# Request for Records Disposition Authority

<table>
<thead>
<tr>
<th>Records Schedule Number</th>
<th>DAA-0048-2015-0003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Status</td>
<td>Appraiser Working Version</td>
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<tr>
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<tr>
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<td>Records of the Office of the Secretary of the Interior</td>
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<td>Records Schedule applies to</td>
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<tr>
<td>Schedule Subject</td>
<td>Department Records Schedule 2.2 – Natural Resources Planning and Development</td>
</tr>
<tr>
<td>Internal agency concurrences will be provided</td>
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</table>

## Background Information

The U. S. Department of the Interior (DOI), Record Group 048, protects and manages the Nation’s natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities and special commitments to American Indians, Alaska Natives, and affiliated island communities. In accomplishing this mission, DOI records these activities, maintaining adequate and proper documentation of DOI policies and transactions, through its comprehensive records management program. DOI serves its customers in the four broad areas of recreational uses, commercial uses, community services, and science for decision making. These services are being represented in the Departmental Records Schedule (DRS) through the following five mission areas:

1. Natural and Cultural Resources Protection and Management
2. Natural Resources Planning and Development
3. Indian Trust, Tribal Government, and International & Insular Areas
4. Science and Technology
5. Community & Social Services, Education, and Transportation

Department Organization: DOI is guided by the Office of the Secretary and includes the following Bureaus and Offices:

- # Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and the Office of the Special Trustee for American Indians (OST) – Record Group 075
- # Bureau of Land Management (BLM) – Record Group 049
- # Bureau of Ocean Energy Management (BOEM) – Record Group 589
- # Bureau of Reclamation (BOR) – Record Group 115
# Bureau of Safety and Environmental Enforcement (BSEE) – Record Group 473
# Fish and Wildlife Service (FWS) – Record Group 022
# National Park Services (NPS) – Record Group 079
# Office of Surface Mining, Reclamation and Enforcement (OSMRE) – Record Group 471
# US Geological Survey (USGS) – Record Group 057
# Office of the Secretary (OS) – Record Group 048. This includes:
# Office of the Solicitor (SOL)
# Office of the Inspector General (OIG)
# Office of Hearings and Appeals (OHA)
# Interior Business Center (IBC)
# And all other offices under the Office of the Secretary

For a high-level departmental organization chart, visit: https://www.doi.gov/whoweare/orgchart

Methodology:
DOI selected the Lines of Business applicable to its mission and operations, which were then divided among the categories of policy, mission, legal, and administrative schedules. Each bureau was asked to map their existing records retention schedules to DOI’s Lines of Business. The crosswalks showing this work are attached. The schedule for each of the five mission areas will be submitted separately. This schedule is for mission area II. Natural Resources Planning and Development and includes the following Lines of Business:
# Biological Resources and Marine Conservation
# Energy and Minerals
# Land Use and Planning
# Water

This change to a departmental schedule, from individual bureau schedules, moves disposition authority for Record Groups 022 (FWS), 049 (BLM), 057 (USGS), 075 (BIA), 079 (NPS), 115 (BOR), 471 (OSMRE), 473 (BSEE), and 589 (BOEMRE) to 048. All Federal Records Center (FRC), Annual Move, and Direct Offer interactions with the National Archives and Records Administration (NARA) will continue to be broken out according to the assigned Record Group number for the creating agency. The underlying authority for each interaction will be the approved DRS authority established by this schedule.
This disposal authority applies retroactively to active and inactive records located on site at DOI facilities (including central, regional, and field offices).

This disposal authority applies on a “day-forward” basis from the date of schedule approval for inactive agency records located in off-site storage (e.g., Federal Records Centers, third-party vendors), and does not require retroactive changes to existing accessions.

Exception: Records under RG 075; as well as the records groups for other DOI trust bureaus that were previously scheduled as Permanent with an undefined retention period, including all such records at the American Indian Records Repository, must apply this disposal authority retroactively in order to facilitate proper retirement of records.

Automation:
As part of DOI’s comprehensive records management program, DOI implemented the eMail Enterprise Records and Document Management System (eERDMS) with the objective of providing DOI with a single cohesive integrated records and information governance platform, which directly supports M-12-18, the Presidential Directive on Records Management. The eERDMS is designed to support and manage DOI records, including email, documents, and related content, independently. The eERDMS consists of multiple systems brought together to support records, content management, and case management. Migrating DOI to the Departmental Records Schedule (DRS) described above will enable a smoother and more consistent implementation of the eERDMS.

Schedule 2 – Mission Records
2.2 – Natural Resources Planning and Development
Records in this schedule pertain to the Department of the Interior’s role in developing the nation’s natural resources in a responsible manner to include the protection of people, wildlife, and the environment. Interior lands designated for multiple use includes harvestable timber, grasslands for grazing, and deposits of oil, gas, coal, and non-energy minerals on public lands and the Outer Continental Shelf. The Department is also committed to renewable energy development and the management of water resources in a safe and responsible manner.

This schedule does not distinguish between types of media and should be considered media neutral. Many functions throughout the Department are conducted in both hard copy (paper) and electronic form, though increasingly offices are moving to the convenience of
Though the retention does not differ, cut off and handling instructions may be different for records in other media than paper.

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<th>Number of Permanent Disposition Items</th>
<th>Number of Temporary Disposition Items</th>
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GAO Approval
## Outline of Records Schedule Items for DAA-0048-2015-0003

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Biological Resources and Marine Conservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Endangered Species Recovery Plan Files and Fish &amp; Wildlife Data</td>
</tr>
<tr>
<td>1.1</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0001</td>
</tr>
<tr>
<td>1.2</td>
<td>Critical Habitat (No Designation) Case Files</td>
</tr>
<tr>
<td>1.3</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0002</td>
</tr>
<tr>
<td>1.4</td>
<td>Fish &amp; Wildlife Coordination Act Reports and State Tagger Program Files</td>
</tr>
<tr>
<td>1.5</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0003</td>
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<tr>
<td>1.6</td>
<td>Fish &amp; Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files</td>
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<tr>
<td>1.7</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0004</td>
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<tr>
<td>2</td>
<td>Species Management Files</td>
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<td>2.1</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0005</td>
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<tr>
<td>2.2</td>
<td>Endangered Species Act Management and Plan Files, and Fish &amp; Wildlife Management</td>
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<tr>
<td>2.3</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0006</td>
</tr>
<tr>
<td>3</td>
<td>Energy &amp; Minerals</td>
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<tr>
<td>3.1</td>
<td>Accounting, Compliance, and Administration Records</td>
</tr>
<tr>
<td>3.2</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0007</td>
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<tr>
<td>3.3</td>
<td>Resource Lease Case Files and Power Management Agreements</td>
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<tr>
<td>3.4</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0008</td>
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<tr>
<td>3.5</td>
<td>Resource Analysis and Evaluation</td>
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<td>3.6</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0009</td>
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<tr>
<td>3.7</td>
<td>Lease Case History Files</td>
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<td>3.8</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0010</td>
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<tr>
<td>4</td>
<td>Land Use and Planning</td>
</tr>
<tr>
<td>4.1</td>
<td>Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse &amp; Burro Non-Adoptions</td>
</tr>
<tr>
<td>4.2</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0011</td>
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<tr>
<td>4.3</td>
<td>Short Term Land Use Activities and Wild Horse &amp; Burro (WH&amp;B) Operation Records</td>
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<td>4.4</td>
<td>Disposition Authority Number: DAA-0048-2015-0003-0012</td>
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| 3.3 | Land Title, Operations, and Realty  
Disposition Authority Number: DAA-0048-2015-0003-0015 |
| 3.4 | Planning and Wild Horse & Burro (WH&B) Adoptions  
Disposition Authority Number: DAA-0048-2015-0003-0016 |
| 3.5 | Land Use Permits, Leases, Reciprocal-Use and License Agreements  
Disposition Authority Number: DAA-0048-2015-0003-0017 |
| 3.6 | Land Status  
Disposition Authority Number: DAA-0048-2015-0003-0018 |
| 3.7 | Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization  
Disposition Authority Number: DAA-0048-2015-0003-0019 |
| 4 | Water  |
| 4.1 | Water Analysis and Water Use & Permitting  
Disposition Authority Number: DAA-0048-2015-0003-0020 |
| 4.2 | Non-Historic Water and Power Projects & Facilities  
Disposition Authority Number: DAA-0048-2015-0003-0021 |
| 4.3 | Water Project Contracts, Engineering, and Water Quality  
Disposition Authority Number: DAA-0048-2015-0003-0022 |
| 4.4 | Historic Water and Power Projects, Water Resources and Delivery  
Disposition Authority Number: DAA-0048-2015-0003-0023 |
Records Schedule Items

