

Chapter 8. 2008 CODE CHANGES

ACM – Acquisition Management

New:

ACM-10.00 – Integrated Charge Card Program

Renamed:

ACM-1.10 – Acquisition Management General Files (was Acquisition Management Subject Files)

ACM-4.50 – Canceled Solicitations (was Cancelled Solicitations Files)

ACM-4.60 – Acceptable Bidders Lists (was Bidders' Lists or Card Files of Acceptable Bidders)

Deleted:

ACM-1.11 – Acquisition Management Subject Files – All Other Copies – Use ACM-1.10

ACM-4.30 – Relating to Transactions Above Small Purchase Limitation in 48 CFR 13 – Use ACM-4.00

ACM-4.40 – Relating to Transactions Above Purchase Limitations – Use ACM-4.00

ACM-4.70 – ADP Selection and Acquisition Exceeding Simplified Acquisition Threshold – Use ACM-4.00

ACM-4.80 – ADP Selection and Acquisition At or Below Simplified Acquisition Threshold – Use ACM-4.10

Combined

ACM-1.10 and ACM-1.11

ACM-4.00, ACM-4.30, ACM-4.40, and ACM-4.70

ACM-4.10 and ACM-4.80

ADM – Administrative Management

New

ADM-25.00 – Conflict Management and Dispute Resolution
ADM-25.10 – Employee Assistance Programs
ADM-26.00 – Education Partnership Program
ADM-27.00 – Diversity and Equal Opportunity

Retention/Transfer Changes

ADM-2.00 – to NARA 3 years (was 10 years)
ADM-8.00 – to FRC 5 years, FRC destroy 25 years [combined ADM-8.00 (25 years) and ADM-8.10 (30 years)]
ADM-11.10 – Destroy in agency when superseded or no longer required for current business needs (was 3 years)
ADM-22.00 – 6 years per GRS-26.4 (was 5 years)

Renamed:

ADM-1.10 – Administrative Management General Files (was Administrative Management Subject Files)
ADM-5.00 – Federal Register Notices and Rules (was Federal Register Rulemaking)
ADM-7.00 – Management Reviews and Objectives (was Management Reviews – Offices Conducting Reviews)
ADM-8.00 – Program Compliance Audits and Appeals (was Compliance Audit)
ADM-10.00 – Conference, Meetings, and Professional Societies (was Conferences and Meetings)
ADM-11.00 – Emergency, Disaster, and Security Program (was Emergency, Disaster, and Security)
ADM-12.00 – International Affairs Program (was International Affairs)
ADM-12.10 – International Affairs Training Program (was International Affairs Training)
ADM-14.00 – Equal Employment Opportunity Complaints (was Equal Employment Opportunity)
ADM-14.30 – Contractor EEO Compliance Reviews (was Compliance Review)

Deletions

ADM-1.11 – Administrative Management Subject Files – All Other Copies – Use ADM-1.10
ADM-5.10 – Federal Register Notices – Use ADM-5.00
ADM-7.10 – Management Reviews – Offices Reviewed – Use ADM-7.00
ADM-7.20 – Management Survey Background – Use ADM-7.00
ADM-7.30 – Management Objectives – Responsible Offices – Use ADM-7.00
ADM-7.40 – Management Objectives – Contributing Offices – Use ADM-7.00
ADM-8.10 – Compliance Audit Appeal – Use ADM-8.00
ADM-14.10 – Duplicates of Files Retained in Official Discrimination Complaint – Use ADM-14.00
ADM-14.20 – Background Record Not Filed in Official Discrimination Complaint – Use ADM-14.00
ADM-14.50 – Employment Statistics – Use ADM-27.00
ADM-14.60 – EEO Office Affirmative Action Plans – Use ADM-27.00
ADM-14.70 – Feeder Plan to Consolidated Affirmative Action Plans – Use ADM-27.00
ADM-16.10 – Credential File Controls – Use ADM-16.00

Combined:

