

ADMINISTRATIVE MANAGEMENT

Class Code	Title	Retention after folder closure	Security Code*
ADM-1.00	Administrative Management Policy	Permanent	
ADM-1.10	Administrative Management General Files	6 years	
ADM-1.11	Reserved – Use ADM-1.10		
ADM-2.00	Administrative Management Reports	Permanent	
ADM-5.00	Federal Register Notices and Rules	5 years	
ADM-5.10	Reserved - Use ADM-5.00		
ADM-6.00	Information Collection Budget	7 years	
ADM-7.00	Management Reviews and Objectives	10 years	
ADM-7.10	Reserved – Use ADM-7.00		
ADM-7.20	Reserved – Use ADM-7.00		
ADM-7.30	Reserved – Use ADM-7.00		
ADM-7.40	Reserved – Use ADM-7.00		
ADM-7.50	Congressional Investigations	Permanent	
ADM-8.00	Program Compliance Audits and Appeals	25 years	
ADM-8.10	Reserved – Use ADM-8.00		
ADM-9.00	Internal Delegations of Authority	See Schedule	
ADM-10.00	Conferences, Meetings, and Professional Societies	3 years	
ADM-11.00	Emergency, Disaster, and Security Program	Permanent	FOUO
ADM-11.10	Emergency Operation Plans	3 years	FOUO
ADM-12.00	International Affairs Program	Permanent	FOUO
ADM-12.10	International Visitor and Training Program	15 years	
ADM-13.00	Cooperative Project Management	Permanent	PA
ADM-14.00	Equal Employment Opportunity Complaints	4 years	PA
ADM-14.10	Reserved – Use ADM-14.00		
ADM-14.20	Reserved – Use ADM-14.00		
ADM-14.30	Contractor EEO Compliance Reviews	7 years	
ADM-14.40	EEO Office Compliance Reports	3 years	
ADM-14.50	Reserved – Use ADM-27.00		
ADM-14.60	Reserved – Use ADM-27.00		
ADM-14.70	Reserved – Use ADM-27.00		

ADMINISTRATIVE MANAGEMENT

Class Code	Title	Retention after folder closure	Security Code*
ADM-15.00	Printing and Reproduction Services	1 year	
ADM-15.10	Joint Committee on Printing	3 years	
ADM-16.00	Identification Cards/Credentials	3 months	PA
ADM-16.10	Reserved – Use ADM-16.00		
ADM-22.00	Committee Management Program	6 years	
ADM-22.10	Committee Management	Permanent	
ADM-23.00	Visitor Management	2 years	PA
ADM-24.00	Organization	Permanent	
ADM-25.00	Conflict Management and Dispute Resolution	3 years	PA
ADM-25.10	Employee Assistance Programs	10 years	PA
ADM-26.00	Education Partnership Program	5 years	
ADM-27.00	Diversity and Equal Opportunity	5 years	

*Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-1.00	<p>Administrative Management Policy</p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern administrative management activities that are not included in the master set of directives. Includes correspondence, memorandums, e-mail and other documentation relating to the creation and implementation of official policy, guidance, and procedures.</p>	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close file at the end of calendar year when policy is superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-3</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-1.10	<p>Administrative Management General Files</p> <p>General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation relating to administrative management subjects.</p>	
	<p>NOTE: Use case files for program specific documentation.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-2.00	<p>Administrative Management Reports</p> <p>Reports relating to administrative management activities. Includes, but is not limited to:</p> <ul style="list-style-type: none"> > Water and land resource accomplishments > Strategic Plan > Report to Congress > Annual Report of the Commissioner > Other related reports 	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-5.00	<p>Federal Register Notices and Rules</p> <p>General administrative files relating to the development, clearance, and processing of Federal Register Notices that are not codified in the Code of Federal Regulations and proposed and final rulemaking.</p>	
	<p>NOTE: Use a permanent classification file code for Federal Register Notices and rulemaking records that relate to Mission specific Program activities such as: Land, Water, Project, or certain Administrative functions.</p>	
	<p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-6.00	<p>Information Collection Budget</p> <p>Case files including correspondence, memorandums, e-mail and reports required by the Office of Management and Budget as required by the Paperwork Reduction Act. Including:</p> <ul style="list-style-type: none"> > Associated feeder reports > Report exhibits > Directives > Statistical compilations and similar documentation 	
	<p>NOTE: Completed forms containing information of a permanent nature should be filed with related Program or Project case files, e.g. RRA.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 7 years after closure.</p> <p>Retain working reference copy in agency and destroy when 7 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3 GRS 16.12</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-7.00	<p>Management Reviews and Objectives</p> <p>General administrative files relating to staffing studies or management improvement projects and administrative policies and procedures. Including:</p> <ul style="list-style-type: none"> > Survey data and background materials > Revenue enhancement > Fair Act Inventory (A-76) > National Performance Review 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of calendar year in which the study or review was concluded.</p> <p>Paper/film/electronic: Destroy in agency 10 years after closure.</p> <p>Retain working reference copy in agency and destroy when 10 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-7.50	<p>Congressional Investigations</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to investigations and studies requested by individual Congressmen/women or Congressional Committees. Including:</p> <ul style="list-style-type: none"> > Reports, studies, plans, etc. > Conduct of investigation > Background information on activities > Analyses of committee reports > Committee recommendations and Reclamation responses 	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of calendar year in which the investigation, study, or activity was concluded.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-8.00	<p>Program Compliance Audits and Appeals</p> <p>Case files, including correspondence, memorandums, e-mail and other documentations relating to audit requests, proposals, work plans, internal and external exhibits, legal opinions, reports of findings, and conclusions or final decisions regarding appeals to previous compliance audit results.</p>	
	<p>NOTE: Use FIN 8.00 for audits specific to financial operations.</p> <p>NOTE: Use FIN-9.00 for accountable officers' records held for on-site audits by the General Accounting Office (GAO).</p>	
	<p>Official File Copy -</p> <p>Transfer/Disposal Instructions -</p> <p>Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year or when audit/appeal is complete.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 25 years after closure.</p> <p>Retain working reference copy in agency and destroy when 25 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-07-1

