

Schedule 30 - Automated Land and Mineral Record System

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Item	Record Series Description		Disposition Authority
1	<p>AUTOMATED LAND AND MINERAL RECORD SYSTEM (ALMRS). An application that integrates the functions of RR1, CRS, ORCA, MCRS, LLD, and Status (Schedule 30/3-9) and provides the ability to access the Bond and Surety System (Schedule 30/10), and GCDB (Schedule 30/9). ALMRS is a distributed system having unique components in each State Office; no single master file of all information will exist. ALMRS will incorporate Serial Register Pages and Logs (Schedule 4/32); it does not replace any lands and minerals case files. ALMRS capabilities for all lands and minerals authorizations and title cases include storing, creating, reading, updating, and deleting case information data; providing case reporting and querying; providing case tracking data with reports and queries; identifying serialized case land and validating against land description; maintaining case serial numbers; tracking the physical case files; allowing mass entry and updating; producing mailing labels; maintaining customer information; maintaining standard use conditions; and interfacing with Bond and Surety. ALMRS capabilities that are not case related include customer data maintenance and reports; maintaining land survey data; maintaining geopolitical data; providing security and system administration; providing spatial display, query, and selection; processing alpha-numeric reports and queries (management, case, land status); interfacing with Bond and Surety; developing consistent computer-human interfaces. This item includes original and subsequent versions. Authority: 43 CFR 1813. Confidentiality: During development, non-public record category 3; after installation, a combination of public record category 1, discretionary category 2, and non-public category 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51- 72); records used to test or update the system (Schedule 20/1); records associated with the Corporate Data 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).</p>		
	a.	ALMRS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the ALMRS Project, excluding system documentation (item b).	
	(1)	Records that Document Significant Changes in or Revisions to the BLM Recordkeeping Policies. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans,	PERMANENT. Cutoff end of FY in which ALMRS is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC transfers to NARA

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		briefing and issue papers, and other project history information of continuing value. Files are subdivided by subject as volume warrants. Location: NIRMC.	10 years after cutoff. NARA Job N1-49-94-1, 30/1a(1).
	(2)	Other Project History Files. Feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Files are subdivided by subject as volume warrants. Location: NIRMC.	Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/1a(2).
	b. ALMRS System Documentation		
	(1)	Documentation Necessary for Servicing and Interpreting the System	
		(a) Bureau-Level Documentation. Technical description of the electronic records being described, consisting 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: NIRMC.	PERMANENT. Cutoff end of FY in which ALMRS is certified as an official records system. Transfer to NARA with 30/1d(1), ALMRS Master Data Files, 1 year after cutoff. NARA Job N1-49-94-1, 30/1b(1)(a).
		(b) State-Level Documentation. Technical description of the electronic records being transferred and copies of supplemental, state-generated instructions on interpretation of source data, application of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: SO.	PERMANENT. Service Center will collect all records and transfers to NARA with the master file (30/1d). Retain a copy for reference until no longer needed. NARA Job N1-49-94-1, 30/1b(1)(b).
	(2)	Data Verification and Quality Control Files. 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. In the event of litigation, the records in this series may be required as evidence that	TEMPORARY. Cutoff end of FY in which documentation is created. Service Center collects all records and transfers to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/1b(2).

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		the system is trustworthy, accurate, and reliable. Location: NIRMC, SO. Exclusions: Quality assurance plans which are part of the project history files (item a); see BLM Manual 1283.	
	c.	ALMRS Software. Application software necessary to use or maintain ALMRS. The master is maintained by NIRMC; copies are distributed to SOs. Location: NIRMC, SO.	TEMPORARY. Delete when superseded or obsolete. NARA Job N1-49-94-1, 30/1c.
	d.	ALMRS Master Data Files. Note: ALMRS is a distributed system; no single master file of BLM-wide data exists.	
	(1)	National Archives File. Magnetic master, created by each state office at end of the FY, by copying (not removing) all closed cases for that FY to tape in a hardware and software independent format as required by 36 CFR 1228.188. NARA maintains permanent electronic records under environmentally-controlled conditions and provides copies to BLM upon request. Location: SO.	PERMANENT. 1) At end of FY after ALMRS is certified as an official records system, copy all closed cases in the system and send to Service Center. Service Center transfers to NARA with the system documentation (30/1b(1)(b)) and GCDB master file (30/9d). 2) Thereafter, at end of each FY, copy only cases closed during that FY, send to Service Center. Service Center transfers to NARA. NARA Job N1-49-94-1, 30/1d(1).
	(2)	Shelf List File. Magnetic master, created by each state office, by copying to tape the index of the records being transferred to NARA. The index is created by the system when the National Archives File tape (item d(1)) is prepared. Cases are indexed by serial number, case type designation, customer name, legal description, serialization date, case closure date, etc. Location: SO.	TEMPORARY. Retain until no longer needed for reference. NARA Job N1-49-94-1, 30/1d(2).
	(3)	The BLM History File. Magnetic master, created by each state office at the end of each FY, by moving off the system to tape all cases associated with the temporary use of lands and resources (leases and permits for oil and gas, other minerals, occupancy, etc.) that have been closed for 3 years. Cases that affect land title status (conveyances, acquisitions, exchanges, withdrawals, classifications, rights-of-way, etc.) will always remain on the system. Use cases are left on the system for 3 years after closure in the event of new actions that may occur after closure. The system creates and maintains on the system an index of the cases that are moved to the history file. This index also contains data on the location of terminated physical (paper) case files. If new actions occur after 3 years, cases may be brought back onto the system from the	TEMPORARY. Retain until no longer needed for reference or for reconstruction of closed cases. NARA Job N1-49-94-1, 30/1d(3).

