

LAND OPERATIONS/REALTY

Classification Code	Title	Retention after folder closure	Security Code*
LND-1.00	Land Operations/Realty Policy	Permanent	
LND-1.10	Land Operations/Realty General Files	15 years	
LND-1.11	Reserved – Use LND-1.10		
LND-2.00	Land Operations/Realty Reports	Permanent	
LND-3.00	Land Acquisition	Permanent	PA
LND-4.00	Withdrawals and Restoration	Permanent	PA
LND-4.10	Application for Land Use	1 year	
LND-5.00	Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land to Others	Permanent	PA
LND-5.10	Townsites	Permanent	
LND-6.00	Land Management	Permanent	PA
LND-7.00	Settlements and Land Entries	Permanent	PA
LND-8.00	Recreation Areas, Facilities, and Services	Permanent	PA
LND-9.00	Reclamation Reform Act	Permanent	FOUO/PA
LND-10.00	Land Classification	Permanent	PA
LND-11.00	Irrigation Management	Permanent	PA

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

LAND OPERATIONS/REALTY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-1.00	<p>Land Operations/Realty Policy</p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern land operations/realty actions 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PERMANENT – Close file at the end of calendar year when policy is superseded, canceled, or revoked.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</p> <p>Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-6</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-1.10	<p>Land Operations/Realty General Files</p> <p>General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation filed by subject as they relate to land operations/realty 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;">Transfer Medium -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary – Close files at the end of each calendar year or when volume warrants.</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>NARA Disposal Authority: N1-115-94-6</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-2.00	<p>Land Operations/Realty Reports</p> <p>Reports relating to land operations/realty. Including:</p> <ul style="list-style-type: none"> > Real Property Utilization Report > Annual Timer Utilization Report > Computer-generated reports showing status of lands at Reclamation projects > Land Management Report, etc. 	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 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>	<p>NARA Disposal Authority: N1-115-94-6</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-3.00	<p>Land Acquisition</p> <p>Transaction case files containing correspondence, memorandums, e-mail and those documents deemed essential for the protection of the United States title and interest in acquired real property. Including:</p> <ul style="list-style-type: none"> > Purchase agreements and contracts, surveys, grants and patents > Deeds; deed of trust and related documents > Title plats > Tract and farm plats > Supporting documents > Condemnation documents, including final determination in judicial proceedings and related records > Title claims and encroachments > Rights-of-Way documents > Easements > Crossing Agreements > Certificate of inspection and possession > Environmental site survey > Appraisal reports > Negotiator reports 	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 file at completion of acquisition process.</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-19, WBR-28</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-97-1

LAND OPERATIONS/REALTY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-4.00	<p>Withdrawals and Restoration</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to withdrawals and restoration of lands for Reclamation purposes. Including:</p> <ul style="list-style-type: none"> > Lands withdrawn or acquired for potential settlement filed by county or state > The restoration of lands to the public domain that which are no longer needed for Reclamation purposes. Includes material regarding omitted lands > Official notice of withdrawal or restoration > Plats defining location and description of land withdrawn or restoration order > Land withdrawals and restorations for other purposes > Cemetery or grave removal or relocation on > Reclamation lands, including permits 	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 file after publication of the Public Land Order.</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-19</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-6</p>

LAND OPERATIONS/REALTY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-4.10	<p>Application for Land Use</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to applications received by Bureau of Land Management and referred to Reclamation for action.</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 file after denial of the application or termination of the withdrawal.</p> <p>Paper/film/electronic: Destroy in agency 1 year after closure.</p> <p>Retain working reference copy in agency and destroy when 1 year 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: N1-115-94-6</p>

LAND OPERATIONS/REALTY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-5.00	<p>Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land to Others</p> <p>Transaction case files including correspondence, memorandums, e-mail and other documentation containing contracts/deeds and other supporting papers documenting the sale, transfer, exchange, and disposal of land.</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 after unconditional sale or release by the Government of restrictions (mortgages or other liens), transfer, exchange, or disposal of Reclamation-owned land.</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-14, WBR-17 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-6</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-5.10	<p>Townsites</p> <p>Correspondence, memorandums, e-mail and other documentation relating to the establishment and administration of townsites and communities on Reclamation Projects and lands. Including:</p> <ul style="list-style-type: none"> > Survey books > Township plats > Other records of locations and layout > Records of sites that have evolved into communities, including Page, Arizona, and Boulder City, Nevada > Reservation, dedication, or utilization of lands for community centers, parks (not National Parks), playgrounds, schools, medical facilities, and churches 	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 file on date of last document.</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: N1-115-94-6