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-9.00	<p>Internal Delegations of Authority</p> <p>Administrative files relating to delegation of authority and responsibility. Including:</p> <ul style="list-style-type: none"> > Delegation of signature authority > Designation of technical representatives > Deputization of Reclamation employees > Delegation of procurement authority > Designation of Privacy Act Officer > Designation of Freedom of Information Act Officer > Designation of agents to receive cash > Personnel authorized to draw from the warehouse or individuals assigned fiscal responsibilities including disallowances, exceptions to payments, and power of attorney > Designation of Notary Public > Designation of employees to certify items for publication in the Federal Register 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files when delegation is superseded, revoked, withdrawn, or expired.</p> <p>Paper/film/electronic: Destroy in agency when superseded, revoked, withdrawn, or expired.</p> <p>Destroy electronic, film, or paper copy when superseded, revoked, withdrawn, or expired or earlier if no longer required for reference.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-10.00	<p>Conferences, Meetings, and Professional Societies</p> <p>General files relating to Reclamation and non-Reclamation conferences, meetings, congresses, conventions, workshops, and professional societies. Including:</p> <ul style="list-style-type: none"> > Agendas, minutes, reports, etc. > Organizational materials > Presentations, lectures, and papers > Accommodations, services, and approvals > Attendance and arrangements 	
	<p>NOTE: Use PRJ-5.10 for Technical Commissions/Committees.</p> <p>NOTE: Use WTR-4.00 for meetings regarding negotiations of water repayment contracts.</p>	
	<p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p>	<p>Temporary - Close files at the end of calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3 GRS-26.2b</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-11.00	<p>Emergency, Disaster, and Security Program</p> <p>Case files including correspondence, memorandums, e-mail and associated materials such as incident history files, condition assessments, final cost reports, news releases, photographs, and final reports of major disasters and emergencies which document the events, response, and final mitigation. Including:</p> <ul style="list-style-type: none"> > Natural or manmade disasters or emergencies > Wildland Fire Management activities > Internal disorder > Security emergencies > Riots, bombings, and extended evacuations > Power or communications failures, etc. > Planning and coordination with other Federal and State agencies > Security Planning 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Include one master copy of Emergency Action Plan, Emergency Occupant Plan, Continuity of Operations Plan, Spill Prevention/Response Plan, Facility Security Plan, Fire Package – Incident History File, or other similar plans and documentation in effect at time of emergency.</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: center;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year or upon resolution of emergency.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-11.10	<p>Emergency Operation Plans</p> <p>General files relating to office responsibilities for preparation and issuance of plans and directives. Including:</p> <ul style="list-style-type: none"> > Emergency Action Plan > Emergency Occupant Plan > Continuity of Operations (COO) Plan > Spill Prevention and Response Plan > Facility Security Plan > Interagency Plans with other Federal/State agencies 	
	<p>NOTE: See ADM-11.00 note for instructions to preserve documentation in effect at the time of an emergency.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p>	<p>Temporary - Close files at the end of calendar year in which new plan or directive is issued.</p> <p>Paper/film/electronic: Destroy in agency when superseded or no longer required for current business needs.</p>
	<p>Security Code: FOUO Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-07-1</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-12.00	<p>International Affairs Program</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's assistance, management, and cooperation with foreign countries to provide requested services and technical advice. Including:</p> <ul style="list-style-type: none"> > Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or other similar cooperative management agreements > Studies, investigations, plans, protocols, technical designs, construction management activities, etc. > Financial management > Diplomatic/political/policy documents and other supporting documentation > Foreign travel trip reports 	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of calendar year in which project, program, or agreement is completed.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: FOUO</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-12.10	<p>International Visitor and Training Program</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to official visitors and trainees from other countries.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer/Disposal Instruction-</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of calendar year in which visit or training is completed.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or as volume warrants. FRC destroy 15 years after closure.</p> <p>Retain working reference copy in agency and destroy when 15 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-13.00	<p>Cooperative Project Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's technical assistance provided to other Federal, State, public, or private entities for consulting, management, construction, rehabilitation, and similar support activities regarding irrigation systems, municipal water projects, water delivery systems, individual features or structures, special activities, or similar projects. Including:</p> <p>>MOU, MOA, or similar agreement for studies, investigations, planning, consulting, design, construction, project management, and similar activities.</p> <p>>Financial Assistance Agreements where Reclamation has substantial oversight responsibility or provides technical assistance.</p>	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use ACM-4.00 for Supply and Service or Financial Assistance Agreements which <u>exceed</u> the Acquisition Threshold (\$100,000).</p> <p>NOTE: Use ACM-4.10 for Supply and Service or Financial Assistance Agreements which <u>do not exceed</u> the Acquisition Threshold (\$100,000).</p> <p>NOTE: Use ACM-4.20 for Unsuccessful Grant Applications.</p> <p>NOTE: Use ENV-6.00 for Environmental Protection Agency projects.</p> <p>NOTE: Use PRJ-28.00 for Bureau of Indian Affairs projects.</p>	