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		BLM History File or from a copy of the National Archives File (item d(1)) which can be obtained from NARA. Records described in this series are removed from the system to prevent overloading the system with noncurrent and seldom-referenced data. The History tapes are recopied and revalidated annually. Location: SO.	
	e.	ALMRS Backup Tapes	
	(1)	Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	TEMPORARY. Cutoff when tape is full and transfer to off-site storage. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
	(2)	Vital Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital rights and interests records in accordance with 36 CFR 1236.	TEMPORARY. Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape. NARA Job N1-49-94-1, 30/1e(2).
	(3)	Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	TEMPORARY. Cutoff when tape is full. Transfer to off-site storage immediately after it is created. Delete 7 years after cutoff. NARA Job N1-49-94-1, 30/1e(3).
	f.	ALMRS 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. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: SO, FOs.	TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a-b.
	g.	ALMRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (e.g., outputs used for budgeting and interfiled with other budget records are covered by Schedule 5; outputs used as source documents for and filed within public lands statistics publication files are covered by Schedule 16/31b).	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/1g.

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Item	Record Series Description		Disposition Authority
2	<p>RECORDS SYSTEM RELEASE 1.0 (RR1) (ALASKA). RR1 (aka Interim 1) is a system installed in Alaska in 1992 that replaced the Alaska Automated Land and Mineral Record System (AALMRS). RR1 customer, action history and land descriptions for all serialized lands and minerals authorization and title cases and provides storage of extensive historical and current case-related data, based on the BLM standards. It allows for creation, updating, deleting, and retrieving all data in a number of report formats; allows case group, township or identified window area reporting and querying. Other capabilities include accounting advice generation and support to monetary accounting (escrow), customer data maintenance and reporting, and land survey data. RR1 also includes six subsystems developed in Alaska which interface with the core system. Authority: 43 CFR 1813. Confidentiality: Public record category 1, except some files may contain information which is non-public record category 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Corporate Data 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). Note: Records in this system will transition in their entirety to the ALMRS (Schedule 30/1).</p>		
	a.	<p>RR1 Project History. Record copies of files that document the conception, planning, and development and/or improvement of RR1, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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 are subdivided by subject as volume warrants. Record copies for core system maintained by NIRMC; record copies for subsystems maintained by Alaska SO. Location: NIRMC, Alaska SO.</p>	<p>TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/2a.</p>
	b.	<p>RR1 System Documentation. Record copies.</p>	
	(1)	<p>Documentation Necessary for Servicing and Interpreting the System. 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) for servicing and interpreting the system. Location: NIRMC.</p>	<p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/2b(1).</p>

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Item	Record Series Description		Disposition Authority
	(2)	<p>Data Verification and Quality Control Files. 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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: Alaska SO.</p>	<p>TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/2b(2).</p>
c.		<p>RR1 Software. Application software necessary to use or maintain RR1. The master is maintained by NIRMC; copies are distributed to Alaska SO. Location: NIRMC, SO.</p>	<p>TEMPORARY. Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/2c.</p>
d.		<p>RR1 Master Data File. Magnetic master, created by Alaska State Office, by copying to tape all data in the system at the time of migration to ALMRS. Location: Alaska SO.</p>	<p>TEMPORARY. Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1, 30/2d.</p>
e.		<p>RR1 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: Alaska SO.</p>	<p>TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.</p>
f.		<p>RR1 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. Excludes official serialized case file documents that are used for input/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: Alaska SO/FOs.</p>	<p>TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a-b.</p>
g.		<p>RR1 Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: Alaska SO/FOs.</p>	<p>TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/2g-</p>

