



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825

www.ca.blm.gov

October 23, 2000

In Reply Refer To:

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CA 944

EMS TRANSMISSION: 10/23/00

Instruction Memorandum No. CA 2001-008

Expires: 9/30/02

To: Division, Staff and Branch Chiefs

From: DSD, Support Services

Subject: Review of California State Office Forms **DD: 11/15/00**

Attached is a listing of BLM California State Office forms. Please review the present status of the forms initiated by your office. Based on utilization indicate, next to the form title and date issued, whether you wish to retain or delete the current form. If you are using a newer edition of a form, submit an electronic or hard copy of the revised form, with noted date of revision, to the State Records Manager.

If any of the forms on the attached review list are no longer associated with your program responsibilities please make a notation to refer to the appropriate office. Any of the forms listed may be reviewed in the Records Management Section. New forms, with official approval (BLM 1223-07), may also be submitted at this time. All lists are to be returned to the State Records Manager, Louise Tichy, by November 15, 2000. Questions pertaining to this review, or to forms management in general, may be directed to Louise through E-mail or at X4301.

Signed:
Sherian Long
Acting DSD, Support Services

Authenticated:
Liza Raymundo
Records Management

1 Attachment

1 - CA Forms Listing (4 pp.)