



KF 9/12/18

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**Date:** August 2, 2018  
**Appraiser:** Jessica E. Blessman  
**Agency:** Department of the Interior  
**Subject:** DAA-0048-2015-0003

## INTRODUCTION

### Schedule Overview

Department of Interior (DOI) Departmental Records Schedule (DRS) 2.2 –Natural Resources Planning and Development

### Administrative History

In 1789 Congress created three Executive Departments: Foreign Affairs (later in the same year renamed State), Treasury, and War. It also provided for an Attorney General and a Postmaster General. Domestic matters were apportioned by Congress among these departments.

The idea of setting up a separate department to handle domestic matters was put forward on numerous occasions. It wasn't until March 3, 1849, the last day of the 30th Congress, in which a bill was passed to create the Department of the Interior to take charge of the Nation's internal affairs.

As such, DOI has had a wide range of responsibilities entrusted to it since its inception, which include, but are not limited to: the construction of the national capital's water system, the colonization of freed slaves in Haiti, exploration of western wilderness, oversight of the District of Columbia jail, regulation of territorial governments, management of hospitals and universities, management of public parks, and the basic responsibilities for Indians, public lands, patents, and pensions. In one way or another all of these had to do with the internal development of the Nation or the welfare of its people.

DOI's current mission is to protect and manage the Nation's natural resources and cultural heritage; provide scientific and other information about those resources; and honor its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities.

DOI is comprised of the following bureaus:

- Bureau of Indian Affairs (BIA)  
BIA provides services directly or through contracts, grants, or compacts to 566 federally recognized tribes with a service population of about 1.9 million

American Indian and Alaska Natives. Such services include: social services, natural resources management on trust lands, economic development programs, law enforcement and detention services, administration of tribal courts, implementation of land and water claim settlements, housing improvement, disaster relief, replacement and repair of schools, repair and maintenance of roads and bridges, and the repair of structural deficiencies on high hazard dams.

- Bureau of Land Management (BLM)  
BLM administers America's public lands, totaling approximately 247.3 million acres, or one-eighth of the landmass of the country. BLM also manages 700 million acres (2,800,000 km<sup>2</sup>) of subsurface mineral estate underlying federal, state, and private lands. BLM's mission work is extensive and includes: management of energy resources, wild land fires, livestock grazing, land-use planning, recreation, and administration of the National Conservation Lands, and the wild horses and burros program, among others.
- Bureau of Ocean Energy Management (BOEM)  
The Bureau of Ocean Energy Management (BOEM) promotes energy independence, environmental protection and economic development through responsible, science-based management of offshore conventional and renewable energy resources. BOEM is responsible for: development of the Five Year Outer Continental Shelf (OCS) Oil and Natural Gas Leasing Program, issuance of oil and gas leases, oversight of the Renewable Energy Programs and environmental reviews.
- Bureau of Reclamation  
The Bureau of Reclamation is a water management agency with numerous programs, initiatives and activities that help the Western States, Native American Tribes and others meet new water needs and balance the multitude of competing uses of water in the West through dams, power plants, and canals. The Bureau of Reclamation is also one of the largest producers of hydro-electric power.
- Bureau of Safety and Environmental Enforcement (BSEE)  
BSEE works to promote safety, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement. BSEE is responsible for developing standards and regulations to enhance operational safety and environmental protection for the exploration and development of offshore oil and natural gas on the U.S. Outer Continental Shelf (OCS).
- National Park Service (NPS)  
The NPS manages the 401 parks of the National Park System. The NPS also administers dozens of affiliated sites, the National Register of Historic Places, National Heritage Areas, National Wild and Scenic Rivers, National Historic Landmarks, and National Trails.
- Office of Surface Mining, Reclamation and Enforcement (OSM)

OSM is charged with balancing the nation's need for continued domestic coal production with protection of the environment.

- U.S. Fish and Wildlife Service (FWS)  
FWS is responsible for the conservation, development, and management of the Nation's fish and wildlife resources and the administration of a national program to provide the public opportunities to understand, appreciate, and wisely use fish and wildlife resources.
- U.S. Geological Survey (USGS)  
USGS serves the Nation by providing reliable scientific information to describe and understand the Earth; minimize loss of life and property from natural disasters; manage water, biological, energy, and mineral resources; and enhance and protect our quality of life.