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Biological Resources and Marine Conservation</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Records of all DOI activities devoted to sustain and improve biological communities and the health of watersheds, landscapes, and marine resources that are DOI managed and influenced in a manner consistent with obligations regarding the allocation and use of lands.</td>
</tr>
<tr>
<td>1.1</td>
<td>Endangered Species Recovery Plan Files and Fish &amp; Wildlife Data</td>
</tr>
<tr>
<td>Disposition Authority Number</td>
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</tr>
<tr>
<td>Final Disposition</td>
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<td>Item Status</td>
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<td>Is this item media neutral?</td>
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<tr>
<td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td>
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<td>Do any of the records covered by this item exist as structured electronic data?</td>
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<td>NC1-22-78-1, 13c</td>
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<td>NC1-22-78-1, 32</td>
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<td></td>
<td>NC1-22-78-1, 34</td>
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</tbody>
</table>
1.2  Critical Habitat (No Designation) Case Files

Disposition Authority Number  DAA-0048-2015-0003-0002

Case files or packages supporting decisions to designate a critical habitat under the Endangered Species Act that document the consideration process for a critical habitat designation where there was no designation of a critical habitat. Specific records identified under this item include: • Maps • Legal Descriptions of Land • Public Notification Information • Public Comments • Proposed or Final Listing Package

Final Disposition  Temporary

Do any of the records covered by this item exist as structured electronic data?  Yes

GRS or Superseded Authority Citation  N1-022-05-01, 53c

Disposition Instruction

Cutoff Instruction  Cut off at close of fiscal year in which the case file is closed.

Retention Period  Destroy 5 year(s) after cut-off

Additional Information

GAO Approval  Not Required

1.3  Fish & Wildlife Coordination Act Reports and State Tagger Program Files

Disposition Authority Number  DAA-0048-2015-0003-0003

Do any of the records covered by this item exist as structured electronic data?  Yes

GRS or Superseded Authority Citation  PENDING - NOT APPROVVED FOR USE

Disposition Instruction

Cutoff Instruction  PENDING - NOT APPROVVED FOR USE

Retention Period  PENDING - NOT APPROVVED FOR USE

Additional Information

GAO Approval  PENDING - NOT APPROVVED FOR USE
Assessments and reports prepared for, and funded by, state or other Federal agencies used to protect, rear, stock, and increase the supply of game and furbearing animals, as well as to study the effects of domestic sewage, trade wastes, and other polluting substances on wildlife. Also, documents communication and agreements with state fur and tagger programs to identify individual animals listed as endangered species. Specific records identified under this item include:

- Biological Assessments
- Habitat Assessments
- Consultative Reports
- Correspondence Site Plans
- Monitoring Documentation
- Project Funding Records
- Progress Reports
- Environmental Impact Statements
- Internal Compliance Documents
- Package Applications
- Cooperative Agreements
- Financial Information
- Landowner Agreements
- Environmental Compliance
- Quarterly Reports
- Photo Documentation
- Tagging Reports
- Statistics

Final Disposition
Temporary

Item Status
Pending

Is this item media neutral?
Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?
Yes

Do any of the records covered by this item exist as structured electronic data?
Yes

GRS or Superseded Authority Citation
N1-022-05-01, 44b
N1-022-05-01, 50
N1-022-05-01, 112a
N1-022-05-01, 112b

Disposition Instruction
Cut off after completion of report or plan.

Retention Period
Destroy 10 year(s) after cut-off

Additional Information

1.4 Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files

Disposition Authority Number
DAA-0048-2015-0003-0004

Marine conservation survey information, data, and summary reports of fish and wildlife numbers and locations that are used to produce publications and reports that track long-term trends. Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. The case files can also document the decision and action to revoke the critical habitat designation for a species or specific geographical areas. Specific records identified under this item include:

- Fish Counts Data
- Weir Monitoring Statistics
- Commercial Harvest...
Data • Stream Surveys • Fish Flow Data • Habitat Data • Animal Counts • Herd Statistics • Tagging and Transponder Data • Aerial Count Information • Maps • Legal Descriptions of Land • Public Notification Information • Public Comments

Final Disposition: Temporary

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation

N1-022-05-01, 53a
N1-022-05-01, 53b
N1-022-05-01, 189

Disposition Instruction
Cutoff Instruction: Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Retention Period: Destroy 20 year(s) after cut-off

Additional Information

GAO Approval: Not Required

1.5 Species Management Files

Disposition Authority Number: DAA-0048-2015-0003-0005

Case files documenting DOI involvement with species the Department has an interest in, or an authority for, other than the Endangered Species Act, such as the Marine Mammal Protection Act of 1972 and Wild Bird Conservation Act of 1992. Specific records identified under this item include: • Briefing Statements • Reviews of Legal Statements • Legislative Development Case Files • Federal Register Notification Files • Conservation Efforts • Meeting Notes on Unusual Mortality for Marine Animals • Meeting Notes on Marine Mammal Stranding Panels

Final Disposition: Temporary

Item Status: Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
| Do any of the records covered by this item exist as structured electronic data? | Yes |
| GRS or Superseded Authority Citation | N1-022-05-01, 151 |

**Disposition Instruction**

- **Cutoff Instruction**: Cut off after species is determined not to be under Departmental authority.
- **Retention Period**: Destroy 40 year(s) after cut-off

**Additional Information**

- **GAO Approval**: Not Required

**Endangered Species Act Management and Plan Files, and Fish & Wildlife Management**

**Disposition Authority Number**: DAA-0048-2015-0003-0006

The management of records relating to habitat management, preservation, and the Endangered Species Act. Fish and wildlife management documents DOI’s management of fish and wildlife resources through the preservation of ecosystem and natural habitat through conservation. The records contain final or summarized reports of habitat preservation and species management that are historically significant. Specific records identified under this item include:

