

Chapter 1. INTRODUCTION

1. Arrangement of Schedules. The schedules are divided into 15 functional series and 2 special series which identifies Records Common to Most Offices and Transitory as follows:

- RCO - Records Common to Most Offices
- TRA - Transitory
- ACM - Acquisition Management
- ADM - Administrative Management
- ENV - Environmental Compliance and Management
- FIN - Financial Management and Program Coordinator
- IRM - Information Resources Management
- LAW - Law, Litigation, and Legislation
- LND - Land Operations/Realty
- PER - Personnel Management
- PIO - Public Information
- PRJ - Project Development and Power Management
- PRM - Property Management
- RES - Research, Testing, and Technical Miscellany
- RIM - Records and Information Management
- SAF - Safety
- WTR – Water Resource Management

The broad functional series are identified by a three letter symbol, i.e., ACM for Acquisition Management, ADM for Administrative Management, etc. The three letter symbols are further identified by unique numeric codes such as ENV-2.00, Environmental Compliance and Management Reports.

The alpha numeric code constitutes the "file classification code" assigned to documents. The file classification code applied to information regardless of physical form gives us the retention period or tells us how long it will live. The author and/or recipient is responsible for determining if a document is a record and for assigning a file classification code.

Four numeric codes common to all of the alpha functional series are:

- 1.00 Policy
- 1.10 Correspondence of a General Nature
- 2.00 Reports

2. Disposition. Each file classification code has file closure and disposition instructions. Subject files are closed at the end of each year and case files at the end of the action, transaction, etc. At the time a folder is closed, the "clock starts ticking."

For example, if a folder was classified as ACM-1.10, opened on January 1, 1993, Closed on December 31, 1993, and has a 6-year retention, that folder would be destroyed, based on the disposition instructions, on January 1, 2000.

3. Subject Index. The index is a listing of words or phrases associated with classification codes. They reflect the meaning of the topic or functional series and give the suggested file classification. Please turn to the code in the retention schedule once you locate the classification code in the index. Validate your document against the description and disposition columns to make sure the correct code is assigned.