

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
A			
43A Obligations for Information Technology	IRM-5.00	Information Technology Planning and Programs	5 years
43B Information Technology Acquisition	IRM-5.00	Information Technology Planning and Programs	5 years
4-E Terms and Conditions	PRJ-18.00	Power Generation & Transmission Service	30 years
8a Contracts			
Architectural/Engineering	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Supply & Services Exceeding Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Supply & Services At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
A-76 (OMB Circular - Federal Activities Inventory Reform) Fair Act Inventory	ADM-7.00	Management Reviews & Objectives	10 years
A-123 (OMB Circular - Federal Financial Managers Integrity Act)	ADM-8.00	Program Compliance Audits and Appeals	25 years
A-126 (OMB Circular - SES Federal Officials Aircraft Use)	ADM-8.00	Program Compliance Audits and Appeals	25 years
A/E (Architectural/Engineering)			
Contract	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Design	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Abandoned Project	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Abandonment			
Easement, Of	LND-3.00	Land Acquisition	PERM
Facility, Of	PRJ-22.00	Project Supporting Features	PERM
Abrasion Damage		File with Feature/Structure	
Abrasive Research	RES-3.40	Structural and Materials Engineering	75 years
Abstract (of remittance)	FIN-5.00	Collection Procedures	3 years
Abutment	PRJ-13.00	Dam and Reservoir Management	PERM
Accelerogram		File with Feature/Structure	
Access			
Handicap	PRM-16.00	Grounds and Space Management	2 years
Permit	LND-6.00	Land Management	PERM
Security		File with Feature/Structure	

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Accident			
Aircraft	PRM-11.00	Aircraft Management	4 years
Contractor Employee	SAF-4.10	Contractor Employee Accident	6 years
Prevention	SAF-3.00	Safety Program	3 years
Public	SAF-4.20	Public Accident	6 years
Report	SAF-2.00	Safety Reports	5 years
Review Board	SAF-3.00	Safety Program	3 years
Accounts			
Payable	FIN-7.00	General Accounting	6 years, 3 months
Receivable	FIN-7.00	General Accounting	6 years, 3 months
Accountable Officers' Record	FIN-9.00	Accountable Officers' Records	6 years, 3 months
Accounting			
Policy	FIN-1.00	Financial Management and Program Coordination Policy	PERM
Systems	FIN-6.10	Financial Systems	10 years
Accretion of Duties	PER-4.10	Position Descriptions	2 years
Acid Rain	WTR-7.00	Water Quality and Ecology	75 years
Acquisition Management			
Policy	ACM-1.00	Acquisition Management Policy	PERM
Report	ACM-2.00	Acquisition Management Reports	6 years
Review	ADM-7.00	Management Reviews & Objectives	10 years
Acquisition Transfer	PRM-7.00	Excess Personal Property	3 years
Acreege Limitation	LND-9.00	Reclamation Reform Act	PERM
Acting Designation	ADM-9.00	Internal Delegations of Authority	See Schedule
Active/Inactive Projects and Feature Report	PRJ-2.00	Technical Reports	PERM
Activity Digest Report - B-21	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Address			
Change	TRA-0.00	Transitory Files	
List	TRA-0.00	Transitory Files	
Adit	PRJ-13.00	Dam and Reservoir Management	PERM
Adjudication (Water Rights)	WTR-4.10	Water Rights	PERM
Administrative			
Agreement	ADM-13.00	Cooperative Project Management	PERM
Annual Report	ADM-2.00	Administrative Management Reports	PERM
Leave	PER-11.00	Leave and Attendance	3 years
Survey Release	ADM-7.00	Management Reviews & Objectives	10 years
Administrative Management Program			
Policy - Administrative Related	ADM-1.00	Administrative Management Policy	PERM
Policy - Program Related	ADM-1.00	Administrative Management Policy	PERM
Report - Administrative Related	ADM-2.00	Administrative Management Reports	PERM
Report - Program Related	ADM-2.00	Administrative Management Reports	PERM
Advance Project Planning	PRJ-3.00	Proposed Reclamation Projects	PERM

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Adverse Action	PER-17.10	Adverse Actions and Performance-Based Actions	7 years
AEP (Affirmative Employment Program)	ADM-27.00	Diversity and Equal Opportunity	5 years
Aerial Photography	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Affirmative Action Plan	ADM-27.00	Diversity and Equal Opportunity	5 years
Afterbay			
Dam	PRJ-13.00	Dam and Reservoir Management	PERM
Tailrace	PRJ-13.00	Dam and Reservoir Management	PERM
Agency for International Development Agreements (Including MOU/MOA)	ADM-12.00	International Affairs Program	PERM
International	ADM-12.00	International Affairs Program	PERM
Interagency	ADM-13.00	Cooperative Project Management	PERM
Non-Reclamation Projects	ADM-13.00	Cooperative Project Management	PERM
Reclamation Project	ADM-13.00	Cooperative Project Management	PERM
Supply & Services More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Supply & Services At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Agribusiness	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Agriculture - Water Delivery	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Agricultural Research	LND-11.00	Irrigation Management	PERM
Agrimet	RES-7.00	Atmospheric Data Monitoring	75 years
AICR (Alternative Internal Control Review)	ADM-7.00	Management Reviews & Objectives	10 years
Air Pollution	ENV-8.10	Clean Air Act Management	10 years
Aircraft			
Accident	PRM-11.00	Aircraft Management	4 years
Registration	PRM-11.00	Aircraft Management	4 years
Airplane Schedule	PRM-11.00	Aircraft Management	4 years
Airports, Airfields, Airstrips			
Land-related	LND-4.00	Withdrawals and Restoration	PERM
Project-related	PRJ-22.00	Project Supporting Features	PERM
Alcohol			
Abuse	ADM-25.10	Employee Assistance Programs	10 years
Counseling	ADM-25.10	Employee Assistance Programs	10 years
Control Program	ADM-25.10	Employee Assistance Programs	10 years
Incident	ADM-25.10	Employee Assistance Programs	10 years
Incident Report	ADM-25.10	Employee Assistance Programs	10 years

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Alkali			
Aggregate Reaction (AAR) - Research Related	RES-9.00	Specialized Program Research	75 years
Carbonate Reaction (ACR) - Research Related	RES-9.00	Specialized Program Research	75 years
Silicate Reaction (ASR) - Research Related	RES-9.00	Specialized Program Research	75 years
Allocation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Water	WTR-4.10	Water Rights	PERM
Allotment	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Alteration and Repair			
Non-Project Related	PRM-17.00	Building Maintenance and Service	3 years
Project Related		File with Feature/Structure	
Alternative Energy Research	RES-3.30	Hydroelectric Power Research	75 years
Alternative Internal Control Review (AICR)	ADM-7.00	Management Reviews & Objectives	10 years
American Indian Tribally Controlled Colleges	ADM-26.00	Education Partnership Program	5 years
American Recovery and Reinvestment Act (ARRA)	FIN-3.00	Funds and Funding	6 years
Anniversary Celebration	PIO-4.00	Celebrations and Dedications	PERM
Annual			
FOIA Report	RIM-6.00	Freedom of Information Act (FOIA) Program	2 years
Operating Plan (AOP)	PRJ-13.00	Dam and Reservoir Management	PERM
Reclamation Report, Commissioner's	ADM-2.00	Administrative Management Reports	PERM
Reservoir Operating Plan	PRJ-13.00	Dam and Reservoir Management	PERM
River Systems, Report Of	PRJ-23.00	River Basin Management	PERM
Water Rights, Summary Of	WTR-2.00	Water Resource Management Reports	PERM
AOP (Annual Operating Plan)	PRJ-13.00	Dam and Reservoir Management	PERM
Appeal (Litigation)	LAW-5.00	Litigation and Appeals	PERM
Application			
Employment, For	PER-5.00	Employment Staffing Methods and Practices	3 years
Request New User	IRM-3.00	Software Development, Maintenance and Support	5 years
Software Program	IRM-3.00	Software Development, Maintenance and Support	5 years
Appointment	PER-5.10	Appointment and Tenure	3 years
Appraisal of Land	LND-3.00	Land Acquisition	PERM
Apprenticeship	PER-14.00	Training	5 years
Appropriations	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Appurtenant Structure	PRJ-13.00	Dam and Reservoir Management	PERM
Aquiculture	WTR-7.00	Water Quality and Ecology	75 years
Aquatic and Terrestrial Mitigation	ENV-7.00	Endangered Species Act Management	PERM
Aqueduct	PRJ-15.00	Conveyance Systems	PERM
Aquifer	PRJ-23.00	River Basin Management	PERM
Permit	PRJ-23.00	River Basin Management	PERM

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Ground Water Pumping	PRJ-23.00	River Basin Management	PERM
Arable Land	LND-11.00	Irrigation Management	PERM
Arbitration	PER-16.00	Labor Management Relations	5 years
Archaeological			
Collection/Object	ENV-3.00	Cultural Resources	PERM
Investigation	ENV-3.00	Cultural Resources	PERM
Survey	ENV-3.00	Cultural Resources	PERM
Archeology	ENV-3.00	Cultural Resources	PERM
Architectural Barriers Act (ABA)	PRM-16.00	Grounds and Space Management	2 years
Architectural/Engineering (A/E)			
Contract	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Design	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Area Capacity Table	PRJ-13.00	Dam and Reservoir Management	PERM
Armoring (Riprap)	PRJ-13.00	Dam and Reservoir Management	PERM
ARRA (American Recovery and Reinvestment Act)	FIN-3.00	Funds and Funding	6 years
Arrest Record	LAW-4.00	Law Enforcement	20 years
Art Program	PRM-10.00	Museum Property, Artwork and Artifacts	PERM
Artifact	ENV-3.00	Cultural Resources	PERM
Archaeological	ENV-3.00	Cultural Resources	PERM
Property, Management Of	ENV-1.10	Environmental Compliance and Management General Files	15 years
Repository	ENV-3.00	Cultural Resources	PERM
Artificial			
Nuclei	PRJ-23.00	River Basin Management	PERM
Precipitation	PRJ-23.00	River Basin Management	PERM
Artwork	PRM-10.00	Museum Property, Artwork and Artifacts	PERM
As Built Drawing	PRJ-27.00	Drawings and Design Data	PERM
Asbestos Mitigation	ENV-5.00	Hazardous Waste Management	75 years
Asset Inventory	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Atmospheric			
Research Instrumentation	RES-7.00	Atmospheric Data Monitoring	75 years
Data	RES-7.00	Atmospheric Data Monitoring	75 years
Atomic Energy Research	RES-3.30	Hydroelectric Power Research	75 years
Audit			
Compliance	ADM-8.00	Program Compliance Audits and Appeals	25 years
Financial	FIN-8.00	Financial Audits	6 years
Auxiliary Safety Tag	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Avalanche	PRJ-10.00	Geology and Physical Geography	PERM
Awards			
Non-Reclamation	PER-1.10	Personnel Management General Files	6 years
Reclamation	PER-12.10	Incentive Awards Program	3 years
AWOL (Absent Without Official Leave)	PER-11.00	Leave and Attendance	3 years

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B			
B-21 Report (Activity Digest Report)	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Bank Stabilization			
Canal	PRJ-15.00	Conveyance Systems	PERM
Dam	PRJ-13.00	Dam and Reservoir Management	PERM
Highway	PRJ-22.00	Project Supporting Features	PERM
Reservoir	PRJ-13.00	Dam and Reservoir Management	PERM
River	PRJ-23.00	River Basin Management	PERM
Basin			
Administration	PRJ-6.00	River Basin Authorities or Administrations	PERM
Authority	PRJ-6.00	River Basin Authorities or Administrations	PERM
River Management	PRJ-23.00	River Basin Management	PERM
Watershed Management	PRJ-23.00	River Basin Management	PERM
Beaching			
Action	PRJ-23.00	River Basin Management	PERM
Research	RES-3.50	Hydraulic Modeling Research	75 years
Benchmarks	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Benefits	PER-10.00	Employee Benefits	3 years
Berm			
Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Highways	PRJ-22.00	Project Supporting Features	PERM
BIA (Bureau of Indian Affairs)	PRJ-28.00	Native American Projects and Programs	PERM
Bidders Mailing List	ACM-1.10	Acquisition Management General Files	6 years
Bill			
Collection, For	FIN-5.00	Collection Procedures	3 years
Lading, Of	FIN-10.00	Commercial Freight and Transportation	10 years
Binder Research	RES-3.40	Structural and Materials Engineering	75 years
Binding (printing)	ADM-15.00	Printing and Reproduction Services	1 year
Biological			
Assessment	ENV-7.00	Endangered Species Act Management	PERM
Opinion	ENV-7.00	Endangered Species Act Management	PERM
Survey	ENV-7.00	Endangered Species Act Management	PERM
Blanket Purchase Agreement			
Acquisition More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Acquisitions At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Blasting	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Explosives	PRM-19.00	Firearms and Explosives Management	10 years
Blood Drive	TRA-0.00	Transitory Files	

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Bomb Threat	LAW-4.00	Law Enforcement	20 years
Bonding of Employee	ADM-9.00	Delegation of Authority	See Schedule
Boring Data	PRJ-10.00	Geology and Physical Geography	PERM
Breach		File with Feature/Structure	
Bridges			
Canal	PRJ-15.00	Conveyance Systems	PERM
Highway	PRJ-22.00	Project Supporting Features	PERM
Railroad	PRJ-22.00	Project Supporting Features	PERM
Briefing Statement	ADM-7.00	Management Reviews & Objectives	10 years
Brochure	PIO-8.00	Publications	PERM
BUD (Business Utilization Development)	ACM-6.00	Small and Disadvantaged Business Utilization	3 years
Budget	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Estimate	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Justification	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Building			
Maintenance	PRM-17.00	Building Maintenance and Service	3 years
Pass	ADM-16.00	Identification Cards/Credentials	See Schedule
Bulkhead		File with Feature/Structure	
Bureau of Indian Affairs (BIA)	PRJ-28.00	Native American Projects and Programs	PERM
Bureau of Reclamation (BOR)			
Accomplishment Report	ADM-2.00	Administrative Management Reports	PERM
Accounting Transaction	FIN-6.20	Repayment and Cost Accounting	PERM
Expenditure Accounting	FIN-7.10	Expenditures Accounting	2 years
Repayment Contracts	WTR-4.00	Repayment Contracts	PERM
Camp	PRJ-22.10	Reclamation Camps and Project Facilities	PERM
Community/Town Sites	LND-5.10	Townsites	PERM
Event	PIO-4.00	Celebrations and Dedications	PERM
Bureau-Owned Facilities	PRJ-22.00	Project Supporting Features	PERM
Business			
Economic Development Program	ACM-6.00	Small and Disadvantaged Business Utilization	3 years
Utilization and Development (BUD)	ACM-6.00	Small and Disadvantaged Business Utilization	3 years

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C			
Cabin Leases/Permits	LND-8.00	Recreation Areas, Facilities and Services	PERM
CADD (Computer Aided Design Drafting)			
Drawing File	PRJ-27.00	Drawings and Design Data	PERM
Software	IRM-3.00	Software Development, Maintenance and Support	5 years
Camp, Contractor	PRJ-4.00	Other Agency Facilities	PERM
Camp, Government	PRJ-22.10	Reclamation Camps and Project Facilities	PERM
Canal	PRJ-15.00	Conveyance Systems	PERM
Breach	PRJ-15.00	Conveyance Systems	PERM
Bridge	PRJ-15.00	Conveyance Systems	PERM
Design	PRJ-15.00	Conveyance Systems	PERM
Lining	PRJ-15.00	Conveyance Systems	PERM
Lining Research	RES-3.40	Structural and Materials Engineering	75 years
Maintenance	PRJ-15.00	Conveyance Systems	PERM
Seepage	PRJ-15.00	Conveyance Systems	PERM
Sizing	PRJ-15.00	Conveyance Systems	PERM
Capacity			
Power Peaking	PRJ-18.00	Power Generation & Transmission Service	PERM
Reservoir	PRJ-13.00	Dam and Reservoir Management	PERM
Career Ladder Promotion	PER-13.00	Merit Promotions	2 years
Car Pool Parking	PRM-16.00	Grounds and Space Management	2 years
Carryover Funds	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Categorical Exclusion Checklist (CEC)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Cattle Guard	PRJ-22.00	Project Supporting Features	PERM
Cavitation	RES-3.40	Structural and Materials Engineering	75 years
Celebration	PIO-4.00	Celebrations and Dedications	PERM
CEC (Categorical Exclusion Checklist)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Cellular Telephones	IRM-8.00	Communications and Control Systems	5 years
Cement Research	RES-3.40	Structural and Materials Engineering	75 years
Project Related	RES-3.40	Structural and Materials Engineering	75 years
General	RES-3.40	Structural and Materials Engineering	75 years
Cemetery			
Cultural	ENV-3.00	Cultural Resources	PERM
Lands	LND-4.00	Withdrawals and Restoration	PERM
Permit	LND-4.00	Withdrawals and Restoration	PERM
Relocation	LND-4.00	Withdrawals and Restoration	PERM

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Census			
Crop Data and Related Statistics	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Crop Summary Statistics Report	PRJ-2.00	Technical Reports	PERM
Plant and Animal	ENV-7.00	Endangered Species Act Management	PERM
U.S. Census	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Centralized Computing System	IRM-6.00	Systems Operations and Customer Services	5 years
CERCLA (Comprehensive Environmental Response Compensation and Liability Act)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Ceramic Research	RES-3.40	Structural and Materials Engineering	75 years
Certificate of Loss	PRM-4.00	Property Accountability	6 years
Certified Mail	RIM-3.10	Postal Records	1 year
CFC (Combined Federal Campaign)			
Contribution	PER-8.00	Pay Rates	6 years
Program	PER-1.10	Personnel Management General Files	6 years
CFR (Code of Federal Regulations)	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
CFR (Comprehensive Facility Review)	PRJ-2.00	Technical Reports	PERM
Change of Duty Station	FIN-10.10	Travel	6 years
Voucher	FIN-10.10	Travel	6 years
Channelization	PRJ-23.00	River Basin Management	PERM
Charge Back	FIN-6.10	Financial Systems	10 years
Charge Card			
Holder Transactions	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Integrated Program	ACM-10.00	Integrated Charge Card Program	3 years
Payment	FIN-9.00	Accountable Officers' Records	6 years 3 months
Charity	TRA-0.00	Transitory Files	
Chemical Hazard	SAF-3.00	Safety Program	3 years
Child Care	PER-15.00	Employee Relations, Activities and Welfare	3 years
Center	PER-16.00	Labor Management Relations	5 years
Civil			
Defense	ADM-11.10	Emergency Operation Plans	See Schedule
Rights	ADM-27.00	Diversity and Equal Opportunity	5 years
Service Retirement System	PER-10.00	Employee Benefits	3 years
Claims (legal)	LAW-5.10	Claims	10 years
Classification			
Appeal	PER-4.30	Position Description Appeals	3 years
Land	LND-10.00	Land Classification	PERM
Records	RIM-4.10	Records Management Filing Systems	PERM
Standards	PER-4.00	Position Classification Standards	5 years

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Clay Research	RES-3.40	Structural and Materials Engineering	75 years
Clean Air Act	ENV-8.10	Clean Air Act Management	10 years
Clean Water Act	ENV-8.00	Clean Water Act Management	5 years
Permit (401, 402, 404, etc. - COE)	ENV-8.00	Clean Water Act Management	5 years
Clearing Account	FIN-7.00	General Accounting	6 years 3 months
Clipping (Newspaper)	RCO-6.00	Technical Reference Files	See Schedule
Closed Drain	PRJ-15.00	Conveyance Systems	PERM
Coatings	RES-3.40	Structural and Materials Engineering	75 years
Metal	RES-3.40	Structural and Materials Engineering	75 years
Paint	RES-3.40	Structural and Materials Engineering	75 years
Plastic, etc.	RES-3.40	Structural and Materials Engineering	75 years
Code of Ethics	PER-15.20	Standards of Conduct	See Schedule
Code of Federal Regulations (CFR)	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Cofferdam	PRJ-13.00	Dam and Reservoir Management	PERM
Collateral Duties, Delegation Of	ADM-9.00	Internal Delegations of Authority	See Schedule
Collection	FIN-5.00	Collection Procedures	3 years
Collector Drain	PRJ-15.00	Conveyance Systems	PERM
College Recruitment	PER-5.20	Recruitment, Selection and Placement	3 years
Colorado River			
Basin	PRJ-23.00	River Basin Management	PERM
Dam Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Development Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Combined Federal Campaign (CFC)			
Contribution	PER-8.00	Pay Rates	6 years
Program	PER-1.10	Personnel Management General Files	6 years
Commendation	PER-12.10	Incentive Awards Program	3 years
Comments For and Against Construction	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Commercial Printing Report	ADM-15.00	Printing and Reproduction Services	1 year
Commissioner's Annual Report	ADM-2.00	Administrative Management Reports	PERM
Committee Management	ADM-22.00	Committee Management Program	6 years
Committees and Special Commissions	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Congressional	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Minutes	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Presidential	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Reports	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Commodity Shipment	FIN-10.00	Commercial Freight and Transportation	10 years

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Communications			
Network	IRM-8.00	Communications and Control Systems	5 years
Software	IRM-3.00	Software Development, Maintenance and Support	5 years
Community Directory	ADM-11.10	Emergency Operation Plans	3 years
Compact			
International	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
Interstate	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
Compaction	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Compensation	PER-8.00	Pay Rates	6 years
Competitive			
Examination	PER-5.20	Recruitment, Selection and Placement	3 years
Level	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Compliance Report (EEO)	ADM-14.40	EEO Office Compliance Reports	3 years
Comprehensive Environmental Response Compensation and Liability Act (CERCLA)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Reclamation Projects	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Non-Reclamation Projects (Superfund, etc.)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Comprehensive Facility Review (CFR)	PRJ-2.00	Technical Reports	PERM
Compression Equipment	RES-4.00	Laboratory Facilities and Equipment	75 years
Computer			
Aided Design Drafting (CADD) Drawing	PRJ-27.00	Drawings and Design Data	PERM
Billing	FIN-6.10	Financial Systems	10 year
Center	IRM-4.00	Information Technology Facilities and Equipment	5 years
Facilities Management	PRM-17.00	Building Maintenance and Service	3 years
Facilities Site Preparation	PRM-17.00	Building Maintenance and Service	3 years
Operation and Maintenance	IRM-4.00	Information Technology Facilities and Equipment	5 years
Operation Procedure	IRM-6.00	Systems Operations and Customer Services	3 years
Security	IRM-7.10	Information Technology Security Plans	3 years
Site Management	PRM-17.00	Building Maintenance and Service	3 years
Software Program	IRM-3.00	Software Development, Maintenance and Support	5 years
System	IRM-6.00	Systems Operations and Customer Services	3 years
User Authorization	IRM-7.10	Information Technology Security Plans	3 years
User Technical Assistance	IRM-6.00	Systems Operations and Customer Services	3 years

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Concessions	LND-8.00	Recreation Areas, Facilities and Services	PERM
Concrete			
Aggregate	RES-3.40	Structural and Materials Engineering	75 years
Dam	PRJ-13.00	Dam and Reservoir Management	PERM
Material	RES-3.40	Structural and Materials Engineering	75 years
Penstock	PRJ-15.00	Conveyance Systems	PERM
Research	RES-3.40	Structural and Materials Engineering	75 years
Testing	RES-3.40	Structural and Materials Engineering	75 years
Condemnation	LND-3.00	Land Acquisition	PERM
Conduit	PRJ-15.00	Conveyance Systems	PERM
Conference	ADM-10.00	Conferences, Meetings, and Professional Societies	3 years
Conflict of Interest	PER-15.00	Employee Relations, Activities and Welfare	3 years
Conflict Management and Dispute Resolution	ADM-25.00	Conflict Management and Dispute Resolution	3 years
Congressional			
Activities	LAW-3.00	Congressional and Legislative Activities	PERM
Commission/Committee	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Hearing/Legislation	LAW-3.00	Congressional and Legislative Activities	PERM
Inquiries - General	TRA-0.00	Transitory Files	
Investigations	ADM-7.50	Congressional Investigations	PERM
Record	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Consolidated List of Debarred and Suspended Ineligible Contractors	ACM-1.10	Acquisition Management General Files	6 years
Construction			
Audit	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Contract	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Cost Estimate	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Final Survey	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Management	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Program	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Progress Payment	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Safety Standard	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Schedule	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Consumptive Use and Loss (of Water)	PRJ-23.00	River Basin Management	PERM
Report	PRJ-2.00	Technical Reports	PERM
Continuity of Operation Plan (COO)	ADM-11.10	Emergency, Disaster and Security Program	3 years
Contract (A&E Construction)			
8a	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Administration	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Audit	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Award	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Bid	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Dispute	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Earnings Modification	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Negotiation	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Policy	PRJ-1.00	Project Development and Power Management Policy	PERM
Safety Standard	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Contract (Supply and Services)			
8a	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Acquisition More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Acquisitions At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Administration	ACM-1.10	Acquisition Management General Files	6 years
Audit			
Acquisition More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Acquisitions At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Award			
Acquisition More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Acquisitions At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Bid			
Acquisition More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Acquisitions At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Dispute			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Earnings	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Modification of			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Negotiation			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Policy	ACM-1.00	Acquisition Management Policy	PERM
Safety Standard			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Contract, Water Sales and Delivery	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Contracting Officer Warrant	ADM-9.00	Internal Delegations of Authority	See Schedule

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Contractor (A&E Construction)			
Claim	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 year
Financial Statement	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Payroll	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Qualifications	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 year
Contractor (Supply and Services)			
Claim			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Financial Statement			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Payroll			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Qualifications			
Total Contract More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Total Contract At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Contractor EEO Compliance Review	ADM-14.30	Contractor EEO Compliance Reviews	7 years
Control			
Evaluation Report	ADM-7.00	Management Reviews & Objectives	10 years
House	PRJ-21.00	Power Control Centers	10 years
Schedule	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Controlled Burns			
Habitat Management	ENV-7.00	Endangered Species Act Management	PERM
Weed Control	ENV-10.00	Weed and Pest Control Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Convention	ADM-10.00	Conferences, Meetings, and Professional Societies	3 years
COO Plan (Continuity of Operations)	ADM-11.10	Emergency Operations Plans	3 years
Cooperative			
Agreement	ADM-13.00	Cooperative Project Management	PERM
Education Program	PER-5.20	Recruitment, Selection and Placement	3 years
Copier			
Leased/Rental	PRM-18.00	Copier Management	1 year
Owned	PRM-18.00	Copier Management	1 year
Copying	ADM-15.00	Printing and Reproduction Services	3 years
Copyright	LAW-6.00	Inventions, Patents and Copyrights	20 years
Infringement	LAW-6.00	Inventions, Patents and Copyrights	20 years
Core			
Drilling	PRJ-10.00	Geology and Physical Geography	PERM
Embankment	PRJ-13.00	Dam and Reservoir Management	PERM
Sample	PRJ-10.00	Geology and Physical Geography	PERM
Wall	PRJ-13.00	Dam and Reservoir Management	PERM
Corrective Action Study	PRJ-13.00	Dam and Reservoir Management	PERM
Correspondence Management	RIM-4.00	Records and Information Management Program	6 years
Corrugated Metal Pipe		File with Feature/Structure	
Corrosion Research	RES-3.40	Structural and Materials Engineering	75 years
Cost			
Allocation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Analysis (Construction)	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Authority	FIN-6.20	Repayment and Cost Accounting	PERM
Center	FIN-6.10	Financial Systems	10 years
Estimate (Construction)	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Repayment Data	FIN-6.10	Financial Systems	10 years
Sharing	FIN-6.20	Repayment and Cost Accounting	PERM
Statement	FIN-6.20	Repayment and Cost Accounting	PERM
Trend	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Counseling	ADM-25.10	Employee Assistance Programs	3 years
Court			
Leave (Jury Duty)	PER-11.00	Leave and Attendance	3 years
Testimony	LAW-5.20	Witness Files	5 years
Credit Card	ADM-16.00	Identification Cards/Credentials	3 years
Crediting Plan	PER-13.00	Merit Promotions	2 years
Creep History	PRJ-13.00	Dam and Reservoir Management and Reservoirs	See Schedule
Critical Habitat	ENV-7.00	Endangered Species Act Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Crop			
Census	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Damage	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Production	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Yield	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Crops Harvested	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Cross Drainage Study	PRJ-15.00	Conveyance Systems	PERM
Crossing Agreement	LND-3.00	Land Acquisition	PERM
Cultural Resources			
Inventory	ENV-3.00	Cultural Resources	PERM
Resource	ENV-3.00	Cultural Resources	PERM
Resource Management Plan	ENV-3.00	Cultural Resources	PERM
Resource Program Review	ENV-3.00	Cultural Resources	PERM
Resource Public Education	ENV-3.00	Cultural Resources	PERM
Survey	ENV-3.00	Cultural Resources	PERM
Curation	ENV-3.00	Cultural Resources	PERM
NOTE: Archaeological and paleontological site and permit information is RESTRICTED from public access.			
NOTE: For museum property program management, including collection plans, program reviews, program inventories, and curation documentation, refer to PRM-10.00			
Custodial			
Officer	PRM-4.00	Property Accountability	6 years
Service	PRM-17.00	Building Maintenance and Service	3 years
Cutoff			
Trench	PRJ-13.00	Dam and Reservoir Management	PERM
Wall	PRJ-13.00	Dam and Reservoir Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
D			
Daily Abstract of Remittance	FIN-5.00	Collection Procedures	3 years
Dam			
Foundation	PRJ-13.00	Dam and Reservoir Management	PERM
Instrumentation	PRJ-13.00	Dam and Reservoir Management	PERM
Maintenance	PRJ-13.00	Dam and Reservoir Management	PERM
Outlet Works, and	PRJ-13.00	Dam and Reservoir Management	PERM
Safety Program	PRJ-14.10	Safety of Dams Program	See Schedule
Safety Research	RES-3.40	Structural and Materials Engineering	75 years
Seepage	PRJ-13.00	Dam and Reservoir Management	PERM
Damage Claim	LAW-5.10	Claims	10 years
Danger Tag	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Data			
Administration	IRM-5.00	Information Technology Planning and Programs	5 years
Backup Plan	IRM-7.10	Information Technology Security Plans	3 years
Communication	IRM-8.00	Communications and Control Systems	5 years
Dictionary	IRM-3.00	Software Development, Maintenance and Support	5 years
Element	IRM-3.00	Software Development, Maintenance and Support	5 years
Encryption	IRM-7.10	Information Technology Security Plans	3 years
Processing Equipment	IRM-4.00	Information Technology Facilities and Equipment	5 years
Processing Policy	IRM-1.00	Information Resource Management Policy	PERM
Security	IRM-7.10	Information Technology Security Plans	3 years
Database			
Administration	IRM-5.00	Information Technology Planning and Programs	5 years
Management	IRM-5.00	Information Technology Planning and Programs	5 years
Death Benefits	PER-10.00	Employee Benefits	3 years
De-authorized Project	PRJ-3.00	Proposed Reclamation Projects	PERM
Debarred, Suspended and Ineligible	ACM-1.10	Acquisition Management General Files	6 years
Debt Collection	FIN-5.00	Collection Procedures	3 years
Decisions (Opinions)			
Administrative	ADM-1.00	Administrative Management Policy	PERM
Commissions or Committees	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Legal/Solicitor	LAW-5.00	Litigation and Appeals	PERM
Project, Reclamation Wide	PRJ-1.00	Project Development and Power Management Policy	PERM
Project, Specific	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Dedication	PIO-4.00	Celebrations and Dedications	PERM
Deer Protection	ENV-4.00	Fish and Wildlife Management	PERM
Definite Plan Report (DPR)	PRJ-2.00	Technical Reports	PERM
DEIS (Draft Environmental Impact Statement)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Delegation			
Authority, of	ADM-9.00	Internal Delegations of Authority	See Schedule
Procurement Authority, of	ADM-9.00	Internal Delegations of Authority	See Schedule
Receiving Authority, of	PRM-4.00	Property Accountability	6 years
Delinquent Account	FIN-5.00	Collection Procedures	3 years
Demonstration Farm	LND-11.00	Irrigation Management	PERM
Demotion	PER-17.10	Adverse Actions and Performance-Based Actions	7 years
De-obligation of Funds	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Department			
Interior Manual, of	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Testimony	LAW-5.20	Witness Files	5 years
Departmental Manual (DM)	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Depreciation	FIN-7.00	General Accounting	6 years 3 months
Desalting	RES-9.00	Specialized Program Research	75 years
Desalting Plant	PRJ-29.00	Water and Wastewater Treatment Plants	PERM
Design			
Construction, and	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Data	PRJ-27.00	Drawings and Design Data	PERM
Process	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Program Data Sheet	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Scheduling	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Team	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Designation	ADM-9.00	Internal Delegations of Authority	See Schedule
Designer Operating Criteria (DOC)	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Desk Audit	PER-4.20	Position Surveys and Audits	3 years
Detail	PER-5.40	Details and Dual Employment	5 years
Development			
Farm	LND-11.00	Irrigation Management	PERM
Plan	PER-14.00	Training	5 years
Dewatering		File with Feature/Structure	

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Differential Pay	PER-8.00	Pay Rates	6 years
Digital Communication	IRM-8.00	Communications and Control Systems	5 years
Dike		File with Feature/Structure	
Direct			
Charge	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Deposit	PER-8.00	Pay Rates	6 years
Directives Management	RIM-5.00	Directives Management Program	3 years
Disability Insurance	PER-10.00	Employee Benefits	3 years
Disabled (Handicapped)			
Access	PRM-16.00	Grounds and Space Management	2 years
Parking	PRM-16.00	Grounds and Space Management	2 years
Program	ADM-27.00	Diversity and Equal Opportunity	5 years
Disaster			
Recovery	ADM-11.00	Emergency, Disaster, and Security Program	PERM
Relief	ADM-11.00	Emergency, Disaster, and Security Program	PERM
Relief Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Disbursement	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Discharge of Oil	ENV-5.00	Hazardous Waste Management	75 years
Disciplinary Action	PER-17.00	Grievance and Appeals	7 years
Discrimination	ADM-14.00	EEO Complaints	4 years
Displaced Employee	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Dispute Resolution	ADM-25.00	Conflict Management and Dispute Resolution	3 years
Dissolved Gas	ENV-1.10	Environmental Compliance and Management General Files	6 years
Distribution Line (Transmission)	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Distribution System			
Canals	PRJ-15.00	Conveyance Systems	PERM
Power	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Water Study	PRJ-23.00	River Basin Management	PERM
Diversion			
Capacity	PRJ-15.00	Conveyance Systems	PERM
Channel	PRJ-15.00	Conveyance Systems	PERM
Dam	PRJ-13.00	Dam and Reservoir Management	PERM
Inlet	PRJ-13.00	Dam and Reservoir Management	PERM
Diversion Rate Account	FIN-7.00	General Accounting	6 years 3 months
Diversity and Equal Opportunity	ADM-27.00	Diversity and Equal Opportunity	5 years
Diving Team	PRJ-14.10	Safety of Dams Program	See Schedule