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Item	Record Series Description	Disposition Authority
3	<p>CASE RECORDATION SYSTEM (CRS). A centralized data base for recording data about lands and minerals serialized cases since 1982. Categories of data include case identification data, financial data, name and address data, legal description, action data, and general remarks. (Note: while the capability for financial data exists, it is usually not entered). Case identification data consists of the serial number, case type in a coded format (a 6-digit code that references the main section of the 43 CFR that authorizes the program), the number of acres involved, and the commodity in coded format. Name and address data identifies the entity(s) associated with the case, including name of the entity, mailing street address, city, state, zip code, an identification number, category code of the entity, the interest relationship code describing the entity's role in the case (applicant, surface manager, etc.), and the percent interest delineating the relationship in the case. For PLSS states, legal description data delineates the land in accordance with a cadastral or special survey, including the principal meridian, township, range, section; the survey type, survey number, survey number suffix; the subdivision composed of the aliquot part and nominal location; lot designations; and management agency. Includes geographic table information. For the non-PLSS states, legal description includes the state, county, survey type, survey number, survey number suffix, and the subdivision of metes and bounds and/or cadastral identifier. The action data contains one or more action entries showing history of the case through case processing, including date of action, the action itself in a coded form, remarks refining the action code or providing supplemental information, and pending actions which identifies the office or party responsible for a specific action. General remarks data is used to provide further data pertaining to the case and consists of a line number and remarks or comments. Authority: 43 CFR 1813. Confidentiality: Mixed categories 1, 2 and 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); 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). Formerly Schedule 20/64.</p>	
	<p>a. CRS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the CRS Project. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of</p>	<p>TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/3a.</p>

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Item	Record Series Description		Disposition Authority
		temporary value. Files are subdivided by subject as volume warrants. Location: NIRMC. Exclusion: system documentation (item b).	
	b.	CRS System Documentation. Record copies.	
	(1)	Documentation Necessary for Servicing and Interpreting the System. Completed SF-277 or NA-14097 form, 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: NIRMC.	TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/3b(1).
	(2)	Data Verification and Quality Control Files. 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 a). See BLM Manual 1283. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/3b(2).
	c.	CRS Software. Application software necessary to use or maintain the master CRS. Location: NIRMC.	TEMPORARY. Delete when superseded or obsolete. NARA Job N1-49-94-1, 30/3c.
	d.	Master Data Files.	
	(1)	CRS Master History File. Magnetic master, created by NIRMC at the time of migration to ALMRS, by copying all data in the system. Location: NIRMC.	TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Destroy 10 years after cutoff or when no longer needed for data cleanup or administrative purposes, whichever is longer. NARA Job N1-49-94-1, 30/3d(1).

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	(2)	CRS 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: SO, NIRMC.	TEMPORARY. Delete when identical records have been destroyed or when replaced by a subsequent security backup file. GRS 20/8b.
	e.	CRS 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 are annotated abstracts, data input sheets, ORCA file transfers, and MMS data transfers. Excludes official serialized case file documents that are used for in-put/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: WO, AFO.	TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a.
	f.	CRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational levels.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/3f.
4	<p>ONLINE RECORDATION & CASE ACCESS SYSTEM (ORCA). Electronic file that uploads to Case Recordation System (CRS) (Schedule 30/4). ORCA is similar to CRS with the following exceptions: 1) the name, mailing street address, city, state, and zip code are stored separately in another data base and accessed, as needed, by ORCA; 2) an identification number in ORCA is used to search an external data base for name and mailing address data; 3) each occurrence of an action data and an action code within the case may be suffixed with an event number so that identical actions taking place on the same day within a given case can be recorded; and 4) ORCA tracks jurisdiction information consisting of organization type ("1" for BLM District or Resource Area, "2" for county, "3" for other agency), a predefined organization code, and number of acres under the organization's jurisdiction. Authority: 43 CFR 1813. Confidentiality: Mixed record categories 1, 2 and 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); 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). Note: Records in this system will upload data to Case Recordation, then will transition in their entirety to the ALMRS</p>		

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Item	Record Series Description		Disposition Authority
	(Schedule 30/1).		
	a.	ORCA Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: Oregon SO.	TEMPORARY. Cutoff end of FY in which CRS (Schedule 30/4) is transitioned to ALMRS. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/4a.
	b.	ORCA System Documentation. Record copies.	
	(1)	Documentation Necessary for Servicing and Interpreting the System. 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: Oregon SO.	TEMPORARY. Destroy or delete upon authorized destruction of master file (item d). NARA Job N1-49-94-1, 30/4b(1).
	(2)	Data Verification and Quality Control Files. 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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/4b(2).
	c.	ORCA Software. Application software necessary to use or maintain the master ORCA System. Master maintained by Oregon SO; copies distributed to other SOs. Location: SOs.	TEMPORARY. Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/4c.
	d.	ORCA Master Data File. Magnetic master, created by Oregon State Office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO.	TEMPORARY. Delete after ALMRS (Schedule 30/1) is certified as an official records

