAM FILES</p> <p><u>Official Personnel Folder Files.</u> Documents accumulated to provide an official record of personnel actions pertaining to an employee's status and service. The Federal Personnel Manual (FPM) specifies the documents required for inclusion in official personnel folders.</p> <p>a. Folders of employees transferred to another Federal agency.</p> <p>b. Folders of separated employees.</p>	<p>Follow instructions in the FPM.</p> <p>Transfer folders of employees to inactive file in accordance with instructions in the FPM. Transfer folders to the National Personnel Records Center (civilian), 111 Winnebago Street, St. Louis, MO 63318, 30 days after separation except as provided in the FPM. Destroy 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.</p>
601-02	<p><u>Personnel Investigative Files.</u> These files consist of confidential background investigations for IBWC employees. Filed in manila envelopes showing the employee name and SSN. Maintained outside the Official Personnel Folder.</p>	<p>Place in the Official Personnel Folder when employee transfers or separates and dispose of as part of the OPF.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
601-03	<u>Personnel Medical Records Files.</u> These files consist of confidential medical information for IBWC employees. Filed in manila envelopes showing employee name, SSN, and date of birth. Maintained outside the Official Personnel Folder.	Place in the Official Personnel Folder when employee transfers or separates and dispose as a part of the OPF.
601-04	<u>Temporary Materials in Official Personnel Folder Files.</u> Material maintained as temporary records on the left side of the Official Personnel Folder in accordance with the Federal Personnel Manual.	Retain for a minimum of one year. Destroy when employee separates or transfers.
601-05	<u>Service Record Card Files.</u> SF 7ds showing pay and personnel history for each employee. Maintained in accordance with the FPM.	Place in inactive file on termination. Cut off the inactive file at close of the fiscal year. Destroy 3 years after cutoff.
601-06	<u>Position Identification Strip Files.</u> SF 7Ds used in service control file in personnel office to provide summary data on each position occupied.	Destroy when position is canceled or new strip is prepared.
601-07	<u>Notification of Personnel Action Files.</u> SF 50ds, exclusive of those in Official Personnel Folders, maintained in chronological order in IBWC Personnel Office. Used to provide a record for inspections, statistics, references, and preparation of reports. This file may be referred to as the Chronological Journal File.	Cut off monthly. Destroy 2 years after cutoff.
601-08	<u>Request for Personnel Action Files.</u> Consists of approved SF 52ds, Requests for Personnel Action, maintained in chronological sequence. Used to initiate personnel actions.  a. IBWC Personnel Office originals.	Cut off completed actions at close

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
601-09	<p>b. Other copies.</p> <p><u>Retirement Record Case Files.</u> Consists of copies of SF 2806, Individual Retirement Record, showing service history and fiscal record for the employee. Originals of these records are transmitted to the Civil Service Commission by SF 2807 when an employee separates. (The Civil Service Commission retains Individual Retirement Records as permanent records.) Duplicate copies are retained in IBWC Personnel Office for reference.</p>	<p>of the fiscal year. Destroy 1 year after cutoff.</p> <p>Destroy when action is completed.</p> <p>Cut off at close of the calendar year. Destroy 2 years after cutoff.</p>
601-10	<p><u>Separations and Transfers Register Files.</u> Consists of copies of SF 2807, Register of Separations and Retirements, used to transmit Individual Retirement Record Case Files to the Civil Service Commission. Identifies the agency name, date, page number, bureau or reporting unit, location, and payroll office number. Shows employee name, current year retirement deductions, total retirement deductions to credit of employee, date of separation, and remarks. Each form contains page totals, totals brought forward from the preceding page, and accumulated totals to date. Maintained by page number in the IBWC Personnel Office. Originals of these records in the Civil Service Commission are used to compile the annual summarization of retirement transactions. (After the annual summarization of retirement transactions has been reconciled, the Civil Service Commission destroys the SF 2807's.)</p>	<p>Cut off superseded pages at close of the calendar year. Destroy 3 years after cutoff.</p>



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
601-11	<p>Position Description Files. Consist of canceled position descriptions for IBWC jobs which have been abolished or superseded. Maintained according to Federal Personnel Manual Supplement 293-31. Place canceled descriptions in the inactive file when obsolete.</p> <p>a. Copies maintained in the IBWC Personnel Office.</p> <p>b. Other copies.</p>	<p>Cut off inactive file at close of the fiscal year. Destroy 5 years after cutoff.</p> <p>Destroy when position is abolished or description is superseded.</p>
601-12	<p>Grievance and Appeal Case Files. Consists of papers accumulated when an employee grieves or appeals from adverse actions under applicable CSC regulations or reduction-in-force and Hearing Examiner rating appeals and all other miscellaneous appeals relating to such matters as position classification, salary retention, restoration, reemployment, performance ratings, veteran preference, etc. Included are such items as the initial letter from an employee stating his reason for the grievance or appeal, copy of the position description, classifier's notes and evaluation statement, letter to the employee advising him of the outcome. (Appeals to the Civil Service Commission become case files disposable under CSC schedules.)</p> <p><del>a. Precedential cases involving court action.</del></p> <p><i>Amended Appendix No 9 17 Aug 77</i></p> <p><i>Files.</i> X All <del>others.</del></p>	<p><del>Permanent. Cut off at close of the fiscal year when action is completed. Transfer to the FARC 5 years after cutoff. Offer to the National Archives 25 years after cutoff.</del></p> <p>Cut off at close of the fiscal year</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
601-13	<u>Statements of Financial Interest Files.</u> Consists of statements of employment and financial interests by top staff and other employees involved in contracting or administering IBWC contracts. Arranged alphabetically by employee name.	when action is completed. Destroy 7 years after cutoff.  Cut off at close of the fiscal year when employee leaves a position in which a statement is required. Destroy 2 years after cutoff.
601-14	<u>Leave Record Files</u> Consists of documents showing leave usage by day and month for each employee. Maintained independently of pay and earnings records, these files include S-IBWC-43, Daily Leave Record; SF 1130, Time and Attendance Report; or SF 1137, Leave Record. Documents are arranged alphabetically by employee name and are cut off at the end of the leave yeara  a. Records showing the employee's accumulated leave on separation; SF 71, Applications for Leave, taken immediately prior to separation are attached to leave record.  b. Records for on-board employees (applications for leave not attached to these records).	Transfer to National Personnel Records Center (NPRC), St. Louis, Missouri. After audit by the GAO or 1 year after cutoff, whichever is earlier, NPRC will destroy according to GAO instructions.  Destroy 3 years after cutoff.
