

OFFICIAL AGENCY RECORD DOCUMENTATION FOR
AUTOMATED HISTORICAL INDEX /MASTER TITLE PLAT PROJECT
January 9, 2002

WYOMING STATE OFFICE

- I. **Introduction:** This narrative documentation accompanies the Official Agency Record Action Items and Approval Documentation for the Wyoming Automated Historical Index and Automated Master Title Plat Project.
- A. **Purpose.** The Bureau of Land Management (BLM) policy established in the BLM Manual 1270, Records Administration, and the BLM Manual 1270-1, Electronic Records Administration, requires proper documentation of automated data to attain “official agency record” status. This supports the integrity of the records; fulfills administrative and statutory requirements; and authorizes use of the data for BLM decision making. BLM Manual 1270-1, Electronic Records Administration, provides the framework for documentation.

This document provides the procedures required for designating automated historical indices (HIs) and automated master title and use plats, hereinafter referred to as master title plats (MTPs), as official agency records to be used for BLM decision making purposes and in data sharing agreements.

The strategy identified in the use of this automated data provides Wyoming BLM flexibility in accomplishing critical work assignments. Automating MTP and HI data will reflect accurate and timely depiction of use authorization and land status information for lands in Wyoming and Nebraska.

- B. **Assumptions and Constraints.**
1. Operational life of the system. The data is an automated representation of the official HIs and MTPs. The source documents, such as patents, deeds, survey plats, etc., will not be replaced. Designation of these stand-alone data files as “official agency records” will replace existing manual MTP/HI products.
 2. Interaction of the system with other record systems. Automated data from the LR2000 data base (Case Recordation Data Base (CRDB), Legal Land Description, Status, and Mining Claim Recordation), as well as Geographic Coordinate Data Base (GCDB) files will be utilized as appropriate.

3. Relationship with modernization. BLM Wyoming has been using Microsoft Excel to create HI pages since 1997. Previous large-format HI pages will be scanned to provide an image for use on the desktop. The automated MTP/HI project will continue until superceded by or evolved into a future modernization project, which may include complete spatial geographic display of data.

C. Description of Records.

1. Existing Records. Existing records are: MTPs, HIs, Use and Supplemental Plats on mylar; control document indices (CDIs) on aperture cards; acquisition and conveyance documents on microfiche, paper, and aperture cards; land utilization records on aperture cards; tract books on microfilm; LR2000 data bases, and GCDB data files.
2. Automated Record
 - a. Large-format HI pages will be scanned on a Xerox 8830 scanner using Xerox AccXes software. Each page will be edited for readability and renamed to reflect the township and range and page number. No updates will be made to these pages after February 28, 2002. These files will be stored in a database for access on the desktop and eventually will be accessible on the web site.
 - b. The automated HI output document is a computer printout generated from Microsoft Excel. All entries are verified through a quality control process. The automated HIs will be maintained and updated through the Excel file. The working copy of the file is not available for external or internal release.
 - c. The manual copies of the HIs have been/will be sent to the Federal Records Center/NARA for permanent retention pursuant to GRS/BLM Combined Schedule 4, item 10c. No notations or updates will be made to the manual HIs after February 28, 2002.
 - d. The automated MTP, Use Plat, and Supplemental Plat output documents are generated by plotters. AutoCad is used to create plats, enhance legibility and make changes. The automated MTPs will be maintained and updated using AutoCad. The working copy of the AutoCad file is not available for external or internal release.
 - e. The mylar copies of the MTPs, Use Plats, and Supplemental Plats being replaced by the automated products will be sent to the Federal Records

Center/NARA for permanent retention pursuant to GRS/BLM Combined Schedule 4, items 10a and 10b, once the automated version has passed the quality control process and is officially accepted. No further notations or updates will be made to the manual MTPs after the autocad plat is officially accepted.

3. Changes to Records. The automated HI reflects the same information currently contained on the manual HI product. Notations not meeting current data entry standards have been corrected. The automated version does not have the same line capacity as the manual records, resulting in more pages. However, the format of the computer printout is organized the same as the manual HIs.

The automated MTP reflects the same information currently contained on the manual MTP product, with enhancements to improve legibility and reproduction. The automated version also reflects the date of the last revision which is not reflected on the mylar version.

4. Query/Output Capabilities. Both the automated HI and MTP will be produced for use in the standard format currently utilized: no query capabilities will be available.

II. **Administrative/Statutory Requirements:**

- A. **Record Access Category.** These records, electronic and hard copy products, will be classified as Category 1, Public Records. Products of the automated MTPs and HIs are not sensitive information that require Freedom of Information Act (FOIA) or Privacy Act review. The automated MTPs and HIs will be accessible in each Wyoming Public Room/Access Area where the appropriate land records are located. Public Room/Access Area users are entitled to view/inspect these records at no cost within the custodial offices. Copies will be available to the public at established cost recovery rates.
- B. **Vital Records Status.** The automated MTP/HI files have been determined to be Vital Records. These files are backed up and stored off-site for maximum security.
- C. **Public Room Impacts.** Research capabilities will be enhanced as automated MTPs/HIs are made available on the Internet. Only specific BLM users will have write access to the MTP and HI electronic files. However, copies of the electronic MTP and HI files will be available for sale to the public sector.
- D. **Exchange Procedures.** There is a high potential for exchanging/sharing these data base files with Federal and State governments and private entities. Data exchange

agreements will be completed according to procedures contained in BLM Manual 1278, External Access to BLM Information.

- E. Cost Recovery. Established Bureau cost recovery rates will apply.
- F. Records Inventory and Disposition. The automated files for MTP and HI products are currently unscheduled; SF-115's will be developed. Input records, project records, and automated outputs of these records will be added to the State Office electronic records inventory.
- G. Records Maintenance.
 - 1. Manual Records Maintenance. Once automated and quality checked the manual MTPs and HIs will be transferred to the Federal Records Center/NARA in accordance with BLM Manual 1220, Records and Information Management, Appendix 2, GRS/BLM Combined Records Schedule 4, items 10a-c. The custodians of these records are Susan Bennett, Supervisor Records Management Specialist.
 - 2. Electronic Records Maintenance. WYSO automated systems standard operating procedures document processes are followed in maintaining electronic records. BLM Manual 1270-1, Electronic Records Administration, outlines Bureau policy relating to data files maintenance. Daily backup tapes are made of these data base files along with weekly saves and monthly tapes (which are stored off-site). Hardware and software logs are maintained by the IRM staff.

III. Data Integrity:

- A. Data Steward. The State Data Steward for the Automated MTP/HI Project is the Chief, GIS/Mapping Science Group. The State Data Steward, with procedural guidance from State Data and Records Administrators, assures compliance with QA procedures and the official agency record action items. The State Data Steward assures complete collection and entry of data to the BLM's minimum acceptable quality level (MAQL).
- B. Audit Trail Procedures. The automated/manual MTP and HI files are updated daily as new actions to land status occur. Input/source documents are maintained in accordance with GRS/BLM Combined Disposition Schedules. Internal checks and balances are established to ensure the accuracy of the records notations, creating an audit trail for the authority for changes to the data, and an audit trail of the identity of the persons making and verifying the changes.
- C. System Security. Write access to the automated data is limited to those BLM employees who require access and are approved by their supervisor(s) and the State Data Steward. The computer that the data resides on is in a controlled-

access room with system personnel controlling the physical access. Personal computers used to access the data have password security. Daily/weekly/monthly backups are made of the data and stored off-site. When employees are no longer employed by the office, access permissions are deleted. Individual profiles, once established, grant or limit access only to the level needed to perform the employees' work. A Continuity of Operations Plan has been developed in accordance with vital records and DOI guidance.

- D. Update Method. Hard copies of the automated/manual MTP and HI data will be microfilmed and filed for reference purposes in the State Office public room and Field Offices until all information is available over the Internet. The Field Offices will receive aperture card copies for their use until all information is available over the Internet. The header on the microfilm will contain the date of filming. The revision date will appear on the MTP images. Hard copies of the MTPs are originally produced on a plotter and filed for reference purposes in official folders. Reference copies are reproduced on a Xerox 3030 for internal and external use.
- E. Data Quality Assurance. The State Quality Assurance Plan contains procedures for adhering to the Bureau established Minimum Acceptable Quality Level (MAQL) for LR2000 data bases. The same MAQL will be applied to the HI and MTP files, which is 98%. Quality Control Plans contain procedures to ensure data has been converted correctly and accurately.
- F. Training. Training ranges from informal briefings and user guides to formal presentations. Training will continue as required.

IV. **Software Reliability**: All software is COTS. The automated MTP software includes Adobe Photoshop, AutoCad 2000, and Microsoft Access. The automated HI software is Microsoft Excel.

V. **Hardware Reliability**: See the official agency record action items and approval documentation. We utilize PCs for entry and maintenance. The network is TCP/IP. Hardware for the automated processes includes a Calcomp Scanner and HP plotters.

