

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-115-94-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item LAW-1.00 was superseded by DAA-0048-2013-0008-0003

Item LAW-3.00 was superseded by DAA-0048-2013-0008-0007

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of the Interior	
2. MAJOR SUBDIVISION Bureau of Reclamation	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Phyllis Hamilton	5. TELEPHONE (303) 236-9731

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-115-94-9
DATE RECEIVED	8-1-95
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
10-19-95	<i>John W. Paul</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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
7-17-95	<i>Phyllis Hamilton</i>	<i>Management Analyst</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see the following attached schedule: Schedule 6: Law, Litigation, and Legislation		

OCT 21 1995 MIV

Subject Files
LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
LAW-1.10	<p>Law, Litigation, and Legislation Subject Files</p> <p>Correspondence of a general nature pertaining to law, litigation, and legislation subjects which are so general in nature that they cannot be filed under more specific subjects.</p> <p>General Policy/plans Correspondence pertaining to general policies and procedures.</p> <p>Reports and Statistics Correspondence regarding reporting requirements.</p> <p>Laws and Regulations General correspondence regarding Federal, State, and local laws and regulations including rulemaking, Code of Federal Regulations, and Executive Orders/Proclamations.</p> <p>Law Enforcement General correspondence regarding law enforcement.</p> <p>Drug Awareness General correspondence regarding drug awareness.</p> <p>Claims, Litigations, Appeals General material on claims by or against the U.S. Government, claims procedures, etc. See LAW-5 for formal appeals and litigation records.</p> <p> • Civil Action</p> <p> • Criminal Actions</p> <p>Copyrights/Patents General correspondence regarding copyrights/patents.</p> <p>Legal Fees General correspondence regarding legal fees.</p> <p>Legal Library General correspondence regarding legal library.</p> <p>Opinions, Decisions, and Interpretations General Correspondence regarding opinions, decisions, and interpretations. See LAW-3.00 for specific cases.</p> <p> • Regional Attorneys</p> <p> • U.S. Attorneys</p> <p> • U.S. Courts and Judges</p> <p> • Solicitor</p>	

Subject Files
LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
	Office of record/origin	Temporary. Cutoff at the end of each year. Destroy 6 years after cutoff.
LAW-1.11	<p>Law, Litigation, and Legislation Subject Files - All Other Copies</p> <p>Include any materials received by a Reclamation office that was not responsible for issuance.</p> <p>Classification Code Cross Reference:</p> <p>Post 1989 - LAW-1.00 LAW-2.00 LAW-3.00 LAW-3.10 LAW-4.00 LAW-5.00 LAW-5.10 LAW-6.00</p> <p>Post 1972 - 130.0 Pre 1972 - 130.0</p>	Temporary. Cutoff at the end of each year. Destroy 3 years after cutoff.

