

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-94-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 05/04/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item PRJ-14.10 was superseded by DAA-0048-2013-0001-0001

Item PRJ-20.00 was superseded by DAA-0048-2013-0001-0003

Item PRJ-1.00 was superseded by DAA-0048-2013-0008-0003

Item PRJ-5.10 was superseded by DAA-0048-2013-0008-0005

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-115-94-8	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 08/05/95	
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Reclamation			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Phyllis Hamilton	5. TELEPHONE 303-236-9731	DATE 9-24-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/22/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Phyllis Hamilton</i>	TITLE <i>Records Mgmt Analyst</i>	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Project Development and Power Management		

All changes to this proposed schedule have been approved by:

James Wilson
 NARA appraiser
 9/4/96
Phyllis Hamilton
8-26-96
 date
 Agency representative
 date

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition									
PRJ-1.00	<p>Project Development and Power Management Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for project development and power management.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: This file may consist of policy for project development and power management subjects that may not be included in the master set of directives.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - PRJ-1.00</td> <td style="width: 33%;">PRJ-8.00</td> <td style="width: 33%;"></td> </tr> <tr> <td>Post 1972 - 500.0</td> <td>602.0</td> <td></td> </tr> <tr> <td>Pre 1972 - 500.0</td> <td>500.2</td> <td>550.0</td> </tr> </table>	Post 1989 - PRJ-1.00	PRJ-8.00		Post 1972 - 500.0	602.0		Pre 1972 - 500.0	500.2	550.0	<p>Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff files at the end of the calendar year policy was cancelled, superseded, or revoked. Transfer to Archives 3 years after cutoff.</p>
Post 1989 - PRJ-1.00	PRJ-8.00										
Post 1972 - 500.0	602.0										
Pre 1972 - 500.0	500.2	550.0									
PRJ-1.10	<p>Project Development and Power Management Subject Files</p> <p>Correspondence of a general nature pertaining to project development and power management subjects.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Office of record/origin - use case file for project specific documentation.</i></p> </div>	<p>Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 15 years after cutoff.</p>									
PRJ-1.11	<p>Project Development and Power Management Subject Files - All Other Copies</p> <p>Include any materials received by a Reclamation office that was not responsible for issuance.</p>	<p>Temporary. Cutoff at the end of each calendar year or when volume warrants. Destroy 10 years after cutoff.</p>									

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																																	
	<p>Project Development and Power Management Subject Files - All Other Copies - continued</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 - PRJ-1.00</td> <td>PRJ-2.00</td> <td>PRJ-3.00</td> </tr> <tr> <td>PRJ-4.00</td> <td>PRJ-5.00</td> <td>PRJ-6.00</td> </tr> <tr> <td>PRJ-7.00</td> <td>PRJ-8.00</td> <td>PRJ-9.00</td> </tr> <tr> <td>PRJ-10.00</td> <td>PRJ-11.00</td> <td>PRJ-12.00</td> </tr> <tr> <td>PRJ-13.00</td> <td>PRJ-14.00</td> <td>PRJ-15.00</td> </tr> <tr> <td>PRJ-16.00</td> <td>PRJ-17.00</td> <td>PRJ-18.00</td> </tr> <tr> <td>PRJ-19.00</td> <td>PRJ-20.00</td> <td>PRJ-21.00</td> </tr> <tr> <td>PRJ-22.00</td> <td>PRJ-23.00</td> <td>PRJ-24.00</td> </tr> <tr> <td>Post 1972 - 500.0</td> <td>500.3</td> <td>500.4</td> </tr> <tr> <td>507.0</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 - 500.0</td> <td>500.1</td> <td>507.0</td> </tr> </table>	Post 1989 - PRJ-1.00	PRJ-2.00	PRJ-3.00	PRJ-4.00	PRJ-5.00	PRJ-6.00	PRJ-7.00	PRJ-8.00	PRJ-9.00	PRJ-10.00	PRJ-11.00	PRJ-12.00	PRJ-13.00	PRJ-14.00	PRJ-15.00	PRJ-16.00	PRJ-17.00	PRJ-18.00	PRJ-19.00	PRJ-20.00	PRJ-21.00	PRJ-22.00	PRJ-23.00	PRJ-24.00	Post 1972 - 500.0	500.3	500.4	507.0			Pre 1972 - 500.0	500.1	507.0	
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PRJ-2.00	<p>Technical Reports</p> <p>Reports, records, and other documents which establish a general history of Reclamation programs and accomplishments in the investigations, planning, design, construction, operation, maintenance, repair, and rehabilitation of projects and related facilities. Includes but not limited to:</p> <ul style="list-style-type: none"> • Feasibility Reports • L-10, L-15, L-21, L-23, L-29 reports • Project history • Summary Statistics of project data • Definite plan reports • Annual Report • Progress reports • Final construction reports • Final embankment construction report • Summary reports • River basin, valley, and project planning reports including reconnaissance and authorizing reports, reviews, comments, findings of feasibility, and interim reports • Exploration and investigation report • Geological reports 																																		

