

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Classification Code	Title	Retention after folder closure	Security Code*
PRJ-1.00	Project Development and Power Management Policy	Permanent	
PRJ-1.10	Project Development and Power Management General Files	15 years	
PRJ-1.11	Reserved – Use PRJ-1.10		
PRJ-2.00	Technical Reports	Permanent	FOUO
PRJ-3.00	Proposed Reclamation Projects	Permanent	
PRJ-4.00	Other Agency Facilities	Permanent	FOUO
PRJ-5.00	Reserved – Use PRJ-5.10 (Perm) or ADM-10.00 (Temp)		
PRJ-5.10	Commissions, Committees, and Commissioner’s Meetings	Permanent	
PRJ-6.00	River Basin Authorities or Administrations	Permanent	
PRJ-7.00	Projects, Features, and Geographic Names	Permanent	
PRJ-8.00	Project Development, Construction, and Operation and Maintenance (O&M)	Permanent	FOUO
PRJ-8.10	Construction and Architectural Engineering (A&E) Contracts	75 years	PA
PRJ-9.00	Project Cost Estimates/Program Scheduling	Permanent	
PRJ-10.00	Geology and Physical Geography	Permanent	FOUO
PRJ-13.00	Dam and Reservoir Management	Permanent	FOUO
PRJ-13.10	Reserved – Use PRJ-13.00		
PRJ-14.00	Reserved – Use PRJ-14.10 (Temp) or PRJ-13.00 (Perm)		
PRJ-14.10	Safety of Dams Program	See Schedules	FOUO
PRJ-15.00	Conveyance Systems	Permanent	FOUO
PRJ-17.00	Power Management	Permanent	
PRJ-17.10	Reserved – Use PRJ-18.00		
PRJ-18.00	Power Generation and Transmission Service	30 years	FOUO
PRJ-19.00	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities	Permanent	FOUO
PRJ-20.00	Equipment Operation and Maintenance	See Schedules	FOUO
PRJ-21.00	Power Control Centers	10 years	FOUO

PROJECT DEVELOPMENT AND POWER MANAGEMENT

Classification Code	Title	Retention after folder closure	Security Code*
PRJ-22.00	Project Supporting Features	Permanent	FOUO
PRJ-22.10	Reclamation Camps and Project Facilities	Permanent	
PRJ-22.20	Reclamation Encampments/Cooperative Projects	Permanent	
PRJ-23.00	River Basin Management	Permanent	
PRJ-25.00	Specifications	Permanent	FOUO
PRJ-25.10	Standard Specifications	See Schedule	
PRJ-26.00	Surveying, Mapping, and Geographic Information	Permanent	FOUO
PRJ-26.10	Reserved – Use PRJ-26.00		
PRJ-27.00	Drawings and Design Data	Permanent	FOUO
PRJ-28.00	Native American Projects and Programs	Permanent	
PRJ-29.00	Water and Wastewater Treatment Plants	Permanent	FOUO

*Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-1.00	<p>Project Development and Power Management Policy</p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern project development and power 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>	<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 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: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-1.10	<p>Project Development and Power Management General Files</p> <p>General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation relating to project development and power management activities.</p>	
	NOTE: Use case files for project specific documentation.	
	<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.</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</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-8

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-2.00	<p>Technical Reports</p> <p>Reports, records, and other documents which establish a general history of Reclamation programs and accomplishments in the investigations, planning, design, construction, operation, maintenance, repair, and rehabilitation of projects and related facilities. Including:</p> <ul style="list-style-type: none"> > General reports by subject > Feasibility Reports > L-10, L-15, L-21, L-23, L-29 reports > Project Histories > Summary Statistics of Project Data > Definite Plan Reports > Annual Reports of the Commissioner > Progress Reports > Final Construction Reports > Final Embankment Construction Reports > Summary Reports > River Basin, Valley, and Project Planning Reports including reconnaissance and authorizing reports, reviews, comments, Findings of Feasibility, and interim reports > Exploration and Investigation Reports > Geologic Reports > Final reports regarding investigations, planning, design, construction, and operations and maintenance > Engineering laboratory reports > Operation/maintenance equipment reports > PO&M 59 Powerplant Reports > PO&M 59A Pumping Plant Reports > PO&M 62 Monthly PO&M Outage Reports 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use feature/structure files for technical engineering trip/travel reports.</p>	

