

Schedule 18 - Security and Protective Services Records

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Introduction

This schedule incorporates security and protective services records described in General Records Schedule 18 and adds records of a similar nature that are unique to the Bureau of Land Management (BLM).

BLM has authority for enforcement of all laws and regulations pertaining to the use, management, and development of public lands and resources under its jurisdiction. Security and protective services records include various files documenting efforts to control and protect classified information; to protect government land and facilities from unauthorized entry, sabotage, loss, pollution, and fire; to ensure the adequacy of protective measures at privately owned facilities given security cognizance by the government; and to determine loyalty and fitness of individuals employed by, or seeking employment from the government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are selected files of offices having Governmentwide or agencywide responsibility for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

Records documenting certain administrative actions relating to security and protective services are authorized for disposal by GRS 18, Items 1-28. The BLM additions to Schedule 18 are identified in this schedule following the GRS items. They include:

1. Internal BLM Policies, Procedures, and Plans. These are BLM-specific policies, procedures, and plans for security and protective services program that are not documented in a numbered directive.
2. Law Enforcement. The primary records of law enforcement originate with the special agents and rangers who conduct criminal investigations, apprehend violators, patrol public land areas, and prepare reports of those activities. The LAWNET electronic system supports the law enforcement program.
3. Trespass. Trespass activities involve investigation of reports of unauthorized use of or harm to lands, resources, or other property and the collection of compensation for any losses or injuries suffered as a result. Documentation of trespass investigations are contained in the trespass case files.
4. Fire. Fire management involves developing fire techniques and prevention methods and managing the fire suppression and fire use programs. Fire records in this schedule include reports, project packages, dispatch records, resource orders, review reports, and an electronic initial attack management system.
5. Hazardous Materials. Hazardous materials management activities include inventorying hazardous materials sites on public lands, investigating reports of incidents of suspected contamination, and documenting site clean up. Records in this schedule include incident reports, site files, and the public information repository and administrative records.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

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Item	Record Series Description	Disposition Authority
1	CLASSIFIED DOCUMENTS ADMINISTRATIVE CORRESPONDENCE FILES. Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule. Exclusions: bureauwide records documenting policies and procedures for security and protective services programs (Schedule 16/20). <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy when 2 years old. GRS 18/1.
2	DOCUMENT RECEIPT FILES. Records documenting the receipt and issuance of classified documents. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy when 2 years old. GRS 18/2.
3	DESTRUCTION CERTIFICATES FILES. Certificates re. the destruction of classified documents. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy when 2 years old. GRS 18/3.
4	CLASSIFIED DOCUMENT INVENTORY FILES. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents. Exclusions: classified document receipts and destruction certificates and documents relating to Top Security material covered elsewhere in this schedule. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy when 2 years old. GRS 18/4.
5	TOP SECRET ACCOUNTING AND CONTROL FILES. Master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA).	
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. GRS 18/5a.
	b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy when related document is downgraded, transferred, or destroyed. GRS 18/5b.
6	ACCESS REQUEST FILES. Requests and authorizations for individuals to have access to classified files. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy 2 years after authorization expires. GRS 18/6.
7	CLASSIFIED DOCUMENT CONTAINER SECURITY FILES. Note: Forms involved in investigations will be retained until completion of the investigation. Forms: SF-701, SF-702.	
	a. Forms or Lists Used to Record Safe and Padlock Combinations, names of individuals knowing combinations, and comparable data used to control access into classified documents containers. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy when superseded by a new form or list or upon turn-in of containers. GRS 18/7a.