601-15	<u>Application for Leave Files.</u> Consist of SF 71, Application for Leave, showing employee request and supervisor approval and other supporting papersa  a. Applications for leave taken immediately prior to separation.	Cut off at end of the leave yeara  Attach to leave record and dispose according to instructions for

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. All others.</p> <p style="text-align: center;">SECTION 2. EMPLOYMENT FILES</p>	<p>leave records showing accumulated leave on separation.</p> <p>Destroy 1 year after cutoff</p>
602-01	<p><u>Vacancy Announcement Files.</u> Consist of record copies of Job Opportunity Announcements and amendments maintained by the IBWC Personnel Office. Also contains the Selection Roster showing ranking of candidates and qualification category, Promotion and Internal Placement Program Request for Consideration from each IBWC employee applying, SF 171 Applications from others, signed Statement of Instructions to Panel Members, correspondence regarding reasons for selection, and related papers. Arranged by Job Opportunity Announcement number and used to select candidates for vacancies.</p>	<p>Cut off at close of the fiscal year in which announcement closes. Destroy 2 years after cutoff</p>
602-02	<p><u>Applications for Employment Files.</u> Consists of Application for Employment, SF 171, and related papers. Maintained by job category.</p> <p>a. Maintained in the IBWC Personnel Office in accordance with inspection requirements of the Civil Service Commission as stated in the Federal Personnel Manual.</p> <p>b. Other copies.</p>	<p>Cut off at close of the fiscal year. Destroy upon receipt of CSC report of inspection or 2 years after cutoff, whichever is earlier.</p> <p>Cut off at close of the fiscal year. Destroy 1 year after cutoff</p>
602-03	<p><u>Certification Files.</u> Consist of SF 39, Certification Form, sent to Civil Service Commission to request a</p>	<p>Cut off at close of the fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	certificate of eligibles and the returned CSC Form 1844-A, Certificate of Eligibles, listing names of eligible individuals. Maintained by certificate number and used by appointing officers to secure names of eligible applicants for announced vacancies. The Civil Service Commission retains for 5 years returned copies showing appointing officer actions.	
602-04	<u>Examination Announcement Files.</u> Consist of Civil Service Commission announcements showing date, time, and place for tests. Arranged by location for the test and used for reference.	Destroy when superseded.
	SECTION 3. REDUCTION IN FORCE FILES	
603-01	<u>Reduction in Force Notice Files.</u> Copies of letters to each employee affected by a reduction in force. Maintained alphabetically by employee name. The official file copy of each letter is placed in the Official Personnel Folder.	Cut off at end of the fiscal year when action on the reduction in force is completed. Destroy 2 years after cutoff.
603-02	<u>Reduction in Force Retention Register Files.</u> Consists of retention registers for each competitive level affected by a reduction in force. Used to rank employees according to their retention rights.	Cut off at end of the fiscal year when action on the reduction in force is completed. Destroy 2 years after cutoff.
603-03	<u>Reduction in Force Work Card Files.</u> Cards covering each employee in the competitive level. Contains basic data required to compile the retention register: competitive level code number, retention subgroups, performance rating, and service computation date.  a. Cards used to prepare a Reduction in Force Retention Register.	Cut off when the Retention Register is prepared in list form. Destroy 3 months after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
603-04	<p>b. Cards sorted and used as a Retention Register.</p> <p><u>Reduction in Force Placement Files.</u> These files consist of documents also found in the Official Personnel Folder. They accumulate as a result of attempting to locate new positions for employees displaced by a reduction in force. Includes SF 171, Application; Registration Sheet to the Civil Service Commission; Placement Availability Form; Interview Notes; and action taken.</p>	<p>Cut off at end of the fiscal year when action on the reduction in force is complete. Destroy 2 years after cutoff.</p> <p>Cut off at end of the fiscal year when action on the reduction in force is complete. Destroy 2 years after cutoff.</p>
SECTION 4. INCENTIVE AWARD FILES		
604-01	<p><u>Incentive Award Case Files.</u> These case files document honor awards made to employees for meritorious service, special achievement, etc. and may be a Quality Step Increase, Outstanding Rating, or a Superior Job Performance Award. Consist of a copy of the employee's position description, nomination letter containing the justification, supervisory evaluation and concurrences; Incentive Award Committee recommendations; computation of award amount if for cash; IBWC 46a Incentive Award Nomination and Approval; copy of Certificate of Award.</p>	<p>Cut off closed cases at end of the calendar year. Destroy 2 years after cutoff.</p>
604-02	<p><u>Suggestion Case Files.</u> These case files consist of suggestions made by employees for improvement in IBWC operations. Consist of the Suggestion, IBWC 470a showing current and suggested procedure and summary of benefits; copy of Status of Suggestion form letter; Comment Sheet Preliminary Evaluation from all involved</p>	<p>Cut off closed cases at end of the calendar year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	units; computation of savings; computation of award amount; IBWC 469, Incentive Award Nomination and Approval; copy of Certificate of Award; and related papers. Maintained in the IBWC Personnel Office by suggestion number.	
604-03	<u>Incentive Award Log Files.</u> Consists of a log showing dates of actions in processing incentive awards. Maintained to control clearance and approval.	Destroy 3 years after date of final action recorded on each page.
	SECTION 5. TRAINING FILES	
605-01	<u>Training Record Card Files.</u> Consists of an 8" x 10½" card titled Employee Training Record. Identifies employee name, social security number, education level, and date of birth. Card is set up in columns showing dates from/to, course, source, type, cost, and remarks. Cards are maintained alphabetically by employee name by location and are used to record planned training courses related to career fields.	Cut off at close of the fiscal year when employee transfers or terminates. Destroy 3 years after cutoff.