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																																																																				
	<p>Technical Reports - continued</p> <ul style="list-style-type: none"> • Final reports regarding investigations, planning, design, construction, and operations and maintenance • Engineering laboratory reports • Operation/maintenance equipment reports • PO&M 59 Powerplants Report • PO&M 59A Pumping Plants Report • PO&M 62 Monthly PO&M Outage Report <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>Maintain "reference" copies in Reclamation libraries, division libraries, or in unit where report was prepared.</i> ▶ <i>Use PIO-1.10 for preparation, distribution proposals/authorizations to publish.</i> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">ADM-2.00</td> <td style="width: 33%;">ADM-12.00</td> <td style="width: 33%;">ADM-15.00</td> </tr> <tr> <td></td> <td>IRM-2.00</td> <td>IRM-12.00</td> <td>LAW-2.00</td> </tr> <tr> <td></td> <td>PIO-2.00</td> <td>PRJ-2.00</td> <td>PRJ-18.00</td> </tr> <tr> <td></td> <td>PRJ-19.00</td> <td>PRJ-20.00</td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>104.0</td> <td>190.0</td> <td>191.0</td> </tr> <tr> <td></td> <td>510.1</td> <td>590.0</td> <td></td> </tr> <tr> <td></td> <td>636.0</td> <td>653.0</td> <td>667.0</td> </tr> <tr> <td></td> <td>668.0</td> <td>690.0</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>022.3</td> <td>022.31</td> <td>022.7</td> </tr> <tr> <td></td> <td>104.122</td> <td>104.13</td> <td>104.14</td> </tr> <tr> <td></td> <td>104.15</td> <td>113.0</td> <td>552.4</td> </tr> <tr> <td></td> <td>552.503</td> <td>553.0</td> <td>553.3</td> </tr> <tr> <td></td> <td>553.301</td> <td>553.302</td> <td>553.303</td> </tr> <tr> <td></td> <td>553.304</td> <td>553.305</td> <td>553.306</td> </tr> <tr> <td></td> <td>553.308</td> <td>553.309</td> <td>553.4</td> </tr> <tr> <td></td> <td>553.5</td> <td>553.501</td> <td>553.502</td> </tr> <tr> <td></td> <td>553.6</td> <td></td> <td></td> </tr> </table>	Post 1989 -	ADM-2.00	ADM-12.00	ADM-15.00		IRM-2.00	IRM-12.00	LAW-2.00		PIO-2.00	PRJ-2.00	PRJ-18.00		PRJ-19.00	PRJ-20.00		Post 1972 -	104.0	190.0	191.0		510.1	590.0			636.0	653.0	667.0		668.0	690.0		Pre 1972 -	022.3	022.31	022.7		104.122	104.13	104.14		104.15	113.0	552.4		552.503	553.0	553.3		553.301	553.302	553.303		553.304	553.305	553.306		553.308	553.309	553.4		553.5	553.501	553.502		553.6			<p>Permanent. Cutoff at the end of each calendar year. Hold 5 years and transfer to Archives.</p>
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PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
PRJ-3.00	<p>Proposed Reclamation Projects</p> <p>Materials which establish a history of Reclamation in connection with engineering, economic, and social investigations of proposed Reclamation projects to determine their feasibility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Technical correspondence • Design data • Drawings and maps • Technical engineering investigations • Surveys • Geological studies • Economic and social data • Environmental data • Reclamation public notices advising of scheduled hearings in connection with proposed projects • Transcripts of public hearings or communications received from the general public commenting on the proposed project • Comprehensive river basin plans. Includes, but not limited to: <ul style="list-style-type: none"> • Northern Pacific Basin • Central Pacific Basin • Southern Pacific Basin <ul style="list-style-type: none"> • Upper Basin • Lower Basin • Lower Platte Basin • Bonneville Basin • Pick-Sloan Missouri Basin Program <ul style="list-style-type: none"> • Platte Basin <ul style="list-style-type: none"> • North Platte Basin • South Platte Basin • Lahontan Basin • Colorado River Basin 	

PROJECT DEVELOPMENT AND POWER MANAGEMENT

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	<p>Proposed Reclamation Projects - continued</p> <ul style="list-style-type: none"> • Columbia River Basin • Kansas Basin • Arkansas Basin • Red River Basin • Gulf Basin • Rio Grande Basin • Alaska Basins • Hawaii Basins <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ Include materials pertaining to joint administration of river basins and tributaries in areas of overlapping responsibility with Army Corps of Engineers, or other agencies, and Reclamation. </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - PRJ-1.00</td> <td style="width: 33%;">PRJ-3.00</td> <td style="width: 33%;">PRJ-4.00</td> </tr> <tr> <td>Post 1972 - 123.0</td> <td>123.01</td> <td>123.02</td> </tr> <tr> <td>123.1</td> <td>123.10</td> <td>123.10a</td> </tr> <tr> <td>123.10b</td> <td>123.10c</td> <td>123.11</td> </tr> <tr> <td>123.12</td> <td>123.13</td> <td>123.14</td> </tr> <tr> <td>123.15</td> <td>123.16</td> <td>123.17</td> </tr> <tr> <td>123.2</td> <td>123.3</td> <td>123.4</td> </tr> <tr> <td>123.5</td> <td>123.6</td> <td>123.7</td> </tr> <tr> <td>123.8</td> <td>123.8a</td> <td>123.8b</td> </tr> <tr> <td>123.9</td> <td>126.0</td> <td>500.0</td> </tr> <tr> <td>Pre 1972 - 123.0</td> <td>123.1</td> <td>123.10</td> </tr> <tr> <td>123.11</td> <td>123.12</td> <td>123.13</td> </tr> <tr> <td>123.14</td> <td>123.15</td> <td>123.16</td> </tr> <tr> <td>123.17</td> <td>123.2</td> <td>123.3</td> </tr> <tr> <td>123.4</td> <td>123.5</td> <td>123.6</td> </tr> <tr> <td>123.7</td> <td>123.8</td> <td>123.8a</td> </tr> <tr> <td>123.8b</td> <td>123.9</td> <td>126.0</td> </tr> <tr> <td>126.01</td> <td>126.02</td> <td>126.03</td> </tr> <tr> <td>126.04</td> <td>500.2</td> <td></td> </tr> </table>	Post 1989 - PRJ-1.00	PRJ-3.00	PRJ-4.00	Post 1972 - 123.0	123.01	123.02	123.1	123.10	123.10a	123.10b	123.10c	123.11	123.12	123.13	123.14	123.15	123.16	123.17	123.2	123.3	123.4	123.5	123.6	123.7	123.8	123.8a	123.8b	123.9	126.0	500.0	Pre 1972 - 123.0	123.1	123.10	123.11	123.12	123.13	123.14	123.15	123.16	123.17	123.2	123.3	123.4	123.5	123.6	123.7	123.8	123.8a	123.8b	123.9	126.0	126.01	126.02	126.03	126.04	500.2		<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Reclamation is responsible for review and screening of project files prior to transfer from FRC to Archives.</i></p> </div>
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PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
PRJ-4.00	<p>Other Features and Facilities</p> <p>Materials pertaining to features, facilities, and structures constructed by other organizations, such as irrigation districts or municipal water users, on Reclamation projects. Include documentation in which Reclamation participated in the planning, design, development, construction, or rehabilitation. Also include documentation on features and facilities constructed by others and legally transferred to Reclamation, either in whole or in part, for any reason. Including:</p> <ul style="list-style-type: none"> • Studies, reviews, comments, investigations, authorizations/approvals • Reports incorporating reviews and comments by Department of the Interior or Reclamation • FERC Hydropower facilities located on Reclamation projects • Technical advice, assistance, or correspondence, regarding such features and facilities • Technical correspondence, construction, operation and maintenance, and rehabilitation records for loan programs <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ Use PRJ-27.00 for drawings and design data. ▶ Use ADM-13.00 for Other Agency or Private Industry Projects. </div> <p>Classification Code Cross Reference: Post 1989 - PRJ-3.10 PRJ-4.00 Post 1972 - 125.4 Pre 1972 - 110.11</p>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition												
PRJ-5.00	<p>Commissions, Committees, and Professional Societies</p> <p>Materials received or created by Reclamation as part of the planning and program development for major multiagency projects in which Reclamation plays an active role. Materials may include:</p> <ul style="list-style-type: none"> • Technical correspondence • Studies, investigations, reviews, reports, informal minutes of meetings, plans, organizational data, or project development materials <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use PRJ-5.10 for official copy of minutes and reports issued by the board or committee and sent to Reclamation.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">PER-5.00</td> <td style="width: 33%;">PRJ-5.00</td> </tr> <tr> <td>Post 1972 -</td> <td>122.0</td> <td>122.1 122.2</td> </tr> <tr> <td>Pre 1972 -</td> <td>122.0</td> <td>122.1 462.01</td> </tr> <tr> <td></td> <td>500.3</td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-3</p>	Post 1989 -	PER-5.00	PRJ-5.00	Post 1972 -	122.0	122.1 122.2	Pre 1972 -	122.0	122.1 462.01		500.3		<p>Temporary. Cutoff at the end of each calendar year or when volume warrants. Destroy 5 years after cutoff or when final report is issued.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Management staff must review records prior to destruction.</i></p> </div>
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PRJ-5.10	<p>Planning Commissions, Committees, and Commissioner's Meetings</p> <p><u>Official</u> copies of <u>minutes</u> and <u>reports</u> from meetings issued by the board or committee and sent to Reclamation.</p> <ul style="list-style-type: none"> • Commissions • Committees • Task forces • Consulting boards • Commissioner's Meetings 													

