

## Introduction

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All federal agencies are required by the Federal Records Act (44 U.S.C. 2904, 3102, 3301) to establish and maintain a records program to ensure efficient, prompt, and orderly reduction in the quantity of records and to provide for the proper maintenance of records designated as permanent by the National Archives and Records Administration (NARA). NARA regulations 36 CFR 1228 prescribe the requirement for developing and maintaining records disposition schedules approved by NARA. Scheduling records is the process of developing a document that provides mandatory instructions for what to do with records (and nonrecord materials) no longer needed for current government business. Records schedules provide for the selective retention of records of continuing or permanent value and the destruction of records of temporary value. Schedules should describe all agency records and prescribe a cutoff date for each record series, after which a particular disposition action must be taken.

These schedules were developed by the Bureau of Land Management (BLM) with the concurrence of NARA. They constitute the only legal authority the Bureau has to dispose of its records.

**1. Relationship of the BLM Schedules to the General Records Schedules.** The GRS/BLM Combined Records Schedules incorporate the records described in the General Records Schedules (GRS) and records unique to BLM. NARA issues the GRS to provide disposition authority for records common to several or all federal agencies. The GRS covers records documenting administrative or housekeeping functions (personnel, payroll, procurement, etc.) rather than program functions. All the records described in the GRS are temporary. Usually the GRS authorizes local destruction of records, although occasionally, it may direct the transfer of the records. Disposition requirements are mandatory and must be applied except when the BLM has received NARA approval for a different retention period.

**2. Arrangement.** The GRS/BLM Combined Records Schedules are arranged numerically 1 through 31. Each numbered schedule defines a group of records that relate to a particular subject, function, or some other common relationship (e.g., Schedule 1 describes personnel records; Schedule 10 describes motor vehicle records; Schedule 30 describes system records associated with Automated Land and Mineral Records (ALMRS) Schedule).

**3. Format.** Each schedule is subdivided into items with alpha-numeric designations for each records series. A series is a collection of records that have a well-defined internal relationship. A series consists of file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of action, take a particular physical form, or because of some other relationship arising out of their creation, receipt, or use. Series are generally handled as a unit for disposition purposes. Each record within a series has the same retention period and disposition action.

**4. Individual Schedule Components.** Each schedule is comprised of an introduction followed by additional pages that present the series descriptions and disposition authorities in two columns.

a. **Introductory Page.** The introductory page of each schedule provides an overview of the records covered by the schedule and describes any additional NARA requirements.

b. **Series Description and Disposition Authority Columns.**

(1) **Series Description.** In order to authorize the disposition of records, NARA needs to know what agency programs the information supports, the authorizing law or directive for the programs, and a description of the information in the series. To provide this information, the series descriptions have been written to provide the series title, a general description of the documents or data in the series, and their arrangement, followed by the more detailed information that is described below:

(a) **Authority.** The authorizing law or directive is usually shown by a citation to the relevant Code of Federal Regulations or U.S. Code. Some authorities contain recordkeeping instructions. When the authorities are extensive, a cross-reference is provided to the BLM Manual where the list of authorities can be found.

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(b) Forms. Forms are described in the series descriptions by their numbers only; for brevity, form titles are not provided.

See Section B of this Appendix for a listing of forms included in this Appendix and their location(s).

(c) Confidentiality. The records access category number and, if applicable, the Privacy Act system number are included in the series description. This alerts records custodians to those files that must be protected from unauthorized access as required by the BLM Manual 1278 and helps the Federal Records Center (FRC) identify records whose destruction must be witnessed to protect confidential information. See Section C of this Appendix for a listing of current Privacy Act Systems referenced in the series description.

(d) Vital Records Status. Records that are essential to the continued functioning of an organization (during and after an emergency) and records essential to the protection of the rights and interests of the BLM and the public are identified as vital in the series description. If records are vital, they must be duplicated and stored off-site. Location of duplicates should be identified. This information will assist field offices in developing a vital records program plan as required by the BLM Manual 1273. The proposed disposition authority for all vital records series must be reviewed by the Department.

(e) Location. The BLM is a decentralized agency whose policy is to delegate authorities to the lowest organizational level possible, consistent with efficient program management. The records needed to carry out those delegations are also placed at the lowest level possible. Because the delegation of authority may differ from State to State, the organizational unit where the records are located may also differ. This makes it difficult to specify the exact office of record on an organizational level.

When the office of record is consistent throughout the BLM, the specific organizational unit is cited (e.g., official personnel files are maintained by Personnel Offices at Washington Office (WO), Centers, and State Offices (SO)). When the location cited is "all" or "AFO" (All Field Offices) this means the series is usually found in most BLM offices; however, some offices may not maintain such records. When the location cited is "FO" (Field Office) this refers to a Field Office regardless of what it is called (e.g., Field Station, District Office, Resource Area Office, Field Office).

(f) Exclusion Statements. Exclusion statements are added to some series descriptions. These statements are used to cross-reference record series that may be similar in title and function but which have different filing and disposition requirements.