ADM-1.10 and ADM-1.11	ADM-14.00, ADM-14.10, and ADM-14.20
ADM-5.00 and ADM-5.10	ADM-27.00, ADM-14.50, ADM-14.60,
ADM-7.00, ADM-7.10, ADM-7.20, ADM-7.30,	and ADM-14.70
and ADM-7.40	ADM-16.00 and ADM-16.10
ADM-8.00 and ADM-8.10	ADM-25.10, LAW-4.10, and PER-15.10

ENV-Environmental Compliance and Management

Retention/Transfer Changes

ENV-4.00 (Wildlife Resources) and ENV-4.10 (Fish Resources) – Combined and proposed Permanent (was temporary 10 years)

Renamed:

ENV-1.10 – Environmental Compliance and Management General Files (was Environmental Compliance and Management Subject Files)

ENV-4.00 – Fish and Wildlife Management (ENV-4.00 was Wildlife Resources, ENV-4.10 was Fish Resources)

ENV-7.00 – Endangered Species Act Management (was Environmental Analysis, Management Studies, and Endangered Species Act)

ENV-8.00 – Clean Water Act Management (was Clean Water Act)

ENV-8.10 – Clean Air Act Management (was Clean Air Act)

ENV-9.00 – Environmental Enhancement (ENV-9.00 was Environmental Assessment and Evaluation Methodology, ENV-12.00 was Environmental Commitment)

ENV-10.00 – Weed and Pest Control Management (was Pest Management)

Deleted:

ENV-1.11 – Environmental Compliance and Management Subject Files – All Other Copies – Use ENV-1.10

ENV-4.10 – Fish Resources – Use ENV-4.00

ENV-12.00 – Environmental Commitment – Use ENV-9.00

Combined:

ENV-1.10 and 1.11

ENV-4.00 and 4.10

ENV-9.00 and 12.00

FIN – Financial Management and Program Coordination

Retention/Transfer Changes:

FIN-6.10 – 10 years [combined 6.00 (3 years), 6.10 (25 years), 6.30 (6 years)]

Renamed:

FIN-1.10 – Financial Management and Program Coordination General Files (was Financial Management and Program Coordination Subject Files)

FIN-6.10 – Financial Systems (was Accounting Systems Conversions)

FIN-6.20 – Repayment and Cost Accounting (was Repayment Accounting)

FIN-13.00 – Payroll Accounting (was Flexitime Attendance)

Deleted:

FIN-1.11 – Financial Management and Program Coordination Subject Files – All Other Copies– Use FIN-1.10

FIN-4.00 – Appropriations – Use FIN-3.00

FIN-5.10 – Unpaid Obligations – Use FIN-3.00

FIN-6.00 – Accounting Systems – Use FIN-6.10

FIN-6.30 – Accounting Codes/Symbols – Use FIN-6.10

FIN-12.00 – Time and Attendance Reports – Use FIN-13.00

FIN-14.00 – Payroll Adjustment and Change – Use FIN-13.00

Combined:

FIN-1.10 and FIN-1.11

FIN-3.00, FIN-4.00, and FIN-5.10

FIN-6.10, FIN-6.00, and FIN-6.30

FIN-13.00, FIN-12.00, and FIN-14.00

IRM – Information Resources Management

Renamed:

- IRM-1.10 – Information Resource Management General Files (was Information Resources Management Subject Files)
- IRM-3.00 – Software Development, Maintenance, and Support (was Software)
- IRM-4.00 – Information Technology Facilities and Equipment (was Hardware)
- IRM-5.00 – Information Technology Planning and Programs (was Information Resource Management Planning and Programs)
- IRM-6.00 – Systems Operations and Customer Services (was Computer Operations and Maintenance)
- IRM-7.10 – Information Technology Security Plans (was Information Resource Management Security)
- IRM-7.20 – Information Technology Systems Access (was Computer Systems Access)
- IRM-8.00 – Communications and Control Systems Management (was Telecommunications Equipment Management)

Deleted:

- IRM-1.11 – Information Resource Management Subject Files –All Other Copies – Use IRM-1.10
- IRM-7.00 – User Support and Liaison – Use IRM-6.00
- IRM-8.10 – Telephone Call Detail – Use IRM-8.00
- IRM-8.20 – Radio Communications Systems – Use IRM-8.00
- IRM-8.30 – Supervisory Control and Data Acquisition – Use IRM-8.00