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
	<p>Planning Commissions, Committees, and Commissioner's Meetings - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use WTR-4.00 for minutes of meetings pertaining to water repayment contracts.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - PRJ-5.00 Post 1972 - 122.0 Pre 1972 - 122.0</p> <p><u>Subject to Privacy Act</u> WBR-3</p>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to Archives when final report is issued, when commission/committee becomes inactive, or when volume warrants.</p>
PRJ-6.00	<p>Valley or River Basin Authorities or Administrations</p> <p>Materials pertaining to authorities, administrations, and commissions either proposed or established to administer material resources and their development programs for regions, valleys, river basins, or watersheds in geographical areas of primary interest to Reclamation. Includes but not limited to:</p> <ul style="list-style-type: none"> • Missouri River Basin Commission • Yellowstone River Compact Commission • American Public Power Association • Trinity River Task Force • International Boundary Commission <p>Materials may include studies, investigations, reviews, minutes of meetings, transcripts of public hearings, and legislative proposals.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use PRJ-2.00 for reports.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - PRJ-6.00 Post 1972 - 110.1 126.0 Pre 1972 - 126.0 126.01 126.02 126.03 126.04</p>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
PRJ-7.00	<p>Projects, Features, and Geographic Names</p> <p>Materials pertaining to project nomenclature, numbering, and lists of project names. Includes:</p> <ul style="list-style-type: none"> • Proposed projects and features of projects • Proposals, assignments, or revisions of geographical names <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PRJ-7.00 Post 1972 - 100.2 Pre 1972 - 100.3</p>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
PRJ-8.00	<p>Project Design, Construction, and Operation and Maintenance (O&M)</p> <p>Material and related correspondence regarding preconstruction, design, construction, operation, maintenance, repair, rehabilitation, inspection of features, and installed equipment in features on an authorized Reclamation project.</p> <ul style="list-style-type: none"> • Technical correspondence • Documents and other material asking for congressional authorization for the construction of a Reclamation project, division, unit, or a specific feature or structure • Value engineering studies and proposals • Project plans • Comments/petitions for and protests against construction of projects, units, and/or features of projects as a whole <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p>Note: Use PRJ-2.00 for reports.</p> </div>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																				
	<p>Project Design, Construction, and Operation and Maintenance (O&M) - continued</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 - PRJ-8.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 500.0</td> <td>500.1</td> <td>500.2</td> <td></td> </tr> <tr> <td></td> <td>501.1</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 - 500.0</td> <td>500.01</td> <td>500.02</td> <td></td> </tr> <tr> <td></td> <td>500.03</td> <td>500.5</td> <td></td> </tr> </table>	Post 1989 - PRJ-8.00				Post 1972 - 500.0	500.1	500.2			501.1			Pre 1972 - 500.0	500.01	500.02			500.03	500.5		
Post 1989 - PRJ-8.00																						
Post 1972 - 500.0	500.1	500.2																				
	501.1																					
Pre 1972 - 500.0	500.01	500.02																				
	500.03	500.5																				
PRJ-8.10	<p>Construction and Architectural Engineering (A&E) Contracts</p> <p>Correspondence and material accumulated during the life cycle of a construction or A/E contract case file providing for the construction, alteration, or repair of a Bureau of Reclamation long-term or permanent structure or feature. Contract files typically document a full history of the transaction from its beginning to its completion.</p> <p>The physical form of materials included in contract files may include either originals or copies.</p> <p>The construction and A/E contract case file will consist of contractual instrumental files of contracts and related documents pertaining to design, construction, and maintenance. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Technical correspondence • Independent Government Cost Estimate • Abstract of Bids • Preaward documentation • Solicitation/specification, including amendments, modification, and revisions • Notice of Award • Notice to proceed • Original contract • Daily log of construction • Contract modifications • Final payment voucher 																					

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition									
	<p>Construction and Architectural Engineering (A&E) Contracts - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px;"> <p>Note:</p> <p>► <i>These files may gather in various operating elements of an office responsible for administration of architect engineering and construction contracts. Certain files on a contract may also gather in offices at other locations when the responsibility for performance of certain functions is delegated to such offices. These offices will be designated as the "office of record" and will be responsible for complete documentation of the function in order that duplicate files kept by other elements can be destroyed as reference papers.</i></p> <p>► <i>Use ACM-4.00 for supply and service, and equipment purchase contracts.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 33%;">ACM-4.00</td> <td style="width: 33%;">ACM-8.00</td> </tr> <tr> <td>Post 1972 -</td> <td>328.0</td> <td>330.0</td> </tr> <tr> <td>Pre 1972 -</td> <td>328.0</td> <td>328.1 330.0</td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-6, WBR-45</p>	Post 1989 -	ACM-4.00	ACM-8.00	Post 1972 -	328.0	330.0	Pre 1972 -	328.0	328.1 330.0	<p>Temporary. Break file at the end of each calendar year. Cutoff at the end of the year in which notification of final payment is made. Transfer to FRC 10 years after cutoff or when volume warrants. FRC destroy 75 years after cutoff.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Note: Project specialist must review records prior to destruction.</p> </div>
Post 1989 -	ACM-4.00	ACM-8.00									
Post 1972 -	328.0	330.0									
Pre 1972 -	328.0	328.1 330.0									
PRJ-9.00	<p>Project Cost Estimates/Program Scheduling</p> <p>Materials pertaining to control schedules used for planning, scheduling, and managing Reclamation projects during the investigation, design, and construction phase of project development. This material may include:</p> <ul style="list-style-type: none"> • PF2's and estimates of appropriations or other related information • DC-1, 7-1720, and 7-1432 cost estimates • Basic cost and index-ratio studies • O&M cost estimates • Construction Cost Trends • Analysis of cost trends • Adjustments of costs of constructions operations 										

