

**United States Department of the Interior
Bureau of Land Management
California State Office**

November 18, 2003

In Reply Refer To:
1220(P)
CA 944

EMS TRANSMISSION:
Instruction Memorandum No. **CA 2004-005**
Expires: 09/30/05

To: DSDs and Branch Chiefs
From: Deputy State Director, Support Services

Subject: Review of CA Instruction Memoranda **DD: 12/12/03**

Attached is a list of CA Instruction Memoranda, with an expiration date of 9/30/2003, issued by each Division. Instruction Memoranda may be extended for one year only. Pertinent, ongoing instructional material should be rewritten in the form of a manual supplement. Information pertaining to this procedure may be obtained from the State Records Manager. Information Bulletins are self-expiring and may not be extended.

Indicate, in the left margin of each attached sheet, which Instruction Memoranda, with an expiration date of September 30, 2003, you wish to extend. A response, directed to Richard Erickson, is due no later than December 12, 2003 or no directives issued by your office will be extended.

Signed
Annisteen Tate-Cammack
Acting Deputy State Director,
Support Services

Authenticated
Louise Tichy
Records Management

1 Attachment
1 – Directives Listing (3 pp)

