

BLM Manual Section 1220 - Records and Information Management Appendix 2 - GRS/BLM Combined Records Schedules

This version of BLM Manual Section 1220 - Records and Information Management, Appendix 2 - GRS/BLM Combined Records Schedules, *DOES NOT* contain the Introduction to the schedule as a whole nor the Introductions to the individual schedules. It also does not contain the Indexes. It does contain the text of the Title, Description, and Disposition Statement for all items in the GRS/BLM Combined Records Schedules.

The introductions are included in documents available through the Title Page of the GRS/BLM Combined Records Schedules at:

<http://www.blm.gov/nhp/records/blmgrs/toc.html>

Citation	Title	Description	Disposition Instructions
01/01	OFFICIAL PERSONNEL FOLDERS (OPFs) [1400-293].	Records filed on right side of the OPF (see Schedule 1/10 for temporary papers on left side of OPF). Folders covering employment terminated after 12/31/1920, excluding those selected by NARA for permanent retention. Forms: OF-5, 8, 69, 136, 137, 138, 140, 141; SF-14, 15, 49-52, 59, 61, 61b, 66, 75, 85, 85a, 86, 127, 144, 171-172, 176, 177, 180, 182, 813, 1150, 1152, 2800-2804, 2808-2810, 2816-2824, 2824c, 3102, 3104, 3105, 3106a, 3107, 3107-1, 5515; BLM 1400-72, 74, 92, 97; INS I-9; OPM-1170/17, 1367, 1368, 1465, 1514, 1528, 1555, 1560, 1561; TSP-1, TSP-3. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO, and some FO Personnel Offices. Exclusions: Volunteer personnel files (Schedule 1/42), supervisor's copies of OPF documents and other duplicate OPF documentation (Schedule 1/18), and OPFs for employment terminated prior to 01/01/1921 (contact NARA).	OTHER -See Chapter 7 of The Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another
01/01/A	Transferred Employees.	Transferred Employees.	TEMPORARY Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC destroys 65 years after separation from federal
01/01/B	Separated Employees.	Separated Employees.	TEMPORARY Transfer to NPRC, St. Louis, MO. Destroy 60 years after earliest personnel action. GRS 1/2a.
01/02	SERVICE RECORD CARDS [1400-290].	Forms: SF-7, 7a, or equivalent. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. NOTE: Effective 12/31/1994, the SF-7 card became obsolete.	
01/02/A	Employees Separated or Transferred on or before 12/31/1947.	Employees Separated or Transferred on or before 12/31/1947	TEMPORARY Transfer to NPRC, St. Louis, MO. Destroy 60 years after earliest personnel action. GRS 1/2a.

Citation	Title	Description	Disposition Instructions
01/02/B	Employees Separated or Transferred on or after 01/01/1948.	Employees Separated or Transferred on or after 01/01/1948.	TEMPORARY Destroy 3 years after separation or transfer of employee. GRS 1/2b.
01/03	PERSONNEL CORRESPONDENCE FILES [1400].	Correspondence, reports, and other records relating to the general administration and operation of personnel functions. Exclusions: Records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.	TEMPORARY Destroy when 3 years old. GRS 1/3.
01/04	OFFERS OF EMPLOYMENT FILES [1400-300].	Correspondence including letters and telegrams offering appointments to potential employees. Forms: OF-5. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79.	
01/04/A	Employment Offers Accepted.	Employment Offers Accepted.	TEMPORARY Destroy when appointment is effective. GRS 1/4a.
01/04/B	Employment Offers Declined.	Employment Offers Declined.	
01/04/B/01	When Name is Received from Certificate of Eligibles.	When Name is Received from Certificate of Eligibles.	TEMPORARY Return to OPM with reply and application. GRS 1/4b(1).
01/04/B/02	Temporary or Excepted Appointment.	Temporary or Excepted Appointment.	OTHER File with the application (Schedule 1/15). GRS 1/4b(2).
01/04/B/03	All Others.	All Others.	TEMPORARY Destroy immediately. GRS 1/4b(3).
01/05	RESERVED	RESERVED	

Citation	Title	Description	Disposition Instructions
01/06	EMPLOYEE RECORD CARDS [1400-293].	Employee record cards used for informational purposes outside personnel offices. Forms: SF-7b, BLM1400-71. NOTE: Effective 12/31/1994, the SF-7 card became obsolete. Confidentiality: Non-public record category 3; Privacy Act System	TEMPORARY Destroy on separation or transfer of employee. GRS
01/07	POSITION CLASSIFICATION FILES [1400-511].	Forms: OF-8 .Confidentiality: Mixed: Non-public record category 3 and Public record category 1; Privacy Act System Interior/OS-79.	
01/07/A	Position Classification Standards Files.	Position Classification Standards Files.	
01/07/A/01	Position Classification Standards and Guