

INDIAN AFFAIRS RECORDS SCHEDULE

4900 Series

IRRIGATION and POWER

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4900-P5

Program Correspondence and Policy/Directives Files

NARA JOB #
N1-075-06-7
Approved
3/23/2006

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Irrigation and Power program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

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b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Irrigation and Power program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4901-P5

River Basin Studies

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: reservation river basin studies on irrigation, economic, conditions, and resources used in developing area programs; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by study fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when study is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4902-P5

Irrigation Project Planning Case File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: land lease agreement, project descriptions and summaries, maps, range resources, studies, water storage data, operation and maintenance plans, summary of costs, financial plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by planning fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4903a-P5

Irrigation Project Land Designation File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: studies, surveys, assessments, field notes, right-of-ways, designating land for irrigation projects, original maps, specifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4903b-P5

Power Project Land Designation File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: land records designated for power projects, surveys, original maps, right-of-way, specifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4904a-P5 [Irrigation and Power Construction Program File](#)

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4904b-P5 [Irrigation and Power Construction Project File](#)

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records:

Irrigation: studies, surveys, maps, plans, specifications, construction contracts, construction management and inspection reports, scope of work, budget, analysis, results, reports, project history, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Power: power plant construction plans, specifications, maps, surveys, and studies; construction contracts; construction management and inspection reports; scope of work; budget; analysis; results; project history reports; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4905-P5

Irrigation Engineering Data File

NARA JOB #
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11/21/2003

Contents: Include, but not limited to, the following records: original survey books; irrigation project maps, drawings, and plans; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by data fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4906-P5

Irrigation Maps and Drawings

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: annotated maps and drawings showing irrigated area, land proposed for restoration, water drainage, buildings, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4907-P5

Irrigation Forecast File

NARA JOB #
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11/21/2003

Contents: Include, but not limited to, the following records: hydrology forecasts, specifications, plans, storage reservoir, well depth, snow pack record, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by forecast fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when forecast is recorded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4908-P5

Irrigation Reports

NARA JOB #
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11/21/2003

Contents: Include, but not limited to, the following records: periodic narratives and statistical reports on annual irrigation operations, construction, and maintenance; project reviews; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4909-P5

Power Meter Records

NARA JOB #
N1-075-04-6
Approved
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Contents: Include, but not limited to, the following records: water and power usage readings for customers serviced by the power project.

Filing Arrangement: Chronological by usage reading fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end if usage reading period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4910-P5

Irrigation and Water Rights Legal Case File

**NARA JOB #
N1-075-04-6
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11/21/2003**

Contents: Include, but not limited to, the following records: claims, claims resolution, technical studies, pre-litigation documents, contracts, papers granting permanent water rights (water rights certificates), legal case records involving irrigation matters (adjudication, negotiation and agreement, etc.), other state/federal agreement adjudications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by claim type.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which claim is resolved or rejected. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4911-P5

Indian Electric Power Utilities File

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Contents: Include, but not limited to, the following records: customer account power service request application, agreement, contract, billing records, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by customer account.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when account is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4912-P5

Power Reports

NARA JOB #
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11/21/2003

Contents: Include, but not limited to, the following power annual and statistical report records: narratives, statistical power generation, distribution station operations, maintenance reports on power generation and distribution stations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4913-P5

Irrigation and Power Customer Billing File

**NARA JOB #
N1-075-04-6
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11/21/2003**

Contents: Include, but not limited to, the following records: monthly billings for customer power and irrigation usage, collection forms, receipts of money from customers, annual report (summary) of money collected from customers, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by customer account.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end of billing period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

4914 Irrigation/Power Customer Account Ledger Sheets and Schedules

NARA JOB # Refer to TR-4913-P5 – Irrigation and Power Customer Billing File

N1-075-04-6

Approved

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RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4915-P5

Power Operative Maps, Drawings and Standards

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: original maps showing reservation, drawings and tracings of power distribution systems and location sites, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

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Irrigation and Power

TR-4916a-P5

Irrigation Work Order Files

**NARA JOB #
N1-075-04-6
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11/21/2003**

Contents: Include, but not limited to, the following records: work orders for routine maintenance of an irrigation ditch, canal, gate, and/or shoulder; weed control; transmittal service orders; equipment maintenance orders; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when work order is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4916b-P5

Power Work Order Files

**NARA JOB #
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11/21/2003**

Contents: Include, but not limited to, the following records: work orders for routine maintenance of power plant, light fixtures at facility, buildings, and system equipment; engineering related word order request; equipment maintenance and/or repairs; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when work order is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4917-P5

Soil Surveys

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: studies of irrigation and cultivation potential of soil in particular areas to include determination of physical characteristics of soil, composition, and condition of native vegetation; studies of types of native vegetation; location of cultural features; water availability; field notes; tests; analyses; results; reports; printouts of electronic mail, documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by survey fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when survey is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4918-P5