605-02	<u>Nomination for Training Files.</u> Consist of OF 37, Nomination for Interagency Training, when the course is offered by the Civil Service Commission. The form identifies the course title, dates, cost, location, and offering agency. Shows employee name, position title, grade, home address, and office telephone. The "agency" section of the form includes the billing address and approval signature. Supervisory comments are attached to the nominations. Approved for training purposes in the IBWC Personnel Office.	Cut off at close of the fiscal year. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 6. MOTOR VEHICLE OPERATOR & ACCIDENT FILES	
606-01	<p><u>Motor Vehicle Operator Case Files.</u> Consist of S-IBWC Form 421, Application for Motor Vehicle Operator's ID Card; SF 47, Physical Fitness Inquiry for Motor Vehicle Operators, and related papers; Civil Service Commission Driver's Past Performance Test (multi-page questionnaire about driver's experience, arrests, and accidents). Files used to authorize use of Government-owned vehicles. Arranged alphabetically by employee name.</p>	<p>Cut off rescinded cases at close of the fiscal year. Destroy 3 years after cutoff.</p>
606-02	<p><u>Injury or Accident Case Files.</u> Consist of documents relating to motor vehicle accidents. Includes such items as DOL Forms CA 1, CA 2, CA 16, Request for Examination and/or Treatment, copies of doctor bills and other related correspondence. Maintained in the IBWC Personnel Office in protecting the interest of the Government in accident claims.</p>	<p>Cut off closed cases at close of the fiscal year. Destroy 6 years after cutoff.</p>
606-03	<p><u>Injury or Accident Log Files.</u> Consists of a log showing dates of action in processing an injury or accident case.</p>	<p>Destroy 7 years after date of final action recorded on each page.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
700-01	<p style="text-align: center;">CHAPTER 7. LEGAL</p> <p><u>Litigation Case Files.</u> Documents relating to actual legal proceedings to which IBWC is a party or in which IBWC has an interest. Included are advisory reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents, and related correspondence. Prior to retirement to FARC, the files are segregated into the two groups shown below:</p> <p>a. Cases involving the establishment of legal precedents or the interpretation of substantive IBWC policies.</p> <p>b. Other cases.</p>	<p><u>Permanent.</u> Cut off at end of the calendar year in which litigation is completed. Transfer to FARC 10 years after cutoff. Offer to the National Archives <del>30</del> years after cutoff. <i>4/19/78</i></p> <p>Cut off at close of the calendar year in which litigation is completed. Transfer to the FARC 10 years after cutoff. Destroy 25 years after cutoff.</p>
700-02	<p><u>Special Compensation Claim Files.</u> These records are compiled as a result of claims filed by individuals who have suffered losses from relocation or business stoppage when international boundary projects were implemented. Claims were heard by a board of examiners and approved by the Commissioner. Consist of transcript of hearings, notices, application for special compensation, copy of the applicable Public Law, copy of the "firm offer to purchase" letter, Certificate of Inspection and Possession, Reviewing Appraiser's Report, evidence of location of property</p>	<p><u>Permanent.</u> Cut off at close of the calendar year when determination is completed. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 30 years after cutoff. <i>4/19/78</i></p>



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
700-03	<p>from the title company, Report of Determination signed by the board of examiners with the approval page signed by the Commissioner, and other supporting documents such as copies of income tax returns and accounting sheets. A Docket Sheet, Form CH-57, is used as a control and shows claim number, tract number, owner, action taken, special compensation, date and amount, remarks, and IBWC accounting distribution. Arranged by claim number.</p> <p><u>Claim Case Files.</u> Documents relating to claims by or against the IBWC resulting from personal injury, property losses, and other business transactions in connection with international projects which are settled without litigation.</p>	<p><u>Permanent.</u> Cut off at close of the calendar year when claim is settled or disallowed. Transfer to FARC 10 years after cutoff. Offer to the National Archives 30 years after cutoff.</p> <p><i>44 190278</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-01	<p style="text-align: center;">CHAPTER 8. CARTOGRAPHY AERIAL SURVEYS AND PHOTOGRAPHY</p> <p style="text-align: center;">SECTION 1. CARTOGRAPHY AND AERIAL SURVEYS</p> <p><u>Field Survey Notebook Files.</u> Handwritten recordings of survey parties involved in establishing the international boundary between the United States and Mexico. Contains original data listing sightings, measurements, angles turned, coordinates, reference points, etc. based on measurements made in the field. Used as basis for original mapping activity and monumentation. This series no longer accumulating.</p>	<p>Permanent. Offer to the National Archives <i>when 30 years old.</i> <i>14 196778</i></p>
801-02	<p><u>Primary Controls and Computations Files.</u> These records may also be known as "horizontal and vertical control card files" at the IBWC. They are maintained by names of counties and establish longitude, latitude, and altitude and are essential to accuracy in field surveys, map compilation, and making maps. Controls are obtained from observations and mensurations in the field and include traverse, triangulation, leveling, and altimetry records and computations made in the field. File includes descriptions of benchmarks, triangulation stations, or monuments with detailed guide to their locations. Records cover each U.S. county along the entire U.S. boundary with Mexico. Arranged by county name.</p> <p>a. Originals surveyed by IBWC or obtained from a non-Federal source.</p> <p>b. Copies obtained from National Geodetic Survey, U.S. Geological Survey, or other Federal agency.</p>	<p>Permanent. Retained in IBWC Headquarters <i>offer to NARS when 30 years old. 14 196778</i></p> <p>Retain in IBWC Headquarters for reference. Destroy when superseded, obsolete, or no longer</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-03	<p><u>Aerial Mosaic Files.</u> Consists of the prepared mosaic boards plus several photo prints and one negative of the resulting mosaic covering a specific area or project. Used in preparing plans or drawings and as explanatory exhibits for various investigative reports. Does not include boundary treaty mapping mosaics described under "IBWC Map Files" (Item Number 801-04).</p> <p>a. Record set.</p> <p>b. Additional working copies.</p>	<p>needed for reference.</p> <p>Permanent. Transfer to the FARC 5 years after completion. Offer to the National Archives 30 years after completion. <i>41 19 0778a</i></p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
801-04	<p><u>IBWC Map Files.</u> These files contain the record copy of each IBWC printed or otherwise reproduced map including each edition and variant and documenting the cartographic activities associated with accomplishing the IBWC mission and locations of the international boundary. Maintained in the Engineering Office, Cartography Section, in map file cabinets because of their size.</p> <p>a. Original record copies.</p> <p>b. Additional working prints.</p>	<p>Permanent. Offer to the National Archives when out of date and no longer needed. <i>copy of when 30 years old, - check in source. 4/27/78</i></p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-05	<p><u>Project Topographic Map Files.</u> These are record copies of aerial topographic maps produced for determining storage volumes and shoreline lengths on international reservoirs and locations of potential dam sites, gaging weirs, etc. These maps are a part of the project design and planning files, but they are maintained separately in the Cartography Section.</p>	<p><u>Permanent.</u> Cut off at close of the fiscal year when superseded or when no longer needed for recurring studies. Transfer to the FARC 10 years after cutoff. Offer to the National Archives <del>30</del> 30 years after cutoff. <i>19 196778</i></p>
801-06	<p><u>General Design Map Files.</u> These files consist of maps purchased from other Federal agencies which are used for area computations, surveys, studies, etc and are also used as a base for design of international projects. Record copies of these maps annotated with study information document essential steps in project design and are considered a part of the project design and construction case files.</p>	<p><u>Permanent.</u> Cut off at close of the fiscal year when construction is completed. Transfer to the FARC 10 years after cutoff. Offer to the National Archives <del>30</del> 30 years after cutoff. <i>19 196778</i></p>
801-07	<p><u>Aerial Survey Photo Files.</u> Contact prints made from aerial film used in stereoscopic mapping, preparing mosaics, plotting supplemental controls. Also used to study recurring channel migration problems of limitrophe rivers, tracts of land cut from U.S. or Mexican territory, construction or development along the boundary. May also be used in flood control, flood plain management, environmental statements and pollution control, impoundment and sedimentation studies, and various other investigative studies. Rolls of light negatives are stored with USGS in Denver for public access and use.</p> <p>a. Record Set.</p>	<p><u>Permanent.</u> Cut off completed surveys at close of the fiscal year. Transfer to the FARC when no longer needed for studies and recurring problems. Offer to</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-08	<p>b. Working sets used to note problem areas and studies.</p> <p><u>Planetable Map Files.</u> Consist of hardcopy manuscript maps covering a prescribed area prepared in the field from local observations and measurements to show topography, planimetry, and/or geology.</p> <p>a. Hardcopies.</p>	<p>the National Archives <sup>2001</sup> 30 years <sup>old.</sup> after <del>transfer to the FARC.</del> <sup>11/19/2018</sup></p> <p>Destroy when no longer needed.</p>
801-09	<p><u>Overlay Drawing Files.</u> Consist of mapping status overlay sheets and similar drawings prepared by other agencies in the field or in the map-making office on tracing paper or cloth or on acetate sheets laid over a base map. Shows selected information added by IBWC for annual mapping needs report and the annual Geodetic Control Report.</p> <p>a. Completely duplicated in resultant map.</p> <p>b. Partially duplicated in resultant map.</p>	<p>Permanent. Cut off when superseded or when copied as reproducibles or tracings. Transfer to the FARC 5 years after cutoff. Offer to the National Archives 30 years after cutoff <sup>11/19/2018</sup></p> <p>Cut off when obsolete. Destroy 5 years after cutoff.</p> <p>Cut off on completion or publication of resultant map. Destroy 1 year after cutoff.</p> <p>Permanent. Cut off on completion or publication of resultant map.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-10	<p><u>Boundary Treaty Mapping Mosaic Files.</u> This file includes maps and mosaics covering bancos, islands and detached tracts. Consists of records of agreements with Mexico, surveys, review, and approvals. The file is comprised of original mylars, binders of cronopaque positives, working sets of duplicate mylars and diazo prints, etc.</p>	<p>Transfer to the FARC 5 years after cutoff. Offer to the National Archives 25 years after cutoff.</p> <p><u>Permanent.</u> Cut off each mapping survey at close of the fiscal year when signed by both Commissioners and contract items exchanged by the Sections. Offer to the National Archives when IBWC use is exhausted or 30 years after cutoff, whichever is earlier.</p>
801-11	<p><u>Quad Sheet Proof Files.</u> Consist of proof copies of maps distributed by USGS for comments and corrections to IBWC for final approval.</p>	<p>Cut off on publication of resultant map or drawing Destroy 1 year after cutoff.</p>
801-12	<p><u>Aeronautical Chart Files.</u> Consist of copies of aeronautical charts supplied by Interagency Air Cartographic Committee and used in mapping activities for reference, exhibits, or reports.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
801-13	<p><u>Published Mapping Index Sheet Files.</u> Periodically updated index map sheets showing status and availability of mapping published by U.S. Geological Survey, U.S. Air Force, and the Defense Mapping Agency.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
801-14	<p><u>Defense Mapping Agency Map Files.</u> Restricted use, confidential maps showing both the United States and Mexico at a scale of 1:250,000. Used for reports, investigations, special studies, and design and construction. These copies are retained in IBWC Headquarters until used. (Record copies are records of</p>	<p>Destroy study copies when superseded, obsolete, or no longer needed for reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
801-15	<p>the Defense Mapping Agency.)</p> <p><u>National Topographic Map Files.</u> Consist of topographic maps published by USGS, Army Map Service, and Corps of Engineers at several different scales from 1:24,000 to 1:1,000,000. Used for many study purposes. These are expendable maps which are furnished as location reference data in correspondence and reports.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference or when study is completed.</p>
801-16	<p><u>Aerial Photograph Index Files.</u> Consist of 8" x 8" cards containing data on all vertical aerial photography and other products derived therefrom such as negatives, positive prints, mosaics, topographic maps, enlargements, horizontal and vertical controls. Shows distribution and/or storage data for each project.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
801-17	<p><u>Map Request Files.</u> Contain correspondence requesting copies of maps of the international boundary. Requests to the IBWC come from colleges and universities, libraries, individuals, Congressmen, Federal and State agencies. Also contain correspondence from IBWC to other Federal agencies such as Geological Survey, Defense Mapping Agency, National Geodetic Survey, National Ocean Survey, and others requesting maps, photographs, and geodetic data.</p> <p>SECTION 2. OBLIQUE PHOTOGRAPHY AND SLIDE FILES</p> <p>Record copies of black and white still pictures include an original negative and a captioned print. For color still pictures, the record set is comprised of a 2" x 2" color slide, a captioned print, and an internegative if one is available. Existing finding aids such as data sheets, shot lists, catalogs,</p>	<p>Cut off at close of the fiscal year. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
802-01	<p>indexes, lists of captions, and other textual documentation necessary for proper identification or retrieval of photographs are also considered a part of the official file.</p> <p><u>IBWC Commissioners File.</u> Photographs of past and present Commissioners of both the United States and the Mexican Sections. Captions show name and dates of incumbency. Arranged alphabetically by name.</p>	<p>Permanent. Cut off at close of the fiscal year when incumbency ends. Offer to the National Archives <sup>30</sup> years after cutoff.</p> <p><i># 1945-23</i></p>
802-02	<p><u>Dedication Ceremony Files.</u> Photographs taken at dedications of IBWC projects such as international reservoirs, canals, sanitation treatment plants, etc. International project dedications include participations by dignitaries from both the United States and Mexico, and Senators of both nations; Governors of states involved usually participate, as well as Department of State officials and the Commissioners of both the United States and Mexican Sections. Photographs also include events leading up to the actual dedication ceremony, such as parades, festivals, etc.</p>	<p>Permanent. Cut off at close of the fiscal year in which the dedication occurred. Offer to the National Archives <sup>30</sup> years after cutoff.</p> <p><i># 1945-23</i></p>
