In Reply Refer to:
1223 (OR-931/958.2) P

February 21, 2003

EMS TRANSMISSION 02/25/2003
Instruction Memorandum No. OR-2003-046
Expires: 9/30/2004

To: All District Managers
From: State Director
Subject: Cancellation of Oregon's Forms for the Branch of Biological Sciences

Program Area: Forest Development, Tree Seed, Tree Seedlings, Genetic Improvements.

Purpose: To inform district offices of forms which have been declared as obsolete by the Forestry program leads 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-5700-5, Reforestation Record Card
OR-5712-1, Seed Test Report-Walter Horning Tree Seed Orchard
OR-5713-1, Seedling Order Form for Nursery Stock
OR-5713-4, Seedling Inventory and Issue Log
OR-5730-1, Cone Collection Tag
OR-5730-2, Breeder Seed Lot Record
OR-5730-3, Pollen Collection & Inventory Record
OR-5730-4, Pollen Lot Record
OR-5730-5, Seed Orchard Cross-Pollination Record for Tree Improvement
OR-5730-6, Sowing Record for Tree Improvement Seedlings

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.

**Manual/Handbook Sections Affected:**  BLM Manual 1223.

**Coordination:**  This document was coordinated with the Foresters in the Branch of Biological Sciences and Mary O'Leary, Branch of Realty and Records Services.

**Contact:**  If you have any questions, please contact Larry Larsen at 503-808-6080, Liang Hsin at 503-808-6079 or Mary O'Leary, Management Assistant 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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