Each of these bureaus supports the Department's Strategic Plan that outlines the following five mission services:

1. Natural and Cultural Resource 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

The DOI employs about 70,000 people in approximately 2,400 locations with offices across the United States, Puerto Rico, U.S. Territories, and Freely Associated States.

#### **Additional Background Information**

This schedule covers records that 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. Additional activities covered in this schedule include renewable energy development and the management of water resources in a safe and responsible manner.

The DRS is a joint endeavor by all DOI bureau agencies to streamline scheduling of all the current 200 records schedules with over 2,330 retention periods into several Departmental Records Schedules with 37 functions and 189 retention periods schedules. DOI surveyed their schedules and found that there was extensive duplication across bureau schedules for similar record series. The many number of schedules led to confusion in implementation, and a decision was made to consolidate scheduling under one Record Group (RG 0048). Therefore, this bucket schedule is essentially a re-packaging of records series previously authorized for disposition under various component and bureau schedules, some of which were appraised relatively recently. In a few instances, unscheduled records have also been combined into appropriate sub-bucket items.

Furthermore, in order to support the OMB Directive (M-12-18) to move to electronic record-keeping, DOI launched the eMail Enterprise Records and Document Management System (eERDMS), a single cohesive integrated records and information platform utilizing open-text search and categorization. The DRS directly supports this system, allowing for ease in implementation. Since 2013, DOI has provided NARA staff with multiple briefings and demonstrations of the eERDMS.

In creating the DRS, the Department and bureau representatives have made a good faith effort to reschedule series (or portions of series) as temporary, where the records were found to lack continuing value as archival records. This is especially true for Indian Trust fiduciary accounting (IFTA) records that had been previously authorized for permanent retention during the Cobell, et al. v. Salazar, et al., litigation (1996-2009). Now that this litigation has been settled, DOI and NARA are in agreement that, while IFTA records possess long-term legal value, they are not of interest to NARA researchers. During the appraisal, bureaus also notified NARA of series discovered to be obsolete and these have been removed from the crosswalk.

Although the DRS is considered to be a **day-forward schedule**, not requiring retroactive changes to existing transfers at Federal Record Centers, it may be still be used in certain instances where rescheduling of legacy records is found to be necessary, such as during Annual Moves. Upon approval of this schedule, all Federal Record Center, Annual Move, and Direct Offer interactions will continue to be broken out according to the assigned bureau Record Group number. The underlying authority for each interaction will be the approved DRS authority established by this schedule.

With the approval of this schedule and subsequent mission schedules, disposition can be applied to records housed at the American Indian Records Repository (AIRR). The Big Bucket schedules covering Policy (DAA-0048-2013-0008) and Administrative Records (DAA-0048-2013-0001) will need to be resubmitted in order to apply to AIRR records.

DOI and approval of management in Agency Services, DOI will will apply the authorities approved by the will be applied retroactively to records housed at the AIRR.

### **Appraisal Methodology**

As the crosswalk was extensive, appraisers Jessica Blessman, Mark Ferguson, and Carly Docca, narrowed down the appraisal review using the following criteria: (1) length of time from last appraisal for permanent items, (2) proposed permanent items that were "Unscheduled", (3) items that have a proposed change in disposition, (4) items scheduled before the assumed media-neutrality rule in 2007, (5) records that have presented issues for Research Services during past Annual Moves, and (6) items at high-risk for preservation, such as special media records.

As a result, roughly 120 series from the crosswalk out of a total of 457 series were appraised. Special attention was made to ensure that records addressed each bureau and region was reviewed. Additional appraisals were conducted in the American Indian Records Repository in Lenexa, KS, Denver Federal Center, Albuquerque, NM, Phoenix, AZ, and Sacramento, CA.

### **Overall Recommendation**

I recommend approval of the attached schedule.

## **APPRAISAL**

### **Biological Resources and Marine Conservation**

#### **Item 0001: Endangered Species Recovery Plan Files and Fish & Wildlife Data**

The records consist of short-term plans and proposals, and repetitive, routine, or housekeeping-type materials that support the development and implementation of a specific plan. They also include things like preliminary and draft plans, proposals for corrective measures, and other recommendations for programs such as endangered species recovery, fish harvesting, game bird management, and sea lamprey monitoring.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little or no research value.

- \*Previously approved as temporary. NC1-22-78-1, 13b, NC1-22-78-1, 13c, NC1-22-78-1, 32, NC1-22-78-1, 34, and NC1-22-78-1, 39.

- \*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

#### **Item 0002: Critical Habitat (No Designation) Case Files**

These are records accumulated in formally proposing the designation of critical habitats under the Endangered Species Act. The case files document the consideration process, but relate to situations where no designation was ever made.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little or no research value.

- \*Previously approved as temporary. N1-022-05-01, 53c.

- \*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

#### **Item 0003: Fish & Wildlife Coordination Act Reports and State Tagger Program Files**

These are records of assessments and reports prepared for, and funded by, state or other Federal agencies, in their protecting, rearing, stocking, and increasing the supply of game and furbearing animals, as well as in studying the effects of domestic sewage, trade wastes, and other polluting substances on wildlife. Examples include restoration plan case materials, fish and wildlife agency coordination reports, and animal identification ("tagger") agreements from states.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little or no research value.

\*Previously approved as temporary. N1-022-05-01, 44b, N1-022-05-01, 50, N1-022-05-01, 112a, and N1-022-05-01, 112b.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0004: Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files**

Records include case file materials assembled to support designated and revoked critical habitats. Also included are fish and wildlife surveys such as fish counts, herd statistics, transponder data, and public comments.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. N1-022-05-01, 53a, N1-022-05-01, 53b, and N1-022-05-01, 189.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved

**Item 0005: Species Management Files**

These records cover Interior's involvement in the management of non-endangered species under such laws as the Marine Mammal Protection Act of 1972 and Wild Bird Conservation Act of 1992. They include briefing background materials, reviews, preparation and review of legislation, Federal Register notifications, meeting notes, and related items.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. N1-022-05-01, 151.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0006: Endangered Species Act Management and Plan Files, and Fish & Wildlife Management**

Under the Endangered Species Act of 1973, the U.S. Fish and Wildlife Service protects and manages the recovery of imperiled species, including terrestrial life and freshwater organisms, and also the ecosystems upon which they depend. Under the Act, species may be listed as either endangered (through extinction or loss of range) or threatened (likely to become endangered in the near future). These records contain final and summarized reports of habitat preservation and species management, environmental management and compliance studies, scientific assessments,

Alaska subsistence hunting records, cooperative activities with other government agencies, investigations, surveys, habitat management records, case files on the creation and management of wetlands, plant and animal censuses, and conservation management planning documentation.

**Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*High potential research value. The records will allow researchers to see which species were placed on the national endangered and threatened list at a given time, and what strategies were employed by Interior to help in the recovery of vanishing plants and animals. The records will show the steps taken by the government to reduce the damage and destruction of habitats, to set use limits on fishing and hunting in order to increase the numbers of endangered species, and to mitigate the manmade influences that contributed to the decline in certain plant and animal species.

- \*Documents significant actions of Federal officials. These records describe how Interior carried out its responsibilities for this foundational and controversial environmental law.

- \*Previously approved as permanent. NC1-22-78-1, 13a, N1-57-07-002, 1600-01a, N1-115-94-7, ENV 4.0, and N1-115-94-7, ENV 7.0.

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

## **Energy and Minerals**

### **Item 0007: Accounting, Compliance, and Administration Records: Federal Files**

### **Item 0008: Accounting, Compliance, and Administration Records: Financial Reports/Summaries**

These series encompass the three major natural resources revenue mission areas. The financial management function concerns the collection, accounting, and disbursement of the Federal and Indian mineral lease revenues to the appropriate recipients consistent with all applicable laws, regulations, and lease terms. The compliance management function assures (through audit and inspection) that proper royalties have been paid, and lease terms, regulations, and laws are being properly upheld. This include the financial auditing of leases and the managing of the oil, gas and solid minerals that are extracted from the leased lands. The third mission concerns the asset sales and valuation functions for minerals produced on the Outer Continental Shelf (OCS) and on Federal and Indian lands. Records include lease status reports, records of mineral sales, financial reports and summaries, mineral revenue distribution and disbursement files, billing and invoicing records, royalty reports, compliance reviews, audits, asset compliance reviews, production reporting, mineral and resource valuation determinations, economic analyses and market research, and related records. This item does not cover records related to Native Americans and Tribal Lands but applies only to Federal lands and offshore areas.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little or no research value.