802-03	<p><u>International Boundary Landscape Files.</u> Consist of slides and prints of the view and the scenery along the boundary between the United States and Mexico. Index is arranged by sections of the boundary -- Lower Canyon, Amistad Dam, Middle Rio Grande, etc. Captions showing slide number, date, original number, and description of the view are shown on pages of the index, which are 5" x 8" pages maintained in three-ring binders. Duplicates of the original slides are used for informational presentations.</p>	<p>Permanent. Cut off at close of the fiscal year created. Offer to the National Archives <sup>30</sup> years after cutoff.</p> <p><i># 1945-23</i></p>
802-04	<p><u>Flood Files.</u> Photographs showing floods in progress on the river, protective measures taken to guard</p>	<p>Permanent. Cut off at close of the fiscal year in which the</p>



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>802-05</p> <p><i>Chalchala D. P. P. P. P. P. P. P. 170777</i></p>	<p>against flooding, damage resulting to structures on the river and to communities along the river, crop damage, and any other significant results from the flood. Photographs are taken both from ground level and from the air. Arranged by date of the flood, i.e., "Flood of 1967.d". Photographs used in Flood Report Case Files are prints of these.</p> <p><u>Aerial Obliques Files.</u> Consists of negatives and prints of photos taken along the entire length of the international boundary. The index is arranged by section of the boundary and identifies oblique page number, negative number, and description. Additional prints of these negatives are used for showing construction progress, views of dams and other structures, or problem areas.</p>	<p>flood occurred. Offer to the National Archives when IBWC use is exhausted or 50 years after cutoff, whichever is earlier.</p> <p><del>PERMANENT</del></p> <p>Cut off when individual photographs are superseded. Transfer to the FARC 5 years after cutoff. <del>Destroy</del> 30 years after cutoff. <i>MM 190778</i></p>
<p>802-06</p>	<p><u>Project Progress Files.</u> Includes photographs taken of the project site at random intervals to show progress of the construction. Maintained in chronological sequence by project. Captions describe the photo, identify the contractor and construction engineer.</p>	<p>Cut off at completion of construction. Destroy 20 years after cutoff.</p>
<p>802-07</p>	<p><u>General Photograph File.</u> Consists of prints and negatives of miscellaneous topics concerning IBWC. The files are in a straight alphabetic arrangement and are not grouped by activities. Related subjects are not together in the file since it is a straight A - Z arrangement. This general file contains all photos not described in one of the other specific files.</p>	<p>Cut off every 5 years at the close of the fiscal year. Destroy 50 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
901-01	<p style="text-align: center;">CHAPTER 9. INTERNATIONAL BOUNDARY AND PROJECT MANAGEMENT FILES</p> <p style="text-align: center;">SECTION 1. BOUNDARY MANAGEMENT</p>	
	<p><u>International Bridge Case Files.</u> Arranged by name of bridge.</p> <p>a. <u>Bridge Historical Files.</u> Consist of papers regarding planning, approval by IBWC, design, construction and dedication; important policy matters regarding operation and use, sale, transfer, or removal; and other activities important for long term documentation of IBWC involvement.</p> <p>b. <u>Bridge Reference Files.</u> Consists of news clippings; routine correspondence regarding bridge use, toll charges, etc; maintenance matters; and other papers maintained for reference purposes.</p>	<p><u>Permanent.</u> Cut off at close of the calendar year when structure is removed. Transfer to the FARC 5 years after cutoff. Offer to the National Archives <del>30</del> 30 years after cutoff. <i>NY 196778</i></p> <p>Cut off every 3 years at close of the calendar year. Destroy 3 years after cutoff.</p>
	<p><u>Islands, Cutoffs, and Detached Tract Case Files.</u> Papers are related to determining ownership of individual islands and detached tracts. Includes correspondence between the United States and Mexico, unilateral memoranda, results of investigations and area surveys, determinations of sovereignty, transfers of ownership documents, and related items. Excludes map files described under Boundary Treaty Mapping Mosaic Files. Arranged by name.</p>	<p><u>Permanent.</u> Cut off at close of the calendar year when boundary determination is completed. Transfer to the FARC 5 years after cutoff. Offer to the National Archives <del>30</del> 30 years after cutoff. <i>NY 196778</i></p>
901-03	<p><u>Banco Case Files.</u> Papers are related to determining sovereignty of individual bancos. Includes correspondence between the United States and Mexico, unilateral memoranda, results of investigations and area surveys, determination of sovereignty, transfers of ownership documents, and related items. Excludes</p>	<p><u>Permanent.</u> Cut off at close of the calendar year when boundary determination is completed. Transfer to the FARC 5 years after cutoff. Offer to the National Archives <del>30</del> 30 years after cutoff. <i>NY 196778</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
901-04	<p>map files described under Boundary Treaty Mapping Mosaic Files (Item Number 801-10). Arranged by Banco number.</p> <p><u>River Structure Case Files.</u> Consists of applications or requests for approval to construct works on lands within the flood plain and adjacent to the channels of limitrophe rivers and related records documenting IBWC approval or disapproval. IBWC authority extends over any development (work) which might cause restrictions to river flow, deflect the current, or artificially induce changes in the river channels. Included are the proposal, inspection reports, engineering determinations, drawings, maps and aerial photographs, and papers reflecting the IBWC decision. Arranged by structure name.</p>	<p>Permanent. Cut off at close of the calendar year when problem is resolved. Transfer to the FARC 5 years after cutoff. Offer to the National Archives <u>30</u> years after cutoff. <i>AH 190578</i></p>
901-05	<p><u>Diversion Structure Case Files.</u> Documents related to weirs, intake canals, dams, and other types of river diversions. Arranged by name of structure.</p> <p>a. <u>History Files.</u> Consist of papers regarding the planning and approval by IBWC, design, construction, policy statements regarding the individual structure, and other related documentation.</p> <p>b. <u>Reference File.</u> Consists of news clippings, transitory correspondence, maintenance matters, and other papers maintained for reference purposes.</p>	<p>Permanent. Cut off when structure is completed. Transfer to the FARC 5 years after cutoff. Offer to the National Archives <u>30</u> years after cutoff. <i>AH 190578</i></p> <p>Cut off every 3 years at close of the calendar year. Destroy 3 years after cutoff.</p>
901-06	<p><u>Requests for Identification Card Files.</u> Consist of transmittal letters to and from the Commissioners containing names of individuals who require an identification card for use in crossing the border to work on, inspect, etca international boundary or projects.</p>	<p>Cut off at close of the calendar year. Hold 2 years and destroy.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
901-07	<p><u>Identification Card Control Files.</u> Consist of a copy of each identification card issued to individuals. The file is used to document the cards issued and maintained while the ID card is in force. Arranged by name.</p> <p style="text-align: center;">SECTION 2. PROJECT PLANNING, DESIGN, AND CONSTRUCTION</p>	Cut off canceled cards at close of the calendar year. Destroy 2 years after cutoff.