- # Studies Related to DOI’s Environmental Management Activities
- # Reports regarding DOI’s Environmental Management, Compliance, and Program Planning Activities
- # Consultation Documentation
- # Documented Activities With Other Government Agencies
- # Fish and Wildlife Resource Investigations
- # Fish and Wildlife Resource Surveys
- # Documentation of Habitat Management
- # Records on Wetlands Creation, Preservation, and Management
- # Plant and Animal Census
- # Analyses of Raw Data
- # Program Reviews
- # Conservation Management and Plans

**Final Disposition**: Permanent

**Item Status**: Pending

- **Is this item media neutral?**: Yes
- **Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?**: Yes
- **Do any of the records covered by this item exist as structured electronic data?**: Yes

**GRS or Superseded Authority Citation**

- NC1-22-78-1, 13a
- NC1-22-78-1, 29
- N1-022-05-01, 44a
### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

### Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

### Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1985 To 2000

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

<table>
<thead>
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<th>Estimated Current Volume</th>
<th>Annual Accumulation</th>
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### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

### Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

### Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

### Additional Information

PENDING - NOT APPROVED FOR USE
What will be the date span of the initial transfer of records to the National Archives? 
From 1985 To 2000

How frequently will your agency transfer these records to the National Archives? 
Every 1 Years

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Disposition Instruction
Analog Moving Images
Cut off at close of fiscal year when activity is completed.
Transfer to the National Archives 5 year(s) after cut-off

Additional Information
What will be the date span of the initial transfer of records to the National Archives? 
From 1985 To 2010

How frequently will your agency transfer these records to the National Archives? 
Every 1 Years

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<thead>
<tr>
<th>Estimated Current Volume</th>
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<tbody>
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<td>Electronic/Digital</td>
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<td>Paper</td>
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</tr>
<tr>
<td>Microform</td>
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</table>
### Disposition Instruction

**Analog Sound Recordings**

- **Cutoff Instruction**: Cut off at close of fiscal year when activity is completed.
- **Transfer to the National Archives for Accessioning**: Transfer to the National Archives 5 year(s) after cutoff.

**Non-electronic Maps and Charts**

- **Cutoff Instruction**: Cut off at close of fiscal year when activity is completed.
- **Transfer to the National Archives for Accessioning**: Transfer to the National Archives 5 year(s) after cutoff.

### Additional Information

- **What will be the date span of the initial transfer of records to the National Archives?**
  - From 1985 To 2010
- **How frequently will your agency transfer these records to the National Archives?**
  - Every 1 Years

### Estimated Current Volume and Annual Accumulation

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<th>Annual Accumulation</th>
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**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply
### Additional Information

**What will be the date span of the initial transfer of records to the National Archives?**

From 1985 To 2010

**How frequently will your agency transfer these records to the National Archives?**

Every 1 Years

<table>
<thead>
<tr>
<th>Estimated Current Volume</th>
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<tbody>
<tr>
<td>Electronic/Digital</td>
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<td>Microform</td>
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<tr>
<td>Hardcopy or Analog Special Media</td>
<td>412 cubic feet</td>
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</tbody>
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### Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Photographs and Other Graphic Materials

Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives 5 year(s) after cut-off

### Additional Information

**What will be the date span of the initial transfer of records to the National Archives?**

From 1985 To 2010

**How frequently will your agency transfer these records to the National Archives?**

Every 1 Years

<table>
<thead>
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<td></td>
</tr>
<tr>
<td>Paper</td>
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</tbody>
</table>
## Disposition Instruction

**Rock, petrograph samples**

**Cutoff Instruction**
Cut off at close of fiscal year when activity is completed.

**Transfer to the National Archives for Accessioning**
Transfer to the National Archives 15 year(s) after cut-off

### Additional Information

**What will be the date span of the initial transfer of records to the National Archives?**
From 1985 To 2000

**How frequently will your agency transfer these records to the National Archives?**
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<td>Microform</td>
<td></td>
</tr>
<tr>
<td>Hardcopy or Analog Special Media</td>
<td>412 cubic feet</td>
</tr>
</tbody>
</table>
energy) resources under the principles of multiple-use management of Federal
lands. DOI is also responsible for the decision to lease; issuance of the lease;
lease management on administered lands; evaluation of social and economic
factors; safety and risk management factors; record title management; and
coordination with other land management agencies and should be documented in
the case files. DOI performs the financial management of all resources on Federal
lands including the collection and disbursement of monies from the sale of natural
resources. The statutory authority of Energy & Mineral records are covered by:
# General Mining Law of 1872 (30 USC 22, et. seq.) # Mineral Leasing Act for
Acquired Lands (30 USC 351) # Indian Mineral Leasing Act of 1938 (25 USC
396) # Federal Land Policy & Management Act of 1976 (43 USC 1700) # Outer
Continental Shelf Lands Act of 1953 (43 USC 1330) # Energy Policy Act of 2005
(42 USC 15801) # Federal Oil & Gas Royalty Management Act of 1982 (30 USC
1701) # Surface Mining Control & Reclamation Act (30 USC 25, et. seq.) The
following list is a broad overview of the records covered by this item, with specific
details included where possible, but it should not be considered a complete and
exclusive listing of all pertinent documents. Energy and Mineral files cover:
# Fossil Fuels (Oil & Gas) # Minerals # Non-Minerals (primarily Sand, Gravel, and Timber)
# Natural Gas # Helium # Geothermal # Wind # Solar # Hydropower

2.1 Accounting, Compliance, and Administration Records
The Financial Management business function performs the collection, accounting,
and disbursement mineral lease revenues to the appropriate recipients consistent
with all applicable laws, regulations, and lease terms. Compliance Management
functions include assuring proper royalties have been paid; assuring consistent
compliance with lease terms, regulations, and laws; conducting mineral revenue
audits and reviews in compliance with applicable standards; and applying fiduciary
trust principles on public trust leases. Compliance Management documents
address the financial auditing of leases and the managing of the oil, gas and
solid minerals that are extracted from the leased lands. Compliance Management
will also address the financial auditing of leases and the managing of renewable
energies like wind and solar that are captured from leased Federal lands. Asset
Sales and Asset Valuation Programs are responsible for addressing the feasibility
to manage the Nation’s Royalty assets and product valuation of the minerals
produced on the Outer Continental Shelf (OCS) and on Federal lands. Program
components include the small refiner program, Strategic Petroleum Reserve
(SPR) fill, commercial natural gas and crude oil sales, and cooperative energy
commodity sales with states. This includes establishing the fair market value of
commodities, issuing royalty valuation determinations, and authorizing adjustments
to the valuation base used for royalty calculations. Specific records identified
under this item include, but are not limited to: # Mineral Revenue Distribution and
Disbursement Files # Payor Account Reconciliation # Debt Collection # Reference
Data – Leases, Agreements, Mines & Facility Measurement Points # Billing
and Invoices # Refunds and Other Documentation # Check and Money Order
Images # Reporter Training & Guidance # Royalty Reporting # Investment Files
# Compliance Reviews – States # Oil & Gas and Mineral Audits – States # Asset
Compliance Assurance # Revenue Enforcements # Appeals Files (DOI, ONRR,
and IBLA) # Royalty Alternative Dispute Resolution # Data Mining # Mineral Economic Analysis and Market Research # Requests for Valuation Guidance # Requests to Exceed Regulatory Limits for Transportation and Processing Allowances # Draft Valuation Regulations # Royalty Valuation Unbundling Program Files – Unbundling Cost Allocation (UCA) Files # New York Mercantile Exchange (NYMEX) Calendar Month Average (CMA) Oil Price Files # Market Analysis and Royalty Summary (MARS) Report # Price/Map Requests # Mineral Economic Analysis and Market Research # Asset Management Sales or Exchanges # Production Reporting, Errors, Exceptions, and Well Actions