- \*Previously approved as temporary. 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, N1-49-00-3, 32/8e, DAA-0049-2013-0002-0001, and N1-589-12-4, 4J.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0009: Energy Application Case Files**

This item was developed to consolidate the various lease applications created by Interior, primarily the Bureau of Land Management. They include applications for energy and mineral resource sales such as oil and gas, oil shale, geothermal, natural gas, helium, and solid minerals, as well as for communitization and unitization agreements, and renewable energy leases. Additional items include personal or surety bonds, financial instruments and bonds, riders, powers-of-attorney, and security instruments.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 80b, NC1-49-76-3, B/13 and B16, and N1-049-10-2, 4/21.

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0010: Resource Lease Case Files and Power Management Agreements**

These consist of lease case files for exploration and production activities (onshore and offshore). They are created as part of DOI ensuring that leases are valid, activities are conducted under any stipulated conditions, and leases are financially managed, valued and audited. Included are minerals and mining files, oil and gas lease cases, timber and mineral lease sales, exploration and prospecting permits, power and transmission contracts, oil reservoir agreements, sand and gravel leases, oil and gas and mineral operation safety assurance, oil spill contingency planning documents, pipeline and structure files, right-of-way permits, compliance and inspection records, civil penalty files, inspection and enforcement, and environmental coordination records.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. 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), N1-473-12-5, 5C(1), N1-473-12-5, 5C(2), N1-473-12-5, 5C(3)(b), N1-473-12-5, 5C(4)(b), N1-473-12-5, 5D(1), N1-473-12-5, 5D(2), N1-473-12-5, 5D(3), N1-473-12-5, 5D(4), N1-473-12-5,



5D(5), 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), N1-473-12-5, 5H(7), N1-473-12-5, 5I, N1-473-12-5, 5J(1), N1-473-12-5, 5J(3), N1-473-12-5, J(4), N1-473-12-5, 5K(1), N1-473-12-5, 5L, N1-589-12-3, 3E(2), N1-589-12-3, 3G, N1-589-12-3, 3I(2), N1-589-12-4, 4D(1)(b), N1-589-12-4, 4D(4), N1-589-12-4, 4D(5), N1-589-12-4, E(1)(b), N1-589-12-4, 4E(2), N1-589-12-4, 4E(3), N1-589-12-4, 4F, N1-589-12-4, 4F(1), N1-589-12-4, 4L(1), N1-589-12-4, 4L(2), N1-589-12-4, 4L(3)(b), N1-589-12-4, 4L(4), N1-589-12-4, 4L(5) N1-589-12-4, 4M, N1-589-12-4, 4N(1), N1-589-12-4, 4N(2), N1-589-12-4, 4N(3), N1-589-12-4, 4N(4), N1-589-12-4, 4N(5), and N1-589-12-5, 5B(5).

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0011: Resource Analysis and Evaluation**

This series consists of records that document the data-gathering, analysis, and evaluation activities that are conducted to assess the validity of potential quantities of undiscovered oil and gas resources, natural gas, and other leasable minerals. The records also provide information that is used to estimate mineral reserves, to ensure the public receives fair market value for mineral development, and for the planning and processing of leases under the various energy and mineral programs. This series also contains much in the way of geologic and geophysical data collected by Interior and used to build an ongoing geologic profile of the sub-seafloor, and subsurface land characteristics, including potential reserves of oil and gas, minerals, and other resources.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value. This is a high-volume series that contains data and records that have scientific worth and can be re-used to create other records, but they do not have continuing value to NARA researchers.

\*Captured elsewhere in permanent records. Item 0012 of this schedule contains final evaluative products in digital format, such as geologic and geophysical maps of the ocean subfloor.

\*Previously approved as temporary. 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, N1-473-12-4, 4B, N1-473-12-4, 4B(1), N1-473-12-5, 5A(1), N1-473-12-5, 5A(2), N1-473-12-5, 5A(3), N1-473-12-5, 5A(4) N1-473-12-5, 5A(5), N1-589-12-3, 3B, N1-589-12-3, 3D(1), N1-589-12-3, 3D(2), N1-589-12-3, 3D(3), N1-589-12-3, 3E(1), N1-589-12-3, 3F, N1-589-12-3, 3H(1), N1-589-12-3, 3H(2), N1-589-12-3, 3H(3), N1-589-12-4, 4C, N1-589-12-4, 4G(1), N1-589-12-4, 4G(2), N1-589-12-4, 4G(3), N1-589-12-4, 4G(4), N1-589-12-4, 4G(5), N1-589-12-4, 4H, N1-589-12-4, 4H(1), N1-589-12-4, 4H(2), N1-589-12-4, 4H(3), N1-589-12-4, 4I, N1-589-12-4, 4K(2), N1-589-12-4, 4K(4), N1-589-12-4, 4K(5), N1-589-12-4, 4K(6), N1-589-12-5, A(1), N1-589-12-5, 5A(2), N1-589-12-5, 5A(3), N1-589-12-5, 5A(4), and N1-589-12-5, 5A(5).