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																
LAW-1.00	<p>Law, Litigation, and Legislation Policy</p> <p>Material which serves to establish policy or precedents pertinent to future and continuing actions for law, litigation, and legislation activities.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: This file consists of policy for law, litigation, and legislation subjects that may not be included in the master set of directives.</i></p> </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%;">LAW-1.00</td> <td style="width: 33%;">LAW-5.00</td> <td style="width: 33%;">LND-9.00</td> </tr> <tr> <td>Post 1972 -</td> <td>130.0</td> <td>131.3</td> <td></td> </tr> <tr> <td>Pre 1972 -</td> <td>130.0</td> <td>131.03</td> <td>138.0</td> </tr> <tr> <td></td> <td>912.0</td> <td></td> <td></td> </tr> </table>	Post 1989 -	LAW-1.00	LAW-5.00	LND-9.00	Post 1972 -	130.0	131.3		Pre 1972 -	130.0	131.03	138.0		912.0			<p>Permanent. Place in inactive file when cancelled, superseded, or revoked. Cutoff at end of year that policy was cancelled, superseded, or revoked. Transfer to the National Archives 3 years after cutoff.</p>
Post 1989 -	LAW-1.00	LAW-5.00	LND-9.00															
Post 1972 -	130.0	131.3																
Pre 1972 -	130.0	131.03	138.0															
	912.0																	
LAW-2.00	<p>Law, Litigation, and Legislation Reports</p> <p>Reports pertaining to law, litigation, and legislation.</p> <p>Office of record/origin</p> <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%;">LAW-1.00</td> <td style="width: 33%;">LAW-2.00</td> <td style="width: 33%;">LAW-5.00</td> </tr> <tr> <td>Post 1972 -</td> <td>130.0</td> <td>137.0</td> <td>190.0</td> </tr> <tr> <td>Pre 1972 -</td> <td>104.0</td> <td>104.1</td> <td>130.0</td> </tr> <tr> <td></td> <td>137.0</td> <td></td> <td></td> </tr> </table>	Post 1989 -	LAW-1.00	LAW-2.00	LAW-5.00	Post 1972 -	130.0	137.0	190.0	Pre 1972 -	104.0	104.1	130.0		137.0			<p>Temporary. Cutoff at the end of each year. Destroy 5 years after cutoff.</p>
Post 1989 -	LAW-1.00	LAW-2.00	LAW-5.00															
Post 1972 -	130.0	137.0	190.0															
Pre 1972 -	104.0	104.1	130.0															
	137.0																	
LAW-3.00	<p>Legislative History</p> <p>Case files regarding enacted legislation including the Federal Laws which affect Reclamation. Include a COPY of the <u>Appropriation Bill</u> (as introduced by the House). Includes:</p> <ul style="list-style-type: none"> • House bills and resolutions (numbered) • Senate bills and resolutions • Related correspondence 																	

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																					
	<p>Legislative History - 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>A COPY of each document and its related correspondence <u>may be placed in appropriate project file.</u></i> ▶ <i>File this material by subdividing into separate "Congress" files by adding the number of the Congress to the file code, i.e., 3.00.100.</i> ▶ <i>Use FIN-4.00 for <u>Appropriation Bills</u> which includes <u>ALL</u> material regarding House Bills providing Appropriations for Reclamation.</i> ▶ <i>Use LAW-1.00 to file the Federal Reclamation Act of June 17, 1902, and any proposed or enacted amendatory and supplementary acts which cover its application, interpretation, enforcement, and revision.</i> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - ADM-15.00</td> <td style="width: 33%;">LAW-3.00</td> <td style="width: 33%;"></td> </tr> <tr> <td>Post 1972 - 131.0</td> <td>131.1</td> <td>131.2</td> </tr> <tr> <td></td> <td>183.0</td> <td></td> </tr> <tr> <td>Pre 1972 - 020.0</td> <td>131.0</td> <td>131.01</td> </tr> <tr> <td></td> <td>131.02</td> <td>131.05</td> </tr> <tr> <td></td> <td>131.06</td> <td>131.07</td> </tr> <tr> <td></td> <td></td> <td>131.08</td> </tr> </table>	Post 1989 - ADM-15.00	LAW-3.00		Post 1972 - 131.0	131.1	131.2		183.0		Pre 1972 - 020.0	131.0	131.01		131.02	131.05		131.06	131.07			131.08	<p>Permanent. Cutoff at the end of each year. Transfer to FRC when volume warrants or 10 years after cutoff. FRC transfer to Archives 20 years after cutoff.</p>
Post 1989 - ADM-15.00	LAW-3.00																						
Post 1972 - 131.0	131.1	131.2																					
	183.0																						
Pre 1972 - 020.0	131.0	131.01																					
	131.02	131.05																					
	131.06	131.07																					
		131.08																					
LAW-3.10	<p>State Legislation</p> <p>Case files regarding proposed and enacted state legislation relating to Reclamation functions and responsibilities. Cooperative efforts between Reclamation, other agencies, groups, or individuals and the states in obtaining particular legislation. Includes:</p> <ul style="list-style-type: none"> • Related correspondence • Copies of legislation • Surveys of needed laws or amendments, hearings, and comments 																						

