United State Department Interior
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208

In Reply Refer to:
1223/3830 (OR-931/958.2) P

July 20, 2004

EMS TRANSMISSION 07/20/2004
Instruction Memorandum No. OR-2004-097
Expires: 9/30/2005

To: All District Managers
    Attn: Public Contact Representatives

From: State Director, Oregon/Washington

Subject: Establishment of New Forms OR-3830-1, OR-3832-1, OR-3832-2, OR-3834-1

Program Area: Mining Claim Recordation.

Purpose: To inform the Public Contact Representatives that these forms have been formalized and automated. These forms should be incorporated into the mining claim packet, replacing the previous edition.

Policy/Action: Effective immediately, form OR-3830-1, Relinquishment Notice, form OR-3832-1, Sketch Map of Mining Claim(s), OR-3832-2, Map of Claims, and OR-3834-1, Maintenance Fee, are posted on the net as part of the mining claim packet, and should be placed in the packet in lieu of the previous, unnumbered forms.

Timeframe: This Instruction Memorandum is effective upon receipt.

Budget Impact: None.

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, or if there were new ones to be created.

As a result of this process, the above forms were automated and numbered. These forms are not required to be used, but are available for public convenience.


Coordination: This document was coordinated with Sherrie Reid and Mary O'Leary, Branch of Realty and Records
Services.

Contact: If you have any questions, please contact Sherrie Reid at 503-808-6655 or Mary O'Leary, Management Assistant, at 503-808-6159.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum 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  
John K. Keith,  
Acting Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

4 Attachment(s)
1 - Form OR-3830-1 (1p)
2 - Form OR-3832-1 (1p)
3 - Form OR-3832-2 (1p)
4 - Form OR-3834-1 (1p)

Distribution
WO-610 (Room 406, LS)-1
Karen Wrenn, BC-650b - 1
MAP OF CLAIMS

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WHEN DRAWING YOUR CLAIMS, USE AN ORDINARY RULER.
THE PLAT SCALE: 1/6"=100'

OR-3832-2
(June 2004)