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition															
	<p>Project Cost Estimates/Program Scheduling - continued</p> <ul style="list-style-type: none"> • Maintenance estimates • Working estimates • Cost indexes <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use PRJ-2.00 for reports.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - FIN-4.00</td> <td style="width: 33%;">PRJ-8.00</td> <td style="width: 33%;">PRJ-9.00</td> </tr> <tr> <td>Post 1972 - 211.0</td> <td>501.0</td> <td>502.0</td> </tr> <tr> <td>Pre 1972 - 213.0</td> <td>221.0</td> <td>501.0</td> </tr> <tr> <td></td> <td>501.3</td> <td>501.8</td> </tr> <tr> <td></td> <td></td> <td>501.9</td> </tr> </table>	Post 1989 - FIN-4.00	PRJ-8.00	PRJ-9.00	Post 1972 - 211.0	501.0	502.0	Pre 1972 - 213.0	221.0	501.0		501.3	501.8			501.9	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
Post 1989 - FIN-4.00	PRJ-8.00	PRJ-9.00															
Post 1972 - 211.0	501.0	502.0															
Pre 1972 - 213.0	221.0	501.0															
	501.3	501.8															
		501.9															
PRJ-10.00	<p>Geology and Physical Geography</p> <p>Geological examinations, studies, exploration, reviews, and comments.</p> <ul style="list-style-type: none"> • Technical correspondence • Drill hole log • Log of Test Pit or Auger Hole • Core log • Drilling reports • Geologic log of Drill Hole <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ Use RES-3.40 for testing of materials for construction. </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - PRJ-8.00</td> <td style="width: 33%;">PRJ-10.00</td> </tr> <tr> <td>Post 1972 - 500.3</td> <td>504.0</td> </tr> <tr> <td>Pre 1972 - 500.1</td> <td>503.0</td> </tr> </table>	Post 1989 - PRJ-8.00	PRJ-10.00	Post 1972 - 500.3	504.0	Pre 1972 - 500.1	503.0	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>									
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Post 1972 - 500.3	504.0																
Pre 1972 - 500.1	503.0																

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
PRJ-11.00	Reserved	
PRJ-12.00	Reserved - See PRJ-14.00	
PRJ-13.00	<p>Dams</p> <p>Material pertaining to the planning, site investigation, design, construction, operation, maintenance, rehabilitation or modification of dams, auxiliary works, spillways, outlet works, and diversion tunnels constructed or maintained by Reclamation. Including:</p> <ul style="list-style-type: none"> • Technical correspondence • Studies, analysis, designs, investigations, plans, operation and maintenance records, or related documentation • Instrumentation readings and observations of structural behavior in final form <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Use PRJ-2.00 for reports concerning all phases on dam activities, examples include such reports as L-10, L-15, L-21, L-23, and L-29, final construction, inspectors reports, etc.</i></p> </div> <p>Classification Code Cross Reference: Post 1989 - PRJ-13.00 Post 1972 - 510.0 510.1 Pre 1972 - 510.0</p>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
PRJ-13.10	<p>Reservoir Management</p> <p>Materials pertaining to reservoir operations and management. Includes:</p> <ul style="list-style-type: none"> • Technical correspondence • Backwater and tailwater studies • Area capacity curves, tables, and studies • Reservoir storage data • Main stem reservoir operations • Flood predictions and forecasts 	

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																												
	<p>Reservoir Management - continued</p> <ul style="list-style-type: none"> • Flood control regulations of reservoir • Inflow design flow studies • Operating plan reports • Annual operating plan • Release or storage of water to fulfill water delivery or diversion requirements <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ See PRJ-23.00 for Water Delivery and River Management ▶ Use LAW-5.10 for damage claims resulting from flooding. ▶ Use ADM-13.00 for cooperative agreements with other agencies in the prevention of floods. ▶ Flood control is not a primary function of Reclamation projects; however, storage space for flood is provided in the majority of Reclamation reservoirs. </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post 1989 -</td> <td style="width: 20%;">PRJ-13.00</td> <td style="width: 20%;">PRJ-23.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>Post 1972 -</td> <td>511.0</td> <td>511.1</td> <td>512.0</td> </tr> <tr> <td></td> <td>550.0</td> <td>564.0</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>462.1</td> <td>461.11</td> <td>462.111</td> </tr> <tr> <td></td> <td>462.112</td> <td>462.113</td> <td>462.114</td> </tr> <tr> <td></td> <td>462.12</td> <td>462.14</td> <td>511.0</td> </tr> <tr> <td></td> <td>511.1</td> <td>564.0</td> <td></td> </tr> </table>	Post 1989 -	PRJ-13.00	PRJ-23.00		Post 1972 -	511.0	511.1	512.0		550.0	564.0		Pre 1972 -	462.1	461.11	462.111		462.112	462.113	462.114		462.12	462.14	511.0		511.1	564.0		<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
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	462.112	462.113	462.114																											
	462.12	462.14	511.0																											
	511.1	564.0																												
PRJ-14.00	<p>Safety of Dams Program</p> <p>Material pertaining to the Safety of Dams program. Includes:</p> <ul style="list-style-type: none"> • Technical correspondence 																													