(2) Disposition Authority. The disposition authority column identifies the records as either permanent or temporary and provides instructions for cutting off the files and their ultimate disposition - either by transfer or destruction. Records series with NARA job numbers have been approved by NARA and will be accepted by FRC. Records marked with "Pending" NARA job numbers may not be disposed of until their disposition is approved by NARA.

(a) Permanent versus Temporary. All records are either permanent or temporary. All permanent records must eventually be transferred to NARA. All temporary records will eventually be destroyed either by BLM or the FRC. The use of the term, "indefinite" is not an acceptable term to NARA. Even records with very lengthy retention periods (e.g., 50 to 75 years) are still temporary records.

(b) Cutoff Instructions. Cutting off files involves breaking or ending files at regular intervals, usually at fiscal or calendar year end, to permit their disposal or transfer. Case files are usually cutoff at end of the fiscal year in which they close. Subject files (general correspondence) are cutoff at fiscal year end to permit establishment of new files for the coming year and are destroyed 3 years after cutoff (Schedule 23/1a).

(c) Disposition Instructions.

(i) Permanent Records. Permanent records are never destroyed and are always identified for transfer to NARA at a specific time after cutoff. Permanent files may first be transferred to FRC and then later be transferred by the FRC to NARA.

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(ii) Temporary Records. All temporary records are scheduled for destruction, either at their cutoff date, after a specific period of time after cutoff, or when no longer needed. Temporary records may first transfer to FRC where they will be destroyed when they reach their authorized disposal date.

(d) GRS or NARA Job Citations. A reference to the GRS or a NARA job number is at the end of each disposition authority. A GRS citation means the disposition authority was copied from the GRS. A NARA job number means the records were approved for disposition under an SF-115 submitted by the BLM. NARA assigns a job number to each SF-115 submitted.

**5. Finding Aids.** The schedules contains various finding aids to assist the users: (1) a table of contents provides a list of the schedules by number and their titles; (2) the subject index is an alphabetical listing of records by page number(s); (3) the forms index is a numerical listing of all forms mentioned in the series descriptions and their titles by page number(s); and (4) the Privacy Act System Notices index lists all Privacy Act System Notices used in the BLM and their titles.

**How to Use the BLM/GRS Schedules on the Internet** (<http://www.mt.blm.gov/blmgrs/>):

The following documents have been created at the site:

- \* Introduction
- \* Table of Contents
- \* Forms Index
- \* Subject Index
- \* Glossary
- \* Schedule 1: Personnel Records
- \* Schedule 2: Payroll Records
- \* Schedule 3: Procurement, Supply and Grant Records
- \* Schedule 4: Property Use and Disposal Records
- \* Schedule 5: Budget Records
- \* Schedule 6: Accountable Officers Accounts Records
- \* Schedule 7: Expenditure Accounting Records
- \* Schedule 8: Store, Plant, and Cost Accounting Records
- \* Schedule 9: Travel and Transportation Records
- \* Schedule 10: Motor Vehicle Records
- \* Schedule 11: Space and Maintenance Records
- \* Schedule 12: Mail and Telecommunications Records
- \* Schedule 13: Printing and Distribution Records
- \* Schedule 14: Information Services Records
- \* Schedule 15: Housing (Quarters) Records
- \* Schedule 16: Administrative Management Records
- \* Schedule 17: Cartographic, Aerial Photographic, Architectural, Engineering, and Cadastral Survey Records
- \* Schedule 18: Security and Protective Services Records
- \* Schedule 19: Research and Development Records
- \* Schedule 20: Electronic Records
- \* Schedule 21: Audiovisual Records
- \* Schedule 22: Evaluation, Inspection and Audit Records
- \* Schedule 23: Records Common to Most Offices
- \* Schedule 30: Automated Lands and Minerals Recordation System (ALMRS) Records
- \* Schedule 31: Texas Acquired Minerals Project (TAMP) Records
- \* Schedule 32: Helium Records

### **Using Your Browser to Search the GRS/BLM Schedules:**

We have installed a search engine to search between documents yet, so feel free to use the link at the top of the menu pages to access the search engine. You can also use the Find feature to search the document currently loaded in your browser window:

### **Introduction**

1. Decide which schedule you are going to search.
2. Retrieve the html version of that document into your browser window.
3. Click on the Find button at the top of the window OR
  - o Click on Edit, then click on Find OR
  - o Hold the CTRL key and press f
4. Type a keyword(s) in the dialog box that appears.
5. Click the Find button in the dialog box to activate the search.
6. The dialog box will remain on the screen and your browser will locate and highlight the first incident of your keyword. (You may need to move the dialog box to the side.)
7. To search for the next incident of the keyword, click on the Find button in the dialog box again.

### **WordPerfect Versions of the Documents:**

A link to the WordPerfect version of each document has been added to the top of each Internet page. If you cannot view these pages in your browser window, you will have to save them and pull them up in WordPerfect.

### **Portable Document Format (PDF) Versions of the Documents:**

A link to the Portable Document Format (PDF) version of each document has been added to the top of each Internet page. If Adobe Reader does not launch when you click on the file, have your IRM staff help you download the free reader.

### **Printing Information Found in the Schedules:**

Once you locate the record description you were looking for, use the print function in the application you are running to print all or a portion of the document. Change print options as necessary (page 1, current page, all pages, etc.).