PROJECT DEVELOPMENT AND POWER 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 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: FOUO</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-2</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-3.00	<p>Proposed Reclamation Projects</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the planning, engineering, economic, and social implications for the development and construction of Reclamation irrigation projects or similar activities.</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 completion of study, investigation, 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: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-4.00	<p>Other Agency Facilities</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to constructed or acquired features, facilities, and structures constructed by other organizations, such as irrigation district or municipal water users, on Reclamation projects. Include documentation in which Reclamation participated in the planning, design, development, construction, or rehabilitation. Also include documentation on features and facilities constructed by others and legally transferred to Reclamation, either in whole or in part, for any reason. Including:</p> <ul style="list-style-type: none"> > Studies, reviews, comments, investigations, authorizations/approvals > Reports incorporating reviews and comments by Department of the Interior or Reclamation > FERC Hydropower facilities located on Reclamation projects > Technical advice, assistance, or correspondence, regarding such features and facilities > Technical correspondence, construction, operation and maintenance, and rehabilitation records for loan programs 	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 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: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-5.10	<p>Commissions, Committees, and Commissioner's Meetings</p> <p>Case files including correspondence, memorandums, e-mail, other documentation, and reports from meetings as part of the planning and program development for major multi-agency projects in which Reclamation has an active role issued by:</p> <ul style="list-style-type: none"> > Commissions > Committees > Task forces > Consulting boards > Commissioner's Briefings > Special Committees/Commissions > Presidential Committees/Commissions > Congressional Committees/Commissions 	DISPOSAL NOT AUTHORIZED
	NOTE: Use ADM-10.00 for routine day to day operating records and Professional Societies.	
	<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.</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: N1-115-94-8

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-6.00	<p>River Basin Authorities or Administrations</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to authorities, administrations, and commissions either proposed or established to administer resources and their development programs for regions, valleys, river basins, or watersheds in geographical areas of primary interest to Reclamation. Examples include:</p> <ul style="list-style-type: none"> > Missouri River Basin Commission > Yellowstone River Compact Commission > American Public Power Association > Trinity River Task Force, and similar entities <p>Documentation may include studies, investigations, reviews, minutes of meetings, transcripts of public hearings, and legislative proposals.</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 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: N1-115-94-8</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-7.00	<p>Projects, Features, and Geographic Names</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to project nomenclature, numbering, and lists of project names. Including:</p> <ul style="list-style-type: none"> > Proposed projects and features of projects > Proposals, assignments, or revisions of geographical names 	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 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: N1-115-94-8