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Item	Record Series Description	Disposition Authority
	<p>b. Forms Placed on Safes, Cabinets, or Vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. <i>The BLM does not usually maintain these records.</i></p>	<p>TEMPORARY. Destroy 3 months following the last entry on the form. GRS 18/7b.</p>
8	<p>SECURITY AND PROTECTIVE SERVICES ADMINISTRATIVE CORRESPONDENCE FILES [9260]. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Bureauwide policy documents at program office (Schedule 16/20).</p>	<p>TEMPORARY. Destroy when 2 years old. GRS 18/8.</p>
9	<p>FACILITIES SURVEY AND INSPECTION FILES (GOVERNMENT-OWNED) [1530]. Records of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Authority: 40 USC 483. Confidentiality: Non-public record category 3. Location: All.</p>	<p>TEMPORARY. Destroy when 3 years old or upon discontinuance of facility, whichever is sooner. GRS 18/9.</p>
10	<p>FACILITIES SURVEY AND INSPECTION FILES (PRIVATELY-OWNED) [1530]. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related documents. Authority: 40 USC 483. Confidentiality: Non-public record category 3. Location: All.</p>	<p>TEMPORARY. Destroy when 4 years old or when security cognizance is terminated, whichever is sooner. GRS 18/10.</p>
11	<p>INVESTIGATIVE FILES. Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organization elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Authority: 40 USC 438. Forms: BLM 1112-3, 4; 1273-3. Confidentiality: Non-public record category 3. Location: All. Exclusions: Investigative files related to law enforcement (Schedule 18/30); trespass (Schedule 18/31); forest fires (Schedule 18/32); hazardous materials sites (Schedule 18/33).</p>	<p>TEMPORARY. Destroy when 2 years old. GRS 18/11.</p>
12	<p>PROPERTY PASS FILES [1520]. Property pass files, authorizing removal of property or materials. Forms: OF-7, DI-1934. Confidentiality: Nonpublic record category 3. Location: All.</p>	<p>TEMPORARY. Destroy 3 months after expiration or revocation. GRS 18/12.</p>
13	<p>GUARD ASSIGNMENT FILES. Files relating to guard assignments and strength. <i>The BLM does not usually maintain these records.</i></p>	
	<p>a. Ledger Records.</p>	<p>TEMPORARY. Destroy 3 years after final entry. GRS 18/13a.</p>

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Item	Record Series Description	Disposition Authority
	b. Requests, analyses, reports, change notices, and other papers re. post assignments and strength requirements.	TEMPORARY. Destroy when 2 years old. GRS 18/13b.
14	POLICE FUNCTIONS FILES. Files re. exercise of police functions. <i>BLM does not usually maintain these records.</i>	
	a. Ledger Records of Arrest, Cars Ticketed, and Outside Police Contacts.	TEMPORARY. Destroy 3 years after final entry. GRS 18/14a.
	b. Reports, Statements of Witnesses, Warning Notices, and other documents re. arrests, commitments, and traffic violations.	TEMPORARY. Destroy when 2 years old. GRS 18/14b.
	c. Reports on Contact of Outside Police with building occupants.	TEMPORARY. Destroy when 1 year old. GRS 18/14c.
15	PERSONAL PROPERTY ACCOUNTABILITY FILES [1520]. Files re. accountability for personal property lost or stolen. Forms: DI-103; OF-289. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-09. Location: All.	
	a. Ledger Files.	TEMPORARY. Destroy 3 years after date of final entry. GRS 18/15a.
	b. Reports, Loss Statements, Receipts, and other documents re. lost and found articles.	TEMPORARY. Destroy when 1 year old. GRS 18/15b.
16	KEY ACCOUNTABILITY FILES [1520]. Files re. accountability for keys issued. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-09. Location: All.	
	a. For Areas Under Maximum Security. <i>The BLM does not usually have areas under maximum security.</i>	TEMPORARY. Destroy 3 years after turn-in of key. GRS 18/16a.
	b. For Other Areas.	TEMPORARY. Destroy 6 months after turn-in of key. GRS 18/16b.
17	VISITOR CONTROL FILES [1102]. Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. Authority: 40 USC 483. Forms: BLM 1100-1, 8360-1, 8360-5. Confidentiality: Non-public record category 3. Location: All.	
	a. For Areas Under Maximum Security. <i>The BLM does not usually have areas under maximum security.</i>	TEMPORARY. Destroy 5 years after final entry or 5 years after date of document, as appropriate. GRS 18/17a.

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Item	Record Series Description		Disposition Authority
	b.	For Other Areas.	TEMPORARY. Destroy 2 years after final entry or 2 years after date of document, as appropriate. GRS 18/17b.
18	FACILITIES CHECKS FILES. Files re. periodic guard force facility checks. <i>The BLM does not usually maintain these records.</i>		
	a.	Data Sheets, Door Slip Summaries, check sheets, and guard reports on security violations. Exclusions: Files of agency security offices covered by item 24 of this schedule.	TEMPORARY. Destroy when 1 year old. GRS 18/18a.
	b.	Reports of Routine After-hours Security Checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule.	TEMPORARY. Destroy when 1 month old. GRS 18/18b.
19	GUARD SERVICE CONTROL FILES.		
	a.	Control Center Key or Code Records, emergency call cards, and building record and employee identification cards.	TEMPORARY. Destroy when superseded or obsolete. GRS 18/19a.
	b.	Round Reports, Service Reports on Interruptions and Tests, and punch clock dial sheets.	TEMPORARY. Destroy when 1 year old. GRS 18/19b.
	c.	Automatic Machine Patrol Charts and registers of patrol and alarm services.	TEMPORARY. Destroy when 1 year old. GRS 18/19c.
	d.	Arms Distribution Sheets, Charge Records, and Receipts.	TEMPORARY. Destroy 3 months after return of arms. GRS 18/19d.
20	LOGS AND REGISTERS. Guard logs and registers not covered elsewhere in this schedule.		
	a.	Central Guard Office Master Logs.	TEMPORARY. Destroy 2 years after final entry. GRS 18/20a.
	b.	Individual Guard Post Logs of Occurrences Entered in Master Logs.	TEMPORARY. Destroy 1 years after final entry. GRS 18/20b.
21	SECURITY CLEARANCE ADMINISTRATIVE SUBJECT FILES [1400-732]. Correspondence, reports, and other records re. the administration and operation of the personnel security program, not covered elsewhere in this schedule.		TEMPORARY. Destroy when 2 years old. GRS 18/21.
22	PERSONNEL SECURITY CLEARANCE FILES [1400-732]. Personnel security clearance case files created under OPM procedures and regulations and related indexes maintained by personnel security offices. Authority: FPM 732. Forms: SF-85, 85a, 86. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-14. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.		

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Item	Record Series Description	Disposition Authority
	a. Personnel Security Clearance Case Files. Documenting the processing of investigations on federal employees or applicants for federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance. Exclusions: Copies of investigative reports furnished by the investigating agency.	TEMPORARY. Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after the contract relationship expires, whichever is applicable. GRS 18/22a.
	b. Personnel Security Clearance Investigative Reports. And related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	TEMPORARY. Destroy in accordance with investigating agency instructions. GRS 18/22b.
	c. Personnel Security Case File Indexes.	TEMPORARY. Destroy with related case file. GRS 18/22c.
23	PERSONNEL SECURITY CLEARANCE STATUS FILES [1400-732]. Lists or rosters showing the current security clearance status of individuals. Authority: FPM 732. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-14. Location: WO, Center, SO Personnel Offices.	TEMPORARY. Destroy when superseded or obsolete. GRS 18/23.
24	SECURITY VIOLATIONS CASE FILES [1278, 1400-732]. Case files re. investigations of alleged violations of Executive Orders, laws, and BLM regulations re. safeguarding of proprietary/confidential information. Authority: Various; see BLM Manual 1278; FPM 732. Forms: OF-117, 118. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-14. Vital: Legal and Financial rights records.	
	a. Security Violations Case Files Referred to Department of Justice (DOJ) to the Department of Defense (DoD). Files re. alleged violations of a sufficiently serious nature that they are referred to DOJ for prosecutive determination. Exclusions: Files held by DOJ or DoD offices responsible for making such determinations. Location: WO, Centers, SO.	TEMPORARY. Destroy 5 years after close of case. GRS 18/24a.
	b. All Other Files. Exclusions: Documents in OPFs (Schedule 1/1). Location: All.	TEMPORARY. Destroy 2 years after completion of final action. GRS 18/24b.

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Item	Record Series Description	Disposition Authority
25	NONDISCLOSURE AGREEMENTS [1278, 1400-732]. Copies of nondisclosure agreements signed by personnel with access to information which is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files but may be filed on the right side of the individual's official personnel folder (OPF). Authority: Various; see BLM Manual 1278; FPM 732. Forms: SF-312; BLM 1273-2a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records.	
	a. Nondisclosure Agreements Maintained Separately from OPFs. Location: WO, Centers, SO.	TEMPORARY. Destroy when 70 years old. GRS 18/25a.
	b. Nondisclosure Agreements Maintained in OPFs. Location: WO, Center, SO Personnel Offices.	TEMPORARY. Apply the disposition for the OPF. GRS 18/25b.
26	EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES [1170, 1273]. Correspondence files re. administration and operation of the emergency planning program, not covered elsewhere in this schedule. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Program records (Schedule 16/20).	TEMPORARY. Destroy when 2 years old. GRS 18/26.
27	EMERGENCY PLANNING CASE FILES [1170, 1273]. Accumulated by offices responsible for preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents. Includes evacuation plans and disaster recovery plans. Authority: Various; see BLM Manuals 1170, 1273. Confidentiality: Non-public record category 3. Location: All. Exclusions: Bureauwide policy (Schedule 16/20, in part of permanent directives system (Schedule 16/1), safety plans (Schedule 16/19), and master copy of published plan (Schedule 16/17).	TEMPORARY. Destroy 3 years after issuance of new plan or directive. GRS 18/27.
28	EMERGENCY OPERATIONS FILES [1170, 1273].	
	a. Test Files. Files accumulating from tests conducted under BLM emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports. Authority: Various; see BLM Manuals 1170, 1273, 1278. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY. Destroy when 3 years old. GRS 18/28.
	b. Emergency Planning Consolidated or Comprehensive Reports of Operations Tests. Reflecting the BLM-wide results of tests conducted under emergency plans. Location: WO.	TEMPORARY. Cutoff EOFY in which report is completed. Transfer to FRC 5 years after cutoff. Destroy 25 years after cutoff. NARA Job N1-49-96-3, 18/28b.