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
	<p>Safety of Dams Program - continued</p> <ul style="list-style-type: none"> • Studies, analysis, investigations, operations and maintenance, modification or rehabilitation documentation • Inspection of structures and features reports in final form <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-1.00 for Safety of Dams Program policy. ▶ Use PRJ-2.00 for reports such as Safety of Dams (SOD) and Safety Evaluation of Existing Dams (SEED) ▶ Use PRJ-13.00 for safety features of a specific dam. </div> <p>Classification Code Cross Reference: Post 1989 - PRJ-12.00 PRJ-14.00 Post 1972 - 506.0 510.2 Pre 1972 - 506.0</p>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
PRJ-14.10	<p>Safety of Dams Directories/Instructions</p> <p>Materials pertaining to the operation and maintenance of dams and their auxiliary works, including:</p> <ul style="list-style-type: none"> • Standing Operating Instructions • Directories of Operating Officials • Inspection and review documentation <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PRJ-14.00 Post 1972 - 506.0 510.2 Pre 1972 - 506.0</p>	<p>Temporary. Destroy when no longer needed for reference, superseded, or obsolete.</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
PRJ-15.00	<p>Canals, Laterals, Tunnel Systems, Pump Irrigation, and Drains</p> <p>Correspondence or studies pertaining to the planning, design, construction, operation, and maintenance of canals, laterals, drains, distribution, and pump irrigation systems. This material may include, but is not limited to:</p> <ul style="list-style-type: none"> • Technical correspondence • Canal linings • Flumes • Trashracks • Tunnels • Wasteways • Pumps • Drains and drainage systems • Headworks • Gates • Pipelines • Siphons • Bridges • Irrigation wells and well inventories <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>Use PRJ-2.00 for reports.</i> ▶ <i>Include bridges constructed as part of a Reclamation project and used for canal crossing or as part of a county highway system.</i> ▶ <i>Refer to other bridges, PRJ-22.00.</i> </div>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																																	
	<p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 - ACM-4.00</td> <td>PRJ-14.00</td> <td>PRJ-15.00</td> </tr> <tr> <td></td> <td>PRJ-16.00</td> <td></td> </tr> <tr> <td>Post 1972 - 330.0</td> <td>510.0</td> <td>520.0</td> </tr> <tr> <td></td> <td>530.0</td> <td>540.0</td> </tr> <tr> <td></td> <td></td> <td>540.1</td> </tr> <tr> <td>Pre 1972 - 330.0</td> <td>510.0</td> <td>520.0</td> </tr> <tr> <td></td> <td>530.0</td> <td>553.45</td> </tr> <tr> <td></td> <td></td> <td>553.45</td> </tr> <tr> <td></td> <td>560.3</td> <td></td> </tr> </table>	Post 1989 - ACM-4.00	PRJ-14.00	PRJ-15.00		PRJ-16.00		Post 1972 - 330.0	510.0	520.0		530.0	540.0			540.1	Pre 1972 - 330.0	510.0	520.0		530.0	553.45			553.45		560.3								
Post 1989 - ACM-4.00	PRJ-14.00	PRJ-15.00																																	
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Pre 1972 - 330.0	510.0	520.0																																	
	530.0	553.45																																	
		553.45																																	
	560.3																																		
PRJ-16.00	Reserved																																		
PRJ-17.00	<p>Power Planning and Development</p> <p>Materials pertaining to Reclamation's power generation planning and development for both public and private programs. Include:</p> <ul style="list-style-type: none"> • Technical correspondence • Studies of feasibility for development <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ The following classification codes and records were transferred to the Western Area Power Administration (WAPA) in accordance with agreement dated March 26, 1980: <p>Pre-1989 Code</p> <table border="0"> <tr> <td>605</td> <td>606</td> <td>620</td> </tr> <tr> <td>622</td> <td>623</td> <td>634</td> </tr> <tr> <td>630</td> <td>631</td> <td>633</td> </tr> <tr> <td>634</td> <td>635</td> <td>636</td> </tr> <tr> <td>670</td> <td>671</td> <td></td> </tr> </table> </div> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 - PRJ-9.00</td> <td>PRJ-17.00</td> <td>PRJ-18.00</td> </tr> <tr> <td></td> <td>RES-3.30</td> <td></td> </tr> <tr> <td>Post 1972 - 600.0</td> <td>601.0</td> <td>602.0</td> </tr> <tr> <td>Pre 1972 - 214.0</td> <td>550.0</td> <td>550.04</td> </tr> <tr> <td></td> <td></td> <td>550.04</td> </tr> <tr> <td></td> <td>552.02</td> <td></td> </tr> </table>	605	606	620	622	623	634	630	631	633	634	635	636	670	671		Post 1989 - PRJ-9.00	PRJ-17.00	PRJ-18.00		RES-3.30		Post 1972 - 600.0	601.0	602.0	Pre 1972 - 214.0	550.0	550.04			550.04		552.02		<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
605	606	620																																	
622	623	634																																	
630	631	633																																	
634	635	636																																	
670	671																																		
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PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																												
PRJ-17.10	<p>Power Generation</p> <p>Materials pertaining to power generation. Include:</p> <ul style="list-style-type: none"> • Technical correspondence • Pumped storage generation • Peak power generation • Statistical studies of existing and potential power development • 4-E terms and conditions <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p><i>Note: Use PRJ-2.00 for reports.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post 1989 - RES-3.30</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 605.0</td> <td>606.0</td> <td>620.0</td> <td></td> </tr> <tr> <td></td> <td>622.0</td> <td>623.0</td> <td>624.0</td> </tr> <tr> <td></td> <td>630.0</td> <td>631.0</td> <td></td> </tr> <tr> <td>Pre 1972 - 244.0</td> <td>244.1</td> <td>550.05</td> <td></td> </tr> <tr> <td></td> <td>550.06</td> <td>550.3</td> <td>550.4</td> </tr> <tr> <td></td> <td>550.5</td> <td>550.6</td> <td></td> </tr> </table>	Post 1989 - RES-3.30				Post 1972 - 605.0	606.0	620.0			622.0	623.0	624.0		630.0	631.0		Pre 1972 - 244.0	244.1	550.05			550.06	550.3	550.4		550.5	550.6		<p>Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC destroy 30 years after cutoff.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p><i>Note: Technical engineering staff must review records prior to destruction.</i></p> </div>
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	550.06	550.3	550.4																											
	550.5	550.6																												
PRJ-18.00	<p>Power and Transmission Service Contracts and Agreements</p> <p>Materials pertaining to power contracts and agreements between Reclamation and irrigation districts, or industrial and municipal customers regarding the sale of power, transmission, or payment for such services principally in the Pacific Northwest Region. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contracts, agreements, Memorandum of Agreement's • Transmission service agreements • Sale of power documentation 																													

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																											
	<p>Power and Transmission Service Contracts and Agreements - continued</p> <ul style="list-style-type: none"> • Payment schedules • Power generation studies and requirements • Statistics • Federal Energy Regulatory Commissioner (FERC) permit applications and issued permits <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p><i>Note: Use PRJ-2.00 for reports.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - LND-6.00</td> <td style="width: 33%;">PRJ-18.00</td> <td style="width: 33%;"></td> </tr> <tr> <td>Post 1972 - 630.0</td> <td>631.0</td> <td>633.0</td> </tr> <tr> <td></td> <td>634.0</td> <td>635.0</td> </tr> <tr> <td></td> <td>636.0</td> <td></td> </tr> <tr> <td></td> <td>772.0</td> <td></td> </tr> <tr> <td>Pre 1972 - 244.0</td> <td>244.1</td> <td>244.3</td> </tr> <tr> <td></td> <td>244.4</td> <td>244.5</td> </tr> <tr> <td></td> <td>244.5</td> <td>553.308</td> </tr> <tr> <td></td> <td>792.0</td> <td></td> </tr> </table>	Post 1989 - LND-6.00	PRJ-18.00		Post 1972 - 630.0	631.0	633.0		634.0	635.0		636.0			772.0		Pre 1972 - 244.0	244.1	244.3		244.4	244.5		244.5	553.308		792.0		<p>Temporary. Cutoff at the end of each calendar year or when volume warrants. Destroy 30 years after cutoff or when contract is no longer administered by Reclamation.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p><i>Note: Technical engineering staff must review records prior to destruction.</i></p> </div>
Post 1989 - LND-6.00	PRJ-18.00																												
Post 1972 - 630.0	631.0	633.0																											
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	244.5	553.308																											
	792.0																												
PRJ-19.00	<p>Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities</p> <p>Technical correspondence relating to the design, construction, repair, and rehabilitation of Reclamation-owned and operated powerplants and their supporting features and facilities. Including:</p> <ul style="list-style-type: none"> • Powerplants • Switchyards • Pumping plants • Transmission lines • Substations 																												