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: center;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of calendar year in which agreement is completed or terminated.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-7</p> <p>Vital Record: Yes</p>	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-14.00	<p>Equal Employment Opportunity Complaints</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to official EEO complaint files as described in 29 CFR 1613.222, including cases resolved in the agency, by EEOC, or in U.S. Court. Including:</p> <ul style="list-style-type: none"> > Official Complaint case file > Official discrimination complaint > Duplicate case files > Background records and files 	
	<p>NOTE: Use ADM-1.10 for general files relating to administration of equal employment, diversity, affirmative action, and similar topics.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of calendar year in which case is resolved and finalized.</p> <p>Paper/film/electronic: Destroy in agency 4 years after closure.</p> <p>Retain working reference copy in agency and destroy when 4 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - DOI-18</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p> <p>GRS 1.25a, 1.25b, 1.25c</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-14.30	<p>Contractor EEO Compliance Reviews</p> <p>Reviews, background, papers, correspondence, memorandums, e-mail and other documentation relating to contractor employment practices.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of calendar year in which case is resolved and finalized.</p> <p>Paper/film/electronic: Destroy in agency 7 years after closure.</p> <p>Retain working reference copy in agency and destroy when 7 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3 GRS 1.25d(1)</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-14.40	EEO Office Compliance Reports Reviews, background, papers, correspondence, memorandums, e-mail and other documentation relating to employment practices.	
	Official File Copy - Disposal Instructions - Reference Copy -	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-94-3 GRS 1.25d(2)

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-15.00	<p>Printing and Reproduction Services</p> <p>General files relating to printing and reproduction services. Including:</p> <ul style="list-style-type: none"> > Requisition forms for services > Printing requirements > Delivery receipts 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 1 year after closure.</p> <p>Retain working reference copy in agency and destroy when 1 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-11</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3 GRS 13.2a</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-15.10	Joint Committee on Printing General files relating to reports for the Joint Committee on Printing (JCP).	
	Official File Copy - Disposal Instructions - Reference Copy -	Temporary - Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 3 years after closure. Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.
	Security Code: Privacy Act - WBR-11 Vital Record: No	NARA Disposal Authority: N1-115-94-3 GRS 13.5a

