

RECORDS AND INFORMATION MANAGEMENT

Class Code	Title	Retention after folder closure	Security Code*
RIM-1.00	Records and Information Management Policy	Permanent	
RIM-1.10	Records and Information Management General Files	6 years	
RIM-1.11	Reserved – Use RIM-1.10		
RIM-2.00	Records and Information Management Reports	6 years	
RIM-3.00	Mail Management Program	3 years	
RIM-3.10	Postal Records	1 year	
RIM-3.20	Postage Meter Licenses and Permits	See Schedule	
RIM-4.00	Records and Information Management Program	6 years	
RIM-4.10	Records Management Filing Systems	Permanent	
RIM-4.20	Records Disposition	See Schedule	
RIM-5.00	Directives Management Program	3 years	
RIM-5.10	Reclamation Directives	Permanent	
RIM-5.20	Department of the Interior and Other Agency Directives	See Schedule	
RIM-6.00	Freedom of Information Act (FOIA) Program	2 years	PA
RIM-6.10	Reserved – Use RIM-6.11		
RIM-6.11	Freedom of Information Act (FOIA) Requests	6 years	PA
RIM-6.12	Reserved – Use RIM-6.11		
RIM-6.13	Reserved – Use RIM-6.11		
RIM-6.14	Reserved – Use RIM-6.11		
RIM-7.00	Privacy Act Program	2 years	PA
RIM-7.01	Reserved – Use RIM-7.00		
RIM-7.10	Privacy Act Requests – Full Disclosure	2 years	PA
RIM-7.11	Privacy Act Requests – Denials	5 years	PA
RIM-7.12	Privacy Act – Amendments	4 years	PA
RIM-7.13	Reserved – Use RIM-7.12		
RIM-7.14	Reserved – Use RIM-7.12		

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RIM-7.15	Privacy Act – Accounting Disclosure and Controls	5 years	PA
RIM-7.16	Reserved – Use RIM-7.15		
RIM-7.17	Reserved – Use RIM-7.15		
RIM-8.00	Library Operations	3 years	
RIM-9.00	Reserved – Use RIM-4.00		
RIM-11.00	Forms Development	5 years	

* Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-1.00	<p>Records and Information Management Policy</p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern records and information management activities that are not included in the master set of directives. Includes correspondence, memorandums, e-mail and other documentation relating to the creation and implementation of official policy, guidance, and procedures.</p>	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close file at the end of calendar year when policy is superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-1.10	<p>Records and Information Management General Files</p> <p>General subject files including correspondence, memorandums, e-mail and other documentation relating to records and information management functions.</p>	
	NOTE: Use case files for program specific documentation.	
	<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 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-1

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-2.00	<p>Records and Information Management Reports</p> <p>Reports relating to records and information management. Includes, but is not limited to:</p> <ul style="list-style-type: none"> > Reports to the National Archives and Records Administration > Postage usage reports including supporting receipts for postage meter settings > Postal estimate reports 	
	<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 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-1

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-3.00	<p>Mail Management Program</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to mail management activities.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-3.10	<p>Postal Records</p> <p>General files, including forms, relating to incoming and outgoing mail. Including:</p> <ul style="list-style-type: none"> > Registered/certified mail receipts > Insured mail receipts > Special Delivery receipts and forms > Reports of improper mail treatment > Daily record of meter register readings and similar documentation 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 1 year after closure.</p> <p>Retain working reference copy in agency and destroy when 1 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: N1-115-94-1 GRS 12.5, 12.6</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-3.20	<p>Postage Meter Licenses and Permits</p> <p>General file relating to postage metering and services. Including:</p> <ul style="list-style-type: none"> > Application for postage meters > Permit and licenses and similar documentation 	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files when postage meter is no longer in use by a Reclamation office.</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 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-4.00	<p>Records and Information Management Program</p> <p>Correspondence, memorandums, e-mail and other documentation relating to overall records and information management. Including:</p> <ul style="list-style-type: none"> > File station/central files management > Correspondence management > Use of seals and certification of records > Vital records > Records security > Records retention and disposition > Classified document reports > Program reviews > Feasibility studies 	
	<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: N1-115-94-1 GRS 16.7, 16.9</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-4.10	<p>Records Management Filing Systems</p> <p>General files consisting of handbooks, indexes, guides, and other materials relating to the filing and numbering of Reclamation's correspondence, drawings, records, reports, publications, and other related records systems.</p>	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Transfer documentation regarding new numbering, filing, or classification of records systems to NARA immediately upon approval and implementation.</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 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: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-4.20	<p>Records Disposition</p> <p>General files relating to the retention, disposition, and disposal of records in accordance with National Archives and Records Administration regulations or other similar guidelines. Including:</p> <ul style="list-style-type: none"> > Information Management Handbook (IMH) or similar guidelines > Requests for Records Disposition Authority (SF-115) > Records Transfer (SF-135) > Records Transfer to Archives (SF-258) 	
	<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 - Retain one copy of all documentation in agency, including handbooks, approved disposition schedules, etc.</p> <p>Paper/film/electronic - Transfer copies of all forms with records to FRC or National Archives.</p> <p>Retain electronic, film, or paper copy in agency indefinitely.</p>
	<p>Security Code: None Vital Record: Yes</p>	NARA Disposal Authority: N1-115-94-1

