

## WATER RESOURCE MANAGEMENT

| <b>Classification Code</b> | <b>Title</b>   | <b>Retention after folder closure</b> | <b>Security Code*</b> |
|----------------------------|--|---------------------------------------|-----------------------|
| WTR-1.00                   | Water Resource Management Policy                     | Permanent                             |                       |
| WTR-1.10                   | Water Resource Management General Files              | 15 years                              |                       |
| WTR-1.11                   | Reserved – Use WTR-1.10                              |                                       |                       |
| WTR-2.00                   | Water Resource Management Reports                    | Permanent                             |                       |
| WTR-3.00                   | Reclamation Economics/Impact Programs                | Permanent                             |                       |
| WTR-4.00                   | Repayment Contracts                                  | Permanent                             | PA                    |
| WTR-4.03                   | Water Sales/Delivery Contract/Exchange of Water      | Permanent                             | PA                    |
| WTR-4.10                   | Water Rights   | Permanent                             | PA                    |
| WTR-4.11                   | Interstate Compacts and International Water Treaties | Permanent                             | FOUO                  |
| WTR-4.12                   | Reserved – Use WTR-4.11                              |                                       |                       |
| WTR-4.13                   | Reserved – Use PRJ-28.00                             |                                       |                       |
| WTR-4.14                   | Reserved – Use PRJ-28.00                             |                                       |                       |
| WTR-7.00                   | Water Quality and Ecology                            | 75 years                              |                       |

\* Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

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|-----------------|--|--|
| <b>WTR-1.00</b> | <p><b>Water Resource Management Policy</b></p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern water resource 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> | <b>DISPOSAL NOT AUTHORIZED</b>   |
|                 | <p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>  | <p><b>PERMANENT</b> – 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>   | NARA Disposal Authority: N1-115-94-5   |

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| <b>WTR-1.10</b> | <p><b>Water Resource Management General Files</b></p> <p>General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation relating to water resource management activities. Including:</p> <ul style="list-style-type: none"> <li>&gt; Census data</li> <li>&gt; Economic/impact programs</li> <li>&gt; Exchange of water</li> <li>&gt; Executed/unexecuted yearly water service contracts</li> <li>&gt; Interstate and international compacts</li> <li>&gt; Repayment contracts</li> <li>&gt; Water Rights</li> <li>&gt; Water Release Forms</li> <li>&gt; Water Release Orders</li> </ul> |   |
|                 | <p><b>NOTE:</b> Use program case files for program specific correspondence.</p>  |   |
|                 | <p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>   | <p><b>Temporary</b> – Close files at the end of each calendar year or as volume warrants.</p> <p>Paper/film/electronic: Destroy in agency 15 years after closure and review by Program Specialist.</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>   | <p>NARA Disposal Authority: N1-115-94-5</p>   |

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|-----------------|---|--|
| <b>WTR-2.00</b> | <p><b>Water Resource Management Reports</b></p> <p>General, Project, or Program Reports relating to Reclamation's water resource management activities, such as:</p> <ul style="list-style-type: none"> <li>&gt; Water Marketing</li> <li>&gt; Water Conservation</li> <li>&gt; Reports to Congress</li> <li>&gt; Crop Production</li> <li>&gt; Water utilization for industrial and municipal development</li> <li>&gt; Multi purpose project development, etc.</li> </ul> | <b>DISPOSAL NOT AUTHORIZED</b>   |
|                 | <p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>   | <p><b>PERMANENT</b> –Close files 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: FOUO<br/>Vital Record: No</p>   | <p>NARA Disposal Authority: N1-115-94-5</p>  |

## WATER RESOURCE MANAGEMENT

| CLASS CODE | DESCRIPTION  | RETENTION AFTER FOLDER CLOSURE  |
|------------|--|---|
| WTR-3.00   | <p><b>Reclamation Economics/Impact Programs</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the economic development, planning, and impacts of water resource management programs on a local, regional, and national scale. Including:</p> <ul style="list-style-type: none"> <li>&gt; Impacts of local or regional economic development</li> <li>&gt; Impacts on local government support services agencies</li> <li>&gt; Municipal development</li> <li>&gt; Agribusiness development</li> <li>&gt; Industrial development</li> <li>&gt; Impacts on transportation and other infrastructure such as education</li> <li>&gt; Recreational development</li> <li>&gt; Effects on local/regional economy through population increase or decrease</li> <li>&gt; Effects on rural urbanization development vs single agribusiness economy</li> </ul> | <p><b>DISPOSAL NOT AUTHORIZED</b></p>   |
|            | <p style="text-align: right;"><b>Official File Copy –</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: right;"><b>Reference Copy –</b></p>  | <p><b>PERMANENT</b> – Close file at the end of each 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<br/>Vital Record: No</p>  | <p>NARA Disposal Authority: N1-115-94-5</p>   |