VI. **References**:

- BLM Manual 1270 Records Administration
- BLM Manual 1270-1 Electronic Records Administration
- BLM Manual 1270-2 Cost Recovery, Appendix 1 (Cost Recovery Rates) as amended by Ims
- BLM Manual 1273 Vital Records
- BLM Manual 1274 Serialized Case File System, Revised 9/13/83
- BLM Manual 1275 Land Status Records, Revised 4/13/84 and supplemental state-issued Instruction Memoranda.
- BLM Manual 1278 Confidentiality and Access to BLM Information
- Current Records Access Policy

- BLM Manual 1283 Data Administration
- Manual of Surveying Instructions, 1973
- ALMRS Status Coding Handbook, Revised 5/16/91
- ALMRS LLD User Guide
- Case Recordation User Guide
- Data Element Dictionary Applications 2002 and 2006
- Match/Merge Handbook, Revised 2/2/93
- Withdrawals Handbook, Revised 5/16/91
- ALMRS; Data Collection/Validation Project Charter
- State Quality Control/Quality Assurance Plan
- BLM Public Land Survey System/Geographic Coordinate Data Base (PLSS/GCDB) Data Collection Project Charter, 7/29/91
- QLink Test Plan, February 1993
- Data Standards for all Programs within Case Recordation established by WO Instruction Memoranda.
- WSO Quality Assurance (QA) Plan, August 1997
- HP Electrostatic Plotter User Manuals
- Adobe Photoshop User Manuals
- Calcomp Scanner Manuals

VII. **Official Agency Records Checklist:** This document outlines the actions to be accomplished, serves as a record of completion, and certifies the data as an Official— Agency Record.

Official Records Requirements	Document, Decision or Reference	Completed By	Date Completed
ADMINISTRATIVE STATUTORY			
Access	These records are designated Category 1 Public Info. Records	State Data Steward and State Records Administrator	
Vital Records Status	Add these records to the State Vital Records Inventory List attached to COOP	State Records Administrator	
Public Room Impacts	Notice of Availability of these automated records posted in public rooms	State Records Admin., Public Room Staff, and State Data Steward	
Data Sharing/Exchange	Data Sharing Agreements	State Data Steward, State Data Admin., and State Records Administrator	See Specific Data Sharing Agreements, ongoing
Cost Recovery	Current Cost Recovery applies to these Category 1 automated records	Public Room Personnel and State Records Admin.	Rates reviewed periodically
Records Maintenance	Daily backup tapes along with weekly saves and monthly off-site tapes. Hardware and software logs are maintained	State Data Steward and IRM Systems Staff	See IRM logs, ongoing

Disposition	These records replace existing manual/original HI and MTP records	State Records Manager and State Records Administrator	Manual records - GRS/BLM 4/10a-c. Electronic records - unscheduled, see pending SF-115
Official Records Requirements	Document, Decision or Reference	Completed By	Date Completed
Records Inventory	Add these records to the state electronic records inventory	State Data Steward and State Records Administrator	
DATA INTEGRITY			
Quality Control Plan/State Data Steward	State Data Steward designated in the State Data Quality Assurance Plan and Automated HI QC Plan	State Data Admin. and State Data Steward	See State Data QA Plan and Automated QC Plan
Audit Trail	Daily backup tapes, weekly saves, and monthly off-site tape storage Backup/archived tapes of these records will require labels with the date of creation and appropriate disclaimer (WO IM 93-162).	State Data Steward and IRM System Staff	See IRM logs and project files, ongoing

System Security	Access controlled through password procedures and guidance contained in BLM Manual 1264 and the Computer Security Act of 1987	State Data Steward and IRM Security Officer	See IRM logs and QC Plan, ongoing
Update Method	See BLM Manual 1275	State Data Steward and State Data Administrator	Ongoing
Official Records Requirements	Document, Decision or Reference	Completed By	Date Completed
Data Quality Assurance	AQL for this data base is established to be 98%, which is the AQL of Case Recordation of FY 1997. Random sampling is ongoing	State Data Steward and State Data Administrator	See State Data QA Plan
Training	Training includes information briefings and a user guide. Training will be provided by the Data Owners to the Public Room staff, who will in turn provide future external and internal training.	State Data Steward and Public Room Staff	Ongoing
SOFTWARE RELIABILITY			
Installation Version	See State IRM logs	IRM System staff	See State IRM logs
Installation Procedures	See State IRM logs	IRM System staff	See State IRM logs
Testing New Version	See State IRM logs	State Data Steward and IRM System staff	See State IRM logs