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			system. NARA Job N1-49-94-1, 30/4d.
e.	ORCA 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: SO.		TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
f.	ORCA Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/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. Excludes official serialized case file documents that are used for input/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: AFO.		TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a.
g.	ORCA Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational levels.		TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/4g.
5	<p>MINING CLAIM RECORDATION SYSTEM (MCRS). A centralized data base for tracking data about mining claims recorded with the BLM after October 21, 1976. Data categories include mining claim identification data, claimant data, legal description, and action data. Identification data consists of the serial number, case type in a coded format (a 6-digit code that references the main section of the 43 CFR that authorizes the program), name of the claim, and appropriate commodity in a coded format, if known. Claimant data identifies the entity(s) associated with the claim, including name of entity, mailing street address, city, state, zip code, the interest relationship code describing the entity's role in the claim, and the percent interest delineating the relationship in the claim. For PLSS states, legal description data delineates claim location, including principal meridian, township, range, section, and subdivision to the quarter section nominal location. Includes geographic table information. For non-PLSS states, legal description includes meridian, county, and subdivision of metes and bounds and/or cadastral identifier. Action data shows the history of the claim through the BLM mining claim processing paths, including date of action, the action itself in coded form, and remarks refining the action code or providing supplemental information. Authority: 43 CFR 1813, 3833. Confidentiality: Mixed record categories 1, 2, and 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72);</p>		

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Item	Record Series Description		Disposition Authority
	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). Formerly Schedule 4/51a(1).		
a.	MCRS Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: NIRMC.		TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/5a.
b.	MCRS System Documentation. Record copies.		
	(1)	Documentation Necessary for Servicing and Interpreting the System. 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: NIRMC.	TEMPORARY. Destroy or delete upon authorized destruction of master file (item d). NARA Job N1-49-94-1, 30/5b(1).
	(2)	Data Verification and Quality Control Files. 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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/5b(2).
c.	MCRS Software. Application software necessary to use or maintain the master MCRS. Location: NIRMC.		TEMPORARY. Delete upon authorized destruction of the master file (item d). NARA Job

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Item	Record Series Description	Disposition Authority
		N1-49-94-1, 30/5c.
d.	MCRS Master Data File. Magnetic master, created by Service Center at the time of migration to ALMRS, by copying to tape all data in the system (including closed cases which do not migrate). Location: NIRMC.	TEMPORARY. Delete 6-1/4 years after creation. NARA Job N1-49-94-1, 30/5d.
e.	MCRS 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: Centers.	TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
f.	MCRS Input/Source Documentation. Data entry sheets used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include annotated abstracts or data input sheets. Excludes official serialized case file documents that are used for in-put/source documentation; the disposition of mining claim case files and related indexes and serial pages is authorized by Schedule 4 (see Items 7, 51, 71, 72). Location: SO.	TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a.
g.	MCRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper, microform, or electronic storage medium. Includes various paper reports and case abstracts and microform indexes by claim name, claimant name, geographic location, and serial number (both master film and microform copies). Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Jobs NC1-49-81-1, B/24C and NC1-49-85-1, Q/22.
6	LEGAL LAND DESCRIPTION SYSTEM (LLD). Electronic alpha/numeric file of survey information collected from master title plats and cadastral survey plats and field notes in which land is identified by principal meridian, township, range, section, survey type, survey number and suffix, aliquot part and nominal location, acreage, and a survey note in coded format, if applicable. Additional information associated with each entry consists of codes representing the BLM state, district, resource area, planning unit, county, Congressional district, and administrative agency. LLD does not replace cadastral survey group files, field notes, plats, related survey files (see Schedule 17/14) or any other existing records. Authority: 43 CFR 1813, 9180. Confidentiality: Non-public record category 3; however, may become discretionary category 2 after certification. Vital: Due to the costs associated with recollection of data. 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). Note: Records in this	

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Item	Record Series Description		Disposition Authority
	system will transition in their entirety to the ALMRS (Schedule 30/1).		
a.	LLD Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: NIRMC.		TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/6a.
b.	LLD System Documentation. Record copies		
	(1)	Documentation Necessary for Servicing and Interpreting the System. 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: NIRMC, SO (note: SOs have created some unique technical direction).	TEMPORARY. Destroy or delete upon authorized destruction of master file (item d). NARA Job N1-49-94-1, 30/6b(1).
	(2)	Data Verification and Quality Control Files. 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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/6b(2).
c.	LLD Software. Application software necessary to use or maintain the master LLD System. Record copies maintained by the NIRMC; copies distributed to state offices. Location: NIRMC, SO.		TEMPORARY. Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/6c.
d.	LLD Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system at the		TEMPORARY. Delete after ALMRS (Schedule 30/1) is

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Item	Record Series Description	Disposition Authority
	time of migration to ALMRS. Location: SO.	certified as an official records system. NARA Job N1-49-94-1, 30/6d.
e.	LLD 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: SO.	TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
f.	LLD 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 non-record, annotated copies of master title plats, cadastral survey plats, and DPS8 and DPS6+ data transfers. Location: NIRMC, SO.	TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a-b.
g.	LLD Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/6g.
7	STATUS SYSTEM. Electronic alpha/numeric file containing federal land and mineral ownership information, withdrawals, classifications, and determinations. Data categories include case identification data, case lands data, general case data, supplemental case data, action data, name and address data, and general remarks. Case identification data consists of the serial number and the case part number (the part number is used to break cases into smaller sub-cases and allows a single case to be processed as separate cases and still maintain its identity as a single case). The case lands data or the legal description delineates the lands within the case in accordance with a cadastral or special survey, including township, range, principal meridian, section, survey type, survey number and suffix, and subdivision composed of the aliquot part definition, lot designations, and acreage. General case data consists of the case type (a 6-digit code generally referring to the 43 CFR section and subsection covering and authorizing the case), source document category in coded format, source document identification number, date of the source document or action, U.S. rights in title in a coded format, the geographic name, if applicable, and the agency administrative area in a coded format. The supplemental data is used to provide further information pertaining to the case and consists of a data element number and a remark. The action data contains one or more action entries showing the history of the case through the BLM case processing, consisting of the date of the	