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																					
	<p>State Legislation - continued</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: a COPY of each document and its related correspondence <u>may be placed in its appropriate project file.</u></i></p> </div> <p>Classification Code Cross Reference:</p> <p>Post 1989 - LAW-3.10</p> <p>Post 1972 - 132.0</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Pre 1972 - 132.0</td> <td style="width: 33%;">132.02</td> <td style="width: 33%;">132.03</td> </tr> <tr> <td></td> <td>132.05</td> <td>132.06</td> </tr> <tr> <td></td> <td>132.12</td> <td>132.16</td> </tr> <tr> <td></td> <td>132.27</td> <td>132.28</td> </tr> <tr> <td></td> <td>132.34</td> <td>132.36</td> </tr> <tr> <td></td> <td>132.44</td> <td>132.46</td> </tr> <tr> <td></td> <td>132.50</td> <td>132.53</td> </tr> </table>	Pre 1972 - 132.0	132.02	132.03		132.05	132.06		132.12	132.16		132.27	132.28		132.34	132.36		132.44	132.46		132.50	132.53	<p>Permanent. Cutoff at the end of each year. Transfer to FRC 5 years after cutoff. FRC transfer to Archives 20 years after cutoff.</p>
Pre 1972 - 132.0	132.02	132.03																					
	132.05	132.06																					
	132.12	132.16																					
	132.27	132.28																					
	132.34	132.36																					
	132.44	132.46																					
	132.50	132.53																					
LAW-4.00	<p>Law Enforcement</p> <p>Correspondence and related material pertaining to the maintenance of law and order. Case files consist of:</p> <ul style="list-style-type: none"> • Trespass and similar crimes occurring on Reclamation property • Theft • Vandalism • Unlawful entry • Unauthorized occupation of land • Illegal activities on Reclamation-owned properties <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note: If dispute ensues transfer to LAW-5.00</i></p> </div> <p>Classification Code Cross Reference:</p> <p>Post 1989 - LAW-4.00</p> <p>Post 1972 - 133.0</p> <p>Pre 1972 - 133.0</p> <p><u>Subject to Privacy Act</u> WBR-34, WBR-37</p>	<p>Temporary. Cutoff at the end of each year. Destroy 5 years after cutoff.</p>																					

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
LAW-4:10	<p>Drug Awareness Program</p> <p>Materials pertaining to the administration of drug awareness and control programs. Includes:</p> <ul style="list-style-type: none"> • Drug awareness training programs • Drug incident reports <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - PER-15.00 Post 1972 - none Pre 1972 - none</p>	<p>Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.</p>
LAW-5.00	<p>Litigation and Appeals</p> <p>Case files relating to a legal action, or judicial proceedings pertaining to that action, filed against Reclamation or by Reclamation as a suit in either an administrative agency or a court. Including, but not limited to:</p> <ul style="list-style-type: none"> • <u>Administrative litigation</u> - includes documentation needed to prepare for hearing before a Governmental body such as a commission, board, or authority • <u>Judicial Court litigation</u> - includes documentation needed to prepare for judicial proceedings before a body that may consist of a judge and a jury, or justices • <u>Appeals</u> - either administrative or judicial, includes the documentation prepared for submittal to a higher body for review, including transcripts of the original proceedings which led to the appeal • Decisions and opinions • Depositions and Exhibits 	

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition																		
	<p>Litigation and Appeals - 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>The appeals procedures are governed by 30 CFR 290.</i> ▶ <i>Official file copies of records involved in litigation should be disposed of in accordance with approved agency disposition or with appeal, whichever is longer.</i> ▶ <i>Water rights records transferred from WTR-4.10 for litigation purposes should be returned to WTR-4.10 for permanent retention when litigation and appeals have been settled.</i> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Post 1989 - LAW-1.00</td> <td style="width: 33%;">LAW-5.00</td> <td style="width: 33%;">WTR-4.10</td> </tr> <tr> <td>Post 1972 - 135.0</td> <td>136.0</td> <td>875.0</td> </tr> <tr> <td>Pre 1972 - 135.0</td> <td>136.0</td> <td>136.1</td> </tr> <tr> <td></td> <td>136.2</td> <td>136.3</td> </tr> <tr> <td></td> <td>136.51</td> <td>775.0</td> </tr> <tr> <td></td> <td></td> <td>136.5</td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-5, WBR-16</p>	Post 1989 - LAW-1.00	LAW-5.00	WTR-4.10	Post 1972 - 135.0	136.0	875.0	Pre 1972 - 135.0	136.0	136.1		136.2	136.3		136.51	775.0			136.5	<p>Permanent. Break file at the end of each year. Cutoff after issuance of final decision, or upon final ruling, if appealed, or upon withdrawal of appeal. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 20 years after cutoff.</p>
Post 1989 - LAW-1.00	LAW-5.00	WTR-4.10																		
Post 1972 - 135.0	136.0	875.0																		
Pre 1972 - 135.0	136.0	136.1																		
	136.2	136.3																		
	136.51	775.0																		
		136.5																		
LAW-5.10	<p>Claims</p> <p>Case files pertaining to claims. Includes:</p> <ul style="list-style-type: none"> • Damage claims as a result of fire or property damage • Tort Claims; Settlement agreements • Investigation reports • Damage appraisals • Legal opinions • Correspondence negotiating settlement or denial of claims • Copies of summons, subpoenas, complaints, and court rulings • Copies of court proceedings in cases where litigation occurs 																			