2.1.1 Federal Files

Disposition Authority Number DAA-0048-2015-0003-0007

Records that document the planning, conducting, determining the extent of the analysis, and reporting of exploration and production activities on onshore and offshore DOI administered land. In addition to the records listed above, also included are State Outreach, Audit & Compliance Information Collect from Companies, Production Accountability Compliance Monitoring, Compliance Inspection Planning and Inspections, Production Measurement Inspections and Enforcements, Asset Management Sales or Exchanges, Credit Assurance, Asset Management Service Agreements, and Asset Accounting and Verification. Note: Excludes records that are related to Indian Fiduciary Trust. See DRS Mission Schedule 2.3, Indian Trust, Tribal Government, and Insular Affairs.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation

NC1-22-78-1, 35
N1-022-05-01, 176
DAA-0048-2012-0001-0003
NC1-49-85-2, 4/6c
N1-49-90-1, 4/25b
N1-49-00-3, 32/2c(1)
N1-49-00-3, 32/3b
N1-49-00-3, 32/3c
N1-49-00-3, 32/3d
N1-49-00-3, 32/3e
N1-49-00-3, 32/3f
N1-49-00-3, 32/4
Disposition Instruction
Cutoff Instruction
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Retention Period
Destroy 10 year(s) after cut-off

Additional Information

2.1.2 Financial Reports/Summaries

Disposition Authority Number
DAA-0048-2015-0003-0008

Reports and/or summaries related to reconciling subsidiary and control accounts, monitoring and analyzing daily accounting journal entries to subsidiary ledgers and the balance sheet and other financial management reports. Includes summaries of data from the Financial Sub-System documenting daily revenue management activities. Covers both Native American-related and Federal, and includes but not limited to: • Program Management Summaries • Fiscal Accounting Summaries • Production Accounting Summaries • Exception Identification Summaries • Statistical Reporting Summaries • System Assurance Summaries

Final Disposition
Permanent

Item Status
Pending

Is this item media neutral?
Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?
Yes

Do any of the records covered by this item exist as structured electronic data?
Yes

GRS or Superseded Authority Citation
NC1-57-84-7, 1801-03b

Disposition Instruction
Cutoff Instruction
Cut off as instructed in bureau/office records manual, or at the end of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning
Transfer to the National Archives 25 year(s) after cut-off.
Additional Information

First year of records accumulation: 1984

What will be the date span of the initial transfer of records to the National Archives? From 1985 To 1992

How frequently will your agency transfer these records to the National Archives? Every 1 Years

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Energy Application Case Files

Disposition Authority Number: DAA-0048-2015-0003-0009

Case files documenting various types of approved lease applications for energy and mineral resources. Also includes related bonds and legal instruments. Specific records identified under this item cover onshore lands and include: # Oil & Gas Lease Application Case Files # Oil Shale Lease Application Case Files # Geothermal Lease Application Case Files # Natural Gas Lease Application Sales Case Files # Solid Mineral Lease Application Case Files # Communitization or Unitization Agreement Application Case Files # Adjudicated Alternative Energy Lease Applications # Personal or Surety Bonds # Alternative Energy Financial Instruments and Bonds # Riders # Powers-of-Attorney # Security Instruments

Final Disposition: Temporary
Item Status: Pending
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
Do any of the records covered by this item exist as structured electronic data? Yes
GRS or Superseded Authority
N1-022-05-01, 80b
NC1-49-76-3, B/13 & 16
N1-049-10-2, 4/21

Disposition Instruction
Cutoff Instruction
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Retention Period
Destroy 15 year(s) after cut-off

Additional Information
GAO Approval
Not Required

Record Lease Case Files and Power Management Agreements
Disposition Authority Number
DAA-0048-2015-0003-0010

Records for case files on leases issued by DOI including exploration and production activities on onshore and offshore DOI administered land as allowed to existing subsurface rights holders. Files document DOI involvement in ensuring that leases are valid, that activities are conducted under any stipulated conditions, and the leases are financially managed, valued and audited. The power generation and transmission records contain documentation pertaining to hydropower generation and power contracts and agreements between the Department and irrigation districts, or industrial and municipal customers regarding the sale of power, transmission, or payment for such services. Specific records identified under this item include:

- Period energy consumption/conservation reports
- Long-term statistics
- Trend data compilations and summaries
- Outer Continental Shelf (OCS) Resources
- Well Production Rates
- Plugging Records
- Production Records
- Exploratory Studies
- Fair Market Value Determinations Documentation
- Lease Buy Backs
- Post-Sale Data Analysis
- Contractual Timber Sales
- What-if Analysis Documentation
- Federal or State Agency Projects or Initiatives
- Individual Lease Sale Areas of Interest List
- Indicated Hydrocarbon List
- Coastal Zone Management Act Certifications
- Lease Sale Planning Records
- Supporting Documentation to Prepare and Execute New Leases including Sand & Gravel and Non-Energy
- MOUs and MOAs Pertaining to Renewable Energy Leasing on the OCS
- Renewable Energy State Task Force Documentation
- Renewable Energy Technical Studies for Programmatic and Regulatory Decisions
- Renewable Energy Lease Administrative Records
- Renewable Energy Company Qualification Submittals
- Non-Energy Task Force Documentation
- Power Service Contracts, agreements, Memorandum of Agreement’s
- Transmission service agreements
- Sale of power documentation
- Payment schedules
- Power generation studies and requirements
- Federal Energy Regulatory Commissioner (FERC) issued permits
- Technical correspondence
- Pumped storage generation
- Statistical studies of
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**GRS or Superseded Authority Citation**

- N1-022-05-01, 175
- N1-022-05-01, 178
- NC1-49-85-2, 4/6b(1)
- N1-49-90-1, 4/24a
- N1-49-90-1, 4/25a
- N1-49-00-3, 32/2a
- N1-115-94-8, PRJ-17.10
- N1-115-94-8, PRJ-18.00
- N1-473-12-3, 3A(1)
- N1-473-12-3, 3A(2)
- N1-473-12-3, 3A(3)
- N1-473-12-4, 4D
- N1-473-12-4, 4D(1)
- N1-473-12-4, 4E
- N1-473-12-5, 5B(1)(b)
- N1-473-12-5, 5B(2)
- N1-473-12-5, 5B(3)
- N1-473-12-5, 5B(4)
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- N1-473-12-5, 5E
- N1-473-12-5, 5F(2)(b)
- N1-473-12-5, 5H(2)
- N1-473-12-5, 5H(4)
- N1-473-12-5, 5H(5)
- N1-473-12-5, 5H(6)
Disposition Instruction
Cutoff Instruction
Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project.
Retention Period
Destroy 25 year(s) after cut-off
Additional Information
GAO Approval
Not Required