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-16.00	<p>Identification Cards/Credentials</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the issuance of identification cards, credentials, and their control, such as administrative records, indices, or registers of credentials. Including:</p> <ul style="list-style-type: none"> > Identification cards, badges, etc. > Credit cards > Parking permits > Passes, employee > Passes, visitor or building and similar documentation 	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary – Close files after credentials are returned.</p> <p>Paper/film/electronic: Destroy in agency 3 months after closure.</p> <p>Retain working reference copy in agency and destroy when 3 months old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act – WBR-11</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-22.00	<p>Committee Management Program</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's involvement as a Federal Advisory Committee Act member. Including:</p> <ul style="list-style-type: none"> > Federal officer designation > Advisory committee requirements > Reports and related documentation, etc. 	
	<p>NOTE: Disposal of this material must be coordinated with the Designated Federal Officer (DFO).</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary - Close files after termination of committee.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1 GRS 26.4</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-22.10	<p>Committee Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to committee management activities. Including:</p> <ul style="list-style-type: none"> > Committee charter > Nominating letter > Membership lists > Federal Register notice > Agendas, meeting minutes, etc. > Reports > Reclamation responses to committee reports (recommendations) 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use PRJ-5.00 for planning boards, committees and special Commissions established for planning the conservation, development, or use of natural resources.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year or as volume warrants.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3 GRS 26.2a</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-23.00	<p>Visitor Management</p> <p>General files, registers, or logs recording names of visitors, contractors, service personnel, vendors, etc., at Reclamation facilities and property.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each year or after final entry in register.</p> <p>Paper/film/electronic: Destroy in agency 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-5, WBR-37, DOI-60</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3 GRS 18.17b</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-24.00	<p>Organization</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to organization/reorganization of Reclamation including establishment and discontinuance of offices, selection of locations, changes in location, and organizational charts or similar documentation.</p>	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year or as volume warrants.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-3

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-25.00	<p>Conflict Management and Dispute Resolution</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to actions taken to prevent, manage, or resolve conflicts and disputes. Including:</p> <ul style="list-style-type: none"> > Acquisition of services > Conflict management strategy > Evaluation and review of resolution process 	
	<p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy -</p>	<p>Temporary - Close files at completion of resolution process and service.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-07-1 GRS 1.27a

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-25.10	<p>Employee Assistance Programs</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to the administration of drug awareness and control programs. Including:</p> <ul style="list-style-type: none"> > Training program > Employee assistance program > Substance Testing > Drug-Free Workplace Plan 	
	<p>Official File Copy -</p> <p>Disposal Instructions -</p> <p>Reference Copy –</p>	<p>Temporary – Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 10 years after closure.</p> <p>Retain working reference copy in agency and destroy when 10 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act DOI-4, OPM-1</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1 GRS-1.26, 1.36</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-26.00	<p>Education Partnership Program</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the administration of educational resources that support development of a diverse work force at minority colleges and universities through funding, curriculum development, recruitment, and job placement.</p> <p>Including:</p> <ul style="list-style-type: none"> > Agreements, funding requirements, studies, reviews, reports, position development, recruitment records, etc. > Historically Black Colleges and Universities (HBCUs) > Hispanic Serving Institution (HSIs) > American Indian Tribally Controlled Colleges and Universities (TCUs) 	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Higher Education Act of 1965 as Amended in 1976, 1992, and 1998 > P.L. 105-244, 112 Stat.1281, Title III & IV > 20 U.S.C. 1059-1062, etc. > 34 CFR 	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary - Close files at the conclusion of agreement or activity.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1</p>

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ADM-27.00	<p>Diversity and Equal Opportunity</p> <p>General files, including correspondence, memorandums, e-mail and other documentation relating to the administration of equal employment, diversity, affirmative action, and similar topics. Including:</p> <ul style="list-style-type: none"> > Equal employment > Workplace diversity > Affirmative Action Plan > Civil rights > Discrimination > Disabled/handicapped, etc. > Employment Statistics 	
	<p>NOTE: Use ADM-14.00 for case files relating to official EEO complaint file.</p> <p>NOTE: Use ADM-26.00 for case files relating to administration of educational resources that support development of a diverse workforce at minority colleges and universities.</p>	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Labor Standards Act of 1938 > 29 U.S.C. Section 201-219 > 5 CFR Part 551 > 29 CFR Parts 516, 519, 527, 785 > Civil Rights Act of 1964 > P.L. 88-352; 78 Stat. 241, 42 U.S.C. 1981 > 1980 Amendment as P.L. 96.191 > Civil Rights Act of 1991 > P.L. 102-166 > Age Discrimination in Employment Act of 1967 > P.L. 90-202, as amended > 29 U.S.C. Section 621 > Equal Employment Opportunity Act of 1972 > P.L. 88-352, 42 U.S.C. 2000e, as amended > 5 CFR 720, Part 201-207 > 29 CFR Parts 1600-1699 	

ADMINISTRATIVE MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary – Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1 GRS 1.25g, 1.25h(1), 1.25h(2)</p>