902-01	<p><u>IBWC Project Planning, Design, and Construction Case Files.</u> Documents relating to the study, negotiation, planning, and design of treaty or convention directed international projects and undertaken jointly with Mexico. Projects include dams and reservoirs, development of hydroelectric power, river channelization or rectification, sanitation projects, flood control projects, and salinity control projects. Included are papers regarding selection and identification of projects, publicity releases, copies of enabling legislation, environmental impact statements, soil borings and testings, drawings and papers related to hydraulic designs, analyses of design specifications, project cost estimates, engineering studies and investigative reports, copies of agreements between the U.S. and Mexico as to the division of work and costs, "as built" drawings and other drawings documenting significant steps in project design, documentary progress photographs, and pertinent correspondence relating to a particular project. Arranged by project name, thereunder by standard subject topics such as: Project Justification/Authorization, Legislation, Cost Estimates, Environmental Impact Statements, Preliminary Investigations, Soil Borings and Testings, Geologic and Hydrologic Logs, Publicity and Public Relations, Drawings, Engineering Reports, and Photographs.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. Cancelled projects.</p> <p>b. Approved projects resulting in construction.</p> <p>c. Reproduced copies of drawings or investigative reports provided for operation and maintenance purposes.</p>	<p>Cut off at close of fiscal year in which decision is made to cancel project. Retire to FARC after 5 years or when volume warrants. Destroy after 50 years.</p> <p>Permanent. Cut off at close of fiscal year in which construction is completed. Retire to FARC 10 years after cutoff. Offer to the National Archives <del>30</del> years after cutoff. <i>19 Oct 78</i></p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
902-02	<p><u>Construction Field Survey Notebook Files.</u> Handwritten recordings used as source documents to record elevations, vertical angles, distances, etc. and are used for establishing benchmarks, cross sections of the river channel profiles, in conjunction with constructing dams, canals, levees, or other types of survey work.</p>	<p>Permanent. Cut off at close of the fiscal year when project is completed. Offer to the National Archives when no longer needed for recurring surveys or 30 years after cutoff, whichever is earlier. <i>19 Oct 78</i></p>
902-03	<p><u>Monthly Construction Progress Statements.</u> Narrative reports from on-site engineering staff related to progress on individual projects.</p>	<p>Cut off at close of the fiscal year when construction is completed. Destroy 5 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-04	<p><u>Architect-Engineer Qualification Files.</u> Consist of Standard Form 251, U.S. Government Architect-Engineer Questionnaire. Contain firm name and list of the associated architects and engineers showing professional information and qualifications, types of projects completed by the firm, and other informative data which may be used to locate architects and engineers when construction activity is planned.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
902-05	<p><u>Progressive River Section Files.</u> Consist of drawings plotted from Field Book notes of river channel cross sections showing channel changes over the years. Recordings are made at 5-year intervals. Maintained in sequence of location by station name. Drawings are numbered in kilometers from the project beginning point. Used to monitor channel size for dredging possibilities, volume computations, etc.</p>	<p>Cut off when project is abandoned. Transfer to the FARC 2 years after cutoff. Destroy 50 years after cutoff.</p>
902-06	<p><u>Engineering Design &amp; Construction Control Card Files.</u> Consists of 5" x 8" cards used to show the location of official files of engineering materials. Two cards cover each document: one filed by document number and cross referenced to the topical (name of section of the boundary or project); the other filed in the topical arrangement and cross referenced to the document number. Card shows date document created, kind, size, and other pertinent data about the document. Also shows progressive record of transfer dates to other offices and recall dates.</p>	<p>Cut off when document referenced is destroyed. Destroy 2 years after cutoff. Retain in office space those cards for permanent documents.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-01	SECTION 3. PROJECT OPERATION AND MAINTENANCE	
	<p><u>IBWC Project Operation and Maintenance Files.</u> Records in these case files document the preservation, operation, maintenance, rehabilitation, management, safety, and care of completed international projects. Included are documents concerned with policies and procedures for individual projects; joint engineering determinations and decisions of the U.S. and Mexico relating to operational criteria and maintenance requirements; division of work and cost items; unilateral investigative and engineering reports; planning and design studies; budget studies and reviews; structure inspections; correspondence and other papers related to individual project operation and maintenance. Bulky files should be arranged according to the chapter titles in the Operation and Maintenance Manual for the project.</p>	
	<p>a. Operation and maintenance records created during construction.</p> <p>b. Record copies retained in the Headquarters Engineering Office.</p> <p>c. Reproduced copies provided on-site offices for operation and maintenance purposes.</p>	
903-02	<p><u>Project Operation and Maintenance Report Files.</u> Consists of a summary of happenings at each project for the month. Includes a narrative, schedule of work</p>	<p>Cut off at the close of the calendar year. Hold 5 years and transfer to the FARC. Destroy 10 years after</p>

Cut off when construction is completed and retire with Project Design and Construction File (Item Number 902-01).

Permanent. Cut off at the close of every third fiscal year. Transfer to the FARC 5 years after cutoff. Offer to the National Archives **30** years after cutoff. *AM 190279*

Destroy when superseded or obsolete.

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	<p>items; leakage data; flow data for the month; photos of work in progress; water damage; significant events; awards etc.; and equipment hours of operation. The narrative part is outlined as follows: (1) the project, (2) purpose of operation and maintenance, (3) maintenance performed, (4) summary, (5) safety requirements - OSHA standards, (6) outside contacts, (7) general conditions of local economy and related developments, (8) financial statements, (9) the weather, and (10) attachments.</p>	cutoff.
903-03	<p><u>Safety Inspection Report Files.</u> Documents relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures, including survey reports, changes made as a result of the findings of the surveys and related papers.</p> <p>a. Office initiating the reports.</p> <p>b. Office receiving the reports.</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p> <p>Cut off at the close of the fiscal year. Destroy 1 year after cutoff.</p>
903-04	<p><u>Daily Diary Files.</u> Consists of hardbound diaries showing accomplishments by various field office functions. Supervisor in charge of a function completes the diary. Used for accumulating information for monthly reports.</p>	<p>Cut off at close of the calendar year. Destroy 5 years after cutoff.</p>



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>CHAPTER 10. HYDROLOGY</p> <p>SECTION 1. HYDROLOGIC INSTRUMENT RECORDING FILES</p>	
1001-01	<p><u>Hydrograph Files.</u> Consists of strip charts of continuous graphs of stylus markings indicating flow at the gaging station. The date is shown on the bottom edge of the chart, and the flow is indicated on the vertical axis. Strip charts are fastened together so that they are continuous by calendar years. Notes on time and corrections are handwritten on the charts, as is the gaging station name. Earlier graphs are individual sheets with attached Forms S-IB&amp;WC-221 showing daily flow data. Pump Operation Records, Form S-IBC-15-B, may also be included for canal flow. Files are maintained by field offices and are arranged by calendar year. Folders are established for each gaging station.</p>	<p>Permanent. Cut off at close of the calendar year. Transfer to the FARC 5 years after cutoff. Offer to the National Archives 30 years after cutoff. <i>190778</i></p>
