

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Reclamation Standard Water-Related Contract Articles, Standard Article 16: Books, Records, and Reports
<b>Purpose:</b>	To provide requirements for the content and application of Standard Article 16: Books, Records, and Reports (Standard Article 16), for the benefit of supporting general policy and specific requirements set forth in Reclamation Manual Policy PEC P10, <i>Reclamation Standard Water-Related Contract Articles</i> (PEC P10).
<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); subsection 224(c) and section 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, Policy and Administration
<b>Contact:</b>	Water and Environmental Resources Division, 84-55000

1. **Introduction.** This Directive and Standard provides the text for Standard Article 16 and addresses related requirements. Standard Article 16 is required in all contracts, directly or by reference (see Paragraph 6 of PEC P10). It states the contractor's basic responsibility for keeping and providing the United States with records and books pertaining to its administration of the contract.
2. **Applicability.** This Directive and Standard applies to Reclamation staff and officials involved in the contracting process, as defined at Paragraph 3.A. of PEC P10, for contracts requiring Standard Article 16 under Paragraph 6 of PEC P10.
3. **Definitions.** See Paragraph 3 of PEC P10.
4. **Responsibilities.** See Paragraph 4 of PEC P10.
5. **Text of Standard Article 16.**

### 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

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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 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>Standard Article 16 may be modified as necessary to eliminate those records and reports not specifically required due to the type of contract being executed.