In Reply Refer to:
5200/5500/6760/9213 (OR-930/958.2) P

January 9, 2003

EMS TRANSMISSION 01/10/2003
Instruction Memorandum No. OR-2003-029
Expires: 9/30/2004

To: All Oregon/Washington Employees

From: State Director

Subject: Cancellation of Oregon's Forms for the Division of Resource Planning, Use & Protection


Purpose: To inform all Oregon/Washington employees of forms which have been declared as obsolete by the respective program leads in the Division of Resource Planning, Use & Protection and will no longer be used.

Policy/Action: Effective immediately, the following forms are cancelled. All offices should destroy any remaining inventory of these forms.

OR-5200-2, BLM Forest Inventory Sample Record
OR-5500-1, Free Use Firewood
OR-6760-1, Aquatic Habitat Improvement
OR-9213-1, Supplemental Agreement (State of Oregon State Forester)
OR-9213-2, Cooperative or Supplemental Agreement-Operations Plan

Timeframe: This Instruction Memorandum is effective upon receipt.

Background: The Government Paperwork Elimination Act (GPEA), P.L. 105-277, Title XVII was signed into law on October 21, 1998. GPEA requires agencies, by October 21, 2003, to provide for the option of electronic maintenance, submission, or disclosure of information, when practicable, as a substitute for paper. In preparation of meeting this deadline, a review of forms created by the Oregon State Office was performed. Each program lead was contacted requesting status of the forms, i.e., should the form be updated, cancelled or left as is. As a result of this process, en masse forms cancellations are being done.

Coordination: This document was coordinated with Lyndon Werner (OR-931), Joe Moreau (OR-931), and Eric Stone (OR-933).

Contact: If you have any questions, please contact Lyndon Werner at 503-808-6071, Joe Moreau at 503-808-6418, Eric Stone at 503-808-6087, or Mary O'Leary, at 503-808-6159.

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

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