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Item	Record Series Description		Disposition Authority
	<p>action, the action itself in a coded format, and remarks refining the action code or providing supplemental information. The name and address data identifies the entity(s) associated with the case, consisting of name of the entity, mailing street address, city, state, zip code, an identification number, category code of the entity, the interest relationship code describing the entity's role in the case, and the percent interest delineating the ownership in the case. The general remarks data is used to provide further information pertaining to the case and consists of a line number, a remark, and sometimes a key township reference. The Status System does not replace any existing records. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; however, may become discretionary category 2 after verification. Vital: Due to the costs associated with recollection of data. 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). Note: Records in this system will transition in their entirety to the ALMRS (Schedule 30/1). Note: Land status paper masters and microform copies are covered by Schedule 4/13.</p>		
	a.	<p>Status Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: NIRMC.</p>	<p>TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/7a.</p>
	b.	<p>Status System Documentation. Record copies.</p>	
	(1)	<p>Documentation Necessary for Servicing and Interpreting the System. 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: NIRMC, SO (note: SOs have created some unique technical direction).</p>	<p>TEMPORARY. When ALMRS is certified as official records system, move unique SO technical direction documentation to ALMRS system documentation files (Schedule 30/1b(1)(b)). Destroy or delete remaining files upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/7b(1).</p>
	(2)	<p>Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to</p>	<p>TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4</p>

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Item	Record Series Description		Disposition Authority
		<p>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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.</p>	<p>years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/7b(2).</p>
	c.	<p>Status Software. Application software necessary to use or maintain the master Status System. The master is maintained by NIRMC; copies are distributed to SOs. Location: NIRMC, SO.</p>	<p>TEMPORARY. Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/7c.</p>
	d.	<p>Status Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO.</p>	<p>TEMPORARY. Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1, 30/7d.</p>
	e.	<p>Status 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: SO.</p>	<p>TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.</p>
	f.	<p>Status 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 non-record, annotated copies of master title plats and historical indexes, data collection forms (SO1), DPS8 and DPS6+ data transfers, Petroleum Information (PI) source data tapes, and USFS electronic title information received by the Eastern States Office. Excludes land status masters and microform that may be used as input/source documentation; land status masters and microform are covered by Schedule 4/13. Location: NIRMC, SO, FOs.</p>	<p>TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a-b.</p>
	g.	<p>Status Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all</p>	<p>TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/7g.</p>

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Item	Record Series Description		Disposition Authority
		organizational locations.	
8	<p>GEOGRAPHIC COORDINATE DATA BASE (GCDB). Electronic file containing coordinates of rectangular and special cadastral surveys including metes and bounds surveys, record category 3; however, may become discretionary category 2 after inspection and acceptance process is complete. Vital: Due to the costs associated with recollection of data. 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). Note: This system will be accessed by ALMRS (Schedule 30/1). Note: Cadastral Survey group files, field notes, plats, and related files are covered by Schedule and a series of attributes related to the coordinates and source document information. The data base is a compilation of the latest public land survey data available in the public sector, compiled from some, but no necessarily all, of the following: survey plats and field notes, topographic maps, and private, state, and other agency survey data. GCDB does not replace any existing records. Authority: 43 CFR 1813, 9180. Confidentiality: Non-public 17/31.</p>		
	a.	GCDB Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: NIRMC.	TEMPORARY. Cutoff end of FY in which GCDB data collection is completed. Service Center collects all records and transfers to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/8a.
	b.	GCDB System Documentation.	
	(1)	Documentation Necessary for Servicing and Interpreting the System.	
		(a) Bureau-Level Documentation. Completed SF-277 or NA-14097 form, 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: NIRMC.	PERMANENT. Cutoff end of FY in which ALMRS is certified as an official records system. Transfer to NARA 1 year after cutoff. NARA Job N1-49-94-1, 30/8b(1)(a).
		(b) State-Level Documentation. Completed SF-277 or NA-14097 form and copies of supplemental, state-generated instructions on interpretation of	PERMANENT. Service Center collects all records and transfers to NARA with the master file