Combined:

- IRM-1.10 and IRM-1.11
- IRM-6.00 and IRM-7.00
- IRM-8.00, IRM-8.10, IRM-8.20, and IRM-8.30

LAW – Law, Litigation, and Legislation

Retention/Transfer Changes:

LAW-4.00 – to FRC 5 years, FRC destroy 20 years (was destroy 5 years)

Renamed:

LAW-1.10 – Law, Litigation, and Legislative General Files (was Law, Litigation, and Legislative Subject Files)

LAW-3.00 – Congressional and Legislative Activities (was Legislative Activities)

Deleted:

LAW-1.11 – Law, Litigation, and Legislation Subject Files – All Other Copies – Use LAW-1.10

LAW-3.10 – State Legislation – Use LAW-3.00

LAW-4.10 – Drug Awareness Program – Use ADM-25.10

LAW-7.10 – Decisions of the Comptroller General – Use LAW-5.00

Combined:

LAW 1.10 and LAW-1.11

LAW-3.00 and LAW-3.10

LAW-5.00 and LAW-7.10

ADM-25.10 and LAW-4.10

LND – Land Operations/Realty

Retention/Transfer Changes:

LND-5.00 – to FRC 1 year, FRC to NARA 10 years (was to FRC 25 years, FRC to NARA 10 years after sale or release by Government).

LND-8.00 – to FRC 10 years, FRC to NARA 30 years (was to NARA 30 years)

LND-9.00 – to FRC 10 years, FRC to NARA 30 years (was to NARA 30 years)

LND-10.00 – to FRC 10 years, FRC to NARA 30 years (was to NARA 30 years)

LND-11.00 – to FRC 10 years, FRC to NARA 30 years (was to NARA 30 years)

Renamed:

LND-1.10 – Land Operation/Realty General Files (was Land Operations/Realty Subject Files)

LND-9.00 – Reclamation Reform Act (was Land Holding Limitations)

Deleted:

LND-1.11 – Land Acquisitions/Realty Subject Files – All Other Copies – Use LND-1.10

Combined:

LND-1.10 and 1.11

PER – Personnel Management

Retention/Transfer Changes:

PER-14.00 – to 5 years [was 14.00(2 years), 14.10(3 years), 14.20(5 years) due to GRS change to 5 years]

Renamed:

PER-1.10 – Personnel Management General Files (was Personnel Management Subject Files)

PER-14.00 – Training (was Training Authorization Controls)

Deleted:

PER-1.11 – Personnel Management Subject Files – All Other Copies – use PER-1.10

PER-14.10 – Training Record History – use PER-14.00

PER-14.20 – Training Reports – use PER-14.00

PER-15.10 – Personnel Counseling Programs – use ADM-25.10

Combined:

PER-1.10 and PER-1.11

PER-14.00, PER-14.10, and PER-14.20

ADM-25.10 and PER-15.10

PIO – Public Information

Retention/Transfer Changes:

PIO-5.00 – Destroy in Agency 5 years (was 1 year)

PIO-7.00 – Digital/Electronic to NARA 3 years, Negatives/Prints to NARA 10 years (was 10 years)

Renamed:

PIO-1.10 – Public Information General Files (was Public Information Subject Files)

PIO-3.10 – Speeches and Addresses (was Speeches, Addresses, and Comments)

PIO-8.00 – Publications (was Information Publication Master Files)

Deleted:

PIO-1.11 – Public Information Subject Files – All Other Copies – Use PIO-1.10

PIO-6.10 – Motion Picture Film – Use PIO-6.00

Combined:

PIO-1.10 and PIO-1.11

PIO-6.00 and PIO-6.10

PRJ – Project Development and Power Management

Retention/Transfer Changes:

PRJ-2.00 – to NARA end of each calendar year or as volume warrants (was 5 years)

PRJ-27.00 – to FRC (paper/film) or NARA (electronic) at conclusion of activity or as volume warrants (was 5 years)

Renamed:

PRJ-1.10 – Project Development and Power Management General Files (was Project Development and Power Management Subject Files)

PRJ-4.00 – Other Agency Facilities (was Other Features and Structures)

