

Schedule 31 - Texas Acquired Minerals Project (TAMP) Records

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Item	Record Series Description	Disposition Authority
1	TAMP PROJECT HISTORY FILES. Consists of life cycle management documentation, data standards, project charter, progress reports, etc. Includes correspondence on deliverables (e.g., tapes, tape contents and index, etc.) and printouts from dbase program. Arranged chronologically. Confidentiality: Nonpublic record category 3. Location: NM All.	PERMANENT. Cutoff when project is completed. Transfer to NARA 5 years after cutoff. NARA Job N1-49-91-2, 1.
2	TAMP GENERAL CORRESPONDENCE FILES [9690]. Correspondence of a general nature about the project, including printouts of Lotus spreadsheet program. Confidentiality: Nonpublic record category 3. Location: NM All.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-91-2, 2.
3	TAMP SYSTEM DOCUMENTATION FILES. System documentation for Oracle data base and digital data base maps and themes. Includes machine processing, file codes, data fields, record layouts, table definitions and structures, Automated Digitizing System (ADS) imbedded information, deviations from manual standards. Arranged chronologically. Confidentiality: Nonpublic record category 3. Location: NM All.	PERMANENT. Transfer to NARA when system is transferred. NARA Job N1-49-91-2, 3.
4	TAMP SOFTWARE FILES (Electronic Media). Automated Digitizing System (ADS) and Oracle software and the ADS and Oracle software documentation. Confidentiality: Nonpublic record category 3. Location: NM All.	TEMPORARY. Delete or destroy when no longer needed for administrative use. NARA Job N1-49-91-2, 4.
5	TAMP MASTER TITLE AND USE PLATS. Plats which show base data (survey and land conveyances and acquisitions) and minerals leasing (oil and gas) information on a county basis. Used to graphically display land status and used as an index to other source documents. Arranged alphabetically by county. Confidentiality: Nonpublic record category 3. Location: NM All.	
a.	Original Hand-Drafted Official Records Copies on Mylar.	PERMANENT. Cutoff when project is completed. Transfer entire collection to NARA 5 years after cutoff. NARA Job N1-49-91-2, 5a.
b.	Paper Copies from Originals in Public Room.	TEMPORARY. Destroy when superseded or obsolete. NARA Job N1-49-91-2, 5b.
c.	Base Maps and Annotated Data in Digital Form. In format converted to and used by BLM.	TEMPORARY. Delete when superseded, obsolete, or when no longer needed for administrative purposes. NARA Job N1-49-91-2, 5c.

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	d.	Electronic Version Digitized From Source Files. Generated as a production plot file.	
	(1)	Synercom Version.	TEMPORARY. Delete after successfully migrated to ArcInfo platform. NARA Job N1-49-91-2, 5d(1).
	(2)	ArcInfo Version.	PERMANENT. Transfer to NARA upon completion of project or immediately prior to conversion for ALMRS. Subsequent versions - destroy when superseded, obsolete, or when no longer needed for administrative use. NARA Job N1-49-91-2, 5d(2).
	e.	Paper Output for Electronic Version.	TEMPORARY. Destroy when superseded. NARA Job N1-49-91-2, 5e.
6	TAMP HISTORICAL INDEXES (HI). Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat (e.g., expired leases). Confidentiality: Nonpublic record category 3. Location: NM All.		
	a.	Original Typed Official Records Copies on Vellum. Note: reference copies may be microfilmed for future use and retained until no longer needed for reference.	PERMANENT. Cutoff when project is completed. Transfer entire collection to NARA 5 years after cutoff. NARA Job N1-49-91-2, 6a.
	b.	Paper copies in Public Room.	TEMPORARY. Destroy when superseded or obsolete. NARA Job N1-49-91-2, 6b.
	c.	Oracle Data Base. Listing all land acquisition and mineral lease transactions, Identified by serial number, parcel number, date (see table layout). File can be sorted in chronological order to represent an historical index.	PERMANENT. Transfer Historical Index (HI) with first transfer of the digital TAMP Master Title and Use Plats - ArcInfo Version (item 5d(2)) to NARA when project is completed or migrated to ALMRS. Transfer subsequent HI tables at 5-year intervals coinciding with the quinquennial consensus of Manufacturing and Mining Industries (years ending in 2 and 7). NARA Job N1-49-91-2, 6c.