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Item	Record Series Description	Disposition Authority
29	NATIONAL DEFENSE EXECUTIVE RESERVE (NDER) CASE FILES. Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including qualifications statement, other personnel and administrative records, skills inventory, training data, and other records re. administration of the NDER program. <i>The BLM does not usually maintain these records.</i>	
	a. Case files on Reservists.	TEMPORARY. Destroy 5 years after termination from NDER program. GRS 18/29a.
	b. Case files on Individuals Whose Applications were Rejected or Withdrawn.	TEMPORARY. Destroy when 5 years old. GRS 18/29b.
30	LAW ENFORCEMENT FILES [9260]. Files created by activities authorized by Section 303(a) and 303(c) of the Federal Land Policy and Management Act of 1976. Authority: 43 USC 1733; 43 CFR 9260. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-18. Vital: Legal and financial rights records.	
	a. Law Enforcement Criminal Investigation Case Files. Documenting investigations and arrests concerning alleged violation of federal land laws. Consists of incident report, reports of investigation, field investigative contacts, photos, photo logs, evidence, evidence logs, and related correspondence. Also includes the incident reports and related printouts that are generated by the LAWNET data base (item d). Forms: BLM 9260-1, 2-10, 13, 13a, 16, 17, 18, 18a, 18b. Location: Offices with law enforcement officers: SO, FOs.	TEMPORARY. Cutoff EOFY in which the case is settled or closed. Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-85-2, 18/12a(2).
	b. Law Enforcement Patrol Logs. Forms: BLM 9260-15, 16, 17 (formerly 8360-7), 8360-5. Location: Offices with law enforcement rangers - usually FOs.	TEMPORARY. Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-85-2, 18/12a(1).
	c. Law Enforcement Activity Reports. Recurring reports of law enforcement activities. Consists of Uniform Crime Reports, DOI Law Enforcement Incident Reports, Drug Enforcement Activity Reports, Weekly Reports of Special Agents, and Significant Activity Reports. Also includes reports generated by the electronic LAWNET data base (item d), which include Activity Reports, Law Enforcement Officer Report, ARPA Report, Case Log, NIBRS printouts, and DOI Law Enforcement Incident Reports. Forms: BLM 9260-12.	
	(1) Law Enforcement Activity Feeder Reports. Submitted by offices with law enforcement authority to Headquarters - usually RA reports through FO to SO who forwards to WO. LAWNET data base (item d) will eventually eliminate the need for these reports. Location: SO, FOs.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-96-3, 18/30c(1).

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Item	Record Series Description		Disposition Authority
	(2)	Law Enforcement Activity Consolidated Reports. Headquarters law enforcement office copies. Location: WO.	TEMPORARY. Cutoff EOFY. Destroy 5 years after cutoff. NARA Job N1-49-96-3, 18/30c(2).
d.		LAWNET Data Base. Electronic file that contains information concerning incidents of crime occurring on the public lands, including date, time, and location of the incident; the name, address, telephone number and description of any associated victims, witnesses, complaints, offenders, and arrestee; type of incident; quantity, description, and ownership of any affected property; description of any vehicles involved, action taken, disposition; and the BLM officers involved in the incident. LAWNET will replace the field office activity feeder reports (item c(1)) and uniform crime reports. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).	
	(1)	LAWNET Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item d(2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC.	TEMPORARY. Cutoff EOFY in which the LAWNET data base is certified as an official agency records system. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/30d(1).
	(2)	LAWNET System Documentation. Record copies.	
	(a)	Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, - and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC.	TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d(4)). NARA Job N1-49-96-3, 18/30d(2)(a).