PRJ-5.10 – Commissions, Committees, and Commissioner’s Meetings (was Planning Commissions, Committees, and Commissioner’s Meetings)

PRJ-6.00 – River Basin Authorities or Administrations (was Valley or River Basin Authorities or Administrations)

PRJ-8.00 – Project Development, Construction, and Operation and Maintenance (O&M) (was Project Design, Construction, and Operation and Maintenance (O&M))

PRJ-13.00 – Dam and Reservoir Management (was Dams)

PRJ-14.10 – Safety of Dams Program (was Safety of Dams Directories/Instructions)

PRJ-15.00 – Conveyance Systems (was Canals, Laterals, Tunnel Systems, Pump Irrigation, and Drains)

PRJ-17.00 – Power Management (was Power Planning and Development)

PRJ-18.00 – Power Generation and Transmission Service (was Power and Transmission Service Contracts and Agreements)

PRJ-23.00 – River Basin Management (was Water Delivery and River Management)

PRJ-25.10 – Standard Specifications (was Specification Standards – Other Organizations)

PRJ-28.00 – Native American Projects and Programs (was Native American Projects)

PRJ-29.00 – Water and Wastewater Treatment Plants (was Desalting Water and Wastewater Treatment Plants)

Deleted:

PRJ-1.11 – Project Development and Power Management Subject Files – All Other Copies –
Use PRJ-1.10

PRJ-5.00 – Commissions, Committees, and Professional Societies – Use PRJ-5.10 or ADM-10.00

PRJ-13.10 – Reservoir Management – Use PRJ-13.00

PRJ-14.00 – Safety of Dams Program – Use PRJ-13.00 or PRJ-14.10

PRJ-17.10 – Power Generation – Use PRJ-18.00

PRJ-26.10 – Aerial Photography – Use PRJ-26.00

Combined:

PRJ-1.10 and PRJ-1.11

PRJ- 5.00 and PRJ-5.10

PRJ-13.00 and PRJ-13.10

PRJ-14.00 and PRJ-14.10

PRJ-17.10 and PRJ-18.00

PRJ-23.00 and RES-3.10

PRJ- 26.00 and PRJ-26.10

PRJ-28.00, WTR-4.13, and WTR-4.14

PRM – Property Management

New:

PRM-19.00 – Firearms and Explosives Management

PRM-20.00 – Stewart B. McKinney Homeless Act

Retention/Transfer Changes:

PRM-9.00 – Retain 6 years per Department Directive (was 3 years)

Renamed:

PRM-1.10 – Property Management General Files (was Property Management Subject Files)

PRM-11.00 – Aircraft Management (was Aircraft History)

PRM-18.00 – Copier Management (was Copiers – Leased/Rental)

Deletions:

PRM-1.11 – Property Management Subject Files – All Other Copies – Use PRM-1.10

PRM-11.10 – Aircraft Accident/Incident – Use PRM-11.00

PRM-11.20 – Aircraft Release and Transfer – Use PRM- 11.00

PRM-18.10 – Copiers - Owned– Use PRM-18.00

Combined:

PRM-1.10 and PRM-1.11

PRM-11.00, PRM-11.10, and PRM-11.20

PRM-18.00 and PRM-18.10

RES – Research, Testing, and Technical Miscellany

Retention/Transfer Changes:

RES-3.30 – to FRC 5 years, FRC destroy 75 years (was destroy 25 years)

RES-9.00

Renamed:

RES-1.10 – General Research Program Management (was Research, Testing, and Technical Miscellany Subject Files)

RES-2.00 – Research, Testing, and Technical Miscellany Reports (was Technical Research Reports, Manuals, and Standards)

RES-3.30 – Hydroelectric Power Research (was Energy and Electric Research)

RES-3.40 - Structural and Materials Engineering (was Engineering and Materials Research)

RES-3.50 - Hydraulic Modeling Research (was Hydraulic and Structural Modeling)

RES-4.00 – Laboratory Facilities and Equipment (was Measuring Devices and Equipment)

RES-7.00 – Atmospheric Data Monitoring (was Atmospheric Data)

