

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Reclamation Standard Water-Related Contract Articles, Article 16: Books, Records, and Reports (All Programs)
<b>Purpose:</b>	To commit Reclamation’s Standard Contract Article 16 to the Reclamation Manual, introduced by a brief description and direction regarding its use, for the benefit of making it easily accessible and promoting Reclamation-wide consistency in its use and content.
<b>Authority:</b>	The Reclamation Act of 1902 (ch. 1093, 32 Stat. 388), and acts amendatory and supplementary thereto, especially section 6 of the Reclamation Project Act of 1939 (Pub. L. 76-260; 43 U.S.C. § 485e); sections 224(c) and 228 of the Reclamation Reform Act of 1982 (Pub. L. 97-293, Title II, as amended and supplemented; 43 U.S.C. §§ 390ww and 390zz).
<b>Approving Official:</b>	Director, Office of Program and Policy Services
<b>Contact:</b>	Office of Program and Policy Services; Contract Services Office, 84-56000

1. **Books, Records, and Reports (All Programs).** This article is included in all contracts. It requires the contractor to establish and maintain records and books pertaining to the administration of the contract, and to provide them, in form and on dates, as the United States requests.
2. **Reclamation Standard Contracts Article 16.**

(All Programs)

### BOOKS, RECORDS, AND REPORTS<sup>1</sup>

The Contractor shall establish and maintain accounts and other books and records pertaining to administration of the terms and conditions of this contract, including the Contractor's financial transactions; water supply data; project operation, maintenance, and replacement logs; project land and rights-of-way use agreements; the water users’ land-use (crop census), land-ownership, land-leasing, and water-use data; and other matters that the Contracting Officer may require. Reports shall be furnished to the Contracting Officer in such form and on such date or dates as the Contracting Officer may require. Subject to applicable Federal laws

<sup>1</sup>Approved 2/71; Revised 11/84; 01/02.

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and regulations, each party to this contract shall have the right during office hours to examine and make copies of the other party's books and records relating to matters covered by this contract.<sup>2</sup>

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<sup>2</sup>The above provision should be modified as necessary to eliminate those records and reports not specifically required due to the type of contract being executed.