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Item	Record Series Description		Disposition Authority
		(b) Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item d(1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC.	TEMPORARY. Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/30d(2)(b).
	(3)	LAWNET Software. Application software necessary to use or maintain the master LAWNET System. The master copies of the software are maintained by the LAWNET system administrator at NIFC; user copies of software distributed to all BLM law enforcement officers. Location: NIFC and field offices with law enforcement officers: SO, FOs.	TEMPORARY. Delete when superseded by newer version or upon authorized destruction of the master file (d). NARA Job N1-49-96-3, 18/30d(3).
	(4)	LAWNET Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system. Location: NIFC.	TEMPORARY. Delete when LAWNET is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. NARA Job N1-49-96-3, 18/30d(4).
	(5)	LAWNET Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NIFC.	TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8a.

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Item	Record Series Description		Disposition Authority
	(6)	LAWNET Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include field notes, patrol logs, emergency event reports, and narratives imported from word processing documents. Forms: 9240-1, 1a. Location: Offices with law enforcement officers: SO, FOs.	TEMPORARY. Destroy or delete after the information has been converted to electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d(4)), whichever is later. GRS 20/2a, 2b.
	(7)	LAWNET Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper. Excludes outputs that may become a part of official law enforcement files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items a, b, and c above). Location: Headquarters law enforcement, NIFC, and field offices with law enforcement officers: SO, FOs.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-96-3, 18/30d(7).
31	TRESPASS INVESTIGATIVE FILES [9230]. Case files documenting the unlawful and/or unwarranted entrance, use, destruction, and possession of the BLM facilities, lands, or resources. Contains the initial report of unauthorized use, trespass investigation report, notice of trespass, location maps and other land status and location data, damage assessment, notice to remove structures, certificate of livestock count, notice of impoundment, trespass bond, record of interviews and phone conversations, field notes, sketch maps, measurements, scale tickets, bills/invoices, reimbursable project log, and related photos, correspondence, and other documents. Authority: 43 CFR 9230. Forms: BLM 1323-1; 4150-1, 2; 9230-1, 8-10, 14, 24; 9239-1. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-19. Vital: Legal and financial rights records. Exclusions: Record copies of financial documents related to collection of compensation (Schedule 6/1a); trespass registers (Schedule 23/8). Location: FOs.		TEMPORARY. Cutoff EOFY in which case is settled or abandoned. Transfer to FRC 1 year after cutoff. FRC destroys 51 years after cutoff. NARA Job NC1-49-76-3, B/19.
32	FIRE MANAGEMENT FILES [9210]. Authority: 43 CFR 9210. Confidentiality: Non-public record category 3; passenger manifests are Privacy Act System Interior/LLM-8. Exclusions: Fire experience and qualifications files (Schedule 1/43); fire plans (Schedule 4/20); aircraft accident and use files (Schedule 10/8-9); and control burn and fire rehabilitation project files (Schedule 17/13).		

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Item	Record Series Description	Disposition Authority
a.	Fire Report Masters. Record copies of fire reports and related information documenting the history of individual fires. Includes report forms, project fire packages, photos, maps, monitoring data, fiscal documents, daily logs, situation analyses, and other information showing fire location, causes, methods of suppression, costs, weather conditions, etc. Forms: DI-1202. Location: All.	PERMANENT. Cutoff EOCY. Transfer to FRC 10 years after cutoff. FRC offers to NARA in 10-year blocks when most recent records are 10 years old (e.g., transfer the 1981-90 reports in 2001). NARA Job N1-49-96-3, 18/32a.
b.	Fire Report Reference Copies. Fire report duplicates maintained by state offices and NIFC for administrative and reference purposes. Location: NIFC, SO.	TEMPORARY. Cutoff EOCY. Destroy 10 years after cutoff. NARA Job NC1-49-76-3, B/18.
c.	Fire Dispatch and Fire Logs. Location: NIFC, AFOs.	TEMPORARY. Cutoff EOCY. Destroy 3 years after cutoff. NARA Job NN-173-328, A/8.
d.	Fire Resource Orders and Manifests. Arranged by incident number. Forms: SF-245; ICS 259-1 through 16, ICS 260-1 and 2. Location: NIFC, AFOs.	TEMPORARY. Cutoff EOCY. Destroy 7 years after cutoff. NARA Job N1-49-96-3, 18/32d.
e.	Fire Board of Review Reports and Supporting Documentation. Files which document investigations by the BLM or another agency of how a fire was managed. If the review is of a BLM fire, a copy of the report may be filed with the official BLM fire report (item a). Location: NIFC, AFOs.	TEMPORARY. Cutoff EOCY. If litigation involved, cutoff EOCY in which the final decision is reached and all appeal rights are exhausted. Destroy 7 years after cutoff. NARA Job N1-49-96-3, 18/32e.
f.	Initial Attack Management System (IAMS). A BLM-wide electronic fire management decision support system that provides the fire manager critical decision support information upon which to base initial attack decisions. IAMS provides real time remotely-sensed weather data coupled with lightning detection and a fire management-specific geographic information system. The system includes the NIFC and Alaska Fire Service initial attack management systems into a single system. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).	

