

**United States Department of the Interior**  
**BUREAU OF LAND MANAGEMENT**  
**National Human Resources Management Center**  
**Denver Federal Center, Building 50**  
**P.O. Box 25047**  
**Denver, Colorado 80225-0047**

In Reply Refer To:  
1220 (HR-250) P

August 30, 1999

Instruction Memorandum No. HR-99-062  
Expires: 09/30/00

To: Directors, National Business Center and National Applied Resource Sciences Center,  
National Human Resources Management Center  
Attention: Group Administrators

From: Director, National Human Resources Management Center

Subject: Selection of Records Custodians for Inventory of Records

**DD: 9/9/99**

The attached Washington Office Instruction Memorandum No. 99-174 dated August 12, 1999, requires all BLM offices to conduct records inventories by September 30, 1999. Pat Day, Records Administrator in HR-250 will coordinate this effort. Each group is requested to select an employee(s) to become the Record Custodian for their office/section. This person is typically the one responsible for maintaining the group's official records. This person will also familiarize employees of the group with the records inventory process.

**Phase I:** After selections have been submitted, the custodians will attend a briefing, (a date and time to be announced), concerning their duties and will be given a set of instructions and information for conducting an inventory in their office.

**Phase II:** Schedules will be set up to initiate an inventory in each office of both **record** and **nonrecord** material, regardless of media **other than electronic**. The inventory will be conducted by the selected records custodians with the help of the Records Administrator. After the inventory is completed, the information will be submitted to the Records Administrator for consolidation into a database, (with the availability to reference it on the Center's BLM shared directory.) This inventory will enable each custodian to submit updates to the database for their office.

**Phase III:** This will implement the review of **electronic records** with the inventory to be completed by the end of FY 2000.

Please send your selections to Pat Day, Records Administrator by the due date. If you have any questions concerning this IM, please call Pat on extension 6362 or e-mail @ pat\_day@blm.gov.

Signed by:  
Linda D. Sedbrook  
Director

Authenticated by:  
Darlene Robitaille  
Secretary

1 Attachment  
1- WO-IM-99-174 (2pp)

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UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240

August 12, 1999

In Reply Refer To:  
1278(520) N

EMS TRANSMISSION 08/25/99  
Instruction Memorandum No. 99-174  
Expires: 09/30/00

To: All WO and FO Officials  
Attn: Records Managers

From: Assistant Director, Information Resources Management

Subject: Records Inventories

DD: 9/30/99, 9/30/00

**Program Area:** Records Management.

**Purpose:** This Instruction Memorandum (IM) issues direction to all BLM offices to conduct records' inventories.

**Policy/Action:** All offices are to create a current and accurate inventory of their paper and electronic records. Use of a database, spreadsheet, or WordPerfect table to collect and manage the inventory is highly recommended. Each office may determine the automated tool or software that is appropriate for their use. Mandatory elements for both the paper and electronic records inventories include: 1) physical records location; 2) creating office; 3) series description; 4) records disposition schedule and item number; 5) a cutoff date; 6) inclusive dates for each series; 7) medium of records; 8) arrangement in a filing scheme; 9) records' custodian; 10) access and use restrictions; 11) vital records; and 12) record status.

A more detailed description of these records can be found in the BLM Manual 1220.37B. Offices may collect additional elements if desired. Further instructions for electronic records inventory elements will be issued in a change to this IM. We are also placing inventory tips, hints, and guidance on the Washington Office Information Resources Management (IRM) Policy Group's web site for easy access and review by all BLM Offices. Additionally, a Records Management Discussion Group was established on the Lotus Notes platform to facilitate a dialog about records management issues and for sharing information about conducting inventories.

**Timeframe:** All offices are expected to have a current and accurate inventory of their paper records by the end of Fiscal Year (FY) 1999 and their electronic records by the end of FY 2000.

**Background:** A Records Task Force, to review record management functions, was established as a result of The Director's Task Force Report on Communications and Management Procedures, dated September 3, 1997. The Records Task Force review revealed a widening gap in the BLM's ability to meet legal, policy, and procedural records management requirements. The quality of records management has declined over the past few years primarily due to budget and time constraints. Among other problems, the Records Task Force found that few offices had a current or accurate record inventory.

Inventories are mandated by regulation and are the very cornerstone of a good records management program. They can be used as a management tool to reduce search time in locating records either for use by the BLM, in response to public requests, or under discovery for litigation. By conducting an inventory, Records Managers can detect such problems as: 1) unscheduled records; 2) unnecessary duplication; 3) records that should not have been created or maintained; 4) inappropriate retention or poor records security practices; 5) records which should be added to the vital records portion of the office Continuity of Operations Plan; and 6) inadequate documentation of official actions. The BLM Manual 1220.37 provides that Records Managers are responsible for ensuring that record inventories are complete, accurate, and up-to-date.

**Budget Impact:** This inventory requirement should not create a substantial budget impact and implements a pre-existing requirement expected to be accomplished within base funding. However, conducting record inventories will place a sizable workload requirement on office records managers. Additionally, it may create a potential workload with the IRM staff for coordination on electronic systems.

**Manual/Handbook Sections Affected:** Manual/Handbook Section 1220.

**Coordination:** A draft copy of this IM was distributed to attendees at the BLM Records Management Workshop in June for their input. While no substantive comments were received about the IM, questions and concerns revolved around its implementation. A portion of the workshop focused on conducting records inventories and further information and assistance will be provided.

**Contact:** For further information or if you have any other questions about records inventories, please contact Wendy Spencer, Bureau Records Administrator, at (303) 236-6642, or Tim Foley, Group Manager, IRM Policy, at (202) 452-5022.

Signed by:  
Michael D. Nedd  
Acting Assistant Director  
Information Resources Management

Authenticated by:  
Robert M. Williams  
Directives, Records  
& Internet Group, WO540