RES-9.00 – Specialized Program Research (was Salinity Control Management)

Deleted:

RES-1.11 – Research, Testing, and Technical Miscellany Subject Files – All Other Copies –
Use RES-1.10

RES-3.00 – Research Program – Use RES-1.10

RES-3.10 – Water Supply and Augmentation – Use RES-7.00 **or** PRJ-23.00

RES-3.20 – Water Quality and Ecology – Use WTR-7.00

RES-7.10 – Hydrometeorological Networks– Use RES-7.00

Combined:

RES-1.10, RES-1.11, and RES-3.00

RES-7.00, RES-3.10, and RES-7.10

RIM – Records and Information Management

Renamed:

RIM-1.10 – Records and Information Management General Files (was Records and Information Management Subject Files)

RIM-5.10 – Reclamation Directives (was Reclamation Releases)

RIM-5.20 – Department of the Interior and Other Agency Directives (was Department of the Interior and Other Agency Releases)

RIM-6.00 – Freedom of Information Act (FOIA) Program (was FOIA Administrative File)

RIM-6.11 – Freedom of Information Act (FOIA) Requests (was FOIA Requests – Denials)

RIM-7.00 – Privacy Act Program (was Privacy Act)

RIM-7.15 – Privacy Act – Accounting Disclosures and Controls (was Privacy Act – Accounting Disclosures)

Deleted:

RIM-1.11 – Records and Information Management Subject Files – All Other Copies – Use RIM-1.10

RIM-6.10 – FOIA Requests – Full Disclosure – Use RIM-6.11

RIM-6.12 – FOIA Requests – Denials – Use RIM-6.11

RIM-6.13 – FOIA Requests Appeals – Use RIM-6.11

RIM-6.14 – Other FOIA Files – Use RIM-6.11

RIM-7.01 – Privacy Act Administrative Files – Use RIM-7.00

RIM-7.13 – Privacy Act Amendment – Refusal – Use RIM-7.12

RIM-7.14 – Privacy Act Amendment – Refusal Appeal– Use RIM-7.12

RIM-7.16 – Privacy Act Controls – Use RIM-7.15

RIM-7.17 – Other Privacy Act Files – Use RIM-7.15

RIM-9.00 – Records and Information Management Feasibility Studies – Use RIM-4.00

Combined:

RIM-1.10 and RIM-1.11

RIM-6.11, RIM-6.10, RIM-6.12, RIM-6.13, and RIM-6.14

RIM-7.00 and RIM-7.01

RIM-7.12, RIM-7.13, and RIM-7.14

RIM-7.15, RIM-7.16, and RIM-7.17

RIM-9.00 and RIM-4.00

SAF - Safety

Renamed:

SAF-1.10 – Safety General Files (was Safety Subject Files)

SAF-3.00 – Safety Program (was Safety Procedures and Programs)

Deleted:

SAF-1.11 – Safety Subject Files – All Other Copies – Use SAF-1.10

Combined:

SAF-1.10 and 1.11

WTR – Water Resource Management

New:

WTR-7.00 – Water Quality and Ecology (Formerly RES-3.20)

Renamed:

WTR – Water Resource Management (was Economics, Repayment, Water Sales, and Water Rights)

WTR-1.00 – Water Resource Management Policy (was Economics, Repayment, Water Sales, and Water Rights Policy)

WTR-1.10 – Water Resource Management General Files (was Economics, Repayment, Water Sales, and Water Rights Subject Files)

WTR-2.00 – Water Resource Management Reports (was Economics, Repayment, Water Sales, and Water Rights Reports)

WTR-4.11 – Interstate Compacts and International Water Treaties (was Interstate Compacts)

Deletions:

WTR-1.11 – Economics, Repayment, Water Sales, and Water Rights – All Other Copies – Use WTR-1.10

WTR-4.12 – International Compacts – Use WTR-4.11

WTR-4.13 – Native American Water Rights – Use PRJ-28.00

WTR-4.14 – Native American Trust and Lands – Use PRJ-28.00

Combined:

WTR-1.10 and WTR-1.11

WTR-4.11 and WTR-4.12

PRJ-28.00, WTR-4.13, and WTR-4.14