

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

Class Code	Title	Retention after folder closure	Security Code*
ENV-1.00	Environmental Compliance and Management Policy	Permanent	
ENV-1.10	Environmental Compliance and Management General Files	15 years	
ENV-1.11	Reserved - Use ENV-1.10		
ENV-2.00	Environmental Compliance and Management Reports	Permanent	
ENV-3.00	Cultural Resources	Permanent	FOUO
ENV-4.00	Fish and Wildlife Management	Permanent	
ENV-4.10	Reserved – Use ENV-4.00		
ENV-5.00	Hazardous Waste Management	75 years	
ENV-5.10	Nuclear Waste Storage Investigations	Permanent	
ENV-6.00	National Environmental Policy Act (NEPA) Compliance Activities	Permanent	
ENV-7.00	Endangered Species Act Management	Permanent	
ENV-7.10	Mineral Resources	Permanent	
ENV-8.00	Clean Water Act Management	5 years	
ENV-8.10	Clean Air Act Management	10 years	
ENV-9.00	Environmental Enhancement	10 years	
ENV-10.00	Weed and Pest Control Management	Permanent	
ENV-11.00	Natural Resource Protection and Management Program	Permanent	FOUO
ENV-12.00	Reserved – Use ENV-9.00		

* Documents under these codes could be:
 FOUO = For Official Use Only
 PA = Privacy Act
 No designation = Public

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-1.00	<p>Environmental Compliance and Management Policy</p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, procedures, or precedents pertinent to future and continuing actions for environmental compliance and management that govern 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>	<p>DISPOSAL NOT AUTHORIZED</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PERMANENT – Close file at the end of calendar year when policy is superseded, canceled, or revoked.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: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-1.10	<p>Environmental Compliance and Management General Files</p> <p>General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation of a temporary nature filed by subject as they relate to environmental compliance and management.</p>	
	<p>NOTE: Use case files for program specific documentation.</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 at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 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 Vital Record: No</p>	<p>Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-2.00	<p>Environmental Compliance and Management Reports</p> <p>Reports relating to environmental compliance and management, including those created by Reclamation as a joint venture or in cooperation with other Government agencies and ones created by outside agencies regarding Reclamation activities, projects, and programs. Includes preliminary, final, or summary.</p>	<p>DISPOSAL NOT AUTHORIZED</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.</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>
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ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-3.00	<p>Cultural Resources</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation history, cultural resources, artifacts, historical archaeology, and archaeological activities. Including:</p> <ul style="list-style-type: none"> > Studies, inventories, surveys, program planning, reports, and similar documentation > Management plans, program reviews, and curation documentation > Permits for archaeological and paleontological site investigations and excavations. > Historic site and structures documentation 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Archaeological and paleontological site and permit information is RESTRICTED from public access.</p> <p>NOTE: For museum property program management, including collection plans, program reviews, program inventories, and curation documentation, refer to PRM-10.00</p>	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Antiquities Act of 1906 > Historic Sites Act of 1935 > Reservoir Salvage Act of 1960 > National Historic Preservation Act of 1966 > Archaeological and Historic Preservation Act of 1974 > American Indian Religious Freedom Act of 1978 > Archaeological Resources Protection Act of 1979 > Native American Graves Protection and Repatriation Act of 1990 > 36 CFR Parts 60-63-79-800 and 43 CFR Part 7 > Executive Orders 11593, 13006, 13007, 12898 > Departmental Manual Part 411, 426, 512, 519 	

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	<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; as volume warrants; or at the conclusion of study, project, or activity.</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 16 U.S.C. Chapter 1 B, Section 470hh Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-4.00	<p>Fish and Wildlife Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's management of fish and wildlife resources and the preservation of eco-system and natural habitat through conservation. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, planning, inventories, surveys, reports, and similar documentation > Habitat management > Wetlands creation, preservation, and management > Plant and animal census > Management plans and program review > Research program > Coordination with Fish and Wildlife Service > Wildlife escape devices > Special facilities – fish ladders, screens, hatcheries > Migration patterns > Wildlife sanctuaries > Conservation management and plans 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use ENV-7.00 for threatened or endangered species.</p>	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Fish and Wildlife Coordination Act of 1934 > Small Reclamation Projects Act of 1956 > National Environmental Policy Act of 1969 > Clean Water Act of 1972 > Endangered Species Act of 1973 > Fish and Wildlife Conservation Act of 1980 > North American Wetlands Conservation Act of 1989 > Executive Orders 11988, 11990, 11991, 12007, 12114, 12898 > Secretarial Order 3206 > Departmental Manual Part 516 > Reclamation Manual ENV PO3 	