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Item	Record Series Description			Disposition Authority
			source data, application of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: SO.	(item d). Retain a copy for reference until no longer needed. NARA Job N1-49-94-1, 30/8b(1)(b).
		(2)	Data Verification and Quality Control Files. 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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/8b(2).
	c.	GCDB Software. Application software necessary to use or maintain the master GCDB System. The master is maintained by NIRMC; copies are distributed to SOs. Location: NIRMC, SO.		TEMPORARY. Destroy when superseded or obsolete. NARA Job N1-49-94-1, 30/8c.
	d.	GCDB Master Data Files.		
		(1)	GCDB National Archives File. Magnetic master, created by each state office at end of each FY, by copying (not moving) all data to tape in a hardware and software independent format as required by 36 CFR 1228.188. Tape will be used in conjunction with the ALMRS National Archives File (Schedule 30/1d(1)) to reconstruct historical versions of plat graphics, historical indexes, etc. associated with closed cases that have been transferred on tape to NARA. NARA maintains permanent electronic records under environmentally-controlled conditions and provides copies to the BLM upon request. Location: SO.	PERMANENT. 1) Initially, at end of FY after ALMRS is certified an official records system, copy all data in the system, send to Service Center. Service Center transfers to NARA with a copy of the system documentation (30/8b(1)(b)) and the ALMRS Archives file (Schedule 30/1d(1)). 2) Thereafter, at end of each FY, copy all data in the system, send to Service Center. Service Center transfers with a copy of the system documentation and the annual version of the ALMRS Archives file to NARA. NARA Job N1-49-94-1, 30/8d(1).

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Item	Record Series Description		Disposition Authority
	(2)	GCDB Duplicate Archive File. Magnetic tape which is an exact duplicate of the GCDB Archive File created for use in conjunction with the BLM History File tape (Schedule 30/1d(2)) to reconstruct historical versions of plat graphics, historical indexes, etc. associated with closed use cases. Tapes are recopied and revalidated annually (on UNIX). Location: SO.	TEMPORARY. Retain until no longer needed to reconstruct closed use cases. NARA Job N1-49-94-1, 30/8d(2).
	e.	GCDB 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: SO.	TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8a.
	f.	GCDB 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. Non-electronic examples include annotated paper copies of cadastral survey plats and notes; electronic examples include raw data, organized data with control, pre-subdivision file, final geographic coordinate file, boundary transfer, final coordinates in UTM, township and corner attributes, graphic overlay, used control plus transferred boundaries, available control, statistics files, and source attribute files. Location: SO.	TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a-b.
	g.	GCDB Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/8g.
9	BOND SURETY SYSTEM. Electronic file used for collecting, storing, and retrieving bond data on various land uses authorized under 43 CFR, which require bonding. Consists of a bond file and a surety file. Bond file is maintained by each office accepting bonds. Surety file consists of a list of acceptable sureties maintained by Center Division of Finance. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-33. Vital: Due to the costs associated with recollection of data. 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).		
	Surety Data: Categories include name identification data, name and address data, financial information, geographic limitations, and action data. Name identification data consists of a name		

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Item	Record Series Description	Disposition Authority
	<p>identification number (NID) assigned by Center Division of Finance and entered with the other surety data; it is bridged to the Master Name System but is not a part of it. Name and address data identifies entity(s) associated with the surety, including name of entity, mailing street address, city, state, zip, code, and category code of the entity. Financial information consists of the underwriting limitation of the surety. Geographic information consists of the state limitation (all, or selected states) to the area of coverage within the surety. Action data consists of one or more action entries showing history of surety, including data of action, the action itself in coded format, and remarks refining the action code or providing supplemental information.</p>	
	<p>Bond Data: Categories include bond file number, password, name and address data, bond type, case type, bond coverage, bond purpose, type of land, commodity, bond amount, surety bond identification number, action data, and general remarks. Bond file number is programmatically generated and assigned by the computer to uniquely identify a particular bond and includes the state, district, or resource area office. It also includes an optional bond part number which is used when a contract or permit within a case requires different bond coverage. The NID is assigned within the Master Name System. Name and address data identifies entity(s) associated with the bond, including name of the entity, mailing street address, city, state, zip code, category code of the entity, and the interest relationship code describing the entity's role in the bond (bonded principal, surety). Bond type is a one-digit numeric code identifying the bond (personal, surety, letter of credit, etc.). Case type consists of coded format (6-digit code) referring to the 43 CFR Section and subsection authorizing the bond. Bond coverage is a one-digit code identifying if the bond is statewide, nationwide, etc. If bond is statewide, states covered by the bond are entered. Bond purpose identifies if the bond is for drilling, exploration, etc. Type of land identifies the extent of federal surface and subsurface ownership. Commodity identifies if bond is for coal, oil and gas, etc. Bond amount is the dollar amount of the bond. Surety bond identification number is the number of the certificate of deposit, letter of credit, or the bond number assigned by the surety company to the bond (entry is mandatory if a surety bond; otherwise, entry is optional). The action data contains one or more action entries showing the history of the bond, including date of action, the action itself in coded form, remarks refining the action code or providing supplemental information, and pending actions which identifies the office or party responsible for a specific action. General remarks data is used to further provide data pertaining to the bond and consists of a line number and remarks or comments. Notes: 1) This system will be accessed by ALMRS (Schedule 30/1); 2) Bond and surety paper records are covered by Schedule 4/18; 3) Records used to test, update, and monitor the system are covered by Schedule 20/1. 4) Records associated with the Data Element Dictionary (metadata) are proposed for scheduling under Schedule 20/25; 5). Reference copies</p>	

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Item	Record Series Description		Disposition Authority
	of system files may be destroyed when no longer needed for reference or convenience. Reference Schedule 23/21.		
	a.	Bond Surety Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: NIRMC.	TEMPORARY. Cutoff end of FY in which Bond Surety is replaced by a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/9a.
	b.	Bond Surety System Documentation. Record copies.	
	(1)	Documentation Necessary for Servicing and Interpreting the System. 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: NIRMC.	TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/9b(1).
	(2)	Data Verification and Quality Control Files. 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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIRMC, SO.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/9b(2).
	c.	Bond Surety Software. Application software necessary to use or maintain the master Bond Surety System. Location: NIRMC.	TEMPORARY. Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/9c.
	d.	Bond Surety Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system when the data is migrated to a new system. Location:	TEMPORARY. Delete after Bond Surety System is replaced by and data transitioned into a

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Item	Record Series Description		Disposition Authority
	NIRMC, SO.		new system and the new system is certified as an official agency records system. NARA Job N1-49-94-1, 30/9d.
e.	Bond Surety 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: NIRMC, SO.		TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
f.	Bond Surety Input/Source Documentation. Documents and forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes. Examples include non-record, annotated abstracts and data input sheets. Location: SO (bond), NIRMC (surety).		TEMPORARY. Destroy after the information has been converted to an 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), whichever is later. GRS 20/2a.
g.	Bond Surety Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that become a part of official files; disposition of such outputs is governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.		TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/9g.
10	MASTER NAME SYSTEM. Electronic file used to eliminate redundant entry and storage of name and address data among the various BLM authorized systems. Categories of data include the name identification number (NID) and name and address data. The NID is a unique number assigned to a name. Name and address data consists of the name of the entity, mailing street address, city, state, zip code, and category code of the entity. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. 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). Note: This system will be accessed by the ALMRS (Schedule 30/1).		
a.	Master Name Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue		TEMPORARY. Cutoff end of FY in which Master Name is terminated or replaced by a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/10a.

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Item	Record Series Description		Disposition Authority
		papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIRMC.	
	b.	Master Name System Documentation. Record copies.	
	(1)	Documentation Necessary for Servicing and Interpreting the System. 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: NIRMC.	TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/10b(1).
	(2)	Data Verification and Quality Control Files. 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 a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/10b(2).
	c.	Master Name Software. Application software necessary to use or maintain the Master Name System. Location: NIRMC.	TEMPORARY. Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/10c.
	d.	Master Name Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system when the data is migrated to a new system. Location: SO.	TEMPORARY. Delete after Master Name System is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. NARA Job N1-49-94-1, 30/10d.
	e.	Master Name 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: SO.	TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.

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Item	Record Series Description	Disposition Authority
	f. Master Name Input/Source Documentation. Documents and data entry sheets designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes. Location: NIRMC.	TEMPORARY. Destroy after the information has been converted to an 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), whichever is later. GRS 20/2a.
	g. Master Name Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/10g.
11	NEW MEXICO AUTOMATED HISTORICAL INDEX SYSTEM (NMHIS). An Oracle software application that provides a summary and index of all past and present actions which have affected the title, use, or availability of New Mexico public lands and resources as illustrated on the New Mexico State Office (NMSO) master title plats (Schedule 4/10a) and use plats (Schedule 4/10b). The application resides on the New Mexico State Office PRIME minicomputer and interfaces with NMPLATS (Schedule 30/12) and GCDB (Schedule 30/8). The NMHIS will replace the paper NMSO Historical Index Masters (Schedule 4/10c). Records in this system will transition to a state specific application. Authority: 43 CFR 1813. Confidentiality: During development, non-public record category 3; after installation and certification as an official records system, public record category 1. Vital: Considered vital due to cost of reconstructing data. Exclusions: Records used to test or update the system (Schedule 20/1) and reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/17).	
	a. NMHIS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the NMHIS Project, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: NMSO.	TEMPORARY. Cutoff end of FY in which the NMHIS is transitioned to a state specific application. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/11a.
	b. NMHIS System Documentation.	

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Item	Record Series Description		Disposition Authority
	(1)	Documentation Necessary for Servicing and Interpreting the System. Consists of data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) for servicing and interpreting the system. Location: NMSO.	TEMPORARY. Destroy or delete when superseded or obsolete or upon authorized destruction of the NMHIS master file (item d). NARA Job N1-49-94-1, 30/11b(1).
	(2)	Data Verification and Quality Control Files. 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. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NMSO. Exclusions: Quality assurance plans which are part of the project history files (item a); see BLM Manual 1283.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/11b(2).
	c.	NMHIS Software. Software necessary to use or maintain the NMHIS. Location: NMSO.	TEMPORARY. Delete when superseded or upon authorized destruction of the NMHIS master file (item d). NARA Job N1-49-94-1, 30/11c.
	d.	NMHIS Master Data File. Magnetic masters, created by copying to tape all data in the system at the time of migration to a state specific application. Location: NMSO.	TEMPORARY. Delete after NMHIS is certified as an official records system. NARA Job N1-49-94-1, 30/11d.
	e.	NMHIS Backup Tapes.	
	(1)	Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	TEMPORARY. Cutoff when tape is full and transfer to off-site storage. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
	(2)	Vital Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital records in accordance with 36 CFR 1236.	TEMPORARY. Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape. NARA Job N1-49-94-1, 30/11e(2).