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-8.00	<p>Project Development, Construction, and Operation and Maintenance (O&M)</p> <p>Case files by project or feature including correspondence, memorandums, e-mail, and engineering documentation regarding preconstruction, design, construction, operation, maintenance, repair, rehabilitation, inspection of features, and installed equipment in features on an authorized Reclamation project. Engineering documentation including:</p> <ul style="list-style-type: none"> > Documents and other material asking for congressional authorization for the construction of a Reclamation project, division, unit, or a specific feature or structure. > Project authorization and appropriation documentation and similar materials > Value engineering studies and proposals > Project planning > Public comments/petitions for and protests against construction of projects, units, and/or features of projects as a whole. > Asset Inventory > Municipal, Rural, and Industrial (MR&I) Water Supply projects > Project Title Transfer 	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 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>
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PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-8.10	<p>Construction and Architectural Engineering (A&E) Contracts</p> <p>Case files including correspondence, memorandums, e-mail and other documentation accumulated during the life cycle of a construction or A&E contract providing for the construction, alternation, or repair of Reclamation long term or permanent structures and features. Including:</p> <ul style="list-style-type: none"> > Independent Government Costs Estimates > Daily logs of construction > Contract Documents: <ul style="list-style-type: none"> >> Bids >> Contract >> Awards >> Notice to Proceed >> Modifications >> Final Payment Voucher, etc. 	
	<p>NOTE: Reclamation must review prior to disposal. Transfer permanently valuable Project records to PRJ-8.00.</p>	
	<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 – Split file at the end of each calendar year. Close files at the end of year in which final payment is made.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after file 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: Privacy Act – WBR-45 Vital Record: Yes</p>	<p>Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-9.00	<p>Project Cost Estimates/Program Scheduling</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to control schedules used for planning, scheduling, and managing Reclamation projects during the investigation, design, and construction phase of project development. Including:</p> <ul style="list-style-type: none"> > PF2's and estimates of appropriations or other related information > DC-1, 7-1720, and 7-1432 costs estimates > Basic cost and index-ratio studies > O&M cost estimates > Construction Cost Trends > Analysis of cost trends > Adjustments of costs of construction operations > Maintenance estimates > Working estimates > Cost indexes 	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 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: N1-115-94-8</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-10.00	<p>Geology and Physical Geography</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to geological examinations, studies, exploration, reviews, and comments. Including:</p> <ul style="list-style-type: none"> > Geologic logs > Drilling and drill hole log reports > Core sample, test pit, and auger hole reports > Landslide/movement > Earthquake studies > Seismotectonic investigations > Foundation investigations > Construction geologic mapping > Permeability testing > Dewatering analysis > Borrow area investigations 	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 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: FOUO</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-13.00	<p>Dam and Reservoir Management</p> <p>Case files including technical correspondence, memorandums, e-mail and other documentation relating to the planning, site investigation, design, construction, operation, maintenance, rehabilitation or modification of dams, reservoirs, auxiliary works, spillways, outlet works, and diversion tunnels constructed, acquired or maintained by Reclamation. Including:</p> <ul style="list-style-type: none"> > Studies, analysis, designs, investigations, plans, operation and maintenance records, or related documentation > Backwater and tailwater studies > Area capacity curves, tables, and studies > Data affecting reservoir storage > Main stem reservoir operations > Reservoir flood predictions and forecasts > Flood control regulations of reservoir > Inflow design flow studies > Operating plan reports > Annual operating plan 	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 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: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-14.10	<p>Safety of Dams Program</p> <p>Administrative program files including program correspondence, memorandums, e-mail and other documentation relating to Safety of Dams.</p> <p>> Directories of Operating Officials</p>	
	NOTE: File project related Safety of Dams materials with feature/structure.	
	<p>Official File Copy -</p> <p>Disposal Instructions -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency when no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-8

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-15.00	<p>Conveyance Systems</p> <p>Case files including correspondence, memorandums, e-mail, other documentation or studies relating to the planning, design, construction, acquisition, operation, and maintenance of irrigation distribution and drainage systems, including:</p> <ul style="list-style-type: none"> > Bridges > Canal automation > Canal linings and crossings > Canals > Diversion structures > Drains and drainage systems > Drops > Fish Facilities > Flumes > Gates > Headworks > Irrigation wells and well inventories > Laterals > Pipelines > Pumps > River improvements > Roads > Siphons > Trashracks > Tunnels > Wasteways 	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 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>