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
DM (Departmental Manual)	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Doble Testing	RES-4.00	Laboratory Facilities and Equipment	75 years
Donation - Real Property	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Downtime	IRM-6.00	Systems Operations and Customer Services	5 years
DPR (Definite Plan Report)	PRJ-2.00	Technical Reports	PERM
Draft Environmental Impact Statement (DEIS)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Drain	PRJ-15.00	Conveyance Systems	PERM
Seepage	PRJ-15.00	Conveyance Systems	PERM
Drainage	PRJ-15.00	Conveyance Systems	PERM
Area	PRJ-15.00	Conveyance Systems	PERM
Blanket	PRJ-15.00	Conveyance Systems	PERM
Channel	PRJ-15.00	Conveyance Systems	PERM
Curtain	PRJ-15.00	Conveyance Systems	PERM
System	PRJ-15.00	Conveyance Systems	PERM
Well	PRJ-15.00	Conveyance Systems	PERM
Drawing	PRJ-27.00	Drawings and Design Data	PERM
Number	PRJ-27.00	Drawings and Design Data	PERM
Dredging			
Canal	PRJ-15.00	Conveyance Systems	PERM
River	PRJ-23.00	River Basin Management	PERM
Drill Hole Logs	PRJ-10.00	Geology and Physical Geography	PERM
Drilling			
Exploratory	PRJ-10.00	Geology and Physical Geography	PERM
Permit	LND-6.00	Land Management	PERM
Program	PRJ-10.00	Geology and Physical Geography	PERM
Drip Irrigation	LND-11.00	Irrigation Management	PERM
Drought	PRJ-23.00	River Basin Management	PERM
Assistance	ADM-13.00	Cooperative Project Management	PERM
Management	PRJ-23.00	River Basin Management	PERM
Drowning	SAF-4.20	Public Accident	6 years
Drug and Alcohol Awareness Program	ADM-25.10	Employee Assistance Programs	3 years
Abuse	ADM-25.10	Employee Assistance Programs	3 years
Control Program	ADM-25.10	Employee Assistance Programs	3 years
Counseling	ADM-25.10	Employee Assistance Programs	3 years
Incident	ADM-25.10	Employee Assistance Programs	3 years
Incident Report	ADM-25.10	Employee Assistance Programs	3 years
Drum Gate	PRJ-13.00	Dam and Reservoir Management	PERM
Dual Employment	PER-5.40	Details and Dual Employment	5 years
Duplicating	ADM-15.00	Printing and Reproduction Services	3 years
Duty Hour	PER-5.00	Employment Staffing Methods and Practices	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Dynamic Compaction	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Construction		File with Feature/Structure	
Research	RES-3.40	Structural and Materials Engineering	75 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
E			
EA (Environmental Assessment)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
EAP (Emergency Action Plan)	ADM-11.10	Emergency Operations Plans	3 years
EAP (Employee Assistance Program)	ADM-25.10	Employee Assistance Programs	10 years
E-Mail (Electronic Mail)			
Computer Program	IRM-3.00	Software Development, Maintenance and Support	5 years
Policy	IRM-1.00	Information Resource Management Policy	PERM
Early Warning System (EWS)			
General	PRJ-1.10	Project Development and Power Management General Files	15 years
Project Related		File with Feature/Structure	
Earth			
Removal Permit	LND-6.00	Land Management	PERM
Resources Observation System	RES-7.00	Atmospheric Data Monitoring	75 years
Earthquake		File with Feature/Structure	
Research	RES-3.40	Structural and Materials Engineering	75 years
Earthwork System	PRJ-10.00	Geology and Physical Geography	PERM
Easement			
Acquisition	LND-3.00	Land Acquisition	PERM
Reclamation	LND-3.00	Land Acquisition	PERM
Others	LND-6.00	Land Management	PERM
Termination	LND-3.00	Land Acquisition	PERM
Ecological			
Assessment	ENV-7.00	Endangered Species Act Management	PERM
Planning	ENV-7.00	Endangered Species Act Management	PERM
Research	ENV-7.00	Endangered Species Act Management	PERM
Educational Partnerships Program	ADM-26.00	Education Partnership Program	PERM
Economic			
Assessment	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Benefit Analysis	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Impact	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Policy	WTR-1.00	Water Resource Management Policy	PERM
ECP (Environmental Committee Plan)	ENV-9.00	Environmental Enhancement	10 years
EEO (Equal Employment Opportunity)			
Compliance	ADM-14.40	EEO Office Compliance Reports	3 years
Complaint	ADM-14.00	EEO Complaints	4 years
Program (Files)	ADM-27.00	Diversity and Equal Opportunity	5 years
Report, EEO	ADM-14.40	EEO Office Compliance Reports	3 years
EES (Examination of Existing Structures)		File with Feature/Structure	
EIS (Environmental Impact Statement)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Electrical			
Equipment	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Research	RES-3.30	Hydroelectric Power Research	75 years
Electronic Records Management	RIM-4.00	Records and Information Management Program	6 years
Embankment Dam	PRJ-13.00	Dam and Reservoir Management	PERM
Emblem	ADM-1.00	Administrative Management Policy	PERM
Emergency			
Action Plan	ADM-11.10	Emergency Operation Plans	3 years
Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Loan	WTR-4.00	Repayment Contracts	PERM
Occupant Plan	ADM-11.10	Emergency Operation Plans	3 years
Spillway	PRJ-13.00	Dam and Reservoir Management	PERM
Employee			
Accident	PER-10.00	Employee Benefits	3 years
Activity Report	PER-11.00	Leave and Attendance	3 years
Appeal	PER-17.00	Grievance and Appeals	7 years
Appreciation	PER-12.10	Incentive Awards Program	3 years
Assistance Program (EAP)	PER-25.10	Employee Assistance Program	3 years
Association	PER-15.00	Employee Relations, Activities and Welfare	3 years
Conduct	PER-15.00	Employee Relations, Activities and Welfare	3 years
Development	PER-14.00	Training	5 years
Grievance	PER-17.00	Grievance and Appeals	7 years
Housing	PRM-15.00	Housing/Quarters Lease Records	3 years
Insurance	PER-10.00	Employee Benefits	3 years
Invention	LAW-6.00	Inventions, Patents and Copyrights	20 years
Life Insurance	PER-10.00	Employee Benefits	3 years
Newsletter	PIO-8.00	Publications	PERM
Parking	PRM-16.00	Grounds and Space Management	2 years
Performance Folder	PER-6.30	Supervisor's Personnel Files	1 year
Performance Plan	PER-6.30	Supervisor's Personnel Files	1 year
Responsibility	PER-15.20	Standards of Conduct	See Schedule
Suggestion	PER-12.10	Incentive Awards Program	3 years
Welfare	PER-15.00	Employee Relations, Activities and Welfare	3 years
Employment			
Forecast	PER-5.00	Employment Staffing Methods and Practices	3 years
Freeze	PER-5.20	Recruitment, Selection and Placement	3 years
Investigation	PER-5.20	Recruitment, Selection and Placement	3 years
Qualifications	PER-5.20	Recruitment, Selection and Placement	3 years
Endangered Species Act	ENV-7.00	Endangered Species Act Management	PERM
Energy			
Conservation	PRM-14.00	Energy Conservation Programs	15 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Load	PRJ-18.00	Power Generation & Transmission Service	30 years
Research	RES-3.30	Hydroelectric Power Research	75 years
Engineering			
Drawing	PRJ-27.00	Drawings and Design Data	PERM
Research	RES-3.40	Structural and Materials Engineering	75 years
Statistics	PRJ-2.00	Technical Reports	PERM
Environmental			
Assessment (EA)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Commitment Checklist (ECC)	ENV-9.00	Environmental Enhancement	10 years
Commitment Plan	ENV-9.00	Environmental Enhancement	10 years
Compliance	ENV-9.00	Environmental Enhancement	10 years
Cooperative Study	ENV-7.00	Endangered Species Act Management	PERM
Impact Statement (EIS)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Management	ENV-7.00	Endangered Species Act Management	PERM
Planning	ENV-9.00	Environmental Enhancement	10 years
Report, Program Related	ENV-2.00	Environmental Compliance and Management Reports	PERM
Report, Project Related	PRJ-2.00	Technical Reports	PERM
Review (ER)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Study	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
EOP (Emergency Occupant Plan)	ADM-11.10	Emergency Operation Plans	3 years
Environmental Protection Agency (EPA)	ADM-13.00	Cooperative Project Management	PERM
EPA Superfund Site	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Equal Employment Opportunity (EEO)			
Compliance	ADM-14.40	EEO Office Compliance Reports	3 years
Complaint	ADM-14.00	EEO Complaints	4 years
Program (Files)	ADM-27.00	Diversity and Equal Opportunity	5 years
Report, EEO	ADM-27.00	Diversity and Equal Opportunity	5 years
Equipment			
Calibration	RES-4.00	Laboratory Facilities and Equipment	75 years
History	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Identification	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Maintenance and Repair	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Moveable, Heavy	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Purchase			
Acquisition More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Acquisition At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Stationary, Heavy	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
ER (Environmental Review)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Erosion Forces	RES-3.40	Structural and Materials Engineering	75 years
Control	ENV-9.00	Environmental Enhancement	10 years
Research	RES-3.40	Structural and Materials Engineering	75 years
River	PRJ-23.00	River Basin Management	PERM
ES (Environmental Statement)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Escrow Agreement Land	LND-3.00	Land Acquisition	PERM
Estimate/Estimating	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Construction		File with Feature/Structure	
Ethics	PER-15.20	Standards of Conduct	See Schedule
Ethnographic (Collections)	PRM-10.00	Museum Property, Artwork and Artifacts	PERM
Evaporation			
Research	RES-7.00	Atmospheric Data Monitoring	75 years
Reservoir	PRJ-13.00	Dam and Reservoir Management	PERM
River Watershed Management	PRJ-23.00	River Basin Management	PERM
Evapotranspiration	RES-7.00	Atmospheric Data Monitoring	75 years
Examination of Existing Structure (EES)		File with Feature/Structure	
Excess			
Land	LND-9.00	Reclamation Reform Act	PERM
Personal Property	PRM-7.00	Excess Personal Property	3 years
Water Storage	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Exchange Water Between Reservoirs	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Executive Order	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Exhibit	PIO-5.00	Arts and Graphics	5 years
Court	LAW-5.00	Litigation and Appeals	PERM
Exit Interview	PER-6.00	Personnel Actions and Data Processing	3 years
Expendable Property	PRM-4.00	Property Accountability	6 years
Exploration			
Permit (Reclamation)	LND-6.00	Land Management	PERM
Permit (Others)	LND-6.00	Land Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Explosives			
Accountability	PRM-19.00	Firearms and Explosives Management	10 years
Blasting	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Control	PRM-19.00	Firearms and Explosives Management	10 years
Destruction	PRM-19.00	Firearms and Explosives Management	10 years
Management	PRM-19.00	Firearms and Explosives Management	10 years
Exposition	PIO-4.00	Celebrations and Dedications	PERM
Express Mail	RIM-3.10	Postal Records	1 year
External Audit	ADM-8.00	Program Compliance Audits and Appeals	25 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
F			
Facilities			
Management	PRM-17.00	Building Maintenance and Service	3 years
Relocation	PRJ-22.00	Project Supporting Features	PERM
Security	LAW-4.00	Law Enforcement	20 years
Farm			
Demonstration/Experimental	LND-11.00	Irrigation Management	PERM
Management	LND-11.00	Irrigation Management	PERM
Population	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Unit Plat Maps	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Fault	PRJ-10.00	Geology and Physical Geography	PERM
Federal			
Advisory Committee	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Assistance Program	ADM-13.00	Cooperative Project Management	PERM
Emergency Management Agency (FEMA)	ADM-13.00	Cooperative Project Management	PERM
Employees Retirement System (FERS)	PER-10.00	Employee Benefits	3 years
Energy Regulatory Commission (FERC)	PRJ-18.00	Power Generation & Transmission Service	30 years
Energy Regulatory Commission Permit	PRJ-18.00	Power Generation & Transmission Service	30 years
Equal Opportunity Recruitment Program (FEORP)	PER-5.20	Recruitment, Selection and Placement	3 years
Information Resources Management Regulations (FIRMR)	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Labor Relations Authority	PER-16.00	Labor Management Relations	5 years
Legislation	LAW-3.00	Congressional and Legislative Activities	PERM
Meeting Minutes	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Power Permit (FERC)	PRJ-18.00	Power Generation & Transmission Service	30 years
Reclamation Act	LAW-3.00	Congressional and Legislative Activities	PERM
Register	ADM-5.00	Federal Register Notices and Rules	5 years
Reports (Commissions, Committees)	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Service Impasse Panel	PER-16.00	Labor Management Relations	5 years
Water Resources Research Act	RES-1.10	Research, Testing, and Technical Miscellany General Files	75 years
Fedstrip	PRM-4.00	Property Accountability	6 years
FEIS (Final Environmental Impact Statement)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Fencing	PRJ-22.00	Project Supporting Features	PERM
FEORP (Federal Equal Opportunity Recruitment Program)	PER-5.20	Recruitment, Selection and Placement	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
FERC (Federal Energy Regulatory Commission)	PRJ-18.00	Power Generation & Transmission Service	30 years
FERS (Federal Employees Retirement System)	PER-10.00	Employee Benefits	3 years
Field			
Equipment Purchase More than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years, 3 months
Equipment Purchase At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Penetration	PRJ-10.00	Geology and Physical Geography	PERM
Survey Book	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Vane Test	PRJ-10.00	Geology and Physical Geography	PERM
Final			
Construction Survey	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Environmental Impact Statement (FEIS)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Environmental Statement (FES)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Finance and Program Coordination			
Policy, Administrative	FIN-1.00	Financial Management and Program Coordination Policy	PERM
Policy, Project	PRJ-1.00	Project Development and Power Management Policy	PERM
Report, Administrative	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Report, Project	PRJ-2.00	Technical Reports	PERM
Finance Object Code	FIN-6.10	Financial Systems	10 years
Financial			
Accounting Information Reporting Assistance Program (Grants & Agreements)	FIN-6.10	Financial Systems	10 years
Greater than \$100,000	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
Less than \$100,000	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Substantial Involvement by BOR	ADM-13.00	Cooperative Project Management	PERM
Audit	FIN-8.00	Financial Audits	6 years
Claim	FIN-8.00	Financial Audits	6 years
Evaluation	FIN-8.00	Financial Audits	6 years
Report, Administrative	FIN-6.20	Repayment and Cost Accounting	PERM
Report, Project	PRJ-2.00	Technical Reports	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Review	FIN-8.00	Financial Audits	6 years
Statement	FIN-6.20	Repayment and Cost Accounting	PERM
Findings of No Significant Impact (FONSI)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Fire			
Code	SAF-1.00	Safety Policy	PERM
Prevention	SAF-3.00	Safety Program	3 years
Fire Suppression System		File with Feature/Structure	
Firearms			
Accountability	PRJ-19.00	Firearms and Explosives Management	10 years
Control	PRJ-19.00	Firearms and Explosives Management	10 years
Destruction	PRJ-19.00	Firearms and Explosives Management	10 years
Management	PRJ-19.00	Firearms and Explosives Management	10 years
FIRMR (Federal Information Resources Management Regulations)	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Fiscal			
Operation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Year-End Report, Administrative	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Year-End Report, Project Related	PRJ-2.00	Technical Reports	PERM
Fish			
Habitat	ENV-4.00	Fish and Wildlife Management	PERM
Hatchery	ENV-4.00	Fish and Wildlife Management	PERM
Ladder	ENV-4.00	Fish and Wildlife Management	PERM
Migration Patterns	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Screen	ENV-4.00	Fish and Wildlife Management	PERM
Wildlife Program, and	ENV-4.00	Fish and Wildlife Management	PERM
Fish and Wildlife Service (FWS)	ADM-13.00	Cooperative Project Management	PERM
Fixed			
Price Contract	ACM-4.00	Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
Wing	PRM-11.00	Aircraft Management	4 years
Flag	ADM-1.00	Administrative Management Policy	PERM
Flagged Action Report	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Flashboards		File with Feature/Structure	
Flexiplace	PER-5.00	Employment Staffing Methods and Practices	3 years
Flexitime	PER-5.00	Employment Staffing Methods and Practices	3 years
Flight Schedule	PRM-11.00	Aircraft Management	4 years
Flood			
Boundary	PRJ-23.00	River Basin Management	PERM
Control	PRJ-23.00	River Basin Management	PERM
Feature/Structure	PRJ-13.00	Dam and Reservoir Management	PERM
Design Data	PRJ-23.00	River Basin Management	PERM
Feature/Structure	PRJ-13.00	Dam and Reservoir Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Frequency		File with Feature/Structure	
Hydrology	PRJ-23.00	River Basin Management	PERM
Inflow Design, Flood		File with Feature/Structure	
Insurance Study	PRJ-23.00	River Basin Management	PERM
Probable Maximum, Flood		File with Feature/Structure	
Volume	PRJ-23.00	River Basin Management	PERM
Flow			
Augmentation	PRJ-23.00	River Basin Management	PERM
Canal	PRJ-15.00	Conveyance Systems	PERM
Energies	RES-3.50	Hydraulic Modeling Research	75 years
Pipeline	PRJ-15.00	Conveyance Systems	PERM
Research	RES-3.50	Hydraulic Modeling Research	75 years
River	PRJ-23.00	River Basin Management	PERM
Flume	PRJ-15.00	Conveyance Systems	PERM
FOIA (Freedom of Information Act)			
Annual Report	RIM-6.00	Freedom of Information Act (FOIA) Program	2 years
Appeal	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Denial	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Fee Waiver Denial	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Full/Partial Disclosure	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
No Records	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Requests	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
FONSI (Findings of No Significant Impact)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Forecast of Inflow	PRJ-23.00	River Basin Management	PERM
Forecasting Station	RES-7.00	Atmospheric Data Monitoring	75 years
Forebay, Dam	PRJ-13.00	Dam and Reservoir Management	PERM
Foreign			
Activities	ADM-12.00	International Affairs Program	PERM
Assistance	ADM-12.00	International Affairs Program	PERM
Trainee	ADM-12.10	International Affairs Training Program	15 years
Visitor	ADM-12.10	International Affairs Training Program	15 years
Forest Research	RES-1.10	General Research Program Management	15 years
Forms			
Control	RIM-11.00	Forms Development	5 years
Issuance	RIM-11.00	Forms Development	5 years
Management	RIM-4.00	Records and Information Management Program	5 years
Revision	RIM-11.00	Forms Development	5 years
Fossil Fuel Research	RES.3.30	Hydroelectric Power Research	75 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Foundation Grouting	PRJ-13.00	Dam and Reservoir Management	PERM
FR (Federal Register)	ADM-5.00	Federal Register Notices and Rules	5 years
Freedom of Information Act (FOIA)			
Annual Report	RIM-6.00	Freedom of Information Act (FOIA) Program	2 years
Appeal	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Denial	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Fee Waiver Denial	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Full/Partial Disclosure	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
No Records	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
Requests	RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years
FTE (Full Time Equivalency)	PER-5.00	Employment Staffing Methods and Practices	3 years
FTS 2000	IRM-8.00	Communications and Control Systems	5 years
Full Time Equivalency (FTE)	PER-5.00	Employment Staffing Methods and Practices	3 years
Budget Allocation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Ceiling Allocation	PER-5.00	Employment Staffing Methods and Practices	3 years
Report	PER-2.00	Personnel Management Reports	3 years
Functional Statement	ADM-24.00	Organization	PERM
Fund			
Status Report, Administrative	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Status Report, Project Related	PRJ-2.00	Technical Reports	PERM
Utilization Report	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Funding General Investigation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Funds	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Furlough	PER-17.10	Adverse Actions and Performance-Based Actions	7 years

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
G			
Garnishment	PER-8.00	Pay Rates	6 years
Gantry Crane	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Gate (Inclusive)		File with Feature/Structure	
Hoist		File with Feature/Structure	
Gasoline Credit Card	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Gauging Station	PRJ-23.00	River Basin Management	PERM
General Investigation (GI)			
Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Program	PRJ-3.00	Proposed Reclamation Projects	PERM
General Ledger	FIN-7.00	General Accounting	6 years 3 months
General Records Schedule (GRS)	RIM-4.20	Records Disposition	See Schedule
General Services Administration (GSA)			
Facilities	PRM-16.00	Grounds and Space Management	2 years
Leased Space	PRM-16.00	Grounds and Space Management	2 years
Motor Vehicle (GSAMV)	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Generating Facility	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Generator	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Geographic			
Information System (GIS)	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Name	PRJ-7.00	Projects, Features, and Geographic Names	PERM
Geological			
Exploration	PRJ-10.00	Geology and Physical Geography	PERM
Mapping	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Geology			
Foundation Data	PRJ-10.00	Geology and Physical Geography	PERM
Investigations	PRJ-10.00	Geology and Physical Geography	PERM
Reports	PRJ-2.00	Technical Reports	PERM
Geophysical Exploration	PRJ-10.00	Geology and Physical Geography	PERM
Geophysics	PRJ-10.00	Geology and Physical Geography	PERM
Geosynthetics	RES-3.40	Structural and Materials Engineering	75 years
Geothermal			
Development	RES-3.30	Hydroelectric Power Research	75 years
Research	RES-3.30	Hydroelectric Power Research	75 years
GFQ (Government Furnished Quarters)	PRM-15.00	Housing/Quarters Lease Records	3 years
GI (General Investigation)			
Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Program	FIN-3.00	Appropriations, Funds and Budgeting	6 years

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Gifts	PER-15.20	Standards of Conduct	See Schedule
GIS (Geographic Information System)	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Global Climate	RES-7.00	Atmospheric Data Monitoring	75 years
Global Positioning System (GPS)	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Government			
Furnished Quarters (GFQ)	PRM-15.00	Housing/Quarters Lease Records	3 years
Transportation Request (GTR)	FIN-10.10	Travel	6 years
GPO (Government Printing Office) Style Manual	RIM-4.00	Records and Information Management Program	6 years
GPRA (Government Performance and Results Act)	ADM-7.00	Management Reviews and Objectives	10 years
Gradient Pond	WTR-7.00	Water Quality and Ecology	75 years
Grant	ADM-13.00	Cooperative Project Management	PERM
Unsuccessful Application	ACM-4.20	Solicited and Unsolicited Bids and Proposals	1 year
Graphics Software	IRM-3.00	Software Development, Maintenance and Support	5 years
Grave Removal			
Cultural	ENV-3.00	Cultural Resources	PERM
Lands	LND-4.00	Withdrawals and Restoration	PERM
Permit	LND-4.00	Withdrawals and Restoration	PERM
Relocation	LND-4.00	Withdrawals and Restoration	PERM
Gravel Permit	LND-6.00	Land Management	PERM
Grazing Lease	LND-6.00	Land Management	PERM
Grievance	PER-17.00	Grievance and Appeals	7 years
Groundbreaking	PIO-4.00	Celebrations and Dedications	PERM
Grounds Keeping	PRM-16.00	Grounds and Space Management	2 years
Groundwater	PRJ-23.00	River Basin Management	PERM
Pumping	WTR-4.10	Water Rights	PERM
Recharge	WTR-4.10	Water Rights	PERM
Grouting			
Blanket	PRJ-13.00	Dam and Reservoir Management	PERM
Cap	PRJ-13.00	Dam and Reservoir Management	PERM
Curtain	PRJ-13.00	Dam and Reservoir Management	PERM
Foundation	PRJ-13.00	Dam and Reservoir Management	PERM
GSA (General Services Administration)			
Facilities	PRM-16.00	Grounds and Space Management	2 years
Leased Space	PRM-16.00	Grounds and Space Management	2 years
Motor Vehicle (GSAMV)	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
GSAMV (General Services Administration Motor Vehicle)	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
GTR (Government Transportation Request)	FIN-10.10	Travel	6 years
Guaranteed Loan Program	WTR-4.00	Repayment Contracts	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
H			
Habitat			
Critical	ENV-7.00	Endangered Species Act Management	PERM
Evaluation Procedure	ENV-9.00	Environmental Enhancement	10 years
Fish and Wildlife	ENV-4.00	Fish and Wildlife Management	PERM
Management	ENV-7.00	Endangered Species Act Management	PERM
Management Evaluation Model	ENV-9.00	Environmental Enhancement	10 years
Model Testing	ENV-9.00	Environmental Enhancement	10 years
Monitoring	ENV-7.00	Endangered Species Act Management	PERM
Recovery Program	ENV-7.00	Endangered Species Act Management	PERM
Species Model	ENV-9.00	Environmental Enhancement	10 years
Handicap (Disability)			
Access	PRM-16.00	Grounds and Space Management	2 years
Parking	PRM-16.00	Grounds and Space Management	2 years
Program	ADM-27.00	Diversity and Equal Opportunity	5 years
Handicapped Accessibility	PRM-16.00	Grounds and Space Management	2 years
Hangar Facilities	PRJ-22.00	Project Supporting Features	PERM
Hardware	IRM-4.00	Information Technology Facilities and Equipment	5 years
Hatch Act	PER-15.20	Standards of Conduct	See Schedule
Hazard			
Alert	SAF-3.00	Safety Program	3 years
Analysis	SAF-3.00	Safety Program	3 years
Pay	PER-8.00	Pay Rates	6 years
Hazardous			
Material	ENV-5.00	Hazardous Waste Management	75 years
Toxic Waste	ENV-5.00	Hazardous Waste Management	75 years
Waste	ENV-5.00	Hazardous Waste Management	75 years
Waste Site			
Reclamation	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Other Agency	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Waste Spill	ENV-5.00	Hazardous Waste Management	75 years
HBCU (Historically Black Colleges and Universities)	ADM-26.00	Education Partnership Program	5 years
Headwater Benefit	PRJ-18.00	Power Generation & Transmission Service	30 years
Headworks	PRJ-15.00	Conveyance Systems	PERM
Health			
Fair	PER-10.00	Employee Benefits	3 years
Insurance	PER-10.00	Employee Benefits	3 years
Policy	SAF-1.00	Safety Policy	PERM
Hearing Conservation Program	SAF-3.00	Safety Program	3 years
Heavy Equipment	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Helicopter	PRM-11.00	Aircraft Management	4 years
HEP (Hispanic Employment Program)	ADM-26.00	Education Partnership Program	5 years