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The 75-year retention will allow Interior to maintain geologic and geophysical data to use for leasing activities and other purposes, and longer retention is authorized for ongoing operational needs.

**Media Neutrality:** Approved.

**Item 0012: Lease Case History Files**

The records document the 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. Records include oil and gas historical development map masters, digital final products of high resolution geophysical interpretive maps, and regional and detailed seismic interpretive maps, subsurface geologic interpretations, archeology analyses, water bottom/sea floor interface analyses, engineering, economic and reserve analysis and estimate reports, annual reserve reports containing reserve estimates and statistics, reservoir estimate study final reports and maps, cadastral and mapping aspects and boundary records, official marine cadastre descriptions, protraction diagrams, leasing maps, oil shale lease operations final maps, Indian-related solid mineral lease operations files (coal and oil shale), mineral lease sale and tract evaluation final report and map masters, and renewable energy program development technical studies.

**Proposed Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*High potential research value. The analog and digital maps and reports will provide invaluable information to scientists and other researchers interested in the geologic history, stratigraphy, geologic trends, structural features, and exploration history of the onshore and offshore areas that were explored for Federal leasing programs. Other records will provide a full history of each instance where Interior opened up land and seafloor areas for leasing, including strategic leasing plans and policies.

\*Documents significant actions of Federal officials. The various studies and analyses document the government's stewardship of leased terrestrial and ocean areas, including environmental management and research.

\*Previously approved as permanent. N1-49-90-1, 4/24b, 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, N1-057-08-7, 1900-01a, N1-115-94-7, ENV-7.10, N1-473-12-5, 5B(1)(a), N1-473-12-5, 5C(3)(a), N1-473-12-5, 5C(4)(a), N1-473-12-5, 5F(2)(a), N1-473-12-5, 5H(3), N1-473-12-5, 5J(4)(a), N1-589-12-3, 3A(1), N1-589-12-3, 3C, N1-589-12-4, 4A(1), N1-589-12-4, 4B(1), N1-589-12-4, 4D(1)(a), N1-589-12-4, 4E(1)(a), N1-589-12-4, 4K(1), N1-589-12-4, 4L(3)(a), N1-589-12-5, 5B(3), N1-589-12-5, 5D(1), and N1-589-12-5, 5D(2).

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

**Land Use, Recreation, and Planning**

**Item 0013: Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions**

These are interim and reference materials that pertain to withdrawals, classifications, designations, land use applications, and water power projects.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little to no research value.

- \*Previously approved as temporary. N1-022-05-01, 74, N1-022-05-01, 110b, N1-49-90-1, 4/8c, NC1-49-90-1, 4/10(h), N1-49-90-1, 4/11d(1), N1-49-90-1, 4/11e, N1-49-90-1, 4/18c(2), N1-49-90-1, 4/18f, N1-49-90-1, 4/18g(3), N1-49-90-1, 4/19c, N1-49-91-2, 5b, N1-49-91-2, 5e, N1-49-91-2, 6b, N1-49-91-2, 6d, N1-49-91-2, 8e, N1-49-91-2, 9b, N1-49-91-2, 10a, N1-49-91-2, 10b, N1-49-91-2, 10c, N1-49-96-6; 20/44, N1-49-99-1, 4/24c, and N1-115-94-6, LND-4.10.

- \*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0014: Short Term Land Use Activities, Recreational Use Statistics, and Wild Horse & Burro Operation Records**

As the title suggests, this series consists of routine land management documentation regarding horse and burro adoptions, non-substantive special use permits, visitor logs and visitor data compilations (that are summarized in permanent annual reports under other schedules), and short term land management plans.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little to no research value.

- \*Previously approved as temporary 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.

- \*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0015: Land Title, Operations, and Realty**

Records under this item involve operational land use functions such as processing of land titles, realty, appraisals and sales of small vegetative and minor forest products. Also included are short-term land use and right-of-way records, and case working papers for land use actions such as valuations.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little to no research value.