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Item	Record Series Description		Disposition Authority
	(3)	Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	TEMPORARY. Cutoff when tape is full. Transfer to off-site storage immediately after it is created. Delete 7 years after cutoff. NARA Job N1-49-94-1, 30/11e(3).
	f.	NMHIS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/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 the Case Recordation Data Base, the Status Data Base magnetic tapes, and copies of source documents from the paper HIs (acquisition and conveyance documents, land utilizations, indemnity lists, Statehood Enabling Act, historical use authorizations). Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: NMSO.	TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a-b.
	g.	NMHIS Outputs. Information generated for reference purposes by computer and placed on paper (printouts) or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/11g.
12	<p>NEW MEXICO MASTER TITLE AND USE PLAT SYSTEM (NMPLATS). An Oracle software application that produces geo-referenced Master Title Plats and Use Plats for New Mexico public lands and resources. The Master Title Plats depict lands granted to states, acquired lands, lands that have been patented with reservations to the U.S., public domain lands with surface and subsurface rights noted, withdrawals, classifications, and rights-of-way. Use Plats show land status, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. The plats are produced in township and range format and portray such information as land line data (township boundary, section lines and numbers, lot ticks, numbers and acreage), rights-of-way authorizations, lease information (oil and gas, coal, geothermal, potash), patents, withdrawals, U.S. rights and title, and corresponding serial numbers. The application resides on the New Mexico State Office PRIME minicomputer and interfaces with NMHIS (Schedule 30/15) and GCDB (Schedule 30/9). The NMPLATS will replace the mylar NMSO Master Title Plat Masters (Schedule 4/13a) and NMSO Use Plat Masters (Schedule 4/13b). Records in this system will transition to the UNIX platform (ArcInfo). Authority: 43 CFR 1813. Confidentiality: During</p>		

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Item	Record Series Description		Disposition Authority
	development, non-public record category 3; after installation and certification as an official records system, public record category 1. Vital: Rights and interest records. Exclusions: Records used to test or update the system (Schedule 20/1) and reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).		
a.	NMPLATS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the NMPLATS Project, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), 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: NMSO.		TEMPORARY. Cutoff end of FY in which the NMPLATS is transitioned to the UNIX platform (ArcInfo). Transfer to FRC 1 year after cut-off. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/12a.
b.	NMPLATS System Documentation.		
	(1)	Documentation Necessary for Servicing and Interpreting the System. Consists 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) for servicing and interpreting the system. Location: NMSO.	TEMPORARY. Destroy or delete when superseded or obsolete or upon authorized destruction of NMPLATS master file (item d). NARA Job N1-49-94-1, 30/12b(1).
	(2)	Data Verification and Quality Control Files. 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. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NMSO. Exclusions: Quality assurance plans which are part of the project history files (item a); see BLM Manual 1283.	TEMPORARY. Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/12b(2).
	NMPLATS Software. Software necessary to use or maintain		TEMPORARY. Delete when

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Item	Record Series Description		Disposition Authority
c.	the NMPLATS. Location: NMSO.		superseded or upon authorized destruction of NMPLATS master file (item d). NARA Job N1-49-94-1, 30/12c.
d.	NMPLATS Master Data File. Magnetic masters, created by copying to tape all data in the system at the time of migration to ALMRS. Location: NMSO.		TEMPORARY. Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1, 30/12d.
e.	NMPLATS Backup Tapes.		
	(1)	Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	TEMPORARY. Cutoff when tape is full and transfer to off-site storage. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
	(2)	Vital Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital rights and interests records in accordance with 36 CFR 1236.	TEMPORARY. Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape. NARA Job N1-49-94-1, 30/12e(2).
	(3)	Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	TEMPORARY. Cutoff when tape is full. Transfer to off-site storage immediately after it is created. Delete 7 years after cutoff. NARA Job N1-49-94-1, 30/12e(3).
f.	NMPLATS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/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 input data obtained from the Geographic Coordinate Data Base (Schedule 30/9), the New Mexico Historical Indices System (Schedule 30/15), and digitized source maps. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: NMSO.		TEMPORARY. Destroy or delete after the information has been converted to an 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), whichever is later. GRS 20/2a-b.
g.	NMPLATS Outputs. Information generated for reference purposes by computer and placed on paper (printouts) or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which		TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/12g.

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Item	Record Series Description	Disposition Authority
	they relate.	