

Reclamation Manual

Directives and Standards

Subject: Publication Distribution

Purpose: To distribute technical and nontechnical publications to Reclamation offices, other Government agencies, and to the private sector to promote and provide information pertaining to Reclamation's policies, procedures, standards, projects, and mission in the most effective and cost-beneficial method.

Authority: Listed in Chapter 1 (ADM 02-01).

Contact: Records and Office Services Group, D-7920

1. **Responsibilities.** All requests for Reclamation publications should be filled promptly or immediately forwarded to the office authorized to distribute the material requested, as outlined below:
 - A. **Commissioner's Office, Denver, Colorado (CODO).** The Property Operations Team, D-7913, maintains the principal stock of Reclamation publications that provide Reclamation-wide information intended for Reclamation and general distribution. All requests for these publications, except as stipulated below, should be directed to CODO. The Commissioner's Office will maintain a small stock of all consumer-oriented publications produced by Reclamation.
 - B. **Regional Office.** The principal stock of a publication intended primarily for distribution within a region may be retained by the region. Additional requirements for other Reclamation offices should be determined before any publication is printed.
2. **Free Distribution.** Unless Reclamation has an agreement with other Government agencies for the exchange of publications at no charge, requests from Government agencies, general public, and educational institutions will be referred to Superintendent of Documents or National Technical Information Service. At the discretion of publication managers, a limited number of copies of publications may be given as courtesy copies.
3. **Procedures for Ordering Publications.** Reclamation offices ordering publications from CODO are to place requests on form DI-1 and send directly to the Property Operations Team, D-7913. Each requested item should include the report number (if any), complete title, quantity, an 18-digit cost authority, and a cost center. Note that publications and forms may now be ordered on the same request; warehouse supplies should be ordered on a separate request. CODO offices ordering publications from regional offices should contact the appropriate regional office for ordering instructions and requirements.

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4. **Stock Reduction and Disposal.** Each Reclamation publication should be inventoried annually to determine actual usage and stock levels. Reduction of stock should only occur when there are more than 100 copies and there have been no issues in the past 2 years. Stock levels should be reduced to no more than 25 copies. Publications that have had less than five issues in the past 3 years should be considered inactive and the stock destroyed. Before disposing of stock, the Publications Management Office, D-7921, will ensure that the document has been microfilmed and that a copy is in the Library collection. The Regional Public Affairs Office should be contacted before the disposal of Regional publications.

5. **Warehousing.** All Reclamation publications should be stored in a secure area.