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PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-17.00	<p>Power Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's power generation planning and development for both public and private programs. Including:</p> <ul style="list-style-type: none"> > Planning and development > Studies of feasibility for development > Hydropower site investigations > Alternative power development > Power generation studies and statistics 	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 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: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-18.00	<p>Power Generation and Transmission Service</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to contracts and agreements between Reclamation and irrigation districts, municipal, or industrial users regarding the sale of power, transmission, and payment for such services. Including:</p> <ul style="list-style-type: none"> > 4-E terms and conditions > Contracts or agreements > Federal Energy Regulatory Commission (FERC) permit applications and permits > Payment schedules > Peak power generation > Power generation studies and statistics > Pumped storage generation > Public Utility > Transmission service agreements > Sale of power documentation 	
	<p>NOTE: Reclamation must review prior to disposal. Transfer permanently valuable Project records to PRJ-17.00.</p>	
	<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 the end of each calendar year or when contract or activity is completed.</p> <p>Paper/film/electronic: Destroy in agency 30 years after closure and review by Reclamation.</p> <p>Retain working reference copy in agency and destroy when 30 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-19.00	<p>Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities</p> <p>Case files including technical correspondence, memorandums, e-mail and other documentation relating to the design, construction, repair, and rehabilitation of Reclamation-owned and operated powerplants, pumping plants, and their supporting features and facilities. Including:</p> <ul style="list-style-type: none"> > Powerplants > Switchyards > Pumping plants > Pump-generating plants (power) > Transmission lines > Substations > Pump storage plant (irrigation) > Penstock 	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 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: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-21.00	<p>Power Control Centers</p> <p>General files including correspondence, memorandums, e-mail, and other material regarding power dispatching centers used for Reclamation purpose (dispatch of water) or as shared with Department of Energy in a combined water-power dispatch system.</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 or when volume warrants.</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: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-22.00	<p>Project Supporting Features</p> <p>Case files including technical correspondence, memorandums, e-mail, and other materials which establish a historical and technical record of the planning, design, construction, acquisition, operation, maintenance, repair, relocation, and rehabilitation for features and facilities that support the overall function of a Reclamation project. Including:</p> <ul style="list-style-type: none"> > Domestic and municipal water supply systems and wastewater treatment facilities > Visitors' centers > Power control centers > Pipelines, including oil and gas > Aircraft facilities > Maintenance and repair shops, warehouses > Fencing, cattle guards, and livestock crossings > Levee systems > Wells, oil and gas > Facilities and buildings > Parking facilities > Communication systems > Radar and satellite data systems > Highways, roads, railroads, bridges, and tunnels used as major transportation routes > Other ancillary features 	<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;">Working 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>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: N1-115-94-8

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-22.10	<p>Reclamation Camps and Project Facilities</p> <p>Case files including correspondence, memorandums, e-mail and other documentation which establishes a historical and technical record regarding Reclamation activities in connection with the design, construction, operation, maintenance, and the administration of camps or communities at survey, construction, project, and other Reclamation sites. Also for housing and service facilities, community policies, regulations ordinances, and transformation from Government ownership. Including:</p> <ul style="list-style-type: none"> > Constructed or acquired facilities > Contractor camps and facilities > Surveys, plats, maps, and photographs related to the location and layout of a camp or facilities > Transfer of administrative complex from construction to operation and maintenance status 	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 immediately.</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: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-22.20	<p>Reclamation Encampments/Cooperative Projects</p> <p>Case files including correspondence, memorandums, e-mail, and other documentation which establishes a history of Reclamation in connection with Civilian Public Service activities conducted under the administration and jurisdiction of Reclamation. These files were created during the periods 1933-1948.</p> <ul style="list-style-type: none"> > Water Conservation Utilization Projects > Civilian Conservation Corp (CCC) Projects > Work Projects Administration (WPA) Projects > Alien Reception Centers > Conscientious Objector Camps > Prisoner of War Camps 	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 immediately.</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: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-23.00	<p>River Basin Management</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the planning and management of rivers, river basins, and watershed resources. Including:</p> <ul style="list-style-type: none"> > Channelization > Consumptive use of water > Decision support systems > Drought management > Flood design studies > Flood hydrology > Groundwater and aquifer management > Inundation study and modeling > Hydrology studies > Natural storage sources > Precipitation forecasting and analysis > River system modeling > Sedimentation studies > Studies, investigations, forecasts, surveys, and similar documentation > River basin management > Snow surveys > Stream flow and runoff analysis > Stream gauging and analysis > Water supply studies and research > Water supply augmentation > Water use, loss, and conservation studies > Water yield improvement > Watershed management 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use PRJ-13.00 to file flood hydrology studies and similar data relating to a specific dam or reservoir.</p>	