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Item	Record Series Description		Disposition Authority
	(1)	<p>IAMS Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item (2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC</p>	<p>TEMPORARY. Cutoff EOFY in which the IAMS is certified as an official records system. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/32f(1).</p>
	(2)	<p>IAMS System Documentation. Record copies.</p>	
	(a)	<p>Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC</p>	<p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item (4)). NARA Job N1-49-96-3, 18/32f(2)(a).</p>
	(b)	<p>Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item (1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC</p>	<p>TEMPORARY. Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/32f(2)(b).</p>

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Item	Record Series Description		Disposition Authority
	(3)	IAMS Software. Application software necessary to use or maintain the master IAMS System. The master copies of the software are maintained by NIFC; user copies of software distributed to SO and FO. Location: NIFC, SO, FO.	TEMPORARY. Delete when superseded by newer version or upon authorized destruction of the master file (d). NARA Job N1-49-96-3, 18/32f(3).
	(4)	IAMS Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system. Location: NIFC	TEMPORARY. Delete when IAMS is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. NARA Job N1-49-96-3, 18/32f(4).
	(5)	IAMS Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NIFC	TEMPORARY. Delete after the identical records have been deleted, or when replaced by a subsequent security backup file. GRS 20/8a.
	(6)	IAMS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Includes weather data. Location: NIFC, SO, FO.	TEMPORARY. Destroy or delete after the information has been converted to electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item (4)), whichever is later. GRS 20/2a, 2b.
	(7)	IAMS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper (printouts), microform, or an electronic storage medium (diskettes, disks, tapes). Excludes outputs that may become a part of official fire management files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items a, b, d, e, f above). Location: May be found at all organizational levels.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-96-3, 18/32f(7).
g.		Fire Dispatch Audio Tapes. Tapes including fire season dispatch activities and year-round flight following (required aircraft check-in for non point-to-point flights). Exclusions: Tapes which include flight following only (10/8). Tapes which include aircraft accidents (10/9). Tapes which include fire accidents/incidents (18/32). Location: AFOs.	TEMPORARY. Cutoff EOCY. Destroy or erase/reuse 1 year after cutoff. If needed, tapes may be saved as reference copies (23/21) for training purposes. NARA Job N1-49-99-3, 18/32g.

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Item	Record Series Description		Disposition Authority
	h.	Electronic Versions of Fire Management Records. Created by electronic mail and word processing applications. Location: AFOs.	TEMPORARY. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. NARA Job N1-49-99-3, 18/32h.
33	<p>HAZARDOUS MATERIALS PROGRAM FILES [1703]. Documenting BLM activities conducted in compliance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (RCRA). Authority: 42 USC 9601; 42 USCA 6921. Confidentiality: Information repository file and administrative record are public record category 1; remaining files are non-public record category 3; Privacy Act System Interior/LLM-18. Vital: Legal and financial rights records. Exclusions: Procurement's copy of related contracts (Schedule 3/3); leases involving hazardous materials (Schedule 4/21c); hazardous materials land inventories (Schedule 4/18); resource improvement project files involving the use of hazardous materials (Schedule 17/21); hazardous materials general correspondence (Schedule 23/1a); reference material and working files (Schedule 23/21).</p>		
	a.	Initial Reports of Incident and Related Logs.	
	(1)	Record Copies. Location: Office responsible for investigating the report - usually FO.	
		(a) Unverified Reports. Reports which are determined to require no further action by the BLM. Reports are filed by assigned report number in a single folder for each FY.	PERMANENT. Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC offers to NARA 25 years after cutoff. NARA Job N1-49-96-3, 18/33a(1)(a).
		(b) Verified Reports. Reports requiring further action by the BLM.	Place in the site file (item b). NARA Job N1-49-96-3, 18/33a(1)(b).
		(c) Logs. Log used to issue and control incident report numbers.	TEMPORARY. Transfer a copy with the related unverified reports (item a(1)(a)) or the site files (item b). Retain a copy for reference until no longer needed. NARA Job N1-49-96-3, 18/33a(1)(c).
	(2)	Other. Reports received via the hotline at NIFC or by other offices, copies of which are then forwarded to the responsible office. Location: NIFC, AFO.	TEMPORARY. Cutoff EOFY. Destroy 5 years after cutoff. NARA Job N1-49-96-3, 18/33a(2).