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																																													
	<p>Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ Use PRJ-27.00 for design data and engineering drawings used in this series. </div> <p>Classification Code Cross Reference:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Post 1989 - ACM-4.00</td> <td style="padding-right: 20px;">PRJ-15.00</td> <td>PRJ-19.00</td> </tr> <tr> <td></td> <td>PRJ-22.00</td> <td></td> </tr> <tr> <td>Post 1972 - 330.0</td> <td>540.0</td> <td>560.0</td> </tr> <tr> <td></td> <td>560.1</td> <td>560.2</td> </tr> <tr> <td></td> <td>560.4</td> <td>560.6</td> </tr> <tr> <td></td> <td>562.0</td> <td>563.0</td> </tr> <tr> <td></td> <td>652.0</td> <td>653.0</td> </tr> <tr> <td>Pre 1972 - 330.0</td> <td>540.0</td> <td>551.0</td> </tr> <tr> <td></td> <td>551.01</td> <td>552.0</td> </tr> <tr> <td></td> <td>552.3</td> <td>552.4</td> </tr> <tr> <td></td> <td>553.43</td> <td>553.44</td> </tr> <tr> <td></td> <td>560.01</td> <td>560.02</td> </tr> <tr> <td></td> <td>560.2</td> <td>560.3</td> </tr> <tr> <td></td> <td>561.0</td> <td>562.0</td> </tr> <tr> <td></td> <td>567.5</td> <td>563.0</td> </tr> </table>	Post 1989 - ACM-4.00	PRJ-15.00	PRJ-19.00		PRJ-22.00		Post 1972 - 330.0	540.0	560.0		560.1	560.2		560.4	560.6		562.0	563.0		652.0	653.0	Pre 1972 - 330.0	540.0	551.0		551.01	552.0		552.3	552.4		553.43	553.44		560.01	560.02		560.2	560.3		561.0	562.0		567.5	563.0	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
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PRJ-20.00	<p>Equipment Operation and Maintenance</p> <p>Materials pertaining to the purchase, installation, operation, and maintenance of equipment and its related facilities which are an integral part of a Reclamation project feature, facility, or structure, including:</p> <ul style="list-style-type: none"> • Technical correspondence • Manufacturer's Design Data • Operation an Maintenance Manuals • Repair data - parts lists • Reviews and inspections • Operating procedures • Maintenance schedules • Systems protection 																																														

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																														
	<p>Equipment Operation and Maintenance - continued</p> <ul style="list-style-type: none"> • Equipment histories • Service interruption • Test reports • Clearance procedures • Instrumentation recording logs • Station log books • Safety information • Equipment failure, repair, and rehabilitation documentation and scheduling • Office of record/origin <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note:</p> <ul style="list-style-type: none"> ▶ <i>Office of record/origin for manufacturer material is defined as the equipment site.</i> ▶ <i>Destroy manufacturer material retained solely for reference at locations other than the equipment site when no longer needed for reference.</i> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Post 1989 - IRM-14.00</td> <td>PRJ-9.00</td> <td>PRJ-20.00</td> </tr> <tr> <td>Post 1972 - 502.0</td> <td>503.0</td> <td>660.0</td> </tr> <tr> <td></td> <td>661.0</td> <td>662.0</td> </tr> <tr> <td></td> <td>664.0</td> <td>665.0</td> </tr> <tr> <td></td> <td>667.0</td> <td>668.0</td> </tr> <tr> <td>Pre 1972 - 213.0</td> <td>502.0</td> <td>502.1</td> </tr> <tr> <td></td> <td>553.0</td> <td>553.1</td> </tr> <tr> <td></td> <td>553.102</td> <td>553.103</td> </tr> <tr> <td></td> <td>553.201</td> <td>553.307</td> </tr> <tr> <td></td> <td>553.6</td> <td>553.4</td> </tr> </table>	Post 1989 - IRM-14.00	PRJ-9.00	PRJ-20.00	Post 1972 - 502.0	503.0	660.0		661.0	662.0		664.0	665.0		667.0	668.0	Pre 1972 - 213.0	502.0	502.1		553.0	553.1		553.102	553.103		553.201	553.307		553.6	553.4	<p>Temporary. Retain with the equipment until no longer in operation or owned by the Government. Records may be transferred to new ownership when equipment is sold or otherwise disposed.</p>
Post 1989 - IRM-14.00	PRJ-9.00	PRJ-20.00																														
Post 1972 - 502.0	503.0	660.0																														
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PRJ-21.00	<p>Power Control Centers</p> <p>Correspondence and other material regarding power dispatching centers used for Reclamation purposes (dispatch of water) or as shared with Department of Energy in a combined water-power dispatch system.</p>																															

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
	<p>Power Control Centers - continued</p> <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PRJ-21.00 Post 1972 - 670.0 671.0 Pre 1972 - 552.5 553.42</p>	<p>Temporary. Cutoff at the end of each calendar year or when volume warrants. Destroy 10 years after cutoff or when no longer needed for reference.</p>
PRJ-22.00	<p>Reclamation-owned Supporting Features</p> <p>Materials which establish a historical and technical record for the planning, design, construction, operation, maintenance, repair, relocation, and rehabilitation of features and facilities that support the overall function of a Reclamation project. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Technical correspondence • Railroads • Roads and highways • Domestic and municipal water supply systems, and wastewater treatment facilities • Visitors' centers • Power control centers • Pipelines, including oil and gas • Aircraft navigation facilities • Maintenance and repair shops • Fencing and cattleguards • Wells, other than irrigation • Facilities relocation • Parking facilities • Design and construction of communication systems being relocated • Highway/railroad bridges and tunnels used as major transportation routes 	

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																																																								
	<p>Reclamation-owned Supporting Features - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ Use PRJ-15.00 for canal pipelines and irrigation wells. ▶ Use LND-4.00 for airport sites, airfields, emergency fields, beacons, and radar systems. </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 -</td> <td style="width: 16.5%;">ACM-4.00</td> <td style="width: 16.5%;">ADM-21.20</td> <td style="width: 16.5%;">IRM-8.00</td> </tr> <tr> <td></td> <td>LND-8.00</td> <td>PRJ-15.00</td> <td>PRJ-21.20</td> </tr> <tr> <td></td> <td>PRJ-22.00</td> <td></td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>330.0</td> <td>520.0</td> <td>560.0</td> </tr> <tr> <td></td> <td>560.2</td> <td>560.3</td> <td>560.4</td> </tr> <tr> <td></td> <td>560.5</td> <td>560.6</td> <td>561.0</td> </tr> <tr> <td></td> <td>562.0</td> <td>563.0</td> <td>566.0</td> </tr> <tr> <td></td> <td>567.0</td> <td>570.0</td> <td>670.0</td> </tr> <tr> <td>Pre 1972 -</td> <td>042.3</td> <td>330.0</td> <td>520.0</td> </tr> <tr> <td></td> <td>552.5</td> <td>553.42</td> <td>560.0</td> </tr> <tr> <td></td> <td>560.01</td> <td>560.02</td> <td>560.03</td> </tr> <tr> <td></td> <td>560.1</td> <td>560.2</td> <td>560.3</td> </tr> <tr> <td></td> <td>561.0</td> <td>562.0</td> <td>563.0</td> </tr> <tr> <td></td> <td>567.5</td> <td>570.41</td> <td></td> </tr> </table>	Post 1989 -	ACM-4.00	ADM-21.20	IRM-8.00		LND-8.00	PRJ-15.00	PRJ-21.20		PRJ-22.00			Post 1972 -	330.0	520.0	560.0		560.2	560.3	560.4		560.5	560.6	561.0		562.0	563.0	566.0		567.0	570.0	670.0	Pre 1972 -	042.3	330.0	520.0		552.5	553.42	560.0		560.01	560.02	560.03		560.1	560.2	560.3		561.0	562.0	563.0		567.5	570.41		<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
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PRJ-22.10	<p>Reclamation Camps and Project Facilities</p> <p>Material which establishes a historical and technical record regarding Reclamation activities in connection with the design, construction, operation, maintenance, and the administration of camps or communities at survey, construction, project, and other administrative sites. Also for housing and service facilities, community policies, regulations, ordinances, and transformation from Government ownership.</p> <ul style="list-style-type: none"> • Technical correspondence • Correspondence, surveys, plats, maps, and photographs related to the location and layout of a camp or facilities • Transfer of administrative complex from construction to operation and maintenance status 																																																									