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	d.	Printouts. Paper output from electronic version in chronological order to represent historical index.	TEMPORARY. Destroy when superseded or obsolete. NARA Job N1-49-91-2, 6d.
7	TEXAS ACQUIRED INTERESTS DEEDS. Copies of individual deeds recorded at county courthouse documenting interests in land acquired by a Federal agency. Includes copies of Federal agency acquisition maps that show survey location based on deed description. Also contains other maps (e.g., road maps, survey maps). Used to identify parcel descriptions and locations. Confidentiality: Nonpublic record category 3. Location: NM All.		
	a.	Purchased Paper Copies. With abstracted data highlighted.	PERMANENT. Cutoff when project is completed. Transfer to NARA 5 years after cutoff. NARA Job N1-49-91-2, 7a.
	b.	Purchased Microfilm Copies.	TEMPORARY. Incorporate into CDI file. NARA Job N1-49-941-2, 7b.
	c.	Paper Copies of Maps.	PERMANENT. Cutoff when project is completed. Transfer to NARA 5 years after cutoff. NARA Job N1-49-91-2, 7c.
	d.	Microfilm Reference Copies Filed in Control Document Index (CDI) File.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-91-2, 7d.
8	TEXAS RAILROAD COMMISSION (TRRC) BASE MAPS. TRRC source maps derived from Texas General Land Office survey map and U.S. Geological Survey topographic quadrangle maps. Confidentiality: Nonpublic record category 3. Location: NM All.		
	a.	Mylar Base Maps from TRRC.	TEMPORARY. Destroy 10 years after system implementation. NARA Job N1-49-91-2, 8a.
	b.	Paper Base Maps Annotated with Data Plotted from Deeds.	TEMPORARY. Destroy 10 years after system implementation. NARA Job N1-49-91-2, 8b.
	c.	Base Maps in Digital Form in Original Format Received from TRRC.	TEMPORARY. Destroy 10 years after system implementation. NARA Job N1-49-91-2, 8c.

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	d. Electronic Index to Some of the Attributes Data on Base Maps in Text File Format.	TEMPORARY. Delete when no longer needed for administrative use. NARA Job N1-49-91-2, 8d.
	e. Printouts of Attribute Data on Base Maps in Text File Format.	TEMPORARY. Delete when no longer needed for administrative use. NARA Job N1-49-91-2, 8e.
9	TAMP INTERIM DATA FILES. Confidentiality: Nonpublic record category 3. Location: NM All.	
	a. Autocad Survey Plot Electronic File. Used to calculate parcel shape and location from deed description.	TEMPORARY. Destroy when 10 years old. NARA Job N1-49-91-2, 9a.
	b. Printouts of Autocad Survey Plot.	TEMPORARY. Destroy when 10 years old or when no longer needed for administrative use, whichever is sooner. NARA Job N1-49-91-2, 9b.
10	TAMP INTERNAL TRACKING INFORMATION. Various tracking programs that are used to document and monitor TAMP. Confidentiality: Nonpublic record category 3. Location: NM All.	
	a. Electronic Case Recordation Abstracts of Early Information.	TEMPORARY. Delete after integrated into interim or target system. NARA Job N1-49-91-2, 10a.
	b. TAMP County Tracking Data Base.	TEMPORARY. Place copy of printout in Project History File on annual basis until all counties in project are completed (because it contains summary information). Destroy when no longer needed for administrative uses. NARA Job N1-49-91-2, 10b.
	c. Lotus Electronic Spreadsheet.	TEMPORARY. Delete when no longer needed to update or produce hard copy. NARA Job N1-49-91-2, 10c.