Resource Analysis and Evaluation
Disposition Authority Number
DAA-0048-2015-0003-0011
Provides complete analysis and evaluation of resource activities to support program decisions. Analyses and evaluation are conducted to assess the
validity of potential quantities of undiscovered oil and gas resources, natural
gas, and other leasable minerals, to estimate mineral reserves, to ensure the
public receives fair market value for mineral development, and the planning and
processing of leases under the various energy and mineral programs. Specific
records identified under this item include: # Geologic, Engineering, and Economic
Assessments and Reports # Program and Resource Evaluation Assessments #
Cartographic Materials Associated with Pre-Lease Analysis # Seismic and Well
Data # Open Hole Data Management Documentation (Well Logs, Directional
Surveys and Core Analysis) # Geologic and Geophysical Contracts # Well
Completion and Recompletion Logs # 2D and 3D Seismic Trace Volumes and
Data Sets # Magnetic and Gravimetric Survey Records and Maps # Geochemical
Prospecting Survey Maps # Tectonic & Stratigraphic Investigation and Mapping
Project Files # Shallow Seismic Data Geo Hazards Analysis # Fair Market Value
Determinations # Tract Evaluations for Fair Market Value # Cartographic Work
in Support of Fair Market Value Phase II and Post-Sale Work # Geological
Interpretative Tools Documentation # Production Forecasts, In-Place Resource
Estimates, and Economic Resource Estimates Documentation # Process Bid
and Field Determination Appeals # Well Evaluations and New Producible Lease
Determinations # Environmental Studies for Oil & Gas and Non-Energy Lease
Sales # Communitization or Unitization Agreement Operations Lease and Well
Files # Oil & Gas, Oil Shale, Geothermal, Natural Gas, Helium, and Solid Mineral
Operations Lease and Well Files – Federal Agreements # Outer Continental Shelf
Block and Composite Block Diagrams # Corps of Engineer Permits # Coastal
and Marine Spatial Planning Documentation # 5-Year Program Development
Documentation # Lease Presale Process Documentation # Adjudicated Leases #
Lessee or Operator Bankruptcy Reviews # Lease Status Reviews # Fishermen’s
Contingency Fund Claims # Designation of Operator Forms # Lease Rights-of
Way # Operator Rights Assignments # Lease Relinquishment Documentation
# Applicants for Qualification Requests # Company Merger and Name Change
Applications # Lessee/Operator Bankruptcy Documentation # Oil Spill Financial
Responsibility Forms and Financial Data # Royalty Relief Program Documentation
# Production Payments # Net Profit Reports # 3rd Party Notice Documentation
# Alternative Energy Development Plans # Non-Environmental Reviews # Deep
Water Operation Plans # Alternate Use Project Documentation # Alternative
Energy Technical Studies for Programmatic and Regulatory Decisions # Alternative
Energy Field Monitoring, Safety Inspections and Engineering Inspections #
Alternative Energy Leases, Rights of Way and Right of Use and Easements # Non-
Energy Mineral Leases # Non-Energy Environmental Studies # Non-Energy Permit
Decisions # Mining Claim Recordation Files # Unpatented Mining Claim Records #
Mining Claim Validity Examination Case Files # Mining Claim Surface Management
Case Files

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Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

GRS or Superseded Authority Citation

N1-49-90-1, 4/22a(1)(b)
N1-49-90-1, 4/22a(2)
N1-49-90-1, 4/22b
N1-49-90-1, 4/22c
N1-49-90-1, 4/26b(2)
N1-49-90-1, 4/27b(2)
N1-49-90-1, 4/28b(2)
N1-49-90-1, 4/29b(2)
N1-49-90-1, 4/30b(2)
N1-057-07-01, 1801-04
N1-473-12-3, 3B
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N1-589-12-5, 5A(5)

Disposition Instruction
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Retention Period
Destroy 75 years after cut off or longer if authorized.

The records document the foundational aspects of planning, conduct, and evaluation of competitive mineral lease sales and provides a history of each sale from tract selection through bid acceptance and issuance to relinquishment. The records pertain to the development, conservation, and the exploitation of energy and mineral resources. Specific records identified under this item include: # Oil and Gas Historical Development Map Masters # High Resolution Geophysical Interpretive Maps # Regional and Detailed Seismic Interpretive Maps # Subsurface Geologic Interpretations # Archeology Analysis # Water Bottom of Sea Floor Interface Analysis # Engineering, Economic and Reserve Analysis and Estimates # Annual Reserve Reports Containing Reserve Estimates and Statistics # Field and Reservoir Estimate Study Final Reports and Maps # Cadastral and Mapping Aspects and Boundary Records # Spatial Information and Metadata to Coastal States, Federal Agencies, Private Industry, and Foreign Governments # Official Marine Cadastre Description # Protraction Diagrams # Leasing Maps # Oil Shale Lease Operations Final Maps # Solid Mineral Lease Operations Files (Coal and Oil Shale) – Indian Files # Solid Mineral and Oil Shale Lease Operations Case Files – Indian Files # Mineral Lease Sale and Tract Evaluation Final Report and Map Masters # Renewable Energy Program Development # Renewable Energy Technical Studies These records are associated with properties of DOI activities deemed to have long lasting interest to the Nation, and are therefore considered appropriate for permanent preservation at NARA after the point where they are no longer needed by the Department.

Final Disposition
Permanent
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**GRS or Superseded Authority Citation**

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- N1-49-90-1, 4/27e
- N1-49-90-1, 4/29c
- N1-49-90-1, 4/30c(1)
- N1-49-00-3, 32/3a
- N1-49-00-3, 32/7a
- N1-49-00-3, 32/8c
- N1-115-94-7, ENV-7.10
- N1-473-12-5, 5B(1)(a)
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- N1-589-12-5, 5D(1)
- N1-589-12-5, 5D(2)

**Disposition Instruction**

- Non-electronic Textual Records

**Cutoff Instruction**

Cut off at close of fiscal year when activity is completed.

**Transfer to the National Archives for Accessioning**

Transfer to the National Archives 15 year(s) after cut-off
Additional Information

What will be the date span of the initial transfer of records to the National Archives?  
From 1985 To 2000

How frequently will your agency transfer these records to the National Archives?  
Every 1 Years

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<th>Estimated Current Volume</th>
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Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

Additional Information

What will be the date span of the initial transfer of records to the National Archives?  
From 1985 To 2000

How frequently will your agency transfer these records to the National Archives?  
Every 1 Years

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Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Maps and Charts

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives 5 year(s) after cut-off

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1985 To 2010

How frequently will your agency transfer these records to the National Archives?

Every 1 Years
Cutoff Instruction
Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning
Transfer to the National Archives 5 year(s) after cut-off

Additional Information
What will be the date span of the initial transfer of records to the National Archives?
From 1985 To 2010

How frequently will your agency transfer these records to the National Archives?
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Hardcopy or Analog Special Media
255.5 cubic feet 5 cubic feet

Land Use and Planning
Records of all DOI functions devoted to planning, study, observation, preservation, management, and maintenance of natural resources. These records are associated with the use of resources including material sales, permits and leases, rights-of-ways and more. They document the acquisition and disposal of interests in lands, special designations or classifications of lands, and land status.

Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions

Disposition Authority Number DAA-0048-2015-0003-0013

These records consist of intermediate and reference materials pertaining to withdrawals, classifications, designations, land use applications, and water power projects. Also included are documents pertaining to the Wild Horse & Burro Program (non-adoptions). Specific records covered by this item include: # Wild Horse & Burro (WH&B) Non-Adoption Files - WH&B Applications Which Do Not Result in Adoption # Withdrawal, Classification and Designation Intermediate Materials. Preliminary, intermediate, and prefinal drawings and other materials that are created and reviewed in preparation of final reports and maps. # Materials pertaining to Application for Land Use. Applications and supporting documents
received by Bureau of Land management and referred to Reclamation to determine Reclamation's interest in the land. # Waterpower Project Reference Material and Working Files # Natural Gas Policy Act (NGPA) Well Determination Reference Files

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<td>N1-49-91-2, 6d</td>
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<tr>
<td>N1-49-91-2, 8e</td>
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<td>N1-49-91-2, 9b</td>
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<td>N1-49-91-2, 10a</td>
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<td>N1-49-99-1, 4/24c</td>
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<td>N1-115-94-6, LND-4.10</td>
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<tbody>
<tr>
<td>Cutoff Instruction</td>
</tr>
<tr>
<td>Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.</td>
</tr>
<tr>
<td>Retention Period</td>
</tr>
<tr>
<td>Destroy when no longer needed</td>
</tr>
<tr>
<td>Additional Information</td>
</tr>
</tbody>
</table>

PENDING - NOT APPROVED FOR USE
### GAO Approval
Not Required

### 3.2 Short Term Land Use Activities and Wild Horse & Burro (WH&B) Operation Records

**Disposition Authority Number**
DAA-0048-2015-0003-0014

These files document the preparation of horses for private maintenance by adopters, shipment of horses, and agreements with prisons or other facilities for training of horses. Approved Special Land Use Permits issued by the USFWS. Exceptions to the permits include: Recreational, cultural, paleontological, etc. Recreational use statistics cover number or visitors, total visitor hours, types of visitor activities, visitor impacts on facilities, etc. Management plans of a 1 to 5 year duration including normal year fire plans, annual timber sale plans, etc. Specific records covered by this item include: # WH&B Adoption Files: Animal Preparation Case Files, Animal Shipping Case Files, Animal Training Facility Files. # Special Land Use Permit Case Files. # Resource Activity Plan (RAP) Records - Short Range

**Final Disposition**
Temporary

**Item Status**
Pending

**Is this item media neutral?**
Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?**
Yes

**Do any of the records covered by this item exist as structured electronic data?**
Yes

**GRS or Superseded Authority Citation**
- NC1-22-78-1, 72
- N1-022-05-01, 110a
- N1-022-05-01, 179b
- NC1-49-85-2, 4/26a(1)c
- NC1-49-85-2, 4/26a(2)
- N1-49-90-1, 4/8e
- N1-49-90-1, 4/8f
- N1-49-90-1, 4/8g
- N1-49-90-1, 4/20d

**Disposition Instruction**
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

**Retention Period**
Destroy 3 year(s) after cut-off

**Additional Information**
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<tr>
<td><strong>Land Title, Operations, and Realty</strong></td>
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</tr>
<tr>
<td><strong>Disposition Authority Number</strong></td>
<td>DAA-0048-2015-0003-0015</td>
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</tbody>
</table>

These records document conservation easements, land title status, land operations and realty, acquired real property and real property appraisal services, sales of small vegetative materials and minor forest products. Records under this item involve several areas of Land Use to include land title, operations, realty, appraisals and sales of small vegetative and minor forest products. Also included are rejected, unapproved, or withdrawn Land Use, Classification, and Designation applications. Specific records covered under this item include: # Valuation Services. Case/ Work Files # Sales of Vegetative Materials and Minor Forest Products # Acquired Real Property Files # Land Withdrawal, Reservation, and Classification Files - Informal Proposals # Refuge Compatible Uses Reports # Texas Railroad Commission (TRRC) Base Maps # Conservation Easements # Land Title Status Records # Land Operations and Realty Subject Files. # Airborne Hunting Reports # Grazing and other Land-Use Applications Rejected or Withdrawn # Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn # Withdrawal, Classification, and Designation Applications or Initiatives Unapproved Case Files

<table>
<thead>
<tr>
<th>Final Disposition</th>
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<td><strong>Do any of the records covered by this item exist as structured electronic data?</strong></td>
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<td>N1-022-05-01, 134</td>
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<td>N1-022-05-01, 173</td>
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<td>N1-49-91-2, 8a</td>
<td></td>
</tr>
<tr>
<td>N1-49-91-2, 8b</td>
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</tr>
</tbody>
</table>
### Planning and Wild Horse & Burro (WH&B) Adoptions

#### Disposition Authority Number
DAA-0048-2015-0003-0016

These records document applications that were rejected, unapproved, or withdrawn regarding grazing, right-of-way, and withdrawals. Documentation of healthy excess wild horses and Burros are also included. Records under this item relate to planning and wild horse & burro adoptions. Specific records covered under this item include: # Resource Management Plan (RMP) Public Participation # Working Wilderness Studies # WH&B Approved Titled Adoption Case Files # Audit Reports

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#### Final Disposition
- **Temporary**

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| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |

| Do any of the records covered by this item exist as structured electronic data? | Yes |

#### GRS or Superseded Authority Citation
- N1-115-94-6, LND-1.10
- N1-022-05-01, 179a
- N1-022-05-01, 185b
- NC1-49-76-3, B/9 & 12
- NC1-49-85-2, 4/7c(2)
- N1-49-90-1, 4/8b
- N1-49-90-1, 4/11b
- N1-49-90-1, 4/18g(1)
- N1-49-90-1, 4/18g(2)
- N1-49-90-1, 4/19b
- N1-49-98-1, 4/8(a)

#### Cutoff Instruction
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

#### Retention Period
Destroy 10 year(s) after cut-off

#### Additional Information
**GAO Approval**
- Not Required

---

**PENDING - NOT APPROVED FOR USE**

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Request for Records Disposition Authority

Records Schedule: DAA-0048-2015-0003
<table>
<thead>
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<th>Cutoff Instruction</th>
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</thead>
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<tr>
<td>Retention Period</td>
<td>Destroy 20 year(s) after cut-off</td>
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<td>Additional Information</td>
<td></td>
</tr>
<tr>
<td>GAO Approval</td>
<td>Not Required</td>
</tr>
</tbody>
</table>

### 3.5 Land Use Permits, Leases, Reciprocal-Use and License Agreements

- **Disposition Authority Number**: DAA-0048-2015-0003-0017

Records pertaining to Land Use Permits, Leases, and License Agreements. This item also includes compliance files for patents and land status determinations. Specific records covered under this item include:

- # Land-Use Permits Approved
- # Land-Use Leases Approved
- Case Files - All Other
- # Land Status Determinations
- # Reciprocal-Use and License Agreement Case Files
- # Compliance Files for allowed Patents
- # Resources Inventory, Study, or Survey Working Files

**Final Disposition**: Temporary

**Item Status**: Pending

**Is this item media neutral?**: Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?**: Yes

**Do any of the records covered by this item exist as structured electronic data?** Yes

**GRS or Superseded Authority Citation**

- N1-022-05-01, 172
- NC1-49-76-3, B/10 (4/13c)
- N1-49-90-1, 4/14b
- N1-49-90-1, 4/14c(2)

**Disposition Instruction**

**Cutoff Instruction**

Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

**Retention Period**

Destroy 30 year(s) after cut-off

**Additional Information**

**GAO Approval**: Not Required

### 3.6 Land Status

**Land Status**: PENDING - NOT APPROVED FOR USE
Disposition Authority Number DAA-0048-2015-0003-0018

The records document the ownership and availability of public land and document sales, transfers, exchanges, and disposals of agency land. Specific records covered under this item include: # Land Acquisition # Sale, Transfer, Exchange, and Disposal of Reclamation # Land Classification

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation

N1-115-97-1, LND-3.00
N1-115-94-6, LND-5.00
N1-115-94-6, LND-10.00

Disposition Instruction

Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual.