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																																				
	<p>Reclamation Camps and Project Facilities - continued</p> <p>Office of record/origin</p> <div data-bbox="266 443 889 554" style="border: 1px solid black; padding: 5px;"> <p><i>Note: Copies of these records may be transferred to the new governing authority succeeding Reclamation ownership.</i></p> </div> <p>Classification Code Cross Reference:</p> <table data-bbox="266 617 821 898"> <tr> <td>Post 1989 - ADM-21.20</td> <td>LND-5.00</td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 570.0</td> <td>571.0</td> <td>572.0</td> <td></td> </tr> <tr> <td></td> <td>573.0</td> <td>574.0</td> <td>576.0</td> </tr> <tr> <td></td> <td>711.0</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 - 570.0</td> <td>570.1</td> <td>570.2</td> <td></td> </tr> <tr> <td></td> <td>570.3</td> <td>570.4</td> <td>570.41</td> </tr> <tr> <td></td> <td>570.43</td> <td>570.44</td> <td>571.0</td> </tr> <tr> <td></td> <td>572.0</td> <td>573.0</td> <td>575.2</td> </tr> <tr> <td></td> <td>576.0</td> <td>760.0</td> <td></td> </tr> </table>	Post 1989 - ADM-21.20	LND-5.00			Post 1972 - 570.0	571.0	572.0			573.0	574.0	576.0		711.0			Pre 1972 - 570.0	570.1	570.2			570.3	570.4	570.41		570.43	570.44	571.0		572.0	573.0	575.2		576.0	760.0		<p>Permanent. Transfer to Archives immediately.</p>
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PRJ-22.20	<p>Reclamation Encampments/Cooperative Projects</p> <p>Correspondence and other documentation which establishes a history of Reclamation in connection with Civilian Public Service activities/Civilian Conservation Corp activities conducted under the administration and jurisdiction of Reclamation. These files were created during the periods 1933-1948.</p> <ul style="list-style-type: none"> • Water Conservation Utilization Projects • Civilian Conservation Corp Projects • Work Projects Administration Projects • Alien Reception Centers • Conscientious Objector Camps • Prisoner of War Camps <p>Office of record/origin</p> <div data-bbox="266 1591 889 1703" style="border: 1px solid black; padding: 5px;"> <p><i>Note: On June 26, 1964 these files were declared as inactive, the cooperative projects and camps were defunct.</i></p> </div>	<p>Permanent. Transfer to Archives immediately.</p>																																				

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																				
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	173.1	173.2	173.3																			
PRJ-23.00	<p>Water Delivery and River Management</p> <p>Materials pertaining to the management of water in a river or a river system. Includes:</p> <ul style="list-style-type: none"> • Control of river flow • Runoff flow forecast • Flow depletion • Stream gauging • Establishment and maintenance of measuring stations • Computations, compilations, and interpretation or measurements • Snow survey • Water supply management • Water use and conservation • Water loss study • Decision support systems • River system modeling • Water delivery management <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use PRJ-2.00 for reports. ▶ Use ENV-12.00 for soil and moisture conservation. </div>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>																				

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																				
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PRJ-23.10	Reserved - See PRJ-13.10																					
PRJ-24.00	Reserved																					
PRJ-25.00	<p>Specifications</p> <p>Materials pertaining to published specifications of the Bureau of Reclamation.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: Retain a complete set in the library for reference.</i></p> </div> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 - ACM-4.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 360.0</td> <td>361.0</td> <td>363.0</td> <td></td> </tr> <tr> <td>Pre 1972 - 360.0</td> <td>360.1</td> <td>361.0</td> <td></td> </tr> <tr> <td></td> <td>363.0</td> <td></td> <td></td> </tr> </table>	Post 1989 - ACM-4.00				Post 1972 - 360.0	361.0	363.0		Pre 1972 - 360.0	360.1	361.0			363.0			<p>Permanent. Cutoff at the end of each calendar year. Hold record copy for 5 years and transfer to Archives.</p>				
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Pre 1972 - 360.0	360.1	361.0																				
	363.0																					
PRJ-25.10	<p>Specification Standards - Other Organizations</p> <p>Material regarding specification standards from other organizations. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • American Standards Association • American Society for Testing Materials • Federal Specifications Board • General Services Administration <p>Office of record/origin</p>	<p>Temporary. Destroy when superseded or when no longer needed for reference.</p>																				

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition																
	<p>Specification Standards - Other Organizations - continued</p> <p>Classification Code Cross Reference:</p> <table border="0"> <tr> <td>Post 1989 -</td> <td>ACM-3.00</td> <td>ACM-4.00</td> <td></td> </tr> <tr> <td>Post 1972 -</td> <td>364.0</td> <td></td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>364.0</td> <td>364.1</td> <td>364.2</td> </tr> <tr> <td></td> <td>364.3</td> <td>364.4</td> <td></td> </tr> </table>	Post 1989 -	ACM-3.00	ACM-4.00		Post 1972 -	364.0			Pre 1972 -	364.0	364.1	364.2		364.3	364.4		
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PRJ-26.00	<p>Surveying, Mapping, and Geographic Information</p> <p>Materials having historical, environmental, or technological significance (see note) that pertain to the surveying, layout, and measurement of structures, features, and facilities. Includes:</p> <ul style="list-style-type: none"> • Observational and compilation data: field notebooks, stream-flow data, geodetic control data, triangulation diagrams, annotated aerial photographs, computations, planetable sheets or photogrammetric stereoplottings, maps annotated with field survey information, feature separates, source maps, annotated proof sheets, final manuscript smooth sheets, technical correspondence, and correspondence related to Reclamation surveying and mapping activities • Final copies of printed or published maps and microfilm copies of such maps • Annotated maps reflecting use in planning and decision-making • Finding aids 																	

