

United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
Denver, CO 80225-0047

IN REPLY TO:  
1278 (HR-250) P

July 1, 2002

EMS TRANSMISSION: 07/01/2002  
Information Bulletin No. HR-2002-095

To: All BC, HR, NI, and ST Employees

From: Director, National Human Resources Management Center

Subject: Interim Procedures for Records Management and Freedom of Information Act Processing

Until the Records Administrator position is filled, please follow the interim procedures below for processing Freedom of Information Act (FOIA) requests and records management processing.

**FOIA Requests**

- Mail room to deliver to HR-250.
- HR-250 will log in the request and forward to the responsible office.
- Questions concerning FOIA's can be directed to Kathy Terenzi, FOIA Coordinator at the Colorado State Office (303) 239-3688.
- Program to draft response and mail within 20 working days.
- Forward the official file copy with enclosures to HR-250 Records. Should an office receive a FOIA request directly, hand carry the request to HR-250, NC Help Desk, Salina Mather for logging in and proceed to process the request within the 20 working day time frame.

**Records Management Assistance**

- Route SF-135, Records Transmittal and Receipt to HR-250 Records for processing.
- Pat Day, National Archives, will process transmittal paperwork between BLM and National Archives.
- Questions concerning records management issues can be directed to Pat Day, Senior Records Analyst, National Archives (303) 236-0868, Ext. 279.

**Directives Management**

- Log in IM's and IB's as usual in the "U" directory.
- Send official file copies and the e-mail transmittal record to HR-250 Records.
- HR-250 will post the IM's & IB's to the appropriate web sites.

Questions concerning this process should be directed to Dave Shaffer, Acting Branch Chief, at 303-236-6514. Questions concerning Freedom of Information Act processing should be addressed to Kathy Terenzi at (303) 239-3688. Records Management questions should be directed to Pat Day, Senior Records Analyst, National Archives at (303) 236-0868, Ext. 279. The HR-250 Records temporary e-mail address is NCS\_Records\_Admin@blm.gov.

We appreciate your cooperation and anticipate to have the Records Administrator position filled within the next 60 days.

Signed by:  
Linda D. Sedbrook  
Director  
NHRMC

Authenticated by:  
Luron Porter  
Staff Assistant

**Distribution**  
ST-150A, BLM Library