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Herbicide	ENV-10.00	Weed and Pest Control Management	PERM
High Pressure Conduit	PRJ-15.00	Conveyance Systems	PERM
Highway	PRJ-22.00	Project Supporting Features	PERM
HIPLEX (High Plains Cooperative Experiment)	RES-7.00	Water Research Program	75 years
Hiring			
Freeze	PER-5.00	Employment Staffing Methods and Practices	3 years
Restriction	PER-5.00	Employment Staffing Methods and Practices	3 years
Hispanic Employment Program (HEP)	ADM-26.00	Education Partnership Program	5 years
Hispanic Serving Institutions HIS)	ADM-26.00	Education Partnership Program	5 years
Historical			
Cultural Study	ENV-3.00	Cultural Resources	PERM
Event	PIO-4.00	Celebrations and Dedications	PERM
Landmark	ENV-3.00	Cultural Resources	PERM
Marker	ENV-3.00	Cultural Resources	PERM
Monument	ENV-3.00	Cultural Resources	PERM
Society	ENV-3.00	Cultural Resources	PERM
Historically Black Colleges and Universities (HBCU)	ADM-26.00	Education Partnership Program	5 years
History, Reclamation	ENV-3.00	Cultural Resources	PERM
Hoist Gate		File with Feature/Structure	
Holiday Pay	PER-8.00	Pay Rates	6 years
Home Leave	PER-11.00	Leave and Attendance	3 years
Homeless Assistance Act/Program	PRM-20.00	Stewart B. McKinney Homeless Act	3 years
Homestead	LND-7.00	Settlements and Land Entries	PERM
Honor Award	PER-12.10	Incentive Awards Program	3 years
Hot Line Tag	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
House Bill	LAW-3.00	Congressional and Legislative Activities	PERM
Household			
Move	FIN-10.00	Commercial Freight and Transportation	10 years
Shipment	FIN-10.00	Commercial Freight and Transportation	10 years
Housing and Urban Development (HUD)	PRM-20.00	Stewart B. McKinney Homeless Act	3 years
HIS (Hispanic Serving Institutions)	ADM-26.00	Education Partnership Program	5 years
HUD (Housing and Urban Development)	PRM-20.00	Stewart B. McKinney Homeless Act	3 years
Human Resources Management Reviews	ADM-7.00	Management Reviews and Objectives	10 years
Hydraulic			
Equipment	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Modeling (Structural)	RES-3.40	Structural and Materials Engineering	75 years
Research (Water)	RES-3.50	Hydraulic Modeling Research	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Hydroelectric			
Policy	PRJ-1.00	Project Development and Power Management Policy	PERM
Power	PRJ-18.00	Power Generation & Transmission Service	30 years
Powerplants	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Hydroelectric Research	RES-3.30	Hydroelectric Power Research	75 years
Hydrologic	PRJ-23.00	River Basin Management	PERM
Hydrology	PRJ-23.00	River Basin Management	PERM
Hydromet	RES-7.00	Atmospheric Data Monitoring	75 years
Hydrometeorological Network	RES-7.00	Atmospheric Data Monitoring	75 years
Hydropower			
Development	PRJ-17.00	Power Management	PERM
Plant	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
I			
IBWC (International Boundary Water Commission)	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
ICB (Information Collection Budget)	ADM-6.00	Information Collection Budget	7 years
Ice			
Movement	RES-3.40	Structural and Materials Engineering	75 years
Research	RES-3.40	Structural and Materials Engineering	75 years
ICR (Indirect Cost Recovery)	FIN-3.00	Appropriations, Funds and Budgeting	6 years
ID Badge	ADM-16.00	Identification Cards/Credentials	3 years
ID Card	ADM-16.00	Identification Cards/Credentials	3 years
Identification of Construction Quantities	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
IDF (Inflow Design Flood)	PRJ-13.00	Dam and Reservoir Management	PERM
IDP (Individual Development Plan)	PER-14.00	Training	5 years
IFG (Instream Flow Group)	PRJ-23.00	River Basin Management	PERM
Inactive/Active Project and Feature Names	PRJ-2.00	Technical Reports	PERM
Incentive Awards Program	PER-12.10	Incentive Awards Program	3 years
Incident	SAF-4.20	Public Accident	6 years
Incidental Pilot Authorization	PRM-11.00	Aircraft Management	4 years
Income Tax Deduction	PER-8.00	Pay Rates	6 years
Indian			
Asset Trust Account	PRJ-28.00	Native American Projects and Programs	PERM
Individual Indian Trust Asset	PRJ-28.00	Native American Projects and Programs	PERM
Land Acquisition	PRJ-28.00	Native American Projects and Programs	PERM
Projects	PRJ-28.00	Native American Projects and Programs	PERM
Tribal Trust Assets	PRJ-28.00	Native American Projects and Programs	PERM
Water Rights	PRJ-28.00	Native American Projects and Programs	PERM
Indirect Cost Recovery (ICR)	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Individual Development Plan (IDP)	PER-14.00	Training	5 years
Industrial Hygiene	SAF-3.00	Safety Program	3 years
Inflow Design Studies	PRJ-13.00	Dam and Reservoir Management	PERM
Information			
Collection (IC)	ADM-6.00	Information Collection Budget	7 years
Collection Budget (ICB)	ADM-6.00	Information Collection Budget	7 years
Management Policy, Administrative	RIM-1.00	Records and Information Management Policy	PERM
Management Policy, Project Related	PRJ-1.00	Project Development and Power Management Policy	PERM
Information and Resources Management (IRM)			
Council (IRMC)	IRM-5.00	Information Technology Planning and Programs	5 years
Planning	IRM-5.00	Information Technology Planning and Programs	5 years
Policy	IRM-1.00	Information Resource Management Policy	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Project Plan	IRM-5.00	Information Technology Planning and Programs	5 years
Publication	IRM-5.00	Information Technology Planning and Programs	5 years
Report	IRM-2.00	Information Resource Management Reports	5 years
Review	IRM-5.00	Information Technology Planning and Programs	5 years
Standard	IRM-1.00	Information Resource Management Policy	PERM
In-Place			
Density	PRJ-10.00	Geology and Physical Geography	PERM
Moisture	PRJ-10.00	Geology and Physical Geography	PERM
Permeability	PRJ-10.00	Geology and Physical Geography	PERM
Inspection			
		File with Feature/Structure	
Canals	PRJ-15.00	Conveyance Systems	PERM
Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Powerplants	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Report	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Inspector General, Office of			
Financial	FIN-8.00	Financial Audits	6 years
Program Compliance	ADM-8.00	Program Compliance Audits and Appeals	25 years
Inspectors			
Daily Report	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Report Contract Modification	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Instream Flow			
Flow Incremental Methodology	ENV-9.00	Environmental Enhancement	10 years
Reservoir	PRJ-13.00	Dam and Reservoir Management and Reservoirs	PERM
River	PRJ-23.00	River Basin Management	PERM
Instrumentation Data			
	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Intake Structure			
		File with Feature/Structure	
Integrated Charge Card Program			
	ACM-10.00	Integrated Charge Card Program	3 years
Integrated Charge Card Transactions			
Holder	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Payment	FIN-9.00	Accountable Officers' Records	6 years 3 months

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Interagency			
Acquisition	ADM-13.00	Cooperative Project Management	PERM
Agreement	ADM-13.00	Cooperative Project Management	PERM
Interconnected Power System	PRJ-18.00	Power Generation & Transmission Service	30 years
International			
Affairs	ADM-12.00	International Affairs Program	PERM
Training	ADM-12.10	International Affairs Training Program	15 years
Visitor	ADM-12.10	International Affairs Training Program	15 years
Water Compacts/Treaties	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
International Boundary and Water Commission (Canada-Mexico)	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
Interest			
During Construction	FIN-6.20	Repayment and Cost Accounting	PERM
Rate	FIN-5.00	Collection Procedures	3 years
Interface	IRM-6.00	Systems Operations and Customer Services	5 years
Intergovernmental Personnel Act (IPA)	PER-5.00	Employment Staffing Methods and Practices	3 years
Internal			
Audit	ADM-8.00	Program Compliance Audits and Appeals	25 years
Control Review	ADM-7.00	Management Reviews and Objectives	10 years
Internet	IRM-3.00	Software Development, Maintenance and Support	5 years
Interoffice Move	PRM-16.00	Grounds and Space Management	2 years
Interstate			
Compact	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
Compact Commission	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Minutes	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Reports	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Compacts and Decrees	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
Intranet	IRM-3.00	Software Development, Maintenance and Support	5 years
Inundation			
Maps/Mapping	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Study	PRJ-23.00	River Basin Management	PERM
Invention	LAW-6.00	Inventions, Patents and Copyrights	20 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Inventory			
Asset	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Movable Property	PRM-4.00	Property Accountability	6 years
Personal Property	PRM-4.00	Property Accountability	6 years
Real Property	LND-5.00	Withdrawals and Restoration	PERM
Involuntary Separation	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
IPA (Intergovernmental Personnel Act)	PER-5.00	Employment Staffing Methods and Practices	3 years
IRM (Information Resources Management)			
Council (IRMC)	IRM-5.00	Information Technology Planning and Programs	5 years
Planning	IRM-5.00	Information Technology Planning and Programs	5 years
Policy	IRM-1.00	Information Resources Mangement Policy	PERM
Project Plan	IRM-5.00	Information Technology Planning and Programs	5 years
Publication	IRM-5.00	Information Technology Planning and Programs	5 years
Report	IRM-2.00	Information Resources Mangement Reports	5 years
Review	IRM-1.00	Information Resources Mangement Policy	PERM
Standard	IRM-1.00	Information Resources Mangement Policy	PERM
Irrevocable Land Trust	LND-9.00	Reclamation Reform Act	PERM
Irrigable Acres	LND-11.00	Irrigation Management	PERM
Irrigation			
Canal	PRJ-15.00	Conveyance Systems	PERM
Development	LND-11.00	Irrigation Management	PERM
District	WTR-4.00	Repayment Contracts	PERM
Drainage	LND-11.00	Irrigation Management	PERM
Management	LND-11.00	Irrigation Management	PERM
Rotation	LND-11.00	Irrigation Management	PERM
Subsidy	WTR-4.00	Repayment Contracts	PERM
Water Requirement	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Well	PRJ-15.00	Conveyance Systems	PERM
Issue Evaluation, Dam Safety	PRJ-13.00	Dam and Reservoir Management	PERM
Feature/Structure	PRJ-13.00	Dam and Reservoir Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
J			
Job			
Element	PER-12.00	Employee Performance and Utilization	3 years
Grading	PER-4.00	Position Classification Standards	5 years
Hazard Analysis	SAF-3.00	Safety Program	3 years
Job Corps			
Administrative Program Records	ADM-13.00	Cooperative Project Management	PERM
Bulletin	ADM-13.00	Cooperative Project Management	PERM
Centers (Facility Construction, O&M)	ADM-13.00	Cooperative Project Management	PERM
Personnel Records	PER-6.90	Job Corps Personnel Files	75 years
Joint Operation Center	PRJ-21.00	Power Control Centers	10 years
Journal Voucher	FIN-6.20	Repayment and Cost Accounting	PERM
Jury Duty	PER-11.00	Leave and Attendance	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
K			
Key Position	PER-5.00	Employment Staffing Methods and Practices	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
L			
L-10, Foundation Grouting Report	PRJ-2.00	Technical Reports	PERM
L-15, Earth Dam Test Apparatus Installation Report	PRJ-2.00	Technical Reports	PERM
L-16, Final Earth Dam Test Apparatus Installation Report	PRJ-2.00	Technical Reports	PERM
L-21, Technical Installation for Concrete Dam	PRJ-2.00	Technical Reports	PERM
L-23, Periodic-Earth Dam Test Apparatus Report (Schedule for Periodic Monitoring)	PRJ-2.00	Technical Reports	PERM
L-29, Monthly Construction Progress Report	PRJ-2.00	Technical Reports	PERM
Labor			
Activity	PER-16.00	Labor Management Relations	5 years
Cost	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Relations	PER-16.00	Labor Management Relations	5 years
Standard Report	ACM-2.00	Acquisition Management Reports	6 years
Union	PER-15.00	Employee Relations, Activities and Welfare	
Laboratory	RES-1.10	General Research Program Files	15 years
Test Data	RES 3.40	Structural and Materials Engineering	75 years
Land			
Acquisition	LND-3.00	Land Acquisition	PERM
Acquisition, Native American	PRJ-28.00	Native American Projects and Programs	PERM
Annexation	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Classification	LND-10.00	Land Classification	PERM
Condemnation Appraisal	LND-3.00	Land Classification	PERM
Dedication for Civic Purposes	LND-5.10	Townsites	PERM
Disposal	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Entry	LND-7.00	Settlements and Land Entries	PERM
Evaluation	LND-10.00	Land Classification	PERM
Exchange	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Exclusion	LND-11.00	Irrigation Management	PERM
Inclusion	LND-11.00	Irrigation Management	PERM
Indian	PRJ-28.00	Native American Projects and Programs	PERM
Lease	LND-6.00	Land Management	PERM
Patent	LND-7.00	Settlements and Land Entries	PERM
Resources Management Plan	LND-6.00	Land Management	PERM
Sale	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Transfer	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Trust (excludes land trust documents submitted by public for review)	LND-9.00	Reclamation Reform Act	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Land Management	LND-6.00	Land Management	PERM
Plan	LND-6.00	Land Management	PERM
Policy, Program Related	LND-1.00	Land Operations/Realty Policy	PERM
Policy, Project Related	PRJ-1.00	Project Development and Power Management Policy	PERM
Report, Program Related	LND-2.00	Land Operations/Realty Reports	PERM
Report, Project Related	PRJ-2.00	Technical Reports	PERM
Review	LND-6.00	Land Management	PERM
Land Use			
Inventory and Property System	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Inventory and Real Property System Policy	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Project Related	PRJ-1.00	Project Development and Power Management Policy	PERM
Permit	LND-6.00	Land Management	PERM
Landfill	ENV-5.00	Hazardous Waste Management	75 years
Landholding Limitation	LND-9.00	Reclamation Reform Act	PERM
Landing Field	LND-4.00	Withdrawals and Restoration	PERM
Landing Strips	LND-4.00	Withdrawals and Restoration	PERM
Landmark			
Cultural Activities	ENV-3.00	Cultural Resources	PERM
Natural Resource Protection	ENV-11.00	Natural Resource Protection and Management Program	PERM
Landslide			
Geology	PRJ-10.00	Geology and Physical Geography	PERM
Research	RES-3.40	Structural and Materials Engineering	75 years
Lateral			
Maintenance	PRJ-15.00	Conveyance Systems	PERM
Pipe Distribution System, and	PRJ-15.00	Conveyance Systems	PERM
Law			
Enforcement	LAW-4.00	Law Enforcement	20 years
Enforcement Incident	LAW-4.00	Law Enforcement	20 years
Reclamation (Project)	LAW-5.00	Litigation and Appeals	PERM
Report, Administrative	ADM-2.00	Administrative Management Reports	PERM
Report, Program	LAW-2.00	Law, Litigation and Legislation Reports	5 years
Lease			
Land, of	LND-6.00	Land Management	PERM
Power Privilege, of	PRJ-18.00	Power Generation & Transmission Service	30 years
Leased Facilities	PRM-16.00	Grounds and Space Management	2 years
Leave			
Administrative	PER-11.00	Leave and Attendance	3 years
Annual	PER-11.00	Leave and Attendance	3 years
Court (Jury)	PER-11.00	Leave and Attendance	3 years
Earning Statements, and	PER-8.00	Pay Rates	6 years
Family	PER-11.00	Leave and Attendance	3 years
Home	PER-11.00	Leave and Attendance	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Maternity	PER-11.00	Leave and Attendance	3 years
Share Program	PER-11.00	Leave and Attendance	3 years
Sick	PER-11.00	Leave and Attendance	3 years
Status	PER-11.00	Leave and Attendance	3 years
Without Pay	PER-11.00	Leave and Attendance	3 years
Legislation	LAW-3.00	Congressional and Legislative Activities	PERM
Project Specific	LAW-3.00	Congressional and Legislative Activities	PERM
Federal	LAW-3.00	Congressional and Legislative Activities	PERM
State	LAW-3.00	Congressional and Legislative Activities	PERM
Letter of Appreciation	PER-12.10	Incentive Awards Program	3 years
Levee	PRJ-22.00	Project Supporting Features	PERM
Levy, Pay	PER-8.00	Pay Rates	6 years
Library Operation	RIM-8.00	Library Operations	3 years
License			
Agreement	LND-6.00	Land Management	PERM
Land Use, for	LND-6.00	Land Management	PERM
Plates, Vehicle	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Life Insurance	PER-10.00	Employee Benefits	3 years
Limnology (Reservoir)	PRJ-13.00	Dam and Reservoir Management	PERM
Litigation	LAW-5.00	Litigation and Appeals	PERM
Livestock Crossing (Cattle Guards)	PRJ-22.00	Project Supporting Features	PERM
Loan			
Funding	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Program	WTR-4.00	Repayment Contracts	PERM
Property	PRM-5.00	Personal Property Loan Activities	2 years
Local			
Area Network	IRM-4.00	Systems Operations and Customer Service	5 years
Emergency Operating Plan	ADM-11.10	Emergency Operation Plans	3 years
Event	PIO-4.00	Celebrations and Dedications	PERM
Locatable Minerals	LND-7.00	Settlements and Land Entries	PERM
Logo	ADM-1.00	Administrative Management Policy	PERM
Loss of Life Study	ADM-11.10	Emergency Operation Plans	3 years
Lost and Found Property	PRM-9.00	Survey Boards	6 years
Lubricant Research	RES-3.40	Structural and Materials Engineering	75 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
M			
M&I Water (Municipal and Industrial Water)			
Contract	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Supply Report	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Mail	RIM-3.10	Postal Records	1 year
Code	RIM-3.10	Postal Records	1 year
Delivery	RIM-3.10	Postal Records	1 year
Management	RIM-3.10	Postal Records	1 year
Report	RIM-2.00	Records and Information Management Reports	6 years
Mailing List	RIM-3.00	Mail Management Program	3 years
Mainframe	IRM-4.00	Information Technology Facilities and Equipment	5 years
Management			
Control	ADM-7.00	Management Reviews and Objectives	10 years
Initiative	ADM-7.00	Management Reviews and Objectives	10 years
Review	ADM-7.00	Management Reviews and Objectives	10 years
Manager Development Program	PER-14.00	Training	5 years
Mapping and Geographic Survey	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Mass Storage Device	IRM-4.00	Information Technology Facilities and Equipment	5 years
Materials			
Engineering	RES-3.40	Structural and Materials Engineering	75 years
Research	RES-3.40	Structural and Materials Engineering	75 years
Maternity Leave	PER-11.00	Leave and Attendance	3 years
Measuring			
Station	PRJ-23.00	River Basin Management	PERM
System	RES-4.00	Laboratory Facilities and Equipment	75 years
Mechanical			
Equipment	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Research	RES-3.40	Structural and Materials Engineering	75 years
Medical Facilities	LND-5.10	Townsites	PERM
Medical Qualifications	PER-5.20	Recruitment, Selection and Placement	3 years
Medicare	PER-10.00	Employee Benefits	3 years
Meeting Announcements	ADM-10.00	Conferences, Meetings, and Professional Societies	5 years
Memorandum of Agreement/Understanding (MOA/MOU)	ADM-13.00	Cooperative Project Management	PERM
General Administrative	ADM-13.00	Cooperative Project Management	PERM
Colleges - Universities (Education)	ADM-13.00	Cooperative Project Management	PERM
Colleges - Universities (Research/Other)	RES-3.40	Structural and Materials Engineering	75 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
International	ADM-12.00	International Affairs Program	PERM
Interagency	ADM-13.00	Cooperative Project Management	PERM
Mental Health Services	ADM-25.10	Employee Assistance Programs	3 years
Non-Reclamation Projects	ADM-13.00	Cooperative Project Management	PERM
Reclamation Project	ADM-13.00	Cooperative Project Management	PERM
Supply and Service (More Than Threshold)	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
Supply and Service (At or Below Threshold)	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Merit			
Pay	PER-8.00	Pay Rates	6 years
Promotion Plan	PER-13.00	Merit Promotions	2 years
Messenger Service	RIM-3.10	Postal Records	1 year
Metal Research	RES-3.40	Structural and Materials Engineering	75 years
Metered Mail	RIM-3.10	Postal Records	1 year
Metric System	RES-4.00	Laboratory Facilities and Equipment	75 years
Metrification	RES-4.00	Laboratory Facilities and Equipment	75 years
Microcomputer	IRM-4.00	Information Technology Facilities and Equipment	5 years
Microfiche	RIM-4.00	Records and Information Management Program	6 years
Microfilm	RIM-4.00	Records and Information Management Program	6 years
Micrographics	RIM-4.00	Records and Information Management Program	6 years
Military Commitment	PER-5.00	Employment Staffing Methods and Practices	3 years
Mineral			
Claims	LND-6.00	Land Management	PERM
Locatable	LND-7.00	Settlements and Land Entries	PERM
Research	RES-3.40	Structural and Materials Engineering	75 years
Resources	ENV-7.10	Mineral Resources	PERM
Minicomputer	IRM-4.00	Information Technology Facilities and Equipment	5 years
Minimum Flow Requirement	PRJ-23.00	River Basin Management	PERM
Mining			
Application	LND-6.00	Land Management	PERM
Claim	LND-6.00	Land Management	PERM
Leases	LND-6.00	Land Management	PERM
Permit	LND-6.00	Land Management	PERM
Minutes			
Commissioner's Meeting	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Commissions, Committees, Board, Meetings	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Missing Property	PRM-9.00	Survey Boards	6 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Mission Statement	ADM-24.00	Organization	PERM
Mitigation			
Endangered Species	ENV-7.00	Endangered Species Act Management	PERM
Fish and Wildlife	ENV-4.00	Fish and Wildlife Management	PERM
Mobile Communication	IRM-8.00	Communications and Control Systems	5 years
Moisture Analysis	PRJ-23.00	River Basin Management	PERM
Mock Emergency	ADM-11.10	Emergency Emergency Plans	3 years
Modification Decision Analysis		File with Feature/Structure	
Modification of Feature		File with Feature/Structure	
Monuments			
Historical	ENV-11.00	Natural Resource Protection and Management Program	PERM
National	ENV-11.00	Natural Resource Protection and Management Program	PERM
Mortar Research	RES-3.40	Structural and Materials Engineering	75 years
Motor Vehicle	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Accident	PRM-12.10	Motor Vehicle/Heavy Equipment Accidents	6 years
Heavy Equipment (MVHE)	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Movable Property			
Appendix A (MOVAPPA)	PRM-4.00	Property Accountability	6 years
Inventory	PRM-4.00	Property Accountability	6 years
System (MPS)	PRM-4.00	Property Accountability	6 years
MOVAPPA (Movable Property Appendix A)	PRM-4.00	Property Accountability	6 years
MPS (Movable Property System)	PRM-4.00	Property Accountability	6 years
MR&I (Municipal, Rural, and Industrial) Water	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Municipal and Industrial (M&I) Water			
Contract	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Supply Report	WTR-4.03	Water Sales/Delivery of Contract/Exchange of Water	PERM
Municipal, Rural, and Industrial (MR&I) Water	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Museum Property	PRM-10.00	Museum Property, Artwork and Artifacts	PERM
MVHE (Motor Vehicle/Heavy Equipment)	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
N			
National			
Environmental Policy Act (NEPA)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Compliance	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Permit	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Mapping Program	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Monument	ENV-11.00	Natural Resource Protection and Management Program	PERM
Park Service	ADM-13.00	Cooperative Project Management	PERM
Pollutant Discharge Elimination System (NPDES) Permit	ENV-8.00	Clean Water Act Management	5 years
Science Foundation	RES-1.10	General Research Program Management	15 years
Weather Service (NOAA)	RES-7.00	Atmospheric Data Monitoring	75 years
Native American			
Affairs	PRJ-28.00	Native American Projects and Programs	PERM
Land Acquisition	PRJ-28.00	Native American Projects and Programs	PERM
Projects	PRJ-28.00	Native American Projects and Programs	PERM
Water Rights	PRJ-28.00	Native American Projects and Programs	PERM
Natural			
Disaster Planning	ADM-11.10	Emergency Operation Plans	3 years
Water Storage	PRJ-23.00	River Basin Management	PERM
Needle Valve	PRJ-13.00	Dam and Reservoir Management	PERM
NEPA (National Environmental Policy Act)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Nepotism	PER-5.10	Appointment and Tenure	3 years
Network Reading	RES-7.00	Atmospheric Data Monitoring	75 years
News Release	PIO-3.30	Press Releases	PERM
Newsletter			
Departmental	TRA-0.00	Transitory Files	
Interagency	PIO-8.00	Publications	PERM
Other Agency	TRA-0.00	Transitory Files	
Newspaper Clippings			
Dedications and Celebrations	PIO-4.00	Celebrations and Dedications	PERM
General, About Reclamation	TRA-0.00	Transitory Files	
Noise Control	SAF-3.00	Safety Program	3 years
Nonexpendable Property	PRM-6.00	Nonexpendable Property Rental	2 years
Noxious Weed Control	ENV-10.00	Weed and Pest Control Management	PERM
NPDES (National Pollutant Discharge Elimination System) Permit	ENV-8.00	Clean Water Act Management	5 years
NPS Pollution (Non Point Source Pollution)	WTR-7.00	Water Quality and Ecology	75 years
NTCRA (Non Time Critical Removal Action)	ENV-5.00	Hazardous Waste Management	75 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Nuclear Waste	ENV-5.10	Nuclear Waste Storage Investigations	PERM
Area	ENV-5.10	Nuclear Waste Storage Investigations	PERM
Storage Investigation	ENV-5.10	Nuclear Waste Storage Investigations	PERM
Nucleation	RES-1.10	General Research Program Management	15 years
Nuclei Counter	PRJ-23.00	River Basin Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
O			
O & M (Operation and Maintenance)			
Canals	PRJ-15.00	Conveyance Systems	PERM
Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Powerplants	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Transfer of Responsibility (for O&M)		File with Feature/Structure	
Water Repayment Costs	WTR-4.00	Repayment Contracts	PERM
Observation Well	PRJ-22.00	Project Supporting Features	PERM
OCAP (Operating Criteria and Procedures)			
Aqueducts	PRJ-15.00	Conveyance Systems	PERM
Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Reservoirs	PRJ-13.00	Dam and Reservoir Management	PERM
Tunnels	PRJ-15.00	Conveyance Systems	PERM
Occupational Safety and Health Administration (OSHA)	SAF-3.00	Safety Program	3 years
Office			
Aircraft Services Bulletin	PRM-11.00	Aircraft Management	4 years
Aircraft Services Directive	PRM-11.00	Aircraft Management	4 years
Closure	ADM-24.00	Organization	PERM
Copier (Leased or Owned)	PRM-18.00	Copier Management	1 year
Management and Budget, of (OMB)			
Bulletin	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Circular	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Management and Budget, of Audit	PER-7.00	Personnel Audits, Inspections, and Surveys	See Schedule
Management and Budget, of Brief, in	PER-2.00	Personnel Management Reports	3 years
Management and Budget, of Certificate	PER-2.00	Personnel Management Reports	3 years
Project Directory, and	TRA-0.00	Transitory Files	
Personnel Management (OPM)			
Policy	PER-1.10	Personnel Management General Files	6 years
Publication	PER-2.00	Personnel Management Reports	3 years
Report	PER-2.00	Personnel Management Reports	3 years
Relocation	RIM-3.00	Mail Management Program	3 years
Workers Compensation Program, of (OWCP)	PER-10.00	Employee Benefits	3 years
Official			
Airline Guide (OAG)	TRA-0.00	Transitory Files	
Personnel Folder (OPF)			3 years
Separated Employee	PER-6.10	OPF - Separated Employee	See Schedule
Transferred Employee	PER-6.20	OPF - Transferred Employee	See Schedule