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
	<p>Surveying, Mapping, and Geographic Information - continued</p> <p>Office of record/origin</p> <div data-bbox="269 478 889 1633" style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>Materials that have historical, environmental or technological significant value include case files that:</i> <ul style="list-style-type: none"> • <i>document surveying or mapping of areas of major Reclamation activities</i> • <i>pertain to surveying or mapping of areas of public controversy or areas involved in national events</i> • <i>contain nineteenth-century compilation materials</i> • <i>contain materials reflecting standard or typical cartographic techniques</i> • <i>contain materials reflecting innovative or unique cartographic techniques.</i> ▶ <i>Use PRJ-1.10 for material that does not have historical, environmental or technological significance.</i> ▶ <i>Retain one complete <u>RECORD SET</u> of project surveys and maps at the Regional Office. When project is transferred from construction to O&M phase, make copies and transfer all original surveys and maps created during the construction phase to Archives. Make copies and transfer all surveys and maps created during the O&M phase every 15 years to Archives. Upon conclusion of all Government involvement in the project, transfer all remaining original surveys and maps to Archives.</i> ▶ <i>Retain one complete <u>REFERENCE SET</u> of project surveys and maps at the Area Office. If Area Office is closed or consolidated, retain in newly created office; if closed, transfer to Regional Office.</i> ▶ <i>Use PRJ-2.00 for reports.</i> ▶ <i>Use ADM-13.00 for cooperative agreements.</i> </div>	<p>Permanent. Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p> <div data-bbox="928 575 1425 810" style="border: 1px solid black; padding: 5px;"> <p><i>Note: During archival processing the National Archives and Records Administration may only destroy duplicate records, non-record material, records covered by the General Records Schedule, and records lacking historical or cartographic value.</i></p> </div>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
	<p>Surveying, Mapping, and Geographic Information - continued</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - RES-8.00</p> <p>Post 1972 - 480.0</p> <p>Pre 1972 - 470.0 470.01 470.02</p> <p> 472.0 475.0 480.0</p> <p> 482.0</p>	
PRJ-26.10	<p>Aerial Photography</p> <p>Aerial surveying and photography including: vertical and oblique film, photo index sheets, flight line indexes and similar finding aids, and aerial mosaics.</p> <p>Office of record/origin</p>	<p><u>Permanent.</u> Transfer all film products directly to Archives upon completion of project.</p>
PRJ-27.00	<p>Drawings and Design Data</p> <ul style="list-style-type: none"> • Drawings and design data prepared and used in the design, construction, operations and maintenance of Reclamation projects • Drawings and design data prepared by Reclamation for structures, features, or facilities owned or constructed by private or public entities • Drawings and design data of structures, features, or facilities transferred from private or public entities • Standard drawings • Manufacturer's Drawings numbered as Reclamation drawings depicting equipment that has been used/installed on a Reclamation structure/feature 	

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Proposed Disposition
	<p>Drawings and Design Data - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>Transfer microfilm of Reclamation drawings to the National Archives in numerical order by project.</i> ▶ <i>Generate or regenerate a project index with each new drawing accession or accretion. The index must include the project name, drawing number, structure/feature name, title, original and current date, revision number, and status such as active, superseded, void, etc.</i> ▶ <i>Retain a master and a duplicate set of the drawing microfilm in the agency for reference use.</i> ▶ <i>Use respective contract case file or project file for drawing and design data transmittal letters.</i> ▶ <i>Use RIM-4.10 for indexes of numbers issued and indexes of completed drawings.</i> ▶ <i>Use RIM-4.20 for SF-135 and SF-258.</i> </div> <p>Classification Code Cross Reference: Post 1989 - IRM-14.00 Post 1972 - 503.0 Pre 1972 - 213.0 502.0 502.1</p>	<p>Permanent. Hold 5 years or until volume warrants. Transfer to Archives.</p> <p>Microfilm/aperture card of a drawing is the designated record copy and must meet all Federal standards for archival quality. A complete index must accompany aperture card accession.</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>Destroy original drawings upon verification of aperture card and data entered into a reference and retrieval system or when no longer needed for reference, whichever is later.</i> ▶ <i>Destroy marked prints of drawings when no longer needed for reference or obsolete.</i> ▶ <i>Indexes to the permanent files may be retained permanently in inactive files area as a finding aid after records to which they relate are transferred to the Archives.</i> </div>
PRJ-27.10	Reserved - See PRJ-20.00	
PRJ-27.11	Reserved - See PRJ-20.00	
PRJ-28.00	<p>Native American Projects</p> <p>Materials pertaining to Reclamation's construction, rehabilitation, or management of Native American irrigation systems, municipal water projects, water delivery systems, individual features and structures, or related projects. Include:</p> <ul style="list-style-type: none"> • MOU/MOA's or similar agreements • Technical correspondence • Studies, investigations, reports 	

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Class Code	Description	Proposed Disposition
	<p>Native American Projects - continued</p> <ul style="list-style-type: none"> • Design data, drawings, related documentation • Safety evaluations • Operation and maintenance plans <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ Use WTR-4.13 for Native American water rights. ▶ Use WTR-4.14 for Native American Indian Trust, including Indian lands. </div> <p>Classification Code Cross Reference: Post 1989 - LND-1.00 LND-9.00 WTR-4.10 Post 1972 - none Pre 1972 - none</p> <p><u>Subject to Privacy Act</u> WBR-3, WBR-6, WBR-9, WBR-25, WBR-40</p>	<p>Permanent. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FREEZE RECORDS. Transfer to the National Archives 20 years after cutoff, once freeze is lifted.</p> <p>Verbal permission for change received from <i>Phyllis Hamilton</i>, BOR records officer, and <i>Nola Freeman</i>, Chief, Appraisal and Disposition Division at SNC.</p> <p><i>Yvonne K. Wilson, NIRC</i> <i>5/9/96</i></p>
PRJ-29.00	<p>Desalting, Water and Wastewater Treatment Plants</p> <p>Technical correspondence and records relating to the design, construction, operations, maintenance, repair, rehabilitation, and replacement of Reclamation-owned and operated water and wastewater treatment plants, all types of desalting plant (whether treating groundwater, surface water or seawater), salinity control or removal projects to improve river system quality, dual purpose power and desalting plants, and their related equipment, features, and facilities. Including:</p> <ul style="list-style-type: none"> • Technical correspondence • Records and related documentation pertaining to studies, analyses, investigations, plans, designs, construction, operation, maintenance, and replacement • Desalting equipment performance • Pretreatment equipment performance • Related powerplants, pumping plants, switchyards, substations, and transmission lines 	

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Class Code	Description	Proposed Disposition
	<p>Desalting, Water and Wastewater Treatment Plants - continued</p> <ul style="list-style-type: none"> · Biological monitoring systems and results · Metering equipment · Test units · Salinity removal · Power, chemicals, and other additions and byproducts produced · Waste disposal including quantity, quality, and disposition <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p><i>Note: Use PRJ-2.00 for reports.</i></p> </div> <p>Classification Code Cross Reference Post 1989 - RES-9.00 Post 1972 - 452.1 Pre 1972 - 425</p>	<p><u>Permanent.</u> Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>