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Official File Copy -	PERMANENT – Close file at the end of calendar year or as volume warrants.
	Transfer Medium – Paper/Film -	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
	Transfer Medium – Electronic -	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).
	Reference Copy -	Retain working reference copy in agency until no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-07-1

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-5.00	<p>Hazardous Waste Management</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's internal storage and disposal of hazardous materials. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, proposals, reviews, reports, plans, and similar documentation > Site remediation and cleanup supporting documentation > Underground storage tanks installation and closure > Used oil and similar petroleum-based products > Spill prevention and control > Record of destruction or disposal > Certificates of destruction and trucking manifests for disposal of hazardous substances and wastes 	
	<p>NOTE: Use ENV-6.00 for records relating to EPA Superfund Site mitigation with the exception of Finance Office documentation.</p>	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Federal Insecticide, Fungicide, and Rodenticide Act of 1972 > Toxic Substances Control Act of 1976, 15 U.S.C. section 2601 > Hazardous and Solid Waste Amendments of 1984 > Oil Pollution Act of 1990, 33 U.S.C. 2761 > 40 CFR Table 302.4 > 40 CFR 261 subpart D – Waste List P or U 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer/Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year or as volume warrants.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 75 years after closure and review by Reclamation.</p> <p>Retain working reference copy in agency and destroy when 75 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-5.10	<p>Nuclear Waste Storage Investigations</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the management of sites for storage of nuclear waste. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, proposals, program reviews, planning, reports, and similar documentation > Site engineering, design, and planning > Site construction > Operation and maintenance > Other agency participation > Yucca Mountain 	DISPOSAL NOT AUTHORIZED
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Nuclear Waste Act of 1982, 42 U.S.C. 10141, section 801 > Atomic Energy Act of 1954, 42 U.S.C. 2201(b), section 161b 	
	<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 file at the end of 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 until no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-6.00	<p>National Environmental Policy Act (NEPA) Compliance Activities</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's NEPA compliance activities. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, planning, reports, and similar documentation > Environmental Assessments (EA) > Environmental Review > Categorical Exclusion Checklists > Findings of No Significant Impact (FONSI) > Draft and Final Environmental Impact Statements (EIS) > Decisions, consultations, reviews, comments, and related materials relating to Reclamation's environmental activities > EPA Superfund site mitigation (see note) 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use ENV-5.00 for Finance Office documentation.</p>	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Solid Waste Disposal Act of 1965 (as amended) > National Environmental Policy Act of 1969, P.L. 97-258 4(b), 42 U.S.C. 432104347 > Resources Conservation and Recovery Act (RCRA) of 1976, U.S.C. 42, Chapter 82 > Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), U.S.C. 42, Chapter 103 > Hazardous and Solid Waste Amendments (HSWA) of 1984 	

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	<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 file at the end of 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 until no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-7.00	<p>Endangered Species Act Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's management of the Endangered Species Act. Including:</p> <ul style="list-style-type: none"> > Reports, studies, plans, investigations, program reviews, decisions, etc. > Critical habitat management and preservation > Wetlands creation, restoration, and protection > Biological surveys > Pollution control efforts > Section 7 consultation and review > Controlled burns for habitat management > Cooperation with other governmental agencies, state, etc. To enhance fish and wildlife habitat management > Biological assessment > Biological opinion > Plant and animal census > Ecological assessment, planning, and research 	<p>DISPOSAL NOT AUTHORIZED</p>
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Endangered Species Act of 1973, 50 CFR Part 17, 16 U.S.C. 1361-1407 > Executive Orders 11990, 11988, 11991, 12114, 12898, 12007 > Secretarial Order 3206 > Departmental Manual Part 516 and Appendix 9 > Reclamation Manual ENV PO3 	

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	<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 file at the end of 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 until no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-7.10	<p>Mineral Resources</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to environmental compliance and Reclamation's management of mining and mineral extraction on agency lands. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, reports, planning reviews, permits, agreements, and similar documentation > Strip mining > Gravel, sand, embankment materials, etc. > Pollution effects from such activities > Cooperation with other agencies 	DISPOSAL NOT AUTHORIZED
	<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 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 until no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-7