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
OIG (Office of Inspector General) Audit	ADM-8.00	Program Compliance Audits and Appeals	25 years
Oil and Gas Lease	LND-6.00	Land Management	PERM
Oil Spill	ENV-5.00	Hazardous Waste Management	75 years
Notification	ENV-5.00	Hazardous Waste Management	75 years
Prevention	ENV-5.00	Hazardous Waste Management	75 years
OM&R Charge (Operation, Maintenance, and Replacement Charge)	WTR-4.00	Repayment Contracts	PERM
OMB (Office of Management and Budget)			
Bulletin	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Circular	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Online Payment and Collection (OPC)	FIN-5.00	Collection Procedures	3 years
OPAC (Online Payment Collection)	FIN-5.00	Collection Procedures	3 years
Open			
Canals	PRJ-15.00	Conveyance Systems	PERM
Drain	PRJ-15.00	Conveyance Systems	PERM
Market Purchasing	ACM-1.10	Acquisition Management General Files	6 years
Opening Order (Land)	LND-7.00	Settlements and Land Entries	PERM
Operating Criteria and Procedures (OCAP)			
Aqueducts	PRJ-15.00	Conveyance Systems	PERM
Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Reservoirs	PRJ-13.00	Dam and Reservoir Management	PERM
Tunnels	PRJ-15.00	Conveyance Systems	PERM
Operation and Maintenance (O&M)			
Canals	PRJ-15.00	Conveyance Systems	PERM
Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Powerplants	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Transfer of Responsibility		File with Feature/Structure	
Water Repayment Costs	WTR-4.00	Repayment Contracts	PERM
Operation, Maintenance, and Replacement (O&MR) Charge	WTR-4.00	Repayment Contracts	PERM
Operation Management Charges	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Opinions			
Administrative	ADM-1.00	Administrative Management Policy	PERM
Commissions or Committees	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Legal/Solicitor	LAW-5.00	Litigation and Appeals	PERM
OPF (Official Personnel Folder)	PER-6.00	Personnel Actions and Data Processing	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
OPM (Office of Personnel Management)			
Policy	PER-1.10	Personnel Management General Files	6 years
Publication	PER-2.00	Personnel Management Reports	3 years
Report	PER-2.00	Personnel Management Reports	3 years
Organic Lands Act Legislation	LAW-3.00	Congressional and Legislative Activities	PERM
Organization	ADM-24.00	Organization	PERM
Chart	ADM-24.00	Organization	PERM
OSHA (Occupational Safety and Health Administration)	SAF-3.00	Safety Program	3 years
Other Agency Project	ADM-13.00	Cooperative Project Management	PERM
Outgrants	LND-6.00	Land Management	PERM
Outlays and Receipts	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Report	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Outlet			
Gate	PRJ-13.00	Dam and Reservoir Management	PERM
Works	PRJ-13.00	Dam and Reservoir Management	PERM
Outside Employment	PER-5.40	Details and Dual Employment	5 years
Overseas			
Assistance	ADM-12.00	International Affairs Program	PERM
Employment	PER-5.00	Employment Staffing Methods and Practices	3 years
Training	ADM-12.10	International Affairs Training Program	15 years
OWCP (Office of Workers Compensation Program)	PER-10.00	Employee Benefits	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
P			
PA (Privacy Act)			
Appeal	RIM-7.12	Privacy Act - Amendment	4 years
Requests	RIM-7.10	Privacy Act Requests - Full Disclosure	2 years
Statement	RIM-7.00	Privacy Act Program	2 years
Pagers	IRM-8.00	Communications and Control Systems	5 years
Paint Research	RES-3.40	Structural and Materials Engineering	75 years
Paleontological	ENV-3.00	Cultural Resources	PERM
Pamphlet	PIO-8.00	Publications	PERM
Paperwork Management	RIM-4.00	Records and Information Management Program	6 years
Parking			
Assigned	PRM-16.00	Grounds and Space Management	2 years
Employee	PRM-16.00	Grounds and Space Management	2 years
Facility (Reclamation Owned/Maintained)	PRJ-22.00	Project Supporting Features	PERM
Handicap	PRM-16.00	Grounds and Space Management	2 years
Management	PRM-16.00	Grounds and Space Management	2 years
Tour	PRM-16.00	Grounds and Space Management	2 years
Visitor	PRM-16.00	Grounds and Space Management	2 years
Part Time Employment	PER-5.10	Appointment and Tenure	3 years
Passback	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Passport	ADM-16.00	Identification Cards/Credentials	See Schedule
Password	IRM-7.10	Information Technology Security Plans	3 years
Patent	LAW-6.00	Inventions, Patents and Copyrights	20 years
Pay			
Allotment	PER-8.00	Pay Rates	6 years
Allowance	PER-8.00	Pay Rates	6 years
Assignment	PER-8.00	Pay Rates	6 years
Scale	PER-8.00	Pay Rates	6 years
Status	PER-11.00	Leave and Attendance	3 years
Payment			
Capacities	WTR-4.00	Repayment Contracts	PERM
Lieu of Taxes, in (PILT)	FIN-11.00	Taxation	3 years
Voucher	FIN-9.00	Accountable Officers' Records	6 years 3 months
Payout Schedule	WTR-4.00	Repayment Contracts	PERM
Payroll	PER-8.00	Pay Rates	6 years
Costs	PER-8.00	Pay Rates	6 years
Penstock	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Per Diem	FIN-10.10	Travel	6 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Performance			
Appraisal	PER-12.00	Employee Performance and Utilization	3 years
Management and Recognition System	PER-12.00	Employee Performance and Utilization	3 years
Rating	PER-12.00	Employee Performance and Utilization	3 years
Standard	PER-12.00	Employee Performance and Utilization	3 years
Periodical Clipping	PIO-3.30	Press Releases	PERM
Periodic Facility Review (PFR)	PRJ-13.00	Dam and Reservoir Management	PERM
Permeability Test	PRJ-10.00	Geology and Physical Geography	PERM
Permits			
401, 402, 404, etc. (COE)	ENV-8.00	Clean Water Act Management	5 years
Personal			
Property	PRM-4.00	Property Accountability	6 years
Property Inventory	PRM-4.00	Property Accountability	6 years
Protective Equipment	SAF-3.00	Safety Program	3 years
Personnel			
Action	PER-6.00	Personal Actions and Data Processing	3 years
Audit	PER-7.00	Personnel Audits, Inspections, and Surveys	See Schedule
Ceiling	PER-5.00	Employment Staffing Methods and Practices	3 years
Emergency Operating Plan	ADM-11.10	Emergency Operation Plans	3 years
Processing	PER-6.00	Personal Actions and Data Processing	3 years
Record	PER-6.00	Personal Actions and Data Processing	3 years
Relation	PER-15.00	Employee Relations, Activities and Welfare	3 years
Relocation	FIN-10.00	Commercial Freight and Transportation	10 years
Roster	PER-5.00	Employment Staffing Methods and Practices	3 years
Selection	PER-5.20	Recruitment, Selection and Placement	3 years
Personnel Management, Office of			
Policy	PER-1.10	Personnel Management General Files	6 years
Publication	PER-2.00	Personnel Management Reports	3 years
Report	PER-2.00	Personnel Management Reports	3 years
Pest Control	ENV-10.00	Weed and Pest Control Management	PERM
Pest Management	ENV-10.00	Weed and Pest Control Management	PERM
Pesticide	ENV-10.00	Weed and Pest Control Management	PERM
PFWD (Plan Formulation Working Document)	PRJ-2.00	Technical Reports	PERM
Photogrammetry	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Photography			
Aerial	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Pictures	PIO-7.00	Photographs	PERM
Special Purpose Pictures	PIO-7.10	Special Purpose Photographs	See Schedule
Physical, Employee	PER-6.70	Employee Medical Files (EMF) - Temporary or Short-Term Records	1 year