Retention Period

DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.

Additional Information

GAO Approval Not Required

Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization

3.7

Disposition Authority Number DAA-0048-2015-0003-0019

Records relating to resources planning, withdrawals and restoration of lands, establishment and administration of town sites, uses of land which require a permissive authority, land entries and title, irrigation management, and Conservation Case Files. Specific records covered under this item include: # Resources Inventory, Study, Survey and Mapping Files # Grazing Operator Case Files # Rights-of-Way Case Files # Resource Management Plan (RMP) Files
# Resource Activity Plan (RAP) Records – Long Range

Permit Case Files # Withdrawal, Classification and Designation Reports. # Land Operations and Realty Reports # Townsites # Irrigation Management # Natural Area Files # Master Title Plat Master # Supplemental Use Plat Masters # Historical Indexes # TAMP Project History Files # TAMP Master Title and Use Plats # TAMP Historical Indexes # Settlement and Land Entries # Acquisition and disposal of interests in land under the various land laws, special designations or classifications that affect the availability of land for use, periodic inspection of land for compliance with the legal requirements, and indexes and plats that display historic and current land status by portraying ownership of public lands and availability of those lands for entry and use under the various public land laws. # Acquired real property, contracts/deeds and other supporting papers documenting the sale, transfer, exchange, and disposal of land.

Final Disposition

<table>
<thead>
<tr>
<th>Item Status</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
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Is this item media neutral?

| Yes |

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

| Yes |

Do any of the records covered by this item exist as structured electronic data?

| Yes |

GRS or Superseded Authority Citation

| NN1-171-77, I/5 |
| NC1-22-78-1, 86 |
| N1-022-05-01, 32 |
| N1-022-05-01, 185a |
| NC1-49-76-3, B/13 4/14c(1) |
| NC1-49-85-2, 4/7a(1) |
| NC1-49-85-2, 4/7(a)(2) |
| NC1-49-85-2, 4/7b |
| NC1-49-85-2, 4/7c(1) |
| NC1-49-85-2, 4/7c(4) |
| NC1-49-85-2, 4/7(d) |
| NC1-49-85-2, 4/20c |
| NC1-49-85-2, 4/25b(1) |
| NC1-49-85-2, 4/26a(1)(a) |
| NC1-49-85-2, 17/1c |
| NC1-49-85-2, 22/2a |
| NC1-49-85-2, 23/7a |
| N1-49-86-2, 1a |
| N1-49-90-1, 4/7c(4) |
| N1-49-90-1, 4/11a |
| N1-49-90-1, 4/11c(1)(a) |
| N1-49-90-1, 4/11c(1)(b) |
Disposition Instruction
If this item has multiple sections, indicate here records to which this section apply
Non-electronic Textual Records

Cutoff Instruction
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
Transfer to the National Archives 30 year(s) after cut-off

Additional Information
What will be the date span of the initial transfer of records to the National Archives?
From 1965 To 1985
How frequently will your agency transfer these records to the National Archives?
Every 1 Years

<table>
<thead>
<tr>
<th>Estimated Current Volume</th>
<th>Annual Accumulation</th>
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</thead>
<tbody>
<tr>
<td>Electronic/Digital</td>
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<td>Paper</td>
<td>42614 Cubic feet</td>
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</table>
## Microform

<table>
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<th>Hardcopy or Analog Special Media</th>
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</table>

### Disposition Instruction

**Electronic Records**

- **Cutoff Instruction**: Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
- **Transfer to the National Archives for Accessioning**: Transfer to the National Archives 30 year(s) after cut-off

### Additional Information

- **What will be the date span of the initial transfer of records to the National Archives?** Unknown
- **How frequently will your agency transfer these records to the National Archives?** Every 1 Years

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<th>Estimated Current Volume</th>
<th>Annual Accumulation</th>
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<td>51 GB</td>
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<td>Paper</td>
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<td>Microform</td>
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<tr>
<td>Hardcopy or Analog Special Media</td>
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</tbody>
</table>
Cutoff Instruction
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Transfer to the National Archives for Accessioning
Transfer to the National Archives 5 year(s) after cut-off

Additional Information
What will be the date span of the initial transfer of records to the National Archives?
From 1965 To 2010

How frequently will your agency transfer these records to the National Archives?
Every 1 Years

<table>
<thead>
<tr>
<th>Estimated Current Volume</th>
<th>Annual Accumulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic/Digital</td>
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</tr>
<tr>
<td>Paper</td>
<td></td>
</tr>
<tr>
<td>Microform</td>
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</tr>
<tr>
<td>Hardcopy or Analog Special Media</td>
<td>537 cubic feet</td>
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</tbody>
</table>

Disposition Instruction
If this item has multiple sections, indicate here records to which this section apply
Non-electronic Photographs and Other Graphic Materials
Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
Transfer to the National Archives 5 year(s) after cut-off

Transfer to the National Archives for Accessioning

Additional Information
What will be the date span of the initial transfer of records to the National Archives?
From 1965 To 2010

How frequently will your agency transfer these records to the National Archives?
Every 1 Years
Estimated Current Volume | Annual Accumulation
---|---
Electronic/Digital | 
Paper | 
Microform | 
Hardcopy or Analog Special Media | 436 cubic feet | 16 cubic feet

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply.

**Architecture**

Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Transfer to the National Archives 30 year(s) after cut-off.

**Transfer to the National Archives for Accessioning**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

From 1965 To 1985

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

Estimated Current Volume | Annual Accumulation
---|---
Electronic/Digital | 
Paper | 
Microform | 
Hardcopy or Analog Special Media | 640 cubic feet | 13 cubic feet

**PENDING - NOT APPROVED FOR USE**
Water
Records the information needed to manage and protect the Nation’s water resources, water and hydropower projects and facilities, water delivery infrastructure, and water quality. Also includes project and activities supporting the analysis of international water resources. DOI bureaus with responsibility for managing water include the Bureau of Land Management, the U.S. Fish and Wildlife Service, and the Bureau of Reclamation.

4.1 Water Analysis and Water Use & Permitting
Disposition Authority Number DAA-0048-2015-0003-0020
Records contain water use permits and disputes including materials pertaining to proof of beneficial use and extensions of time as well as records related to drinking water chemical and bacteria analyses, variances, and exceptions testing files for public, community, and non-community water systems. Specific records covered under this item include: # Water Permits # Application and Amendments for State Permits # Land Water and Stream Descriptions # State Letters of Approval # Cartographic Materials # Public, Community, and non-Community Water Filing Systems for Bacteria Analysis, Chemical Analysis, and Violations and Measures Taken

Final Disposition Temporary
Item Status Pending
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
Do any of the records covered by this item exist as structured electronic data? Yes
GRS or Superseded Authority Citation NC1-49-85-2, 4/24
NC1-49-85-2, 4/26d(2)a
NC1-49-85-2, 4/26d(2)c
Disposition Instruction
Cutoff Instruction Cut off at the termination of the water permit or completion of water analysis or activity.
Retention Period Destroy 5 year(s) after cut-off
Additional Information
GAO Approval Not Required

4.2 Non-Historic Water and Power Projects & Facilities
Disposition Authority Number DAA-0048-2015-0003-0021

PENDING - NOT APPROVED FOR USE
Records are retained for continued management, operation and maintenance of water and power projects and facilities. The records consist of drawings and design data of constructed and non-constructed projects, designs of long-term water structures and facilities intended to endure for many years that are critical to the mission for operational needs, but have no lasting historical importance beyond agency use. Structures and facilities can include dams, conveyance systems, hydropower plants, supporting features, bridges, canals, diversion structures, drainage systems, and wells. The records also document general water and hydropower management of a temporary nature relating to water project development, power management, water resource management, and Federal Energy Regulatory Commission (FERC) licensing activities. The records contain documentation of consultation with or recommendations to the FERC to prevent loss and damage to resources during FERC projects where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified.