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
	<p>Claims - 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 to LAW-5.00 if appealed.</i> ▶ <i>Official file copies of records involved with claim should be disposed of in accordance with approved agency disposition or with claim, whichever is longer.</i> </div> <p>Classification Code Cross Reference: Post 1989 - LAW-5.00 Post 1972 - 137.0 Pre 1972 - 137.0</p> <p><u>Subject to Privacy Act</u> WBR-1, WBR-5</p>	<p>Temporary. Break file at the end of each year. Cutoff file after settlement. Destroy 10 years after cutoff.</p>
LAW-5.20	<p>Witness Files</p> <p>Material relating to employees testifying as witnesses in judicial proceedings. Includes:</p> <ul style="list-style-type: none"> • Requests and authorizations • Depositions • Statements <p>Office of record/origin</p> <p>Classification Code Cross Reference: Post 1989 - LAW-5.10 Post 1972 - 130.1 Pre 1972 - 130.2</p> <p><u>Subject to Privacy Act</u> WBR-5, WBR-16</p>	<p>Temporary. Cutoff at the end of each year. Destroy 5 years after cutoff.</p>

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition												
LAW-6.00	<p>Inventions, Patents, and Copyrights</p> <p>Specific case files pertaining to inventions developed by Reclamation employees including correspondence and data supporting invention reports on patent applications. Include:</p> <ul style="list-style-type: none"> • Copyrights applied for and/or issued to employee • COPY of the agreement permitting the use of patented methods on equipment • Royalty payments • Alleged infringement of patents <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Use ADM-13.00 for the agreements relating to the use of patented processes or devices.</i></p> </div> <p>Classification Code Cross Reference:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post 1989 - LAW-6.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Post 1972 - 401.0</td> <td style="text-align: center;">401.1</td> <td style="text-align: center;">401.2</td> <td></td> </tr> <tr> <td>Pre 1972 - 400.4</td> <td style="text-align: center;">400.41</td> <td style="text-align: center;">400.42</td> <td></td> </tr> </table> <p><u>Subject to Privacy Act</u> WBR-12</p>	Post 1989 - LAW-6.00				Post 1972 - 401.0	401.1	401.2		Pre 1972 - 400.4	400.41	400.42		<p>Temporary. Cutoff at the end of each year. Transfer to FRC 10 years after cutoff. FRC destroy 20 years after cutoff.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: A review of files by program office must be conducted prior to destruction to ensure that alleged infringement claim of patent has been resolved.</i></p> </div>
Post 1989 - LAW-6.00														
Post 1972 - 401.0	401.1	401.2												
Pre 1972 - 400.4	400.41	400.42												
LAW-7.00	Reserved													
LAW-7.10	<p>Decisions of the Comptroller General</p> <p>Decisions of the Comptroller General which involves Reclamation.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: Use LAW-1.10 for general correspondence and reference materials regarding the Comptroller General.</i></p> </div>	<p>Temporary. Cutoff at the end of each year. Destroy 10 years after cutoff.</p>												

LAW, LITIGATION, AND LEGISLATION

Item No.	Description	Disposition
	<p>Decisions of the Comptroller General - continued</p> <p>Classification Code Cross Reference: Post 1989 - LAW-1.00 Post 1972 - 136 Pre 1972 - 136.4</p>	