Soil and Moisture Conservation Maps

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: annotated base maps showing erosion conditions and control, technical survey maps showing types of soil, maps showing proposed land restoration and water drainage, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by land description.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4919-P5

Soil and Moisture Conservation Reports

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following narrative and statistical records: monthly, periodic, and annual consolidation reports on soil surveys, water erosion, and projects; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4920-P5

Soil and Moisture History File

NARA JOB #
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Approved
11/21/2003

Contents: Include, but not limited to, the following records: water availability, type of forage, topography, fencing, grazing potential, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by history period fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when history is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4921-P5

Irrigation Assessment Order Modifications

**NARA JOB #
N1-075-04-6
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: lists relating to modification of operation and maintenance assessment orders, lists of water users with documents to modify assessment order and annual billing for water users, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by project modifications.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which modification is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4922-P5

Long-Term Cropping Plan

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: long-term crop rotation plans, history reports of crops grown and the yield obtained, summary report of significant historical data on long-term cropping plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronologically by planning fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when plan is established and final summary report is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

4923

Long-Term Cropping Plan Summary (Annually)

NARA JOB #

N1-075-04-6

Approved

11/21/2003

Refer to TR-4922-P5 - Long-Term Cropping Plan

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4924-P5

National Cooperative Soil Survey

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records used in tracking decisions from cooperating agencies within the National Cooperative Soil Survey: MOU, field review, field assistance, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by survey fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when survey is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4925-P5

Soil Inventory and Evaluation File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: results from soil investigation in support of land use (rangeland, forestry, home site, septic system placement, sanitary landfill, road earth embankment, mining, etc.), inventory reports, evaluations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by survey fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when soil investigation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4926a-P5

Irrigation Feasibility Program File

**NARA JOB #
N1-075-04-6
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4926b-P5

Irrigation Feasibility Project File

**NARA JOB #
N1-075-04-6
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work, budget, data analysis of soils, drainage, water quantity, compatibility, geography, land ownership, economics, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4927a-P5

Irrigation Operation and Maintenance Program File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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Irrigation Operation and Maintenance Project File

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Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, reports, water usage documents, water quality analyses, cropping data documents, chemical and pesticide application, maintenance activities (repairs and replacements), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4928a-P5

Irrigation Rehabilitation and Betterment Program File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4928b-P5

Irrigation Rehabilitation and Betterment Project File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, planning, construction contracts, construction management and inspection reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4929a-P5

Safety of Dams Program File

**NARA JOB #
N1-075-04-6
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; policy issues and activities; dam funding agreement; related expenditure; obligation; contract or agreement for non-dam specific technical assistance; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4929b-P5

Safety of Dams Project File

**NARA JOB #
N1-075-04-6
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work; budget; surveys; assessments; field notes; audits; statements; evaluations; consultations; results; original design; construction repair and maintenance inspection records; incident reports affecting safety of dams; environmental report; contract agreement; standard operating procedures; emergency action plans; downstream Hazard Classification; SEED Analysis Reports; Deficiency Verification Analysis; Conceptual Design Reports; Value Engineering Study; Final Design Reports; Independent Review; testing, construction, and inspection records, and incident reports affecting the safety of dams; seismic study; inflow design flood; probable maximum floods; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4930a-P5

Safety of Dams Emergency Management Program File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; emergency notification procedures resulting from dam failure or severe flooding; warning and evacuation plans for downstream resident and businesses; inundation mapping and designs; early warning systems operations and maintenance documentation; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4930b-P5

Safety of Dams Emergency Management Project File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4931a-P5

Safety of Dams Maintenance Program File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4931b-P5

Safety of Dams Maintenance Project File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, operation and maintenance manuals, flood gate operation, frequency of maintenance procedures, maintenance performed, flood information, water level and dam leakage, monitoring equipment, special and intermediate SEED examinations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4932-P5

Water Resources Planning and Project Proposal File

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: water resources planning and predevelopment project proposals, individual project proposals, annual regional project proposal compilation, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4933-P5

Water Resources Interagency Agreements

NARA JOB #
N1-075-04-6
Approved
11/21/2003

Contents: Include, but not limited to, the following records: Water Resources Interagency Agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by interagency agreement.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when agreement expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4900

Irrigation and Power

TR-4934a-P5

Water Resources Program File

**NARA JOB #
N1-075-04-6
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work; budget; studies; surveys; assessments; audits; analyses; statements; evaluations; consultations; reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by program fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when program initiative is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

TR-4934b-P5

Water Resources Project File

**NARA JOB #
N1-075-04-6
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by project fiscal year.

Official File: Action (originating and/or receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when project is completed or terminated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.