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Item	Record Series Description		Disposition Authority
b.	Hazardous Materials Site Files (non-NPL sites). Case files, arranged by site number, containing all documentation related to specific sites. Consists of the verified initial report of incident, preliminary assessment, site investigation report, site maps and photos, ranking forms, record of interviews and telephone conversations, cost recovery documentation, reimbursable project log, EPA manifest document, contractor reports, other relevant contract information, and related correspondence or other materials documenting the history of the site from the initial report to completion of the removal and remedial actions and EPA approval. Forms: BLM 1323-1. Note: Privileged information concerning the site is filed in a separate folder behind the public site file and restricted from public access.		
	(1)	Record-Copy Non-NPL Site Files (also called Administrative Record). Location: Office responsible for site cleanup - usually FO.	PERMANENT. Cutoff EOFY in which removal and remedial actions have been completed and no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff. NARA Job N1-49-96-3, 18/33b(1).
	(2)	Duplicate Site Files. Duplicate documentation maintained only for reference. Consists of copies maintained by other offices that may have some involvement in management of the site, such as the central repository for site evaluation reports maintained by the Centers. Location: Centers, SO, RA.	TEMPORARY. Destroy when no longer needed for reference. NARA Job N1-49-96-3, 18/33b(2).
c.	Information Repository Files. Public reference files required by EPA for all National Priority List (NPL) sites where cleanup activities are expected to last for more than 45 days. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as general program information, copies of CERCLA and RCRA, contingency plan, Hazard Ranking System information, cooperative agreement, press releases, maps, fact sheets, and other information about the enforcement program. Location: FO.		TEMPORARY. Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA. Destroy 3 years after cutoff. NARA Job N1-49-96-3, 18/33c.

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Item	Record Series Description	Disposition Authority
	<p>d. Record-Copy NPL Site Files. (Also called Administrative Record) Public reference files required by EPA for all NPL sites. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as community relations plan, administrative order, engineering evaluation/cost analysis, action memo, remedial investigation/feasibility study and work plan, health and risk assessment reports, site sampling data and results, remedial action plan, public comments and responses, record of decision, and other documents considered or relied on in the selection of a response action at a NPL site. Location: FO.</p>	<p>PERMANENT. Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA and are no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff. NARA Job N1-49-96-3, 18/33d.</p>
<p>34</p>	<p>INFORMATION TECHNOLOGY (IT) SECURITY DATA (375 DM 19). The BLM IT Security Program assures that adequate security is provided for all Bureauwide information collected, processed, transmitted, stored, or disseminated in general support systems, sensitive systems and major application systems. Authority: The Computer Security Act of 1987; the Federal Records Act of 1950 as amended; the Privacy Act of 1974; the Freedom of Information Act, as amended; the Paperwork Reduction Act; the Computer Fraud and Abuse Act of 1986; the Information Technology Management Reform Act of 1996; OMB A-130, Management of Federal Information Resources; DM 375.19, Information Technology Security; Departmental AIS Security Handbook; and BLM Automated Information Systems Security Handbook 1264-1. Forms: ASC-3, ASC-14, NI 1260-4, BLM 1264-3, 1264-4, 1264-5, 1264-6, 1264-7. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58. Exclusions: Emergency Planning Case Files (Schedule 18/27). Location: All</p>	
	<p>a. Statements of Responsibility (Signed original - filed on left side of OPF). Form: 1264-3</p>	<p>TEMPORARY. Destroy 1 year upon separation or transfer of employee. GRS 1/10.</p>
	<p>b. Statements of Responsibility Reference Copies. Location: Local IT Security Officer</p>	<p>TEMPORARY. Destroy 1 year after separation or transfer of employee. NARA Job N1-49-99-2, 18/34b.</p>
	<p>c. Computer Security Incident Report. Used to document and report all IT security incidents. Incidents involving physical and personnel complaints and violations are reported to the local IT Security Officer, incidents involving IT resources that result in the loss of technology, fraud, compromise or disclosure of sensitive material are reported to the Bureau IT Security Manager. Form: DI-1974</p>	<p>TEMPORARY. Cutoff EOFY in which incident occurs. Destroy 5 years after cutoff. NARA Job N1-49-99-2, 18/34c.</p>
	<p>d. Access to IT systems. Documentation of requests for access, changes to access, deletions of users and revocations. Forms: ASC-3, ASC-14, BLM 1264-4, 1264-5, and 1264-6.</p>	<p>TEMPORARY. Destroy 1 year after separation or transfer of employee. NARA Job N1-49-99-2, 18/34d.</p>