- \*Previously approved as temporary. N1-022-05-01, 24, N1-022-05-01, 31, N1-022-05-01, 40, N1-022-05-01, 134, N1-022-05-01, 173, N1-048-10-01, Item 10.3, NC1-49-76-3,

B16, 4/14d, NC1-49-85-2, 4/6d(1), NC1-49-85-2, 4/6d(2), N1-49-85-2, 4/20a, N1-49-85-2, 4/20b, NC1-49-85-2, 4/25a, N1-49-91-2, 8a, N1-49-91-2, 8b, and N1-115-94-6, LND-1.10.

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0016: Planning and Wild Horse & Burro (WH&B) Adoptions**

These are temporary records relating to various subjects including rejected, unapproved, or withdrawn leases for grazing, as well as for rights-of-way and withdrawals. Records also contain information on the management of excess horses and burros on Federal lands, and recreation and visitor service records. The types of documentation consist of concessions, fees, use permits, licensing records, labor, performance, guide services, animal adoption, contracts and leases, and administration of facilities and recreational areas that are provided for tourists. The "public participation" portion of Resource Management Plans are part of this series.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. 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).

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. In some cases, the retention period is reduced by 3 to 5 years for certain series, but Interior says the proposed 20-year retention is still adequate to address all operational, fiscal, and legal requirements.

**Media Neutrality:** Approved.

**Item 0017: Land Use Permits, Leases, Reciprocal-Use and License Agreements**

These records apply to land use permits, leases, license agreements, and compliance files for patent and land status determinations. Also included are approved land-use permit case files, other approved land-use leases, land status determinations, reciprocal-use and license agreement case files, compliance files for allowed patents, and resources inventory, study, and survey working files.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 172, NC1-49-76-3, B/10 (4/13c), N1-49-90-1, 4/14b, and N1-49-90-1, 4/14c(2).

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0018: Land Status**

These are land records required for long-term operational and legal purposes by Interior. They include construction and maintenance records for structures, such as minor electrical or plumbing repair/maintenance work, and for other projects such as minor road, trail, fence, and campground construction and rehabilitation. Contents contain solicitation and bids for contracts that impact a park's natural and cultural resources or mission, such as construction, painting, planting, revegetation, repair and replacement, planning of museum exhibits; supporting documentation for reports; and procurement files for scientific and historic studies, including the management of flora and fauna.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little to no research value.

- \*Does not document significant actions of Federal officials.

- \*Other justification. During the appraisal, BLM grazing operator case files, once considered to be permanent, were moved under this item at our request because the modern grazing cases that we examined no longer provide much information that would be useful to historians. Research Services in Denver has said that researcher interest in the records is minimal, and they are concerned about the high volume generated (over 700 cubic feet in FRCs, including 400 cubic feet in the Rocky Mountain Region). The same kinds of records created by USDA-Forest Service are temporary, and the BLM grazing cases contain information that is already duplicated in permanent BLM allotment records (N1-49-90-1, 4/11a).

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0019: Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization**

The inclusive records relate to resources planning, recreational planning, withdrawals and restoration of lands, establishment of town sites, land entries and title, irrigation management, and conservation case files. Some of the notable records that are part of this item include master title and supplemental use plats, tract books, and historical indexes; resources inventory, study, survey and mapping files; rights-of-way case files; resource management and activity plans; land withdrawal, classification and designation reports; and recommendations for the development of recreational, natural, and other special designation areas.

**Proposed Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*High potential research value. Researchers can use these records for establishing land ownership rights and determining the status of land parcels at given points in time.

- \*Documents significant actions of Federal officials. The records describe significant actions taken by Interior in managing a variety of public land use activities (recreation, leasing, wildlife management, etc.), in cooperation with states, tribes, commercial interests, and the public.

\*Previously approved as permanent. 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, 17/1a(1), NC1-49-85-2, 17/1b(1), NC1-49-85-2, 17/4a(1), N1-49-91-2, 1, N1-49-91-2, 5d(2), N1-49-91-2, 6c, 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), N1-49-90-1, 4/14a(1), N1-49-90-1, 4/18c(1)(b), N1-49-90-1, 4/18h, N1-49-90-1, 4/19a(1), N1-49-90-1, 4/19a(2), N1-49-90-1, 4/19d, N1-49-90-1, 4/20a(2), N1-49-90-1, 4/20d, N1-49-91-2, 7c, N1-79-08-1, 1A1, N1-79-08-1, 1A2, N1-79-08-04, A1, N1-115-94-6, LND-2.00, N1-115-94-6, LND-4.00, N1-115-94-6, LND-5.10, N1-115-94-6, LND-8.00, N1-115-94-6, LND-7.00, and N1-115-94-6, LND-11.00.

