

BUREAUWIDE VITAL RECORDS PLAN - SAMPLE LISTING OF VITAL RECORDS
 (All listed records should be considered the original official copy)

Priority	RECORD DESCRIPTION	MEDIA TYPE	RECOVERY PRIORITY	VITAL RECORD TYPE	OFFICE	SCHEDULE & RETENTION	PROTECTION METHOD	REMARKS	
						Current as of 08/28/0			
1	DISASTER RESPONSE PLAN - Occupancy Emergency Plan, Contingency Plan	1170; 1273	Paper and Electronic	Immediately	Emergency Operating	Bureauwide System	TEMPORARY. Destroy 3 years after issuance of new plan or directive. GRS 18/27.	Copies are distributed to response team. Maintain copy off site.	Part of COOP.
1	DELEGATIONS OF AUTHORITIES - Org charts, orders of succession	1203	Paper and Electronic	Immediately	Emergency Operating	Bureauwide System	PERMANENT. Cutoff EOFY in which prepared. Transfer to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old. GRS 16/18a(1).	Copy and maintain off site. Also on BLM web site.	Part of COOP.
1	FILE PLAN and Records Locations; Records Inventories	1220	Paper and Electronic	Immediately	Emergency Operating	Bureauwide System	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. GRS 23/1.	Copy and maintain off site.	May be part of COOP.
1	COMPUTER SYSTEMS MANUALS BUREAU OF LAND MANAGEMENT	1260	Paper and Electronic	Immediately	Emergency Operating	Bureauwide System	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20/11a.	Copy and maintain off site.	
1	SYSTEMS DOCUMENTATION - The documentation used to bring the system up after a systems crash	1260	Paper and Electronic	Immediately	Emergency Operating	Bureauwide System	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20/11a.	Copy and maintain off site.	Maintain copy at NIRMIC.
1	SYSTEM BACKUPS - Electronic copies of software and data stored in the computer system	1260	Electronic	Within 72 hours	Emergency Operating	Bureauwide System	TEMPORARY. See disposition instructions for daily, weekly, & monthly backups under GRS 20/08c.	Currently part of overall systems backup. Store tapes at off-site location.	Identified in local IRM Contingency Plans.
1	COLLECTIONS & BILLINGS SYSTEM (CBS)	1300	Electronic	Within 72 hours	Legal and Financial Rights	Bureauwide System	TEMPORARY. Destroy 6 years, 3 months after period covered by account. GRS 6/1a.	Backups off site at NBC.	
1	EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES, Forms	1400-713	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 4 years after resolution of case. GRS 1/25a.	Some cases copy sent to DOI or BLM WO. Employees may have copies.	EEOC may have some copies of cases.
1	PERSONNEL COUNSELING FILES (employee relations)	1400-700	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 3 years after termination of counseling. GRS 1/26a.	Copy located with EAP Contractor.	

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1	ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTION FILES	1400-750	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 5 years after case is closed. GRS 1/30a & b.	Employees may have copies.
1	CADASTRAL SURVEY PLATS AND FIELD NOTES, ORIGINALS	9600	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. BLM 17/14c(2).	FO's may have copies; some info may be in LR2000 - GCDB; Status; LLD databases.
1	TIME AND ATTENDANCE SOURCE RECORDS	1341	Paper/ Electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	TEMPORARY. Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2/7.	Backup of PAYCHECK stored offsite in Denver.
1	MOTOR VEHICLE ACCIDENT CASE FILES	1112; 1525	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 6 years after case is closed. GRS 10/5.	No backup of source documents.
1	AIRCRAFT FINAL ACCIDENT FILES	9430	Paper and Electronic	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Cutoff EOFY. Transfer to FRC 3 years after cutoff. FRC destroys 7 years after cutoff. BLM 10/9c.	Active files are kept locally. Automated records are in OAS database.
1	CREDENTIAL FILES	1540	Paper and Electronic	Varies dependent upon emergency	Legal and Financial Rights	Bureauwide System	TEMPORARY. Destroy credentials 3 months after return to issuing office. GRS 11/4a.	Automated on LAN which is backed up. Employee's have original cards.
1	ACQUISITION DEEDS TO/FROM U.S., INCLUDING EXCHANGES	2100	Paper and electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	PERMANENT. Cutoff EOFY in which BLM acquired ownership. Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff. BLM 04/13e(3).	Some info in LR2000 - Case Recordation and Status databases.
1	SECURITY VIOLATIONS CASE FILES	1278; 1400-732	Paper and electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	TEMPORARY. Destroy 5 years after close of case. GRS 18/24a.	Backup of cases in LAWNET?
1	NONDISCLOSURE AGREEMENTS	1278; 1400-732	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy when 70 years old. GRS 18/25a.	No backup of source documents.
1	LAW ENFORCEMENT FILES; INCLUDING TRESPASS FILES	9260	Paper and electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	TEMPORARY. Cutoff EOFY in which the case is settled or closed. Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff.	Backup of cases in LAWNET.

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1	HAZARDOUS MATERIALS CASE FILES	1703	Paper	Not immediately required during emergency	Legal and Financial Rights	FO	PERMANENT. Cutoff EOFY. Transfer to FRC 5 years after cutoff.	SO may have copies.
1	FIXED ASSETS SYSTEM; PERSONAL ACCOUNTABILITY FILES	1520	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	Fixed Assets System unscheduled; GRS 18/15.	Backed up and stored off-site at NBC.
2	OFFICIAL PERSONNEL FOLDERS (OPF's). Records filed on the right side of the OPF.	1400-293	Paper	Not immediately required during emergency	Legal and Financial Rights	Eastern States; Centers; SO; some FO's with delegated authority	TEMPORARY. Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC destroys 65 years after separation from federal service. GRS 1/1b.	Employees may have copies. FPPS contains some info.
2	EMPLOYEE MEDICAL FOLDER, including Workmen's Comp Case Files (Forms CA-1, 2)	1400-293	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC destroys 75 years after birth date of employee. . . (see GRS 1/21a for further disposition).	Employees may have copies. May be reconstructed by Office of Workmen's Comp.
2	EMPLOYEE PERFORMANCE FILES	1400-300	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Destroy when superseded. GRS 1/23a(2).	Employee may have copies; automated versions backed up.
2	LABOR MANAGEMENT RELATIONS FILES	1400-711	Paper	Not immediately required during emergency	Legal and Financial Rights	WO;SO; Centers	TEMPORARY. Destroy 5 years after expiration of agreement. GRS 1/28a(1).	No backup of source documents.
2	PERSONAL INJURY (ACCIDENT) CASE FILES	1400-810	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers; some FO's with delegated authority	TEMPORARY. Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. GRS 1/31.	Originals to OWCP if there is lost time. Copy in Employee Medical File. OSHA may have copies.
2	HEALTH BENEFITS REQUESTS DENIED UNDER SPOUSE EQUITY	1400-890	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook. GRS 1/35b(1).	Employee may have copies.
2	FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES	1400-792	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy when 3 years old or when superseded, obsolete. GRS 1/36a.	Testing company has copy.
2	DONATED LEAVE PROGRAM CASE FILES	1400-630	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO;	TEMPORARY. Destroy 1 year after the end of the year in which the file is closed. GRS 1/37.	Some info may be in FPPS.

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2	HANDICAPPED INDIVIDUALS APPOINTMENT CASE FILES	1400-302	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 5 years following the date of approval or disapproval of each case. GRS 1/40.	Kept in EMF file. Employee has certification.
2	FIRE EXPERIENCE AND QUALIFICATIONS FILES	9215	Paper/ Electronic	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. BLM 01/43	Some info in RedCard System. Firefighters have source documents.
2	PROCUREMENT CONTRACTS OVER \$2,000	1510	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers; some FO's with delegated authority	TEMPORARY. Destroy 6 years, 3 months after final payment is made. GRS 3/3a(1)(a).	Backups of credit card transactions at contractor. Included in IDEAS (Denver).
2	CONTRACT APPEALS CASE FILES	1510	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 1 year after final action on decision. GRS 03/15b.	No backup of source documents; appellant has source documents.
2	COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION FILES, INCLUDING PCS	1382; 1545	Paper and Electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	TEMPORARY. Destroy 6 years after the period of the account. GRS 9/1a.	Traveler info at the Travel Agency. Travel Auth in FRS and Travel Manager. Payment copies sent to Finance (Denver).
2	BONDS (LEASES); STATEWIDE, NATIONWIDE, CD'S	3100	Paper and Electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	BLM 04/18?	Individual abstracts can be retrieved from Bond & Surety System; B&S System backed up and located offsite from NIRMC.
2	SOLID MINERAL LEASE APPLICATION CASE FILES	3400	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. BLM 04/29a.	Some info in LR2000 - Case Recordation & Status databases.

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2	SOLID MINERAL LEASE OPERATIONS CASE FILES - INDIAN	3400	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and produced reference file. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. BLM 04/29b(1).	Some info in LR2000 - Case Recordation & Status databases.
2	SOLID MINERAL LEASE OPERATIONS CASE FILES - FEDERAL	3400	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file. Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. BLM 04/29b(2).	Some info in LR2000 - Case Recordation & Status databases.
2	LAND STATUS RECORDS - PLATS	1275	Paper and some Electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. BLM 04/10a & b.	Some info in LR2000 - Case Recordation; Status; & LLD databases. Some HI's automated; some FO's have copies for their respective areas of jurisdiction.
2	LAND STATUS RECORDS - HI'S	1275	Paper and some Electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. BLM 04/10c.	Some info in LR2000 - Case Recordation; Status; & LLD databases. Some HI's automated; some FO's have copies for their respective areas of jurisdiction.
2	LEASES, PERMITS, AND EASEMENTS; INCLUDING LAND DISPOSITION, OCCUPANCY & USE	2900	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Cutoff EOFY in which permit terminates and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. BLM 04/14b.	Some info in LR2000 - Case Recordation & Status databases.
2	MINING CLAIM CASE FILES, FILMED	3800	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Return to record title holder after filming. BLM 04/22a(1)(a).	Original case returned to claimant after filming.

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2	MINING CLAIM CASE FILES, NOT FILMED	3800	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. BLM 04/22a(2).		
2	OIL AND GAS LEASING CASE FILES	3100	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. BLM 04/27a.	Some info in LR2000 - Case Recordation	
2	FEDERAL OIL AND GAS LEASING OPERATIONAL CASE FILES, INCLUDING MRO'S, WELL FILES, ETC.	3100	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file. Transfer lease & well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. BLM 04/27b(2).	Some info in AFMSS; electronic data backed up and kept offsite in Denver. Some info may be copied and filed at MMS.	
2	INDIAN OIL AND GAS LEASING OPERATIONAL CASE FILES, INCLUDING MRO'S, WELL FILES, ETC.	3100	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	PERMANENT. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file. Transfer lease and well files to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. BLM 04/27b(1).	Some info in AFMSS; electronic data backed up and kept offsite in Denver. Copies of some info may be located at MMS.	
2	WITHDRAWAL CASE FILES	2300	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	PERMANENT. Cutoff upon issuance of Order. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff. BLM 04/18b(1).	FO's may have copies; some info may be in LR2000 - GCDB; Status; Case Recordation; LLD databases.	

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2	COMMUNITIZATION, UNITIZATION, GAS STORAGE & SPACING ORDERS	3180; 3280	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Cutoff EOFY in which the agreement is terminated or the application is rejected by BLM or withdrawn by applicant and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. BLM 04/26b(1)&(2).	Some info may be in LR2000 - Case Recordation
2	GRAZING LEASES & PERMITS	4130	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	PERMANENT. Cutoff EOFY in which authorization terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff. BLM 04/14a(1).	Some info may be in GABS.
3	PERFORMANCE RATING BOARD CASE FILES. Copies of case files forwarded to OPM re performance rating board reviews	1400-430	Paper	Not immediately required during emergency	Legal and Financial Rights	SO; Centers; some FO's with delegated authority	TEMPORARY. Destroy 1 year after case is closed. GRS 1/9.	
3	EMPLOYEE MERIT PROMOTION CASE FILES	1400-335	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. GRS 1/32.	No backup of source documents.
3	PAYROLL LEVY AND GARNISHMENT FILES	1345	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 3 years after garnishment is terminated. GRS 2/18.	Originals at NBC in Denver.
3	PAY COMPARABILITY RECORDS	1400-551	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later. GRS 1/41.	
3	FEDERAL EMPLOYEE TRANSPORTATION SUBSIDY RECORDS	1380	Paper	Not immediately required during emergency	Legal and Financial Rights	Bureauwide	TEMPORARY. Destroy when 3 years old. GRS 9/12.	
3	PERSONNEL SECURITY CLEARANCE FILES	1400-732	Paper	Not immediately required during emergency	Legal and Financial Rights	WO; SO; Centers	TEMPORARY. Destroy not later than 5 years after separation or transfer of employee or no later than 5 years after the contract relationship expires, whichever is applicable. GRS 18/22a.	OPM/Contractor should have copies.

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3	MOU'S; COOPERATIVE AGREEMENTS; REIMB. AGRMTS; DATA SHARING AGRMTS	1276; 1510; 1278	Paper and Electronic	Not immediately required during emergency	Legal and Financial Rights	Bureauwide System	PERMANENT. See specific disposition citations for each type of record. GRS 16/16A; GRS 03/3A(1)(a) & (b).	Some info in IDEAS; FFS; and backups in word processing files; cooperating agency should have copy; some FO's may have copies.

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