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-5.00	<p>Directives Management Program</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to the management of the directives program for development and implementation of internal policy and procedures. Including:</p> <ul style="list-style-type: none"> > Preparation and format > Revisions > Clearance > Publication and distribution 	
	<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 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	NARA Disposal Authority: N1-115-94-1

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-5.10	<p>Reclamation Directives</p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's published official policy and procedural instructions. Including:</p> <ul style="list-style-type: none"> > Reclamation Manual/Instructions including Supplements and Amendments > Clearance/concurrence documentation > Transmittal sheets and supplements > Technical Memorandums/Bulletins and similar guidelines > Supplements to other agency policy 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: File Reclamation Manual and Reclamation Instructions issued as a supplement to other agency releases together with a copy of the other agency releases.</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: N1-115-94-1</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-5.20	<p>Department of the Interior and Other Agency Directives</p> <p>General files relating to master sets of policy, directives, guidelines, and procedures which affect Reclamation projects and programs. Including:</p> <ul style="list-style-type: none"> > Department of the Interior Manual (DM) > Federal Personnel Manual (FPM) > Federal Acquisition Manual (FAR) > OMB Circulars and Bulletins and other similar documentation 	
	<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 when directive is superseded, canceled, or revoked.</p> <p>Paper/film/electronic: Destroy in agency 1 year after folder closure.</p> <p>Retain working reference copy in agency and destroy when superseded, canceled, or revoked or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	NARA Disposal Authority: N1-115-94-1:

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-6.00	<p>Freedom of Information Act (FOIA) Program</p> <p>Correspondence, memorandums, e-mail and other documentation relating to the implementation of FOIA. Including:</p> <ul style="list-style-type: none"> > Reports, notices, logs, and similar documentation > FOIA Annual Report 	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > FOIA Act of 1966, 5 U.S.C. section 552, P.L. 104-231 > EFOIA Amendments of 1996, 5 U.S.C. section 552a, P.L. 104-231 	
	<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 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p> <p>GRS-14.14, 14.15</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-7.00	<p>Privacy Act Program</p> <p>Correspondence, memorandums, e-mail and other documentation regarding the administration and implementation of the Privacy Act. Including:</p> <ul style="list-style-type: none"> > Notices, recurring reports, biennial reports to OMB, report of New Systems, and similar documentation > Privacy Act Systems of Record Notices 	
	<p>Authorization:</p> <ul style="list-style-type: none"> > Privacy Act of 1974, 5 U.S.C. section 52a, P.L. 93-5795 	
	<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 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 14.25, 14.26</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-7.10	<p>Privacy Act Requests - Full Disclosure</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to requests from individuals to gain access to their records. Including:</p> <ul style="list-style-type: none"> > Original request and copy of reply > All supporting documentation > Grant of access > Request for nonexistent records 	
	<p>NOTE: Copies of Official Files requested under the Privacy Act should be disposed of in accordance with approved agency disposition instructions for the requested records or with the PA request, whichever is later.</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 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - DOI-57 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 14.21a(1) and (2)</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-7.11	<p>Privacy Act Requests - Denials</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to denial of access to all or part of the records. Including:</p> <p>> Requests NOT appealed</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - DOI-57</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 14.21.a.(3)(a)</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-7.12	<p>Privacy Act – Amendments</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to individuals request to amend record. Including:</p> <ul style="list-style-type: none"> > Individual’s request to amend > Denial or refusal to amend record > Copy of agency reply > Statements of disagreements > Agency justification for refusal to amend and related materials > Appealed requests to amend and agency response 	
	<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 after final determination by agency or final adjudication by courts.</p> <p>Paper/film/electronic: Destroy in agency 4 years after folder closure.</p> <p>Retain working reference copy in agency and destroy when 4 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - DOI-57</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority : N1-115-94-1 GRS-14.22a, b, c</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-7.15	<p>Privacy Act – Accounting Disclosure and Controls</p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to:</p> <ul style="list-style-type: none"> > Accounting disclosure files of the date, nature, and purpose of the disclosure > Proof of subject individual’s consent to disclose record > Registers, logs, and lists of requests used for control and tracking purposes and other similar documentation 	
	<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 after amendment, disclosure, or date of last entry.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency. Destroy when 5 years old or sooner if no longer needed for current business needs.</p>
	<p>Security Code: Privacy Act - DOI-57</p> <p>Vital Records: No</p>	<p>NARA Disposal Authority: N1-115-94-1 GRS 14.23, 14.24a and b</p>

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-8.00	<p>Library Operations</p> <p>General files relating to library management. Including:</p> <ul style="list-style-type: none"> > Collection management > Indexing and cataloging > Filing and retrieving > Disseminating library reference materials 	
	<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 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority : N1-115-94-1

RECORDS AND INFORMATION MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
RIM-11.00	<p>Forms Development</p> <p>Case files relating to the management, development, and revision of Reclamation-wide forms. Including:</p> <ul style="list-style-type: none"> > Forms Management > Form 7-1370 > Supporting data and clearances > Procedures for use 	
	<p>NOTE: Copy of new or updated form should be sent to Forms Manager.</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 the calendar year or when form is discontinued, superseded, or canceled.</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>	<p>NARA Disposal Authority : N1-115-94-1 GRS 16.3a</p>