PROJECT DEVELOPMENT AND POWER 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 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>	NARA Disposal Authority: N1-115-94-8

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-25.00	<p>Specifications</p> <p>Materials pertaining to Reclamation created solicitations and specifications, including standard specifications that result in the issuance of an officially numbered request for proposal and contract for construction and services.</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 or when published and issued.</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 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-25.10	Standard Specifications > American National Standards Institute (ANSI) > American Society of Testing Material International (ASTMI) > Federal Specifications Board > General Services Administration > State and Federal Specifications	
	<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 when superseded, obsolete, or no longer needed for current business needs.</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-94-8

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-26.00	<p>Surveying, Mapping, and Geographic Information</p> <p>Documentation including correspondence, memorandums, e-mail and other materials having historical, environmental, or technological significance that relate to surveying, layout, and measurement of structures, features, and facilities. Including:</p> <p>Observational and compilation data: field notebooks, stream-flow data, geodetic control data, triangulation diagrams, annotated aerial photographs, computations, planetable sheets or photogrammetric stereoplottings, maps annotated with field survey information, feature separates, source maps, annotated proof sheets, final manuscript smooth sheets, etc.</p> <ul style="list-style-type: none"> > Final copies of printed or published maps and microfilm copies of such maps > Annotated maps reflecting use in planning and decisionmaking > Finding aids > Aerial surveying and photography 	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 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: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-27.00	<p>Drawings and Design Data</p> <p>Drawings and design data prepared and used in the design, construction, operations and maintenance of Reclamation projects or those of other agencies.</p> <p>Drawings and design data prepared by Reclamation for structures, features, or facilities owned or constructed by private or public entities</p> <p>Drawings and design data of structures, features, or facilities transferred from private or public entities</p> <p>Standard drawings</p> <p>Manufacturer's Drawings numbered as Reclamation drawings depicting equipment that has been used/installed on a Reclamation feature/structure</p>	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Consult Volume III, Drawings Management Handbook, Chapter 6, for additional guidance.</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 – Retain current revision in Reclamation for 5 years. Transfer to FRC or National Archives in Denver at conclusion 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), including finding aids and electronic indices.</p> <p>Retain working reference copy in agency. Destroy when no longer needed for current business needs</p>
	<p>Security Code: FOUO Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-07-2</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-28.00	<p>Native American Projects and Programs</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's construction, rehabilitation, or management of Native American irrigation systems, municipal water projects, water delivery systems, individual features and structures, and related projects. Including:</p> <ul style="list-style-type: none"> > MOU/MOA's or similar agreements > Studies, investigations, reports > Design data, drawings, related documentation > Safety evaluations for Dams > Operation and Maintenance plans > Water Right adjudication > Irrigation or other construction projects > Trust activities > Lands 	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 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: Native American Water Rights – Privacy Act – WBR-38, WBR-39</p> <p>Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-8</p>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PRJ-29.00	<p>Water and Wastewater Treatment Plants</p> <p>Case files including technical correspondence, memorandums, e-mail, and other documentation relating to Reclamation-owned and operated domestic water and wastewater treatment plants, desalting plants (whether treating groundwater, surface water, or seawater), and salinity control or removal projects to improve river systems quality, dual purpose power and desalting plants, and their related equipment, features, and facilities. Including:</p> <ul style="list-style-type: none"> > Studies, analyses, investigations, plans, designs, construction, operation, maintenance, and replacement > Desalting equipment performance > Pretreatment equipment performance > Related powerplants, pumping plants, switchyards, substations, and transmission lines > Biological monitoring systems and results > Metering equipment > Test units > Salinity removal > Power, chemicals, and other additions and byproducts produced > Waste disposal including quantity, quality, and disposition > <u>Colorado River Water Quality Improvement Program (CRWQIP)</u> > <u>Colorado River Basin Salinity Control Program</u> 	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 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>

PROJECT DEVELOPMENT AND POWER MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: FOUO Vital Record: No	NARA Disposal Authority: N1-115-94-8