\*Other justification. Originally, Interior had proposed the rescheduling of master title and supplemental use plats, tract books, and historical indexes as temporary under item 0018 because, the records are continually updated and will never be cut off. However, we requested that these records remain permanent under this item so that NARA still has an opportunity to accession the records (such as periodic snapshots of electronic data extracts), since they provide historic and current land status and ownership of public lands.

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

## **Water**

### **Item 0020: Water Analysis and Water Use & Permitting**

These are short-term records that relate to water use permitting, materials pertaining to proof of beneficial uses of water, permit extensions of time, and the testing of public, community, and non-community water supplies and systems. Examples include water permits, applications and amendments for state permits, water and stream descriptions, state letters of approval, bacteria and chemical analysis records, and violations documentation.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. NC1-49-85-2, 4/24, NC1-49-85-2, 4/26d(2)a, and NC1-49-85-2, 4/26d(2)c.

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

### **Item 0021: Non-Historic Water and Power Projects & Facilities**

This category is intended to capture the bulk of documentation created by such agencies as Bureau of Reclamation and Bureau of Indian Affairs, in the study, proposal, approval, research, design, construction, operations, and maintenance of dams and other water and power projects.

They cover structures and facilities such as dams, conveyance systems, hydropower plants, supporting features, bridges canals, diversion structures, drainage systems, and wells. 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. 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. Included are long-term records created in the surveying, design, repair, restoration, construction, or rehabilitation of water management structures; non-historic drawings and designs; technical information logs for wells and well inventories; general files for water resources management; project development; power management; Federal Energy Regulatory Commission (FERC) licensing; water project consultations, application and amendments for state permits; land water and stream descriptions; state letters of approval; cartographic materials; and public, community, and non-community water bacteria and chemical analysis, and violations and measures taken. NARA requested that Interior include under this item, several series that were originally proposed as permanent (under 0023), for example, power meter readings, electric power utilities, power reports, and irrigation customer billings and work orders. NARA also asked that long-term temporary background materials from specific categories of project records be added this item. These include background construction, operations, and maintenance records associated with project design and build-out, geology, dams and reservoirs, desalting plants, canals, power plants, and similar structures, drawings and specifications, surveys, and technical reports.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value. Current schedules, particularly those for Bureau of Reclamation, provide for only permanent retention of water and power records with no alternative categories for retaining records of finite value. The National Archives at Denver, which has all RG 115 records, has continually decried the number of FRC transfers and direct offers from Reclamation that contain excessive amounts of non-archival records. This has resulted in substantial cost considerations for long-term maintenance of the records. In Denver, the FRC is storing over 5,000 cubic feet of mixed engineering drawings, and over 3,000 cubic feet of mixed survey books and records. This situation was validated during the appraisal, where sample records showed considerable mixing of permanent and temporary documentation. Similarly, a number of BIA water and power records appraised for this schedule were also found to contain mixed series. Project records that have long-term value to Interior, but lack continuing value are now correctly placed under this item.

\*Previously approved as temporary. NC1-22-78-1, 43, N1-022-05-01, 47, N1-022-05-01, 49, NC1-49-85-2, 4/26d(2)b, N1-115-94-5, WTR-1.10, N1-115-94-8, PRJ-1.10.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The lengthy retention (based on the life of the asset and beyond), is intended to provide for records that need to be retained for the continued management, operation and maintenance of bureau water and power projects and facilities, and for fiscal and legal purposes, but which do not have ongoing value to NARA researchers.

**Media Neutrality:** Approved.

**Item 0022: Water Project Contracts, Engineering, and Water Quality**

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. It encompasses research data related to structural engineering and analysis for the water management facilities, features, or structures. The item covers contract documents, daily construction logs, structural and materials engineering, materials research, soil and rock properties, water quality and ecology studies, water delivery standards, and water quality improvement research. Additional records include non-permanent documentation for project repayment finance and contracting documentation.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

- \*Has little to no research value. Like item 0021, this item also contains many records that have lasting value to the creating agencies in terms of construction, renovation, payment terms and agreements with water users, and ongoing maintenance activities. This series also incorporates bulky background materials for repayment financial agreements and contracts that do not have continuing value.