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Physical Security	ADM-11.10	Emergency Operation Plans	3 years
Piezometer Reading	PRJ-13.00	Dam and Reservoir Management	PERM
PILT (Payment in Lieu of Taxes)	FIN-11.00	Taxation	3 years
Pipe Lining		File with Feature/Structure	
Pipeline			
Irrigation and Drainage	PRJ-15.00	Conveyance Systems	PERM
Oil, gas, etc.	PRJ-22.00	Project Supporting Features	PERM
Placement	PER-5.20	Recruitment, Selection and Placement	3 years
Plan Formulation			
Working Document (PFWD)	PRJ-2.00	Technical Reports	PERM
Planetables (Maps)	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Planning			
Activity Report, Program Related	ADM-2.00	Administrative Management Reports	PERM
Activity Report, Project Related	PRJ-2.00	Technical Reports	PERM
Commission	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Committee	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Plant			
And Animal Census	ENV-7.00	Endangered Species Act Management	PERM
Power	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Vegetation	ENV-10.00	Weed and Pest Control Management	PERM
Plastic Research	RES-3.40	Structural and Materials Engineering	75 years
PLTW (Public Loan Treatment Works)	ENV-8.00	Clean Water Act Management	5 years
PMF (Probable Maximum Flood)	PRJ-23.00	River Basin Management	PERM
PMP (Probable Maximum Precipitation)	RES-7.00	Atmospheric Data Monitoring	75 years
PO&M (Power Operation and Maintenance)	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Point and Diffuse Source	RES-9.00	Specialized Program Research	75 years
Polymer Concrete	RES-3.40	Structural and Materials Engineering	75 years
Population (U.S. Census)	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Population At Risk (PAR) (Loss of Life Study)	PRJ-2.00	Technical Reports	PERM
PO&M 59 Report	PRJ-2.00	Technical Reports	PERM
Position			
Classification	PER-4.00	Position Classification Standards	5 years
Description	PER-4.10	Position Descriptions	2 years
Management	PER-5.00	Employment Staffing Methods and Practices	3 years
Survey	PER-7.00	Personnel Audits, Inspections, and Surveys	See Schedule
Post 56 Military Deposit	PER-10.00	Employee Benefits	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Postal			
Estimate	RIM-2.00	Records and Information Management Reports	6 years
Meter	RIM-3.20	Postage Meter Licenses and Permits	See Schedule
OMAS (Official Mail Accounting System)	RIM-2.00	Records and Information Management Reports	6 years
Report	RIM-2.00	Records and Information Management Reports	6 years
Postponed Project	PRJ-3.00	Proposed Reclamation Projects	PERM
Power			
Accounting	FIN-6.20	Repayment and Cost Accounting	PERM
Capacity	PRJ-17.00	Power Management	PERM
Contract	PRJ-18.00	Power Generation and Transmission Service	30 years
Control Center	PRJ-21.00	Power Control Centers	10 years
Development	PRJ-17.00	Power Management	10 years
Dispatcher	PRJ-21.00	Power Control Centers	10 years
Feature Financial Study	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Generation Research	RES-3.30	Hydroelectric Power Research	75 years
Lines	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Management	PRJ-17.00	Power Management	10 years
Market Study	PRJ-18.00	Power Generation and Transmission Service	30 years
Operating Procedure	PRJ-17.00	Power Management	10 years
Operation and Maintenance (PO&M)	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Operation and Maintenance Bulletin	PRJ-2.00	Technical Reports	PERM
Outage	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Peaking Capacity	PRJ-18.00	Power Generation and Transmission Service	30 years
Planning	PRJ-17.00	Power Management	10 years
Program Accomplishments, Goals and Initiatives	PRJ-2.00	Technical Reports	PERM
Purchase	PRJ-18.00	Power Generation and Transmission Service	30 years
Rate Study	PRJ-17.00	Power Management	10 years
Repayment Contract	PRJ-18.00	Power Generation and Transmission Service	30 years
Repayment Study	PRJ-18.00	Power Generation and Transmission Service	30 years
Reports			
Program Related	ADM-2.00	Administrative Management Reports	PERM
Project Related	PRJ-2.00	Technical Reports	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Revenue	FIN-6.20	Repayment and Cost Accounting	PERM
Revenue Irrigation Assistance	FIN-6.20	Repayment and Cost Accounting	PERM
Sale	PRJ-18.00	Power Generation and Transmission Service	30 years
Schedule	PRJ-18.00	Power Generation and Transmission Service	30 years
Service Interruption	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Study	PRJ-17.00	Power Management	10 years
Substation(s)	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
System Clearance	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
System Costs	PRJ-18.00	Power Generation and Transmission Service	30 years
Systems Safety Standard	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Test Report	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Transmission Lines	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Power Operation and Maintenance Management System	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Powerplant	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Equipment	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Precipitation			
Effect	RES-7.00	Atmospheric Data Monitoring	75 years
Measurement	RES-7.00	Atmospheric Data Monitoring	75 years
Preconstruction Plan	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Premium Pay	PER-8.00	Pay Rates	6 years
Preparedness Program	ADM-11.10	Emergency Operation Plans	3 years
Preservative Research	RES-3.40	Structural and Materials Engineering	75 years
Presidential Appointment	PER-5.10	Appointment and Tenure	3 years
Press Release	PIO-3.30	Press Releases	PERM
Prevalidation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Principle Designer	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Printer	IRM-4.00	Information Technology Facilities and Equipment	5 years
Printing Requisition	ADM-15.00	Printing and Reproduction Services	3 years
Private Industry Project	ADM-13.00	Cooperative Project Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Privacy Act (PA)	RIM-7.00	Privacy Act Program	2 years
Appeal	RIM-7.12	Privacy Act - Amendment	4 years
Personally Identifiable Information (PII)	RIM-7.00	Privacy Act Program	2 years
Request	RIM-7.10	Privacy Act Requests - Full Disclosure	2 years
Statement	RIM-7.00	Privacy Act Program	2 years
Probable Maximum			
Flood (PMF)	PRJ-23.00	River Basin Management	PERM
Precipitation (PMP)	RES-7.00	Atmospheric Data Monitoring	75 years
Probation	PER-5.10	Appointment and Tenure	3 years
Professional Membership	PER-15.00	Employee Relations, Activities and Welfare	3 years
Program and Budget System	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Programming Language	IRM-3.00	Software Development, Maintenance and Support	5 years
Project			
Authorization	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Cost Analysis	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Cost Estimate	PRJ-9.00	Project Cost Estimates/Program Scheduling	PERM
Development	PRJ-3.00	Proposed Reclamation Projects	PERM
Development Policy	PRJ-1.00	Project Development and Power Management Policy	PERM
Feature Name	PRJ-7.00	Projects, Features and Geographic Names	PERM
History	PRJ-2.00	Technical Reports	PERM
Investigation	PRJ-3.00	Proposed Reclamation Projects	PERM
Plan	PRJ-3.00	Proposed Reclamation Projects	PERM
Planning Report	PRJ-2.00	Technical Reports	PERM
Report	PRJ-2.00	Technical Reports	PERM
Skywater (Sierra Cooperative Pilot Project)	RES-7.00	Atmospheric Data Monitoring	75 years
Water	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Water Rights	WTR-4.10	Water Rights	PERM
Promotion	PER-13.00	Merit Promotions	2 years
Prompt Payment Act	FIN-1.10	Financial Management and Program Coordination General Files	6 years
Property			
Accountability	PRM-4.00	Property Accountability	6 years
Accounting	FIN-7.00	General Accounting	6 years 3 months
Classification	PRM-3.00	Personal Property Classification	3 years
Debt Collection	FIN-5.00	Collection Procedures	3 years
Disposal	PRM-7.00	Excess Personal Property	3 years
Exchange	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Inventories	PRM-4.00	Property Accountability	6 years
Personal	PRM-4.00	Property Accountability	6 years
Asset Management	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Loan, for	PRM-5.00	Personal Property Loan Activities	2 years
Management Policy	PRM-1.00	Property Management Policy	PERM
Missing	PRM-9.00	Survey Boards	6 years
Personal	PRM-4.00	Property Accountability	6 years
Real	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Transfer	PRM-7.00	Excess Personal Property	3 years
Voucher	PRM-4.00	Property Accountability	6 years
Proposed Reclamation Project	PRJ-3.00	Proposed Reclamation Projects	PERM
Prospecting Application	LND-6.00	Land Management	PERM
Protection Relays	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Protective Coatings	RES-3.40	Structural and Materials Engineering	75 years
Protest Against Award		File with Related Contract	
Public			
Accident	SAF-4.20	Public Accident	6 years
Affairs	PIO-1.10	Public Information General Files	6 years
Affairs Fact Sheet	PIO-2.00	Public Information Reports	6 years
Ceremony	PIO-4.00	Celebrations and Dedications	PERM
Comment		File with Related Topic	
Information Policy	PIO-1.00	Public Information Policy	PERM
Information Publication	PIO-8.00	Publications	PERM
Information Report	PIO-2.00	Public Information Reports	6 years
Involvement	PIO-1.10	Public Information General Files	6 years
Law	LAW-3.00	Congressional and Legislative Activities	PERM
Loan Treatment Works (PLTW)	ENV-8.00	Clean Water Act Management	5 years
Notice			
Reclamation	PIO-3.30	Press Releases	PERM
Other Agency	TRA-0.00	Transitory Files	
Opinion Record		File with related records	
Relations	PIO-1.10	Public Information General Files	PERM
Reporting Burden	ADM-6.00	Information Collection Budget	7 years
Request	TRA-0.00	Transitory Files	
Safety	SAF-3.00	Safety Program	3 years
Utility	PRJ-18.00	Power Generation and Transmission Service	30 years
Publication			
Reclamation	PIO-8.00	Publications	PERM
Survey	RIM-5.00	Directives Management Program	3 years
Pump Discharge Line	PRJ-15.00	Conveyance Systems	PERM
Pumping Plant	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Intake Structure	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Penstock	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Pump-generating (power)	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Pump Storage (irrigation)	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Research	RES-3.30	Hydroelectric Power Research	75 years
Purchase Order			
Construction or A&E Contract	PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years
Supply and Service (More Than Threshold)	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
Supply and Service (At or Below Threshold)	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Purpose Employment	PER-5.00	Employment Staffing Methods and Practices	3 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Q			
QI (Quality Increase)	PER-12.00	Employee Performance and Utilization	3 years
QSI (Quality Step Increase)	PER-12.00	Employee Performance and Utilization	3 years
Qualification Standard	PER-5.10	Appointment and Tenure	3 years
Qualified			
Bidders List	ACM-4.60	Acceptable Bidders List	See Schedule
Contractors List	ACM-4.60	Acceptable Bidders List	See Schedule
Manufacturers List	ACM-4.60	Acceptable Bidders List	See Schedule
Products List	ACM-4.60	Acceptable Bidders List	See Schedule
Quality			
Assurance		File with Related Topic	
Increase (QI)	PER-12.00	Employee Performance and Utilization	3 years
Step Increase (QSI)	PER-12.00	Employee Performance and Utilization	3 years
Quarterly Energy Report	PRM-2.00	Property Management Reports	3 years
Quarters			
Energy Report	PRM-2.00	Property Management Reports	3 years
Inventory Review	PRM-15.00	Housing/Quarters Lease Records	3 years
Management	PRM-15.00	Housing/Quarters Lease Records	3 years
Quitclaim	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
R			
Radar System, Doppler	RES-7.00	Atmospheric Data Monitoring	75 years
Radial Gate	PRJ-13.00	Dam and Reservoir Management	PERM
Canals	PRJ-15.00	Conveyance Systems	PERM
Diversion Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Storage Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Radiation	ENV-5.00	Hazardous Waste Management	75 years
Radio Communication	IRM-8.00	Communications and Control Systems	5 years
Radon			
Gas Sampling Program	SAF-3.00	Safety Program	3 years
	SAF-3.00	Safety Program	3 years
Railroad	PRJ-22.00	Project Supporting Features	PERM
Rain			
Acid	RES-7.00	Atmospheric Data Monitoring	75 years
Rain Gauge	RES-7.00	Atmospheric Data Monitoring	75 years
Rainfall/Runoff	PRJ-23.00	River Basin Management	PERM
RAMP (Reservoir Area Management Plan)	PRJ-13.00	Dam and Reservoir Management	PERM
Rate of Exchange	FIN-3.00	Appropriations, Funds and Budgeting	6 years
RCRA (Resource Conservation and Recovery Act)	ENV-5.00	Hazardous Waste Management	75 years
Reclamation Project	ENV-5.00	Hazardous Waste Management	75 years
Non-Reclamation Project (Superfund Site, etc.)	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Reading File	TRA-0.00	Transitory Files	
Real Property			
Available	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Donation	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Excess	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Transfer	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Realty Property Policy	LND-1.00	Land Operations/Realty Policy	PERM
Reassignment	PER-5.10	Appointment and Tenure	3 years
Receiving Report	PRM-4.00	Property Accountability	6 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Reclamation			
Act	LAW-3.00	Congressional and Legislative Activities	PERM
Expense	FIN-6.10	Financial Systems	10 years
Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Instructions (RI)	RIM-5.10	Reclamation Directives	PERM
Law	LAW-5.00	Litigation and Appeals	PERM
Manual	RIM-5.10	Reclamation Directives	PERM
Operation and Maintenance Safety Standard (ROMSS)			
Administrative	SAF-1.00	Safety Policy	PERM
Project Related	PRJ-1.00	Project Development and Power Management Policy	PERM
Reform Act (RRA)	LND-9.00	Reclamation Reform Act	PERM
Recordable Agreement or Contract	LND-9.00	Reclamation Reform Act	PERM
Record of Decision (ROD)	ENV-11.00	Natural Resource Protection and Management Program	PERM
Records			
Classification	RIM-4.10	Records Management Filing Systems	PERM
Disposal	RIM-4.20	Records Disposition	See Schedule
Disposition	RIM-4.20	Records Disposition	See Schedule
Filing System	RIM-4.10	Records Management Filing Systems	PERM
Inventory	RIM-4.20	Records Disposition	See Schedule
Management	RIM-4.00	Records and Information Management Program	6 years
Transfer	RIM-4.20	Records Disposition	See Schedule
Retention	RIM-4.20	Records Disposition	See Schedule
Retirement	RIM-4.20	Records Disposition	See Schedule
Review	RIM-4.00	Records and Information Management Program	6 years
Recreation			
Activities	LND-8.00	Recreation Areas, Facilities and Services	PERM
Area Management	LND-8.00	Recreation Areas, Facilities and Services	PERM
Association	PER-15.00	Employee Relations, Activities and Welfare	3 years
Concessions	LND-8.00	Recreation Areas, Facilities and Services	PERM
Employee Association	PER-15.00	Employee Relations, Activities and Welfare	3 years
Management	LND-8.00	Recreation Areas, Facilities and Services	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
O&M (Operations and Maintenance)	LND-8.00	Recreation Areas, Facilities and Services	PERM
Plan	LND-8.00	Recreation Areas, Facilities and Services	PERM
Report			
Program Related	LND-2.00	Land Operations/Realty Reports	PERM
Project Related	PRJ-2.00	Technical Reports	PERM
Summary	LND-8.00	Recreation Areas, Facilities and Services	PERM
Survey	LND-8.00	Recreation Areas, Facilities and Services	PERM
Use Permit	LND-6.00	Land Management	PERM
Wildlife Summary, and	LND-8.00	Recreation Areas, Facilities and Services	PERM
Recreational			
Area Outgrants	LND-8.00	Recreation Areas, Facilities and Services	PERM
Development	LND-8.00	Recreation Areas, Facilities and Services	PERM
Facilities	LND-8.00	Recreation Areas, Facilities and Services	PERM
Fee	LND-8.00	Recreation Areas, Facilities and Services	PERM
Study	LND-8.00	Recreation Areas, Facilities and Services	PERM
Survey	LND-8.00	Recreation Areas, Facilities and Services	PERM
Recruitment	PER-5.20	Recruitment, Selection and Placement	3 years
Recycling Program	PRM-14.00	Energy Conservation Programs	15 years
Reduction in Force (RIF)	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Notice	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Reduction in Grade	PER-17.10	Adverse Actions and Performance-Based Actions	7 years
Reference Service	RIM-8.00	Library Operations	3 years
Refrigeration Equipment	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Refund	FIN-7.10	Expenditures Accounting	2 years
Regional			
Directive	RIM-5.10	Reclamation Directives	PERM
Event	PIO-4.00	Celebrations and Dedications	PERM
Highlights	PIO-8.00	Publications	PERM
Letter	RIM-5.10	Reclamation Directives	PERM
Office Budget	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Registered Mail	RIM-3.10	Postal Records	1 year
Regulation Agenda	ADM-5.00	Federal Register Notices and Rules	5 years
Regulatory Program	ADM-5.00	Federal Register Notices and Rules	5 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Rehabilitation Act Section 504	PRM-16.00	Grounds and Space Management	2 years
Rehabilitation and Betterment Loan			
Program	WTR-4.00	Repayment Contracts	PERM
Project Related		File with Feature/Structure	
Reimbursable Detail	PER-5.40	Details and Dual Employment	5 years
Reimbursement	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Contract	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years
Reinstatement	PER-5.10	Appointment and Tenure	3 years
Relay Data Sheets	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Relief Well	PRJ-22.00	Project Supporting Features	PERM
Relocation		File with related topic	
Remittance	FIN-5.00	Collection Procedures	3 years
Remote Sensing	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Removal From Position	PER-17.10	Adverse Actions and Performance-Based Actions	7 years
Rental			
Deduction	FIN-15.00	Rental Deduction Files - Rental	10 years
Quarters, of	PRM-15.00	Housing/Quarters Lease Records	3 years
Rate Survey	FIN-15.00	Rental Deduction Files - Rental	10 years
Reorganization	ADM-24.00	Organization	PERM
Repair		File with Feature/Structure or Equipment	
Repayment			
Contract	WTR-4.00	Repayment Contracts	PERM
Irrigation Cost by Power Revenue, of	FIN-6.20	Repayment and Cost Accounting	PERM
Period	WTR-4.00	Repayment Contracts	PERM
Policy	WTR-1.00	Water Resource Management Policy	PERM
Replacement			
Accounting	FIN-6.10	Financial Systems	10 years
Power	PRJ-18.00	Power Generation and Transmission Service	30 years
Reprimand	PER-17.10	Adverse Actions and Performance-Based Actions	7 years
Reproduction	ADM-15.00	Printing and Reproduction Services	3 years
Reprogramming of Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Request for			
Personnel Action (RPA)	PER-6.00	Personnel Actions and Data Processing	3 years
Proposal (RFP)	ACM-4.20	Solicited and Unsolicited Bids and Proposals	1 year
Quotation (RFQ)			
More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Requisition			
More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Research			
Facility	RES-1.10	General Research Program Management	15 years
Method	RES-1.10	General Research Program Management	15 years
Policy			
Program Related	RES-1.00	Research, Testing and Technical Miscellany Policy	PERM
Project Related	PRJ-1.00	Project Development and Power Management Policy	PERM
Program	RES-1.10	General Research Program Management	15 years
Proposal	RES-1.10	General Research Program Management	15 years
Publication/Report			
Program Related	RES-2.00	Research, Testing and Technical Miscellany Reports	PERM
Project Related	PRJ-2.00	Technical Reports	PERM
Technology Transfer	RES-1.10	General Research Program Management	15 years
Reservation of Funds			
	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Reserved Water Rights			
	WTR-4.10	Water Rights	PERM
Reservoir			
Area Management Plan (RAMP)	PRJ-13.00	Dam and Reservoir Management	PERM
Capacity Allocation	PRJ-13.00	Dam and Reservoir Management	PERM
Drawdown	PRJ-13.00	Dam and Reservoir Management	PERM
Fill	PRJ-13.00	Dam and Reservoir Management	PERM
Limnology	PRJ-13.00	Dam and Reservoir Management	PERM
Operation	PRJ-13.00	Dam and Reservoir Management	PERM
Releases	PRJ-13.00	Dam and Reservoir Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Sedimentation Survey	WTR-7.00	Water Quality and Ecology	75 years
Seepage	PRJ-13.00	Dam and Reservoir Management	PERM
Shoreline Erosion	PRJ-13.00	Dam and Reservoir Management	PERM
Storage	PRJ-13.00	Dam and Reservoir Management	PERM
Residence Transaction	FIN-10.10	Travel	6 years
Resignation	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Restoration of Land	LND-4.00	Withdrawals and Restoration	PERM
Retaining Wall		File with Feature/Structure	
Retention Standard	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Retirement	PER-10.00	Employee Benefits	3 years
Notice	TRA-0.00	Transitory Files	
Revegetation	ENV-9.00	Environmental Enhancement	10 years
Revenues Fund Transfer	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Revocable Land Trust	LND-9.00	Reclamation Reform Act	PERM
Revocation of Land	LND-4.00	Withdrawals and Restoration	PERM
Revolving Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
RFP (Request for Proposal)	ACM-4.20	Solicited and Unsolicited Bids and Proposals	1 year
RFQ (Request for Quotation)			
More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
RI (Reclamation Instructions)	RIM-5.10	Reclamation Directives	PERM
Ridesharing Report	PRM-2.00	Property Management Reports	3 years
RIF (Reduction in Force)	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Notice	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Right of Entry	LND-6.00	Land Management	PERM
Right of Use	LND-6.00	Land Management	PERM
Rights-of-Way			
Others	LND-6.00	Land Management	PERM
Reclamation	LND-3.00	Land Acquisition	PERM
Riprap		File with Feature/Structure	
Riparian	ENV-7.00	Endangered Species Act Management	PERM
Land	LND-3.00	Land Acquisition	PERM
River	PRJ-23.00	River Basin Management	PERM
Water	WTR-4.10	Water Rights	PERM
Risk Assessment	ADM-11.10	Emergency Operation Plans	3 years
RITA (Relocation Income Tax Allowance)	FIN-10.00	Commercial Freight and Transportation	10 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
River			
Basin Commission	PRJ-6.00	River Basin Authorities or Administrations	PERM
Basin Compact	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
Basin Management	PRJ-23.00	River Basin Management	PERM
Basin Studies	PRJ-23.00	River Basin Management	PERM
Flow	PRJ-23.00	River Basin Management	PERM
Mile Index	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Modeling	PRJ-23.00	River Basin Management	PERM
Recreation Management	LND-8.00	Recreation Areas, Facilities and Services	PERM
Survey	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Rivers and Harbors Act Section 10	ENV-8.00	Clean Water Act Management	5 years
RO&M Inspection Record	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Road	PRJ-22.00	Project Supporting Features	PERM
Roadway	PRJ-22.00	Project Supporting Features	PERM
Rock			
Research	RES-3.40	Structural and Materials Engineering	75 years
Slide	RES-3.40	Structural and Materials Engineering	75 years
ROD (Record of Decision)	ENV-11.00	Natural Resource Protection and Management Program	PERM
ROMSS (Reclamation Operation and Maintenance Safety Standard)			
Program Related	SAF-1.00	Safety Policy	PERM
Project Related	PRJ-1.00	Project Development and Power Management Policy	PERM
Rotation Engineer			
Appointment	PER-5.10	Appointment and Tenure	3 years
Training	PER-14.00	Training	5 years
RPA (Request for Personnel Action)	PER-6.00	Personnel Actions and Data Processing	3 years
RRA (Reclamation Reform Act)	LND-9.00	Reclamation Reform Act	PERM
Rulemaking	ADM-5.00	Federal Register Notices and Rules	5 years
Rural Water Supply Projects	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
S			
S&MC (Soil and Moisture Control)	ENV-9.00	Environmental Enhancement	10 years
Sabotage	LAW-4.00	Law Enforcement	20 years
Safe Drinking Water Act (SDWA)	ENV-8.00	Clean Water Act Management	5 years
Safety			
Activity Report	SAF-2.00	Safety Reports	5 years
Dam Program, of	PRJ-14.10	Safety of Dams Program	See Schedule
Dams Report, of	PRJ-13.00	Dam and Reservoir Management	PERM
Equipment	SAF-3.00	Safety Program	3 years
Evaluation	SAF-3.00	Safety Program	3 years
Evaluation of Existing Dams (SEED)	PRJ-13.00	Dam and Reservoir Management	PERM
Goals	SAF-1.00	Safety Policy	PERM
Hazard	SAF-3.00	Safety Program	3 years
Information System (SIS)	SAF-3.00	Safety Program	3 years
Inspection	SAF-3.00	Safety Program	3 years
Management Information System	SAF-3.00	Safety Program	3 years
Meeting	SAF-2.00	Safety Reports	5 years
Newsletter	SAF-2.00	Safety Reports	5 years
Policy	SAF-1.00	Safety Policy	PERM
Procedure	SAF-3.00	Safety Program	3 years
Publication	SAF-2.00	Safety Reports	5 years
Report	SAF-2.00	Safety Reports	5 years
Sheet	ENV-5.00	Hazardous Waste Management	75 years
Standard	SAF-1.00	Safety Policy	PERM
Salary	PER-8.00	Pay Rates	6 years
Wage Distribution Report	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Sale of Power	PRJ-18.00	Power Generation and Transmission Service	30 years
Sale of Water	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Sales			
Taxation, and	FIN-11.00	Taxation	3 years
Tax Exemption	FIN-11.00	Taxation	3 years
Use Tax, and	FIN-11.00	Taxation	3 years
Saline Water Use in Powerplants	RES-9.00	Specialized Program Research	75 years
Salinity	RES-9.00	Specialized Program Research	75 years
Control Coordination	RES-9.00	Specialized Program Research	75 years
Control on Agriculture	RES-9.00	Specialized Program Research	75 years
Management	RES-9.00	Specialized Program Research	75 years
Removal	PRJ-29.00	Water and Wastewater Treatment Plants	PERM
Research	RES-9.00	Specialized Program Research	75 years
Salt Source Study	RES-9.00	Specialized Program Research	75 years
Sanitary Landfill	PRJ-22.00	Project Supporting Features	PERM
Satellite System	IRM-8.00	Communications and Control Systems	5 years
Savings Bond			

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Allotment	PER-8.00	Pay Rates	6 years
Campaign	PER-1.10	Personnel Management and General Funds	6 years
Drive	PER-1.10	Personnel Management and General Funds	6 years
SBA (Small Business Administration)	ACM-6.00	Small and Disadvantaged Business Utilization	3 years
Schedule C Appointment	PER-5.00	Employment Staffing Methods and Practices	3 years
Scour River Systems	PRJ-23.00	River Basin Management	PERM
Scuba Diving	PRJ-13.00	Dam and Reservoir Management	PERM
SDWA (Safe Drinking Water Act)	ENV-8.00	Clean Water Act Management	5 years
Sealed Bidding			
Construction or A&E	PRJ-8.10	Construction and Architectural and Engineering (A&E) Contracts	75 years
Supply and Services More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
Supply and Services At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Secretarial (concerning Reclamation)			
Issue Document	LAW-3.00	Congressional and Legislative Activities	PERM
Order	LAW-3.00	Congressional and Legislative Activities	PERM
Section 402 Permits	ENV-8.00	Clean Water Act Management	5 years
Section 508 (Compliance and Rehabilitation Act of 1973)	IRM-5.00	Information Technology Planning and Programs	5 years
Section 7 Consultation	ENV-7.00	Endangered Species Act Management	PERM
Security			
Access to	RIM-1.00	Records and Information Management Policy	PERM
Awareness	ADM-11.10	Emergency Operation Plans	3 years
Building	PRM-17.00	Building Maintenance and Service	3 years
Computer	IRM-7.10	Information Technology Security Plans	3 years
Document	RIM-4.00	Records and Information Management Program	6 years
Incident	ADM-11.00	Emergency, Disaster, and Security Program	PERM
Review	ADM-11.10	Emergency Operations Plan	3 years
Sedimentation			
Study	WTR-7.00	Water Quality and Ecology	75 years
Survey	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
SEED (Safety Evaluation of Existing Dams)	PRJ-13.00	Dam and Reservoir Management	PERM

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Seepage			
Canal	PRJ-15.00	Conveyance Systems	PERM
Dam and Reservoir	PRJ-13.00	Dam and Reservoir Management	PERM
Seismic Exploration	PRJ-10.00	Geology and Physical Geography	PERM
Seismotectonics	PRJ-10.00	Geology and Physical Geography	PERM
Selective Placement	PER-5.00	Employment Staffing Methods and Practices	3 years
Selenium	WTR-7.00	Water Quality and Ecology	75 years
Self Protection Plan	ADM-11.10	Emergency Operation Plans	3 years
Semi Annual Labor			
Compliance	ACM-2.00	Acquisition Management Reports	6 years
Standard Report	ACM-2.00	Acquisition Management Reports	6 years
Seminar	PER-14.00	Training	5 years
Senate Bill	LAW-3.00	Congressional and Legislative Activities	PERM
Senior Executive System	PER-5.10	Appointment and Tenure	3 years
Sensitive Species	ENV-7.00	Endangered Species Act Management	PERM
Separation	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Service			
Contract Agreement More Than Threshold	ACM-4.00	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
Contract Agreement At or Below Threshold	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Contract Act	ACM-1.00	Acquisition Management Policy	PERM
Credit	PER-6.00	Personnel Actions and Data Processing	3 years
Record	PER-6.00	Personnel Actions and Data Processing	3 years
SES (Senior Executive Service)	PER-5.10	Appointment and Tenure	3 years
Severance Pay	PER-8.00	Pay Rates	6 years
Sewage Plant	PRJ-22.00	Project Supporting Features	PERM
Sexual Harassment	PER-15.10	Standards of Conduct	4 years
Shallow Farm Drainage	PRJ-15.00	Conveyance Systems	PERM
Shutter Gate	PRJ-13.00	Dam and Reservoir Management	PERM
Sick Leave	PER-11.00	Leave and Attendance	3 years
SID (Secretarial Issue Document)	RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule
Signage Policy	ADM-1.00	Administrative Management Policy	PERM
Signatory Authority	ADM-9.00	Internal Delegations of Authority	See Schedule
Silt Run	PRJ-23.00	River Basin Management	PERM

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Simplified Acquisition			
More Than Threshold	ACM-4.00	Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
At or Below Threshold	ACM-4.10	Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)	3 years
Sinkhole	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Siphon	PRJ-15.00	Conveyance Systems	PERM
SIS (Safety Information System)	SAF-3.00	Safety Program	3 years
Site			
Audit Record	FIN-9.00	Accountable Officers' Records)	6 years 3 months
Investigation	PRJ-3.00	Proposed Reclamation Projects	PERM
Survey	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Slides			
General Research	RES-3.40	Structural and Materials Engineering	75 years
Land		File with Feature/Structure	
Mud		File with Feature/Structure	
Rock		File with Feature/Structure	
Snow		File with Feature/Structure	
Slope Stabilization	PRJ-10.00	Geology and Physical Geography	PERM
SLUC (Standard Level User Charge)	PRM-16.00	Grounds and Space Management	2 years
Small			
Disadvantaged Business Policy, and Lot Sale	ACM-1.00	Acquisition Management Policy	PERM
Purchase	PRM-8.00	Surplus Property Transactions of More Than \$25,000	6 years
	ACM-4.10	Procurement Transactions At or Below the Simplified Acquisition Threshold (\$150,000)	3 years
Small Business			
Administration (SBA)	ACM-6.00	Small and Disadvantaged Business Utilization	3 years
Set Aside	ACM-6.00	Small and Disadvantaged Business Utilization	3 years
Small Reclamation			
Loan	WTR-4.00	Repayment Contracts	PERM
Loan Program	WTR-4.00	Repayment Contracts	PERM
Project Act (SRPA)	WTR-4.00	Repayment Contracts	PERM
S&MC (Soil and Moisture Control)	ENV-9.00	Environmental Enhancement	10 years
SMIS (Safety Management Information System)	SAF-3.00	Safety Program	3 years
Smog Index	RES-7.00	Atmospheric Data Monitoring	75 years
Smoking Policy	PRM-1.00	Property Management Policy	PERM

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Snow			
Measuring Device	RES-4.00	Laboratory Facilities and Equipment	75 years
Slide	RES-3.40	Structural and Materials Engineering	75 years
Survey	PRJ-23.00	River Basin Management	PERM
Social			
Analysis	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Economics	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Security	PER-10.00	Employee Benefits	3 years
Socioeconomic Program	WTR-3.00	Reclamation Economics/Impact Programs	PERM
SOD (Safety of Dams) Report	PRJ-13.00	Dam and Reservoir Management	PERM
Software			
Maintenance	IRM-3.00	Software Development, Maintenance and Support	5 years
Operating Procedure	IRM-3.00	Software Development, Maintenance and Support	5 years
Status Report	IRM-5.00	Information Technology Planning and Programs	5 years
Soil			
Analysis	RES-3.40	Structural and Materials Engineering	75 years
Cement		File with Feature/Structure	
Moisture Conservation Program, and	ENV-9.00	Environmental Enhancement)	10 years
Moisture Control, and (S&MC)	ENV-9.00	Environmental Enhancement)	10 years
Profile	RES-3.40	Structural and Materials Engineering	75 years
Research	RES-3.40	Structural and Materials Engineering	75 years
Sample	PRJ-10.00	Geology and Physical Geography	PERM
Testing	PRJ-10.00	Geology and Physical Geography	PERM
SOJU (System Optimization and Joint Use)	WTR-4.00	Repayment Contracts	PERM
Solar			
Pond	RES-3.30	Hydroelectric Power Research	75 years
Research	RES-3.30	Hydroelectric Power Research	75 years
Salt	WTR-7.00	Water Quality and Ecology	75 years
Solicitation	ACM-4.20	Solicited and Unsolicited Bids and Proposals	1 year
Solicitor Opinion	LAW-5.00	Litigation and Appeals	PERM
Solid Waste	ENV-5.00	Hazardous Waste Management	75 years
SOP (Standing Operating Procedures)		File with Feature/Structure	
Source			
Code	IRM-3.00	Software Development, Maintenance and Support	5 years
Construction Material, of	PRJ-8.10	Construction and Architectural and Engineering (A&E) Contracts	75 years
Service and Supply, of	ACM-4.60	Acceptable Bidders Lists	See Schedule

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Space			
Agreement	PRM-16.00	Grounds and Space Management	2 years
Management	PRM-16.00	Grounds and Space Management	2 years
SPCC (Spill Prevention Control and Counter)	ENV-7.10	Mineral Resources	PERM
Special			
Conditions Tag	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Emphasis Program	ADM-27.00	Diversity and Equal Opportunity	5 years
Employment Program	PER-5.00	Employment Staffing Methods and Practices	3 years
Event	PIO-4.00	Celebrations and Dedications	PERM
Use Application	LND-6.00	Land Management	PERM
Use Permit	LND-6.00	Land Management	PERM
Specifications, Reclamation	PRJ-25.00	Specifications	PERM
Specification Standards, Other Organizations	PRJ-25.10	Standard Specifications	PERM
Speech	PIO-3.10	Speeches and Addresses	PERM
Spill Prevention Control and Counter (SPCC) Measure	ENV-5.00	Hazardous Waste Management	75 years
Spillway	PRJ-13.00	Dam and Reservoir Management	PERM
Spreadsheet Software	IRM-3.00	Software Development, Maintenance and Support	5 years
Sprinkler Irrigation	LND-11.00	Irrigation Management	PERM
SRPA (Small Reclamation Project Act)	WTR-4.00	Repayment Contracts	PERM
Stabilization, Bank	PRJ-10.00	Geology and Physical Geography	PERM
Stability Analysis		File with Feature/Structure	
Staffing	PER-5.00	Employment Staffing Methods and Practices	3 years
Adjustment	PER-5.00	Employment Staffing Methods and Practices	3 years
Stamps	RIM-3.10	Postal Records	1 year
Standard			
Level Users Charge (SLUC)	PRM-16.00	Grounds and Space Management	2 years
Operating Procedures (SOP) for Safety of Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Penetration Test	PRJ-10.00	Geology and Physical Geography	PERM
Vouchers	FIN-6.20	Repayment and Cost Accounting	PERM
Standing Operating Procedures (SOP)		File with Feature/Structure	
Standpipe	PRJ-15.00	Conveyance Systems	PERM
State			
Law	LAW-3.00	Congressional and Legislative Activities	PERM
Legislation	LAW-3.00	Congressional and Legislative Activities	PERM
Permits (Clean Water Act)	ENV-8.00	Clean Water Act Management	5 years
Project	PRJ-4.00	Other Agency Facilities	PERM
Water Plan	WTR-4.10	Water Rights	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Statement of Differences	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Administrative	ACM-2.00	Acquisition Management Reports	6 years
Program Related	ADM-2.00	Administrative Management Reports	PERM
Statistical			
Accident Report	SAF-2.00	Safety Reports	5 years
Economic Analysis, and	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Status Report for Planning and Budget	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Stewart B. McKinney Homeless Assistance Act	PRM-20.00	Stewart B. McKinney Homeless Act	3 years
Stilling Basin		File with Feature/Structure	
Stimulus Program	FIN-3.00	Funds and Funding	6 years
Stochastic Hydrology	RES-3.50	Hydraulic Modeling Research	75 years
Stone Removal Permit	LND-6.00	Land Management	PERM
Stoplogs		File with Feature/Structure	
Storage Capacity (Reservoir)	PRJ-13.00	Dam and Reservoir Management	PERM
Storage Disposal	ENV-5.00	Hazardous Waste Management	75 years
Storage Tanks			
Fuel	ENV-5.00	Hazardous Waste Management	75 years
Hazardous Waste	ENV-5.00	Hazardous Waste Management	75 years
Water		File with Feature/Structure	
Stores	PRM-4.00	Property Accountability	6 years
Accounting	FIN-2.00	Financial Management and Program Coordination Reports	5 years
Inventory Subsystem	PRM-4.00	Property Accountability	6 years
Storm			
Damage		File with Feature/Structure	
Study	PRJ-23.00	River Basin Management	PERM
Stormwater Discharge	ENV-8.00	Clean Water Act Management	5 years
Strategic			
Plan Reclamation	ADM-2.00	Administrative Management Reports	PERM
Planning Information Technology	IRM-5.00	Information Technology Planning and Programs	5 years
Stream Gaging	PRJ-23.00	River Basin Management	PERM
Stream Gauging	PRJ-23.00	River Basin Management	PERM
Streambed Dredge	PRJ-23.00	River Basin Management	PERM
Streamflow	PRJ-23.00	River Basin Management	PERM
Structural			
Analysis and Testing	RES-3.40	Structural and Materials Engineering	75 years
Design Data	RES-3.40	Structural and Materials Engineering	75 years
Integrity	RES-3.40	Structural and Materials Engineering	75 years
Modeling		File with Feature/Structure	
Study Proposal (Project)	PRJ-3.00	Proposed Reclamation Projects	PERM
Subsidence	PRJ-10.00	Geology and Physical Geography	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Substation	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Summary			
Activities Report, of	PRJ-2.00	Technical Reports	PERM
Monthly Activities, of	PRJ-2.00	Technical Reports	PERM
Statistics	PRJ-2.00	Technical Reports	PERM
Summer Employment	PER-5.10	Appointment and Tenure	3 years
Superfund Site	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Supervisory			
Control System	IRM-8.00	Communications and Control Systems	5 years
Development Program	PER-14.00	Training	5 years
Probationary Training	PER-14.00	Training	5 years
Supply			
Contract			
More Than Threshold	ACM-4.00	Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
At or Below Threshold	ACM-4.10	Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)	3 years
Surety	ACM-4.00	Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)	6 years 3 months
Surplus			
Employee	PER-9.00	Reduction in Force (RIF) and Employee Separation Procedures	6 years
Property			
Greater Than \$25,000	PRM-8.00	Surplus Property Transactions of More Than \$25,000	6 years
At or Below \$25,000	PRM-8.10	Surplus Property Transactions of Less Than \$25,000	3 years
Real Property	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Survey			
Board	PRM-9.00	Survey Boards	6 years
Field Book	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Final Construction	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Marker	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Surveying	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Survivors Benefits	PER-10.00	Employee Benefits	3 years
Suspension	PER-17.10	Adverse Actions and Performance-Based Actions	7 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Sustainable Agribusiness	WTR-3.00	Reclamation Economics/Impact Programs	PERM
Switching	PRJ-21.00	Power Control Centers	10 years
Switchman	PRJ-21.00	Power Control Centers	10 years
Switchyards	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Symposium	ADM-10.00	Conferences, Meetings, and Professional Societies	3 years
Synthetic Construction Material System	RES-3.40	Structural and Materials Engineering	75 years
Documentation	IRM-3.00	Software Development, Maintenance and Support	5 years
Optimization and Joint Use (SOJU)	WTR-4.00	Repayment Contracts	PERM
Software	IRM-3.00	Software Development, Maintenance and Support	5 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
T			
TAB (Technical Assistance Bulletin)	IRM-6.00	Systems Operations and Customer Services	5 years
TADS (Training Aids for Dam Safety)	PER-14.00	Training	5 years
Tailwater Study	PRJ-13.00	Dam and Reservoir Management	PERM
Tape			
Drive	IRM-4.00	Information Technology Facilities and Equipment	5 years
Library	IRM-6.00	Systems Operations and Customer Services	5 years
Task Force			
Minutes	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Reports	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Tax, Income	PER-8.00	Pay Rates	6 years
Taxation	FIN-11.00	Taxation	3 years
TCU (Tribally Controlled Universities)	ADM-26.00	Education Partnership Program	PERM
Team Organization	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Technical			
Assistance Bulletin (TAB)	IRM-6.00	Systems Operations and Customer Services	3 years
Assistance to States	PRJ-4.00	Other Agency Facilities	PERM
Telecommunication	IRM-8.00	Communications and Control Systems	5 years
Telephone			
Directory	IRM-8.00	Communications and Control Systems	5 years
Systems Management	IRM-8.00	Communications and Control Systems	5 years
Temporary			
Quarters	PRM-15.00	Housing/Quarters Lease Records	3 years
Travel	FIN-10.10	Travel	6 years
Tennessee Valley Authority (TVA)	PRJ-6.00	River Basin Authorities or Administrations	PERM
Tenure	PER-5.10	Appointment and Tenure	3 years
Term of Employment	PER-5.10	Appointment and Tenure	3 years
Terminal	IRM-4.00	Information Technology Facilities and Equipment	5 years
Identification Number (TID)	IRM-4.00	Information Technology Facilities and Equipment	5 years
Termination of Easement			
Reclamation	LND-3.00	Land Acquisition	PERM
Others	LND-6.00	Land Management	PERM
Testimony, Employee	LAW-5.20	Witness Files	5 years
Test Pit Log	PRJ-10.00	Geology and Physical Geography	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Testing Equipment	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Operation-Maintenance	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Research	RES-4.00	Laboratory Facilities and Equipment	75 years
Theft	PRM-9.00	Survey Boards	6 years
Third Party Draft (TPD)	FIN-9.00	Accountable Officers' Records)	6 years 3 months
Threatened Species	ENV-7.00	Endangered Species Act Management	PERM
Thrift Savings Plan	PER-10.00	Employee Benefits	3 years
TID (Terminal Identification Number)	IRM-4.00	Information Technology Facilities and Equipment	5 years
Timber Removal	LND-6.00	Land Management	PERM
Time and Attendance	FIN-13.00	Payroll Accounting	6 years
Title			
Land Determination, to	LND-3.00	Land Acquisition	PERM
Opinion of Land	LND-3.00	Land Acquisition	PERM
Transfer	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
TMDL (Total Maximum Daily Load)	PRJ-23.00	River Basin Management	PERM
Toe Drain	PRJ-13.00	Dam and Reservoir Management	PERM
Tool Box Safety Meeting	SAF-3.00	Safety Program	3 years
Topographic Mapping	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Tort Claim	LAW-5.10	Claims	10 years
Total Maximum Daily Load (TMDL)	PRJ-23.00	River Basin Management	PERM
Tour of Duty	PER-5.00	Employment Staffing Methods and Practices	3 years
Toxic Substance	ENV-5.00	Hazardous Waste Management	75 years
Toxic Waste			
Disposal	ENV-5.00	Hazardous Waste Management	75 years
Hazardous Waste Site	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Management	ENV-5.00	Hazardous Waste Management	75 years
TPD (Third Party Draft)	FIN-9.00	Accountable Officers' Records)	6 years 3 months
TPEC (Technical Proposal Evaluation Committee)	PRJ-25.10	Standard Specifications	See Schedule
Trace Element	RES-3.40	Structural and Materials Engineering	75 years
Training			
Aids for Dam Safety (TADS)	PER-14.00	Training	5 years
Authorization/Controls	PER-14.00	Training	5 years
Evaluation	PER-14.00	Training	5 years
History	PER-14.00	Training	5 years
Needs Survey	PER-14.00	Training	5 years
Program	PER-14.00	Training	5 years
Reports	PER-14.00	Training	5 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Transfer			
Facility, of		File with facility	
Feature, of		File with feature	
From Construction to Operation and Maintenance	WTR-4.00	Repayment Contracts	PERM
Function, of	ADM-24.00	Organization	PERM
Funds, of	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Land, of	LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-Owned Land to Others	PERM
Leave, of	PER-11.00	Leave and Attendance	3 years
Project, of	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Structure, of		File with structure	
Transformer	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Oil Test	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Transit Book	PRJ-26.00	Surveying, Mapping and Geographic Information	PERM
Transmission			
Line	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
Service Contract	PRJ-18.00	Power Generation and Transmission Service	30 years
System Equipment	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Trashrack			
Conveyance	PRJ-15.00	Conveyance Systems	PERM
Dams	PRJ-13.00	Dam and Reservoir Management	PERM
Travel			
Advance	FIN-10.10	Travel	6 years
Authorization	FIN-10.10	Travel	6 years
Estimate	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Report	FIN-10.10	Travel	6 years
Request	FIN-10.10	Travel	6 years
Visa	FIN-10.10	Travel	6 years
Vouchers	FIN-10.10	Travel	6 years
Treaties			
International	WTR-4.11	Interstate Compacts and International Water Treaties	PERM
Native American Land	PRJ-28.00	Native American Projects and Programs	PERM
Native American Water Rights/Settlement	PRJ-28.00	Native American Projects and Programs	PERM
Trespass	LAW-4.00	Law Enforcement	5 years
Triennial Review	IRM-5.00	Information Technology Planning and Programs	5 years

