

LAW, LITIGATION, AND LEGISLATION

Class Code	Title	Retention after folder closures	Security Code*
LAW-1.00	Law, Litigation, and Legislation Policy	Permanent	
LAW-1.10	Law, Litigation, and Legislation General Files	6 years	
LAW-1.10	Reserved – Use LAW-1.10		
LAW-2.00	Law, Litigation, and Legislation Reports	5 years	
LAW-3.00	Congressional and Legislative Activities	Permanent	
LAW-3.10	Reserved – Use LAW-3.00		
LAW-4.00	Law Enforcement	20 years	FOUO, PA
LAW-4.10	Reserved – Use ADM-25.10		
LAW-5.00	Litigation and Appeals	Permanent	PA
LAW-5.10	Claims	10 years	PA
LAW-5.20	Witness Files	5 years	PA
LAW-6.00	Inventions, Patents, and Copyrights	20 years	PA
LAW-7.10	Reserved – Use LAW-5.00		

* Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-1.00	<p>Law, Litigation, and Legislation Policy</p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern law, litigation, and legislation 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PERMANENT – Close file at the end of calendar year when policy is superseded, canceled, or revoked.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: N1-115-94-9</p>

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-1.10	<p>Law, Litigation, and Legislation General Files</p> <p>General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation relating to law, litigation, and legislation activities.</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 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-9</p>

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-2.00	Law, Litigation, and Legislation Reports General reports pertaining to law, litigation, and legislation.	
	Official File Copy - Disposal Instructions - Reference Copy -	Temporary - Close files at the end of each calendar year. Paper/film/electronic: Destroy in agency 5 years after closure. Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-94-9

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-3.00	<p>Congressional and Legislative Activities</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Congressional activities concerning the Bureau of Reclamation and legislative affairs at either the Federal or State level. Including:</p> <ul style="list-style-type: none"> > House bills and resolutions (numbered) > Senate bills and resolutions > Congressional hearings > Congressional activities relating to a particular Reclamation project > State legislation > Cooperative State and Federal activities > Secretarial Orders > Executive Orders > Presidential Proclamations > Special Acts of Congress 	DISPOSAL NOT AUTHORIZED
	NOTE: Includes a COPY of each bill and corresponding appropriation bill if appropriate.	
	<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 each calendar year or at end of Congressional session.</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: N1-115-94-9

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-4.00	<p>Law Enforcement</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to crimes and illegal activity on Reclamation property. Including:</p> <ul style="list-style-type: none"> > Trespass or similar crimes on Reclamation property > Theft or vandalism > Unlawful entry > Unauthorized occupation of land > Illegal activity on Reclamation property 	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > USA Patriot Act of 2001 > USA Patriot Improvement Act of 2005 > Executive Order 12333, as amended > Executive Order 13383 > Department of Homeland Security MOU Concerning Information Sharing > Homeland Security Act of 2002 > National Security Act of 1947 as amended > Intelligence Reform and Terrorism Prevention Act of 2004 > 28 CFR Part 23 > Reclamation Manual SLE-02-01 and IRM-02-02 	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Transfer/Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary - Close files at conclusion of activity or upon legal resolution.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 20 years after closure.</p> <p>Retaining working reference copy in agency and destroy 20 years after closure or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO, Privacy Act - WBR-37</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1</p>

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-5.00	<p>Litigation and Appeals</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to a legal action, or judicial proceedings pertaining to that action, filed against Reclamation or by Reclamation as a suit in either an administrative agency or a court. Including:</p> <ul style="list-style-type: none"> > Administrative litigation – includes documentation needed to prepare for hearing before a Governmental body such as a commission, board, or authority > Judicial Court litigation – includes documentation needed to prepare for judicial proceedings before a body that may consist of a judge and a jury, or justices > Appeals – either administrative or judicial, includes the documentation prepared for submittal to a higher body for review, including transcripts of the original proceedings which led to the appeal > Decisions and opinions > Depositions and Exhibits 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: File by name of suit and case number.</p> <p>NOTE: Refer to the Glossary for definitions of Litigation Hold, Records Freeze, and Disposition Freeze.</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 after issuance of final decision, or upon final ruling, if appealed, or upon withdrawal of appeal.</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-5</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-9

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-5.10	<p>Claims</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to claims for damages against Reclamation. Including:</p> <ul style="list-style-type: none"> > Fire or property damage > Tort claims – settlement agreements > Investigation reports > Damage appraisals > Legal opinions > Direct settlement claims, dormant claims, estate claims, or wavier of claims > Negotiated settlement or denial of claims > Supporting materials, summons, subpoenas, complaints, rulings, and similar documentation 	
	<p>NOTE: Use LAW-5.00 for court proceedings in cases where litigation occurs.</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 settlement.</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 needed for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-5</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-9</p>

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-5.20	<p>Witness Files</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to employees testifying as witnesses in judicial proceedings. Including:</p> <ul style="list-style-type: none"> > Requests and authorizations > Depositions > Statements 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 at conclusion of legal suit.</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: Privacy Act - WBR-5</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-9

LAW, LITIGATION, AND LEGISLATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LAW-6.00	<p>Inventions, Patents, and Copyrights</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the development of equipment, processes, or apparatus by Reclamation employees leading to the issuance of a patent or copyright. Including:</p> <ul style="list-style-type: none"> > Studies, investigations, evaluations, research, reports, and similar documentation > Patent applications and awards > Copyright documentation > Agreements for use > Royalty payments > Infringement documentation 	
	<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 completion of project, issuance of patent, copyright, etc.</p> <p>Paper/film/electronic: Transfer to FRC 10 year after closure or when volume warrants. FRC destroy 20 years after closure and Reclamation review.</p> <p>Retain working reference copy in agency and destroy when 20 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-12</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-9