- \*Previously approved as temporary. N1-115-94-4, RES-3.40, N1-115-94-8, PRJ-8.10, N1-115-07-1, RES-9.00, and N1-115-07-1, WTR-7.00

- \*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The schedule provides for a lengthy period of time before cutoff (contract payoff), and a 75-retention period, both of which should satisfy long-term operational, fiscal, and legal needs.

**Media Neutrality:** Approved.

**Item 0023: Historic Water and Power Projects, Water Resources and Delivery**

This series covers records of water and power projects covering the development, design, construction, operation and maintenance, operational management, repair and rehabilitation of the overall projects, features, facilities, appurtenant works and water resource improvement projects. Structures and facilities run the gamut from major to minor: dams, reservoirs, conveyance systems, hydropower plants, supporting features, water catchments, bridges, canals, diversion structures, drainage systems, wells, and other structures. Associated records relate to the delivery, sale, exchange, and utilization of water and water trust resources, through activities such as appropriating, securing, establishing, or settlement of water rights. They pertain to development of irrigation on farm and other land; land designations; construction mapping and engineering; Indian and Federal land water rights adjudication; soil and water conservation; final repayment of project costs; the preparation of project and technical reports that cover engineering outreach studies and final construction highlights; water sales and exchanges; summary geologic and geophysical findings; and water delivery and allocation management. This proposed item is intended to cover only the final products and significant records of outcomes for the processes described above. All other voluminous background and supporting information on projects are now part of temporary item 0021.



**Proposed Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*High potential research value. The records establish a history of water projects for the researcher, including authorization, scope, purpose, objectives, methodology, design and construction, operation and maintenance activities and costs, safety of dam investigations and modifications, and condition assessments.

\*Documents significant actions of Federal officials.

\*Previously approved as permanent. N1-075-04-6 (4903a), N1-075-04-6 (4903b), N1-075-04-6 (4904a), N1-075-04-6 (4904b), N1-075-04-6 (4905), N1-075-04-6 (4906), N1-075-04-6 (4907), N1-075-04-6 (4908), N1-075-04-6 (4910), N1-075-04-6 (4915), N1-075-04-6 (4917), N1-075-04-6 (4918), N1-075-04-6 (4919), N1-075-04-6 (4920), N1-075-04-6 (4921), N1-075-04-6 (4922), N1-075-04-6 (4924), N1-075-04-6 (4925), N1-075-04-6 (4926a), N1-075-04-6 (4926b), N1-075-04-6 (4927a), N1-075-04-6 (4927b), N1-075-04-6 (4928a), N1-075-04-6 (4928b), N1-075-04-6 (4929a), N1-075-04-6 (4929b), N1-075-04-6 (4930a), N1-075-04-6 (4930b), N1-075-04-6 (4931a), N1-075-04-6 (4931b), N1-075-04-6 (4932), N1-075-04-6 (4933), N1-075-04-6 (4934a), N1-075-04-6 (4934b), N1-115-94-2, FIN-6.20, 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, N1-115-94-5, WTR-4.12, N1-115-07-2, PRJ-2.00, N1-115-94-8, PRJ-3.00, N1-115-94-8, PRJ-4.00, N1-115-94-8, PRJ-6.00, N1-115-94-8, PRJ-7.00, N1-115-94-8, PRJ-8.00, N1-115-94-8, PRJ-9.00, N1-115-94-8, PRJ-10.00, N1-115-94-8, PRJ-13.00, N1-115-94-8, PRJ-15.00, N1-115-94-8, PRJ-17.00, N1-115-94-8, PRJ-22.00, N1-115-94-8, PRJ-22.10, N1-115-94-8, PRJ-22.20, N1-115-94-8, PRJ-23.00, N1-115-94-8, PRJ-25.00, N1-115-94-8, N1-115-07-2, PRJ-26.00, PRJ-27.00, N1-115-94-8, PRJ-28.00, N1-115-94-8, and PRJ-29.00.

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

Reviewed by:

KATE FLAHERTY  
Supervisor, Appraisal Team 3  
Records Appraisal and Agency Assistance - ACRA  
National Archives and Records Administration

DATE:

Signed:



JESSICA E. BLESSMAN  
Records Analyst, Appraisal Team 3  
Records Appraisal and Agency Assistance - ACRA  
National Archives and Records Administration

8/2/18

DATE: