

U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
CALIFORNIA STATE OFFICE

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Information Bulletin No. CA **2004-014**

To: California Field Office Managers  
Attn: Designated Records Managers

From: DSD, Support Services

Subject: Records Inventory

Headquarters will be requesting a completed and current records inventory from all Bureau offices during the first quarter of the new calendar year. This bulletin is being issued to provide California Records Managers the opportunity to review their present office inventory and update it as necessary. The below noted guidelines are provided to assist you with this task.

1. Records in all media are to be listed, along with the media type.  
Bureau-wide electronic systems with data entry for your office are to be noted on your inventory (e.g. LR2000).
2. Records being held for shipment to a Federal Records Center (FRC) are to be listed as "Closed" and a cutoff date entered.
3. Indicate in the Notes column of your inventory, the inclusive (beginning to ending) dates for closed record series consisting of more than one year.
4. Review Bureau Manual 1273 and 380 DM 6 to ensure vital records have been correctly identified.  
If an electronic system originates and is backed up in a Bureau office other than California, (e.g. CBS in Denver) do not list it as a vital record.
5. Custodian title information should be current.
6. Utilize the Notes column for information or clarification helpful to your office staff.
7. Disaster recovery measures for vital records are to be indicated in the designated column of the report.  
If there are no disaster recovery measures in place for a particular vital record series, enter "none" or "no back-up."

Your office inventory is to be updated annually. The vital records report, displaying disaster recovery measures, should be a part of your office Continuity of Operations Plan to ensure records recovery in the event of a disaster.

New Records Managers, or Records Managers not having the on-line inventory site bookmarked, may contact the State Records Manager, Louise Tichy, for access instructions or a copy of the User Guide. Questions pertaining to this directive, or the inventory program, should be directed to Louise through E-mail or at 916-978-4301.

**Signed**  
**Karen Barnette**

Authenticated  
Louise Tichy  
Records Management