LAND OPERATIONS/REALTY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-6.00	<p>Land Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to uses of land which require a permissive authority special use applications, licenses, and permits issued to Reclamation or by Reclamation.</p> <ul style="list-style-type: none"> > Rights-of-use agreements (formerly Outgrants) > Land lease operations > Taylor Grazing Act > Townsite and townlot leases > Leases for agricultural or grazing purposes > Oil, gas, mining, and prospecting permits > Earth, stone, and gravel permits > Drilling permit > Bureau of Land Management right-of-way applications > Other agency users 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use LND-1.10 for unexecuted or special use permits of a short-term nature, such as year-to-year trailer or cabin permits at recreational areas or yearly grazing permits.</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 after termination of transaction or when no longer needed for reference whichever is earlier.</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>

LAND OPERATIONS/REALTY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: FOUO Vital Record: Yes	NARA Disposal Authority: N1-115-94-6

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-7.00	<p>Settlements and Land Entries</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to settlement and land entries. Including:</p> <ul style="list-style-type: none"> > Entries to public lands > Settlement upon public lands > Homestead entries > Mineral location entries prior to Reclamation ownership > Desert land entries > Preparation and issuance of land opening public notices > Prospective settler qualification > Activities and reports of settlers' selection > Appeals from examining board decisions > Failure to enter or abandon establishment or residence > Final homestead and Reclamation proof > Cancellation of entry, settlers' assistance, settlers' financial aid, land patents > Farm application forms > Reports on results of land openings 	<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 file on date of last document.</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-15 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-6</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-8.00	<p>Recreation Areas, Facilities, and Services</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the reserving of suitable portions of land at Reclamation facilities for recreational purposes, including surveys, studies, and recommendations for the development and administration of the recreational area. Including:</p> <p>>Administration of services and facilities that are provided for tourists such as visitor centers, observation points, vista houses, exhibit halls, and the provision of guide services and charging admission fees</p> <p>> Material regarding the administration of accommodations for users of recreation areas at Reclamation installations</p>	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use LND-1.10 for unexecuted or special use permits of a short-term nature for recreation use.</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 file at the completion of activity 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: Privacy Act - DOI-60 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-6</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-9.00	<p>Reclamation Reform Act</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to landholding limitations on Reclamation irrigation projects. Including:</p> <ul style="list-style-type: none"> > Controls on speculation > Excess landholdings > Ownership entitlement > Nonfull-cost entitlement > Appraisal and reappraisal of excess land > Agreements related to acreage limitation 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use ENV-9.00 for Water Conservation Agreements.</p> <p>NOTE: Land trust records submitted by the public for review are to be retained only as long as needed for business then returned to the submitter.</p>	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > Reclamation Act of 1902 > Omnibus Adjustment Act of 1926, Section 46 > Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646, 49 CFR Part 24 > Reclamation Reform Act of 1982 > P.L. 97-293 Title II 96 Stat.1263 > P.L. 100-203 Title V Section 5302, 101 Stat.1330 > P.L. 103-437 Section 16(a)(3), 108 Stat. 4594 > 43 U.S.C. 371 Section 390aa > 43 U.S.C. 426, 43 CFR Part 428 > 5 U.S.C. 301-553; 16 U.S.C. 590z-11; 31 > U.S.C. 9701 and 32 Stat. 388 and all acts amendatory or supplementary thereto. > Financial Institutions Reform, Recovery, and Enforcement Act of 1989. P.L. 101-743, Title XI, Section 1101 > Office of Management and Budget, Circular A-25, Bulletin No. 91-05, Bulletin No. 92-06 	

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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 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: Privacy Act - WBR-13, WBR-31</p> <p>Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-6</p>

LAND OPERATIONS/REALTY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-10.00	<p>Land Classification</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to land classification; i.e., survey and tests of land for suitability of sustaining irrigation, designation of land classes within a project's irrigable area, certification of land classification results, and soil surveys or other means used to establish and denote suitability of land for irrigation. Including:</p> <p>> Reports to Congress, appeals, fact sheets, and program evaluations</p> <p>> Copies of Field survey books, land classification maps and aerial photo maps</p>	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 file at the completion of 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: Privacy Act - WBR-13</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-6</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
LND-11.00	<p>Irrigation Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to irrigation management. Including:</p> <ul style="list-style-type: none"> > Acreage under irrigation > The ultimate extent of irrigable areas > Irrigable lands for which Reclamation is prepared to supply irrigation water or has supplied irrigation water > The inclusion and exclusion of lands within the irrigable areas and boundaries of a Reclamation project > The preparation, issuance, and amendment of farm unit plats, discussions regarding the desirable size of farm units, exchange of farm units > Farm management > Demonstration and development farms 	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 file at the completion of 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: Privacy Act - WBR-13</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-6</p>