1001-02	<p><u>Precipitation Chart Files.</u> These charts are maintained in field offices by station name and are chronologically arranged. Stylus markings indicate rainfall. The chart shows days of the week on the bottom and top horizontal axis and inches of rainfall on the curvo-linear vertical axis. The period covered by each chart is handwritten on that chart, as is an analysis of markings and recordings in inches of rainfall. Some precipitation charts may also be on straight line graph paper. These charts are used in conjunction with hydrographs to correlate rainfall and river flow data.</p>	<p>Permanent. Cut off at close of the calendar year. Transfer to the FARC 5 years after cutoff. Offer to the National Archives 30 years after cutoff. <i>190778</i></p>
1001-03	<p><u>Hygro-thermograph Chart Files.</u> Dual purpose charts showing stylus markings of humidity on left side and temperature on right side. The 176-hour chart shows</p>	<p>Permanent. Cut off at close of the calendar year. Transfer to the FARC 5 years after cutoff.</p>

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	<p>days across the top on the horizontal axis and humidity percentage and temperature on the curvo-linear vertical axis. The computed average humidity and average temperature are handwritten on each chart. The identification of the station, date, and remarks (shows date removed) are at the bottom of each chart. The files are maintained in field offices by station name and in chronological sequence.</p>	<p>Offer to the National Archives <sup>30</sup> years after cutoff  <i>44 14 Oct 78</i></p>
	<p>SECTION 2. HYDROLOGIC STUDIES</p>	
1002-01	<p><u>Hydraulic Design Study Files.</u> These files are used to compile hydraulic data requirements for design of IBWC projects. Consists of charts of flow, channel cross-sections, backwater and discharge computations, maps, drafts of water area for different depths, topographic maps, correspondence explaining the background and reason for the project, staff review and recommendations, approvals, and computer generated computations of hydraulic data including velocity and water surface elevation. Arranged by project name.</p>	<p>Permanent. Cut off at close of the fiscal year when project construction is completed. Transfer to the FARC 10 years after cutoff. Offer to the National Archives <sup>30</sup> years after cutoff.  <i>44 19 Oct 78</i></p>
1002-02	<p><u>Flood Report Case Files.</u> Consists of papers relating to individual floods, and maintained by the chronological name of the flood; for example, "Flood of 1954." Includes weather bulletins; river flow data from gaging stations; precipitation forecast; photographs preceding, during, and after the flood; graphs showing the volume of discharge by date; weather advisories; reports of damages to structures, dams, dikes, etc.; reports of damage and repair observations from inspections; listing of constructive projects to help offset the impact; an assessment of adverse impact; graphs of estimates of head</p>	<p>Permanent. Cut off at end of the calendar year in which the flood occurred. Offer to the National Archives when IBWC use is exhausted.  <i>or when 30 years old, whichever is sooner.</i>  <i>44 19 Oct 78</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-03	<p>loss at constructions; and summary of head loss. Report of the flood (prepared by IBWC or contract firm) outlines a general description of the flood control system; summary of storm data and flood; water levels and flows; chronology of the flooding; estimated damages; previous flood flows; photographs taken during and after the flood; log of discharges; reports of flood diversion; report of water wasted to the Gulf of Mexico; reports of losses from commercial firms, railroad lines, and Chamber of Commerce offices in cities affected; and dollar value of food and clothing distributed to the victims.</p> <p><u>Reservoir Inflow and Outflow Study Files.</u> Case files consisting of studies and analyses of flow data from streams feeding reservoirs, inflow and rainfall correlations. The studies result in bilateral policy between the United States and Mexico. Arranged by location.</p>	Cut off at end of the calendar year when the study is completed. Transfer to the FARC 10 years after cutoff. Destroy 50 years after cutoff.
1003-01	<p style="text-align: center;">SECTION 3. WATER ACCOUNTING ACTIVITY FILES</p> <p><u>Water Accounting Files.</u> (Includes daily operations report files.) Rio Grande water accounting is done under the authority of the 1906 Convention and the 1944 Water Treaty between the United States and Mexico. The file is maintained by calendar year and is subdivided for each section of the river. Data is shown in acre-feet for each month in the year, the United States' and Mexico's share. Data includes the following items: amount of water above the particular section of the river, number of irrigated acres in the section of the river, computed consumptive use, trial balance, average flow at the sections both in</p>	Cut off at close of the calendar year. Transfer to the FARC 10 years after cutoff. Destroy 50 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1003-02	<p>acre-feet and in cubic feet per second, river surface area, river losses, and final balance. Sections of the river including reservoirs also show inflow data, elevation at end of the period, total storage, flow at below the dam weir, outflows, evaporation, balance, stored water at the end of the period, "United States and Mexico Section Results, and average of results. Changes in Channel Storage, OWC Form 1038-4, are included for some sections of the river to show monthly change data in cubic feet per second. The purpose of this file is to determine ownership (United States and Mexico) of waters in reservoirs such as Amistada and Falcon Dams, and in low water periods of the channel itself, and of water released for diversion and use downstream. Data included in this file comes from field locations. Some stations have capability to record data on digital recorders, and these tapes are then processed by computer. Some computer generated reports are included.</p> <p><u>Diversion Report Case Files.</u> This file shows water diverted from the Rio Grande each day at each Diversion. The data shows the number of acre-feet diverted at each location. The file is used to record water diverted to the United States for irrigation. Also includes an estimate of irrigated acres.</p> <p>a. Field Office records.</p> <p>b. IBWC Headquarters copies.</p>	<p>Cut off at close of the calendar year. Transfer to the FARC 5 years after cutoff. Destroy 50 years after cutoff.</p> <p>Cut off at close of the calendar year. Destroy 5 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1003-03	<p><u>Gaging Station History Files.</u> Contains a description of the Gaging Station showing location, history, records available, drainage area, description of the gage, description of the channel and control, discharge measurements (how made), dates of flood, points of zero flow and date, regulation, diversion, accuracy, and benchmarks for elevation. Cross-section graphs of the river channel for each location at different dates may also be included. The file also contains photos of diversion dams or weirs. Specifications and drawings for constructing the Gaging Station, the cable car, and the "A" Frame are included as a part of the history file. Although not a part of the history file, some discharge measurements may also be included. These are shown on Form S-IBC-22, List of Discharge Measurements. The form identifies the Gaging Station and shows the date made, the hydrographer's name, gage change in feet per second, mean gage in feet, area of the section in square feet, the mean velocity in feet per second, and discharge in cubic feet per second.</p>	<p>Cut off at close of the calendar year when gaging station is removed. Destroy 20 years after cutoff.</p>
1003-04	<p><u>Water Bulletin Data Transmittal Files.</u> Consists of correspondence and copies of data transmitted to IBWC Headquarters for the Water Bulletins. Data includes reservoir storage, river flow, sewage plant effluent, diversions, water quality, meteorologic data, and drainage basins and irrigated areas. Data is received from the Department of the Interior (Geological Survey and Bureau of Reclamation), states, cities, and IBWC field offices and is used to compile Water Bulletins. The Laredo, Texas, and Yuma, Arizona, field offices prepare data, and IBWC Headquarters prepares the printing copy of pages for the bulletins. IBWC</p>	<p>Cut off at close of the calendar year when completed. Destroy 5 years after bulletin is published.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	Headquarters files contain data on all sections of the rivers.	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 11. REAL ESTATE MANAGEMENT	
1100-01	<p><u>Land Acquisition Case Files.</u> Official files documenting <u>the</u> ownership of land tracts for the construction of IBWC international projects such as dams and reservoirs, flood control projects, river channelization and rectification, sanitation and salinity control projects. File contains forms, legal instruments (similar to right-of-way files) and related correspondence to show tract location, description and ownership data, acquisition authority, appraisal data, title evidence, property recordation, and other correspondence and papers related to a specific tract. Arranged fist by geographical section of the boundary and then by number.</p>	<p>Permanent. Cut off completed transactions at close of the fiscal year. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 30 years after cutoff.</p> <p><i>By 192778</i></p>
1100-02	<p><u>Right-of-Way Case Files</u>a Documents accumulated in acquiring rights-of-way or easements for rights-of-way for purpose of constructing, maintaining, or acquiring access to the boundary or international projects. Included are on-site engineer correspondence related to the present and proposed use of right-of-way, certificates of title, maps showing locations, easement (deeds), Attorney General opinion as to evidence of title, IBWC attorney opinion as to evidence of title, deed, Final Title Opinion, certificate as to necessary action that has been accomplished in determining valid title, correspondence and any other papers related to a specific right-of-way. Files arranged first by county, then by right-of-way tract number assigned by project office in sequence the requests for rights-of-way are receiveda</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1100-03	<p>a. Rights-of-way acquired for continued operation of boundary project.</p> <p>b. Rights-of-way not required for boundary and/or project operation such as easements to cross land.</p> <p><u>License Files.</u> Records created when the IBWC issues licenses to individuals and firms giving permission to use Government property. Licenses may be issued to landowners bordering projects to give access to a lake or to property; to energy firms for constructing power lines or pipelines on IBWC right-of-way (also includes specifications for this type construction); when license related to water usage, must also contain a Permit for Domestic Use of State Water showing diversion rate from the state of Texas. File consists of request for license; acknowledgment of receipt of payment; inspection data where on-site IBWC personnel visually inspect property and fixtures or proposed fixtures; recommendation on granting license; vicinity and location maps; General Conditions of License listing restrictions, boundaries, stipulations, prohibitions; IBWC License Signature Page; transmittal letter to licensee; safety features and flood elevations; other correspondence and papers related to an individual license. These licenses are revokable by IBWC if conditions are not followed. Files are arranged according to type of license and by number thereunder: LSF/G (Land Section File/</p>	<p><u>Permanent.</u> Cut off completed acquisitions at close of fiscal year. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 30 years after cutoff. <i>14 19078</i></p> <p>Cut off when declared excess to GSA or when easement is released. Destroy 10 years after cutoff.</p> <p>Cut off terminated licenses at close of the fiscal year. Destroy 6 years after cutoff.</p>



ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1100-04	<p>General) is a general border type license; LSF/IDL (International Dam, Laredo (Falcon)).</p> <p><u>Lease Files.</u> Record copies of the lease and correspondence related to the individual lease, its negotiation, prohibitions, or any other stipulations as to the use of leased land. Most leases are to original landowners for agricultural uses, but may be for any purpose which does not conflict with project requirements and interests of the United States. Includes legal documents, land descriptions, maps, exhibits, records of payments, and related correspondence. Maintained by lease tract number. Portions of the lease file related to the land rather than to individual lessee remain the same even though the lessee changes. These nonchanging documents include maps, land descriptions, exhibits, and other papers related to the land. Disposal instructions pertain only to the papers documenting the contract with the individual lessee, such as a copy of the lease form, payment records, and related correspondence. Land related records are not destroyed, but are carried forward as a part of the new lease.</p>	Cut off when terminated. Destroy 6 years after cutoff.
1100-05	<p><u>Western Land Boundary Reference Files.</u> Nonrecord materials accumulated in the IBWC Realty Office for reference purposes. Included are copies of maps, drawings showing locations of monuments, fence, easements, licences, leases, etc.; extra copies of correspondence related to the western land boundary.</p>	Destroy when superseded, obsolete or no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
CHAPTER 12. TREATY AND INTERNATIONAL AGREEMENTS FILES		
SECTION 1. TREATY FILES		
1201-01	<u>Treaty and Convention Record Set Files.</u> One copy of each signed and ratified treaty or convention between the United States and Mexico outlining the jurisdiction, functions, and responsibilities of IBWC.	Permanent. Retain in current files area. <i>Offer to NARS within 30 years old. AH 194778</i>
1201-02	<u>Treaty and Convention Interpretive Case Files.</u> Legal opinions or studies concerned with interpreting various Articles, effects, or terms of treaties or conventions applicable to IBWC. Arranged by treaty.	Permanent. Cut off at the end of the calendar year when treaty or convention is revoked. Transfer to the FARC 10 years after cutoff. Offer to the National Archives <u>30</u> years after cutoff <i>AH 194778</i>
1201-03	<u>Treaty and Convention Historical Files.</u> Documents accumulated in the formulation, signing, and confirmation of treaties and conventions between the United States and Mexico delineating the jurisdiction, functions, and responsibilities of IBWC. Included are background papers, drafts, documents concerned with Congressional hearings and Senate ratification, and related records. One copy of printed treaty or convention is included.	Permanent. Cut off at end of the calendar year when treaty or convention is ratified. Transfer to the FARC 10 years after cutoff. Offer to the National Archives <u>30</u> years after cutoff. <i>AH 194778</i>
1201-04	<u>Treaty and Convention Reference Files.</u> Requests for treaties or conventions, requests for general information concerning treaties or conventions, and other transitory type materials.	Cut off at the end of the calendar year. Destroy 5 years after cutoff.
SECTION 2. MINUTE FILES		
1202-01	<u>IBWC Minute Record Set Files.</u> One signed English and	Permanent. Retain in current

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	one signed Spanish copy of each numbered Commission Minute signed by the United States Commissioner and Mexican Commissioner which includes all exhibits such as joint engineering reports, maps, graphs, or other items which form a part of the Minute. A signed original and a signed copy are sent to the State Department.	files area. Offer to NARS when 30 years old. 14 190778
1202-02	<u>IBWC Minute Historical Files.</u> Documents reflecting background data, information or investigations, drafts and related papers leading to the formulation of a Commission Minute. Each numbered Commission Minute is signed by the United States Commissioner and Mexican Commissioner, approved by both governments, and records the decisions reached by the Commissioners for specific joint actions or agreements. These Minutes have the character of international agreements between the United States and Mexico. A copy of the signed Minute with exhibits, if any, is included as well as official notifications of approval by the United States and Mexico and approved time extensions of the Minute if applicable.	Permanent. Cut off at the end of the calendar year when Minute has expired or action contemplated by the Minute has been completed. Transfer to the FARC 10 years after cutoff. Offer to the National Archives 30 years after cutoff. 14 190778
1202-03	<u>Minute Reference Files</u> Requests for Minutes, requests for general information concerning Minutes, and other transitory type materials.	Cut off at the end of the calendar year. Destroy 5 years after cut-off.
1202-04	<u>Memorandum of Conversation Files.</u> Consists of memorandums for the record documenting all conversations between the two Commissioners and Secretaries either by telephone or in meetings. These memorandums represent a unilateral interpretation by the U.S. Section of the communication and may contain evidence of an informal agreement between the Commissioners.	Permanent. Cut off at the close of the calendar year. Transfer to the FARC 25 years after cutoff. Offer to the National Archives 30 years after cutoff. 14 190778

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	<p>Record copy file consists of signed originals; copies are also filed according to the subject discussed. A copy is sent to the State Department.</p>	