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Item	Record Series Description	Disposition Authority
e.	Firewall Access Requests. Forms and supporting documentation for access through BLM's firewalls to the BLM's internal networks and systems. Form: 1264-7	TEMPORARY. Cutoff EOFY upon termination of access. Destroy 1 year after cutoff. NARA Job N1-49-99-2, 18/34e.
f.	Computer Room Sign-in Sheet. Documentation showing authorized entry to a computer installation by individuals who are not directly involved in managing or operating the computer installation.	TEMPORARY. Destroy 6 months after last entry on sign-in sheet. NARA Job N1-49-99-2, 18/34f.
g.	IT Security Plans. Plans providing an overview of the security and privacy requirements of a sensitive system or major application. The plans are designed to reduce the risk and magnitude of harm that could result from the loss, misuse or unauthorized access to or modification of information to the system.	TEMPORARY. Destroy when replaced by an updated plan. NARA Job N1-49-99-2, 18/34g.
h.	IT Contingency Plans. Site-specific plans which document actions following a major disaster to ensure that all the IT resources needed for mission and business critical functions will be available.	TEMPORARY. Destroy when replaced by an updated plan. NARA Job N1-49-99-2, 18/34h.
i.	Risk Assessments. Evaluation of the IT assets and vulnerabilities of a system; identification of potential threats to the system ; and proposed safeguards for the systems.	TEMPORARY. Destroy when replaced by an updated plan. NARA Job N1-49-99-2, 18/34i.
j.	Electronic Versions of IT Security Records Created by Electronic Mail and Wordprocessing Applications.	TEMPORARY. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. NARA Job N1-49-99-2, 18/34j.
35	Computer Century Conversion (Y2K) Activities [1117]. Exclusions: Y2K documentation for a specific computer system (file and dispose of with specific system documentation); record copy of directives issued (Schedule 16/1a; record copy of Disaster Recovery Plan, Continuity of Operations Plan, Contingency Plan (Schedule 18/27); record copy of Memorandum of Understanding (Schedule 16/16); record copy of Interagency Agreement (Schedule 6/1a); Program Policy, Direction and Decision Records (Schedule 16/20).	
a.	Y2K Policy and Planning Records. Records created or approved by the agency head or by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, priority listings, disaster recovery plan/continuity of operations plan covering this time period, system identification criteria, minutes of meetings and discussions, checklists, and summary progress reports.	

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Item	Record Series Description		Disposition Authority
	(1)	Recordkeeping copy maintained by office managing overall agency Y2K compliance effort.	TEMPORARY. Cutoff files at project completion. Destroy 10 years after cutoff. NARA Job N1-49-00-4, 18/35a(1).
	(2)	All other copies.	TEMPORARY. Cutoff at project completion. Destroy 3 years after cutoff. NARA Job N1-49-00-4, 18/35a(2).
	b.	Y2K Administrative Records. Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, training and briefings and related materials.	TEMPORARY. Cutoff at completion of project. Destroy 3 years after cutoff. NARA Job N1-49-00-4, 18/35b.
	c.	Implementation Records. Records that document analyzing, modifying, testing, compliance, and verifying systems for Y2K compliance. Includes certificates of verification and approvals.	
	(1)	Summary records of the analysis of actions taken for specific systems. These records may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status. Typically document justifications to repair, retire, or replace system in relation to Y2K concerns.	TEMPORARY. Cutoff files at project completion. Destroy 10 years after cutoff. NARA Job N1-49-00-4, 18/35c(1).
	(2)	Detailed records of the revision, testing, and validation of a specific system or group of systems. May include listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.	TEMPORARY. Cutoff at project completion. Destroy 3 years after cutoff. NARA Job N1-49-00-4, 18/35c(2).
	d.	Electronic Versions of Y2K Records Created by Electronic Mail and Wordprocessing Applications.	TEMPORARY. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating, whichever is later. NARA Job N1-49-00-4, 18/35d.
36-40	Reserved		

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Item	Record Series Description	Disposition Authority
41	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 18/30a.
	b. Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 18/30b.