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-8.00	<p>Clean Water Act Management</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's program compliance and management of the Clean Water Act. Including:</p> <ul style="list-style-type: none"> > Reports, studies, investigations, plans, and program reviews, etc. > Safe drinking water > Section 402 permits issued by Corps of Engineers > National Pollutant Discharge Elimination System (NPDES) permits > State issued permits > Program monitoring activities involving the discharge of pollutants into waters and waterways controlled by the United States > Section 404 Permits and documentation involving the discharge of dredged or fill materials into navigable waters of the United States 	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Federal Water Pollution Control Act of 1972 (Clean Water Act), 33 U.S.C. 1251-1387 > Safe Drinking Water Act of 1974, 42 U.S.C., Chapter 6A, P.L. 93-523 	
	<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 or when permit expires.</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 Vital Record: No</p>	NARA Disposal Authority: N1-115-94-7

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-8.10	<p>Clean Air Act Management</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's program compliance and management of the Clean Air Act. Including:</p> <p>> Reports, studies, investigations, plans, and program reviews, etc.</p>	
	<p>Authorizations:</p> <p>>Air Pollution Control Act of 1955, P.L. 84-159 as Amended in 1963, 1966, 1970, 1977, 1990</p> <p>>Air Quality Act of 1967, 42 U.S.C. 7401-7671</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 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: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-9.00	<p>Environmental Enhancement</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to the methodologies used to assess and evaluate Reclamation's management and procedures to enhance agency commitment and compliance with national, regional, and local regulations. Including:</p> <ul style="list-style-type: none"> > Planning > Program compliance and management reviews > Monitoring activities > Instream flow methodologies > Soil and moisture conservation activities > Water Conservation Field Service program > Erosion control methods > Revegetation, seeding, brush control, terracing, and cover crops > Range rehabilitation > Improved appearance > Enhancement of irrigation methods to fit local conditions 	
	<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: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-7

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-10.00	<p>Weed and Pest Control Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the management of weed control, pesticides, herbicides, and similar activities. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, program reviews, reports, management plans, and similar documentation > Monitoring activities > Pesticide registration applications > Pesticide use and control management > Herbicide use and control management > Incident investigations and mitigation > Research documentation > Native species enhancement > Alien species eradication > Controlled burns for weed management 	DISPOSAL NOT AUTHORIZED
	<p>Authorizations:</p> <ul style="list-style-type: none"> > National Invasive Species Act of 1995, 16 U.S.C. 4701 (part 4722–Aquatic Nuisance Species Program) > Federal Insecticide, Fungicide, and Rodenticide Act of 1947 & 1972 > Food Quality Protection Act of 1996 > Halogeton Gilomeratus Control Act of 1952 (7 U.S.C. 1656) > Non-indigenous Aquatic Nuisance Prevention and Control Act of 1990, 16 U.S.C. 4701 > Federal Noxious Weed Act of 1975, P.L. 93-629, (7 U.S.C. 2801) > Federal Environmental Pesticide Control Act of 1972, (7 U.S.C. 136), P.L. 92-516 > Executive Order 11514, 11738, 11987, 12088, 13112 > 40 CFR 152-186 > 517 DM 1 Pesticide Use Policy > 609 DM 1.48 Weed Control Policy, etc. 	

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	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-7</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ENV-11.00	<p>Natural Resource Protection and Management Program</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the protection and management of natural resource sites and features located on Reclamation lands or projects. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, planning, monitoring activities, reviews, reports, etc. > Public input and comments > Moratoriums on construction > Documented vandalism or intentional manmade scenic landscapes, etc. > Protection activities regarding national parks, monuments, caves, wilderness areas, wild rivers, scenic landscapes, etc. > Conservation and development of natural resources, and similar documentation 	DISPOSAL NOT AUTHORIZED
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Federal Cave Resources Protection Act of 1988, 16 U.S.C. 4301-4310 > Wild and Scenic Rivers Act of 1968, P.L. 90-542, 16 U.S.C. 1271-1287 > Wilderness Act of 1964, P.L. 88-577 	
	<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 file at the end of 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 until no longer required for current business needs.</p>

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: Sensitive Vital Record: No	NARA Disposal Authority: N1-115-94-7