## WATER RESOURCE MANAGEMENT

| CLASS CODE      | DESCRIPTION  | RETENTION AFTER FOLDER CLOSURE  |
|-----------------|--|---|
| <b>WTR-4.00</b> | <p><b>Repayment Contracts</b></p> <p>Case files including correspondence, memorandums, e-mail, reports, ledgers, financial statements, and other supporting documentation relating to the payment of project construction, rehabilitation, or operation and maintenance costs. Including:</p> <ul style="list-style-type: none"> <li>&gt; Contract/agreement and supporting materials</li> <li>&gt; Repayment of Federal loans used to finance construction</li> <li>&gt; Guaranteed Loan Program</li> <li>&gt; Small Reclamation Loan Program</li> <li>&gt; Transfer from construction to O&amp;M</li> <li>&gt; Sale of water to individuals who hold a prior water right on a river and who do not belong to the major irrigation district or repayment entity</li> <li>&gt; Rehabilitation and betterment of non-Federal water resource development programs; construction of distribution systems on Federal Reclamation projects by irrigation districts and other public agencies</li> </ul> | <b>DISPOSAL NOT AUTHORIZED</b>  |
|                 | <p><b>NOTE:</b> Use PRJ-4.00 for technical correspondence, construction O&amp;M, and rehabilitation records for loan projects in which Reclamation participated.</p>   |   |
|                 | <p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>  | <p><b>PERMANENT</b> – Retain in agency for active life of the contract or until final payment, contract closure, or termination.</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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| <b>CLASS<br/>CODE</b> | <b>DESCRIPTION</b>                                       | <b>RETENTION AFTER<br/>FOLDER CLOSURE</b> |
|-----------------------|--|---|
|                       | Security Code: Privacy Act - WBR-40<br>Vital Record: Yes | NARA Disposal Authority: N1-115-94-5      |

## WATER RESOURCE MANAGEMENT

| CLASS CODE      | DESCRIPTION  | RETENTION AFTER FOLDER CLOSURE   |
|-----------------|--|--|
| <b>WTR-4.03</b> | <p><b>Water Sales/Delivery Contract/Exchange of Water</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the sale, delivery, transfer, or exchange of water in which a payment is required. Including:</p> <ul style="list-style-type: none"> <li>&gt; Warren Act Contracts</li> <li>&gt; Water contracts: conveyance, storage, service, delivery, exchange, leasing, or other</li> <li>&gt; Municipal and industrial water supply contracts</li> <li>&gt; Surplus water in Federal reservoirs</li> <li>&gt; Use of facilities for delivery of water</li> <li>&gt; Contractual obligations and legal matters</li> </ul> | <b>DISPOSAL NOT AUTHORIZED</b>   |
|                 | <b>NOTE:</b> Use WTR-1.10 for short-term, year-to-year, or unexecuted temporary water sales and delivery contracts.  |  |
|                 | <p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>  | <p><b>PERMANENT</b> – Close file after termination of contract.</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-40</p> <p>Vital Record: Yes</p>  | <p>NARA Disposal Authority: N1-115-94-5</p>  |

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|-----------------|---|---|
| <b>WTR-4.10</b> | <p><b>Water Rights</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to:</p> <ul style="list-style-type: none"> <li>&gt; Appropriations of water rights from states by Reclamation, acquisition of water rights from individual or other entities, settlement of water right claims or dispute, and the transfer of water rights.</li> <li>&gt; Securing or establishing of rights to water for use of Reclamation projects to ensure compliance to State laws governing acquisition or appropriation of water within the State</li> <li>&gt; Settlement of rights to direct or return flows and use of seepage and waste waters, the effects of prior water storage or use on a downstream power or pumping facility, and the effects of groundwater pumping and weather modification on water supplies and ownership of rights to those waters.</li> </ul> | <p><b>DISPOSAL NOT AUTHORIZED.</b></p>  |
|                 | <p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>   | <p><b>PERMANENT</b> – Close file 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-38, WBR-39</p> <p>Vital Record: Yes</p>   | <p>NARA Disposal Authority: N1-115-94-5</p>   |

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| CLASS CODE | DESCRIPTION   | RETENTION AFTER FOLDER CLOSURE  |
|------------|---|---|
| WTR-4.11   | <p><b>Interstate Compacts and International Water Treaties</b></p> <p>Case files including correspondence, memorandums, e-mails and other documentation relating to the acquisition and appropriation of water rights among States in which Reclamation has a vested interest, or the negotiated settlement of international water treaties relating to Canada and Mexico.</p> <ul style="list-style-type: none"> <li>&gt; Interstate Compacts</li> <li>&gt; International Joint Commission – United States/Canada</li> <li>&gt; International Boundary and Water Commission (IBWC) – United States/Mexico</li> </ul> | <p><b>DISPOSAL NOT AUTHORIZED</b></p>   |
|            | <p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>   | <p><b>PERMANENT</b> – Close file when activity or 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<br/>Vital Record: No</p>   | <p>NARA Disposal Authority: N1-115-94-5</p>   |

## WATER RESOURCE MANAGEMENT

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|------------|---|--|
| WTR-7.00   | <p><b>Water Quality and Ecology</b></p> <p>Case files including correspondence, memorandums, e-mails, and other documentation relating to the improvement and protection of water quality and its integrated relationship with the environment. Including:</p> <ul style="list-style-type: none"> <li>&gt; Methods to improve water quality</li> <li>&gt; Program reviews</li> <li>&gt; Ecological studies of aquatic and terrestrial organisms</li> <li>&gt; Standards for water quality delivery</li> <li>&gt; Identification and control of water polluting factors</li> <li>&gt; Methods to control, limit, and restore water quality</li> <li>&gt; Research into improved water quality through recycling and reuse</li> <li>&gt; Effects of agribusiness, municipal, and industrial use on water quality</li> </ul> |  |
|            | <p><b>Official File Copy -</b></p><br><br><p><b>Transfer/Disposal Instructions -</b></p><br><br><p><b>Reference Copy -</b></p>  | <p><b>Temporary</b> – Close file at the end of each calendar year.</p> <p>Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 75 years after closure and review by Reclamation.</p> <p>Retain working reference copy in agency and destroy when 75 years old or sooner if no longer required for current business needs.</p> |
|            | <p>Security Code: None</p> <p>Vital Record: No</p>  | NARA Disposal Authority: N1-115-07-1   |