Specific records covered under this item include: # Routine Maintenance and Service Such as Design, Repair, Restoration, Construction, or Rehabilitation of non-permanent or non-historic Water Management Structures # Non-Historic Drawings or Design Data # Technical Information or Volume Logs for Wells # Well Inventories # General Files for Water Resources Management # Project Development, Power Management, FERC and Water Project Consultations # Application and Amendments for State Permits # Land Water and Stream Descriptions # State Letters of Approval # Cartographic Materials # Public, Community, and non-Community Water Filing Systems for Bacteria Analysis, Chemical Analysis, and Violations and Measures Taken

<table>
<thead>
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<td>N1-115-94-8, PRJ-1.10</td>
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</table>

Disposition Instruction
Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer
4.3 Water Project Contracts, Engineering, and Water Quality

Disposition Authority Number DAA-0048-2015-0003-0022

Records under this item contain documentation accumulated during the lifecycle of a construction or architectural and engineering (A&E) contract providing for the construction, alteration, or repair of long-term or permanent water management structures and features. Research data related to structural engineering and analysis for the design and construction of water management facilities, features, or structures. Also contain documentation relating to the improvement and protection of water quality and its integrated relationship between water projects and the environment. Specific records covered under this item include: 
- Construction and Architectural & Engineering Contract Documents
- Daily Construction Logs
- Structural and Materials Engineering
- Materials Research
- Soil and Rock Properties
- Water Quality and Ecology Studies
- Water Delivery Standards
- Water Quality Improvement Research

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
- N1-115-94-4, RES-3.40
- N1-115-94-8, PRJ-8.10
- N1-115-07-1, RES-9.00
- N1-115-07-1, WTR-7.00

Disposition Instruction

Cutoff Instruction Cut off at the end of final contract payment, or upon completion of event or study.

Retention Period Destroy 75 year(s) after cut-off

Additional Information

PENDING - NOT APPROVED FOR USE
**GAO Approval**  
Not Required

**Historic Water and Power Projects, Water Resources and Delivery**

**Disposition Authority Number**  
DAA-0048-2015-0003-0023

Historically significant records documenting the management of water resources and the construction and operation of major water and power projects. Water and power project and facilities contain records that relate to the development, design, construction, operation and maintenance, management repair and rehabilitation of water and power projects, features, facilities, appurtenant works and water resource improvement projects. The documentation establishes a history of water projects including project authorization, scope, purpose, objectives, methodology, accounting of project construction, operation and maintenance activities and costs, safety of dam investigations and modifications, and condition assessments. Structures and facilities can include dams, reservoirs, conveyance systems, hydropower plants, supporting features, guzzlers, water catchments, bridges, canals, diversion structures, drainage systems, wells and other structures. For water resource management the records contain documentation of activities relating to the management, conservation, delivery, and utilization of water and water trust resources through activities such as appropriating, securing, establishing, or settlement of water rights. The records also encompass documentation on interstate compacts and international water treaties, engineering and economic requirements of water delivery as well as water and power project costs and repayment, interagency drought management planning, determination of surface and groundwater supplies, identification of arable Native American lands and irrigable acreage assessments, ownership and priority of the water rights, water source, purpose of use, fish and wildlife water needs, flood plain management, reservoir management, irrigation management, water marketing, and water conservation. Specific records covered under this item include:

- Ground Water Assessment and Use Surveys
- Water Level Inventories
- Water Resource Inventories
- Studies and Surveys
- Water Rights Documentation
- Documentation on the Sale, Delivery, and Transfer or Exchange of Water
- Hydrographic Survey Reports
- Water Project Cost Estimates
- Water and Power Project Technical Reports
- Safety of Dams Documentation

**Final Disposition**  
Permanent

**Item Status**  
Pending

**Is this item media neutral?**  
Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?**  
Yes

**Do any of the records covered by this item exist as structured electronic data?**  
Yes

**GRS or Superseded Authority Citation**  
N1-075-04-6 (4903a)
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| N1-075-04-6 (4934b)                        |
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| N1-115-94-4, RES-2.00                      |
| N1-115-94-5, WTR-2.00                      |
| N1-115-94-5, WTR-4.00                      |
| N1-115-94-5, WTR-4.03                      |
| N1-115-94-5, WTR-4.10                      |
| N1-115-94-5, WTR-4.11                      |

PENDING - NOT APPROVED FOR USE
Disposition Instruction
If this item has multiple sections, indicate here records to which this section apply
Non-electronic Textual Records

Cutoff Instruction
Cut off at end of fiscal year.
Transfer to the National Archives 25 year(s) after cut-off

Transfer to the National Archives for Accessioning

Additional Information
What will be the date span of the initial transfer of records to the National Archives?
From 1965 To 1990
How frequently will your agency transfer these records to the National Archives?
Every 1 Years

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<th>Estimated Current Volume</th>
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Dispositional Instructions

Microform

Hardcopy or Analog Special Media

Disposition Instruction
If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction
Cut off at end of fiscal year.

Transfer to the National Archives for Accessioning
Transfer to the National Archives 25 year(s) after cutoff

Additional Information
What will be the date span of the initial transfer of records to the National Archives?
Unknown
Unknown when use of electronic records for this item began.

How frequently will your agency transfer these records to the National Archives?
Every 1 Years

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Disposition Instruction
If this item has multiple sections, indicate here records to which this section apply

Non-electronic Maps and Charts

Cutoff Instruction
Cut off at end of fiscal year.
Transfer to the National Archives for Accessioning

Additional Information

What will be the date span of the initial transfer of records to the National Archives?
From 1965 To 2010

How frequently will your agency transfer these records to the National Archives?
Every 1 Years

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Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Photographs and Other Graphic Materials

Cutoff Instruction

Cut off at end of fiscal year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 year(s) after cut-off

Additional Information

What will be the date span of the initial transfer of records to the National Archives?
From 1965 To 2010

How frequently will your agency transfer these records to the National Archives?
Every 1 Years

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

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<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>By</th>
<th>Title</th>
<th>Organization</th>
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<td>04/26/2016</td>
<td>Certify</td>
<td>Edwin McCeney</td>
<td>Departmental Records Manager</td>
<td>Office of the Secretary - Office of the Chief Information Officer</td>
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<tr>
<td>01/12/2017</td>
<td>Return for Revision</td>
<td>Jessica Blessman</td>
<td>Appraisal Archivist</td>
<td>National Archives and Records Administration - ACRA</td>
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<tr>
<td>12/29/2017</td>
<td>Submit For Certification</td>
<td>John Langsdorf</td>
<td>Records Management Specialist</td>
<td>Office of the Secretary - National Business Center IMB</td>
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<td>Return to Submitter</td>
<td>David Alspach</td>
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<td>Office of the Secretary - OCIO</td>
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Executive Summary

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