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Trust			
Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Indian Asset	PRJ-28.00	Native American Projects and Programs	PERM
Land (excludes land trust documents submitted by public for review)	LND-9.00	Reclamation Reform Act	PERM
Tunnel System	PRJ-15.00	Conveyance Systems	PERM
Turbine	PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	PERM
TVA (Tennessee Valley Authority)	PRJ-6.00	River Basin Authorities or Administrations	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
U			
Umbrella Categorical Exclusion	ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	PERM
Underwater Examination		File with Feature/Structure	
Unemployment Compensation	PER-10.00	Employee Benefits	3 years
Unexpended Funds	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Unified Agenda	ADM-5.00	Federal Register Notices and Rules	5 years
Union			
Arbitration	PER-16.00	Labor Management Relations	5 years
Dues	PER-8.00	Pay Rates	6 years
Negotiation	PER-16.00	Labor Management Relations	5 years
United			
Nations	ADM-12.00	International Affairs Program	PERM
States Geological Survey (USGS)	ADM-13.00	Cooperative Project Management	PERM
Unliquidated Obligation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Unobligated Funds	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Unpaid Obligation	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Unsatisfactory Performance	PER-12.00	Employee Performance and Utilization	3 years
Unsolicited Proposal	ACM-4.20	Solicited and Unsolicited Bids and Proposals	1 year
Unsuccessful Grant Applications	ADM-1.10	Administrative Management General Files	6 years
Up Front Funding	PRJ-3.00	Proposed Reclamation Projects	PERM
UPDES (Utah Pollutant Discharge Elimination System) Permit	ENV-8.00	Clean Water Act Management	5 years
Upper Colorado River Basin Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Upgrading	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
UPS (United Parcel Service)	RIM-3.10	Postal Records	1 year
Upward Mobility	PER-13.00	Merit Promotions	2 years
Urban Benefit	WTR-3.00	Reclamation Economics/Impact Programs	PERM
US Army Corps of Engineers	ADM-13.00	Cooperative Project Management	PERM
US Board on Geographic Names	PRJ-7.00	Projects, Features and Geographic Names	PERM
Used Oil	ENV-5.00	Hazardous Waste Management	75 years
USGS (United States Geological Survey)	ADM-13.00	Cooperative Project Management	PERM
Utah Pollutant Discharge Elimination System (UPDES)			
Permit	ENV-8.00	Clean Water Act Management	5 years
Utilities, Public Power	PRJ-18.00	Power Generation and Transmission Service	30 years
Utility Bills (Electric, Phone, etc.)	FIN-9.00	Accountable Officers' Records	6 years 3 months

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
V			
Vacancy Notice	PER-5.20	Recruitment, Selection and Placement	3 years
Valley			
Administration	PRJ-6.00	River Basin Authorities or Administrations	PERM
Authority	PRJ-6.00	River Basin Authorities or Administrations	PERM
Value Engineering (VE)	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Valve		File with Feature/Structure	
Vandalism	LAW-4.00	Law Enforcement	5 years
Vane Shear Test	PRJ-10.00	Geology and Physical Geography	PERM
VE (Value Engineering)	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Vegetation Enhancement	ENV-9.00	Environmental Enhancement	10 years
Vegetation Management	ENV-9.00	Environmental Enhancement	10 years
Vegetation Research	ENV-9.00	Environmental Enhancement	10 years
Vehicle	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
License Plates	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Parking Authorization	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Veterans Readjustment Appointment (VRA)	PER-5.10	Appointment and Tenure	3 years
Vibration Monitoring	PRJ-10.00	Geology and Physical Geography	PERM
Video	PIO-6.00	Audio/Visual Recordings	PERM
Visitor Log	ADM-23.00	Visitor Management	2 years
Visitors Center	PRJ-22.00	Project Supporting Features	PERM
Visual Aid	PIO-5.00	Arts and Graphics	5 years
Vital Record	RIM-4.00	Records and Information Management Program	6 years
Voice-Mail Communications System	IRM-8.00	Communications and Control Systems	5 years
Volunteer Program	PER-5.00	Employment Staffing Methods and Practices	3 years
Voucher			
Journal	FIN-6.20	Repayment and Cost Accounting	PERM
Standard	FIN-6.20	Repayment and Cost Accounting	PERM
VRA (Veterans Readjustment Appointment)	PER-5.10	Appointment and Tenure	3 years
Vulnerability	ADM-11.10	Emergency, Disaster, and Security Program	See Schedule

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
W			
Wage			
Board	PER-8.00	Pay Rates	6 years
Survey	PER-8.00	Pay Rates	6 years
Waiver of Claims	FIN-8.00	Financial Audits	6 years
WAPA (Western Area Power Administration)			
177-T Report	PRJ-18.00	Power Generation and Transmission Service	30 years
Discrepancy Report	PRJ-18.00	Power Generation and Transmission Service	30 years
F-6500.33 Report	PRJ-18.00	Power Generation and Transmission Service	30 years
Warehouse Supplies	PRM-4.00	Property Accountability	6 years
Warren Act	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Wastewater			
Discharge Permit	ENV-8.00	Clean Water Act Management	5 years
Treatment Plant	PRJ-22.00	Project Supporting Features	PERM
Water			
Accounting	WTR-4.10	Water Rights	PERM
Allocation	WTR-4.10	Water Rights	PERM
Application	WTR-4.10	Water Rights	PERM
Appropriation	WTR-4.10	Water Rights	PERM
Augmentation	PRJ-23.00	River Basin Management	PERM
Conservation			
Plan	PRJ-23.00	River Basin Management	PERM
Program	PRJ-23.00	River Basin Management	PERM
Research	RES-7.00	Atmospheric Data Monitoring	75 years
Contract	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Conveyance	PRJ-15.00	Conveyance Systems	PERM
Conveyance Contract	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Council	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Council Minutes	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Council Reports	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Delivery Contract	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Delivery Management	PRJ-23.00	River Basin Management	PERM
Depletion	PRJ-23.00	River Basin Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
District	WTR-4.00	Repayment Contracts	PERM
Land Holding	LND-9.00	Reclamation Reform Act	PERM
Litigation	LAW-5.00	Litigation and Appeals	PERM
Operation and Maintenance	PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	PERM
Repayment Contract	WTR-4.00	Repayment Contracts	PERM
Sales and Delivery	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Diversion		File with Feature/Structure	
Exchange	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Exchange Contract	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Hammer (Research)	RES-7.00	Atmospheric Data Monitoring	75 years
(Pipe - Pipeline, etc.)	PRJ-15.00	Conveyance Systems	PERM
Harvest	PRJ-23.00	River Basin Management	PERM
Litigation	LAW-5.00	Litigation and Appeals	PERM
Loss	PRJ-23.00	River Basin Management	PERM
Management	PRJ-23.00	River Basin Management	PERM
Marketing	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Marketing Policy	WTR-1.00	Water Resource Management Policy	PERM
Needs Assessment and Feasibility Study	WTR-2.00	Water Resource Management Reports	PERM
Operation Publication	WTR-2.00	Water Resource Management Reports	PERM
Operations Report	WTR-2.00	Water Resource Management Reports	PERM
Petition	WTR-4.00	Repayment Contracts	PERM
Policy	WTR-1.00	Water Resource Management Policy	PERM
Pollution	ENV-8.00	Clean Water Act Management	5 years
Pollution Research	WTR-7.00	Water Quality and Ecology	75 years
Purchase	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Quality	WTR-7.00	Water Quality and Ecology	75 years
Quality Standard	WTR-7.00	Water Quality and Ecology	75 years
Quantity	PRJ-23.00	River Basin Management	PERM
Quantity Study	PRJ-23.00	River Basin Management	PERM
Rates	FIN-6.20	Repayment Cost and Accounting	PERM
Reallocation	WTR-4.10	Water Rights	PERM
Recycling and Reuse	WTR-7.00	Water Quality and Ecology	75 years
Release Forms	WTR-1.10	Water Resource Management General Files	15 years
Release Orders	WTR-1.10	Water Resource Management General Files	15 Years
Relocation and Transfer	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Repayment	WTR-4.00	Repayment Contracts	PERM
Repayment Cost	WTR-4.00	Repayment Contracts	PERM
Resource Development	PRJ-23.00	River Basin Management	PERM

SUBJECT INDEX

Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Resource Management Policy	WTR-1.00	Water Resource Management Policy	PERM
Resource Research	RES-1.10	General Research Program Management	15 years
Rights	WTR-4.10	Water Rights	PERM
Rights, Native American	PRJ-28.00	Native American Projects and Programs	PERM
Rights Adjudication	LAW-5.00	Litigation and Appeals	PERM
Protest	WTR-4.10	Water Rights	PERM
Sale	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Sample	WTR-7.00	Water Quality and Ecology	75 years
Service Contract	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Spreading	LND-11.00	Land Management	PERM
Storage Contract	WTR-4.00	Repayment Contracts	PERM
Supply Forecasting Initiative	PRJ-23.00	River Basin Management	PERM
Supply Measurements	PRJ-23.00	River Basin Management	PERM
Supply Study	PRJ-23.00	River Basin Management	PERM
Surface Profile Study	PRJ-13.00	Dam and Reservoir Management	PERM
Transfer	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Transfer Policy	WTR-1.00	Water Resource Management Policy	PERM
Transfers Within Districts	WTR-4.03	Water Sales/Delivery Contract/Exchange of Water	PERM
Transport System Research	RES-3.40	Structural and Materials Engineering	75 years
Treatment	WTR-7.00	Water Quality and Ecology	75 years
Treatment Plant	PRJ-29.00	Water and Wastewater Treatment Plants	75 years
Use			
Management	PRJ-23.00	River Basin Management	PERM
Research	PRJ-23.00	River Basin Management	PERM
User Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
User Recovery Cost	FIN-6.20	Repayment Cost and Accounting	PERM
Utilization	PRJ-23.00	River Basin Management	PERM
Yield	PRJ-23.00	River Basin Management	PERM
Watershed Management	PRJ-23.00	River Basin Management	PERM
Waterway	PRJ-15.00	Conveyance Systems	PERM
Wave			
Action	PRJ-13.00	Dam and Reservoir Management	PERM
Research	RES-7.00	Atmospheric Data Monitoring	75 years
Weather			
Data	RES-7.00	Atmospheric Data Monitoring	75 years
Modification	RES-7.00	Atmospheric Data Monitoring	75 years
Observation Station	RES-7.00	Atmospheric Data Monitoring	75 years
Website	IRM-3.00	Software Development, Maintenance and Support	5 years
Weed			
Control	ENV-10.00	Weed and Pest Control Management	PERM
Noxious	ENV-10.00	Weed and Pest Control Management	PERM
Pest and Vegetative Growth Removal	ENV-10.00	Weed and Pest Control Management	PERM

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Research	RES-1.10	General Research Program Management	15 years
Weir	PRJ-15.00	Conveyance Systems	PERM
Well			
Inventories	PRJ-15.00	Conveyance Systems	PERM
Irrigation	PRJ-15.00	Conveyance Systems	PERM
Wells, Other Than Irrigation	PRJ-22.00	Project Supporting Features	PERM
Western Area Power Administration (WAPA)			
177-T Report	PRJ-18.00	Power Generation and Transmission Service	30 years
F-6500.33 Report	PRJ-18.00	Power Generation and Transmission Service	30 years
Western Systems Coordinating Council (WSCC)			
Minutes	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Reports	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM
Wetlands Management	ENV-7.00	Endangered Species Act Management	PERM
Resource	ENV-7.00	Endangered Species Act Management	PERM
WGI (Within Grade Increase)	PER-12.00	Employee Performance and Utilization	3 years
Denial	PER-12.00	Employee Performance and Utilization	3 years
Wheel-Mounted Crane (Heavy Equipment)	PRM-12.00	Motor Vehicle/Heavy Equipment	2 years
Whistle Blower Complaint	PER-17.10	Adverse Actions and Performance-Based Actions	7 years
Wild River Protection	ENV-11.00	Natural Resource Protection and Management Program	PERM
Wilderness Area	ENV-11.00	Natural Resource Protection and Management Program	PERM
Wilderness Preservation	ENV-11.00	Natural Resource Protection and Management Program	PERM
Wildland Fire	ADM-11.00	Emergency, Disaster, and Security Program	PERM
Wildlife			
Model	ENV-9.00	Environmental Enhancement	10 years
Monitoring	ENV-4.00	Fish and Wildlife Management	PERM
Refuge	ENV-4.00	Fish and Wildlife Management	PERM
Study	ENV-4.00	Fish and Wildlife Management	PERM
Wind Energy Research	RES-7.00	Atmospheric Data Monitoring	75 years
Wind Turbine	PRJ-20.00	Equipment Operation and Maintenance	See Schedule
Winter Water Replacement	PRJ-23.00	River Basin Management	PERM
Withdrawal			
Land	LND-4.00	Withdrawals and Restorations	PERM
Renewal	LND-4.00	Withdrawals and Restorations	PERM
Review	LND-4.00	Withdrawals and Restorations	PERM

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Within Grade Increase (WGI)	PER-12.00	Employee Performance and Utilization	3 years

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
Witness			
Statement	LAW-5.20	Witness Files	5 years
Statement Appropriation Hearing	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Woman-Owned Business	ACM-6.00	Small and Disadvantaged Business Utilization	6 years
Word Processing Software	IRM-3.00	Software Development, Maintenance and Support	5 years
Work			
Conditions	PER-5.00	Employment Staffing Methods and Practices	3 years
Workers Compensation	PER-12.00	Employee Performance and Utilization	3 years
Working Capital Fund	FIN-3.00	Appropriations, Funds and Budgeting	6 years
Workplace Diversity	ADM-27.00	Diversity and Equal Opportunity	5 years
WSCC (Western Systems Coordination Council)	PRJ-5.10	Commissions, Committees, and Commissioner's Meetings	PERM

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Subject	Code for Originator or Action Office	Class Description	Retention after Folder Closure
X			
X 118 (Position Qualification Standards)	PER-5.10	Appointment and Tenure	3 years
Xeriscape (Landscaping)	ENV-9.00	Environmental Enhancement	10 years
Y			
YMP (Yucca Mountain Project)	ENV-5.10	Nuclear Waste Storage Investigations	PERM
Youth Conservation Center (Job Corp)			
Program	ADM-13.00	Cooperative Project Management	PERM
Project	ADM-13.00	Cooperative Project Management	PERM
Youth Program	ADM-13.00	Cooperative Project Management	PERM
Yucca Mountain Project (YMP)	ENV-5.10	Nuclear Waste Storage Investigations	PERM
Z			
Zoning	LND-1.00	Land Operations/Realty Policy	PERM