UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:
1223 (OR-958.1/958.2) P

May 21, 2003

EMS TRANSMISSION 05/23/2003
Instruction Memorandum No. OR-2003-074
Expires: 9/30/2004

To: All Oregon/Washington Employees

From: Associate State Director

Subject: Cancellation of Form OR-1274-6

Program Area: Serialized Case File System.

Purpose: To inform State Office and District Office employees that this form has been declared obsolete by Pamela Chappel, Land Law Examiner. It has been replaced by OR-1270-3, Land Status Request Sheet.

Policy/Action: Effective immediately, form OR-1274-6, Case Records Advice is cancelled. All offices should destroy any remaining inventory of this form.

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 Pamela Chappel and Mary O'Leary, Branch of Realty and Records Services.

Contact: If you have any questions, please contact Pamela Chappel at 503-808-6170 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

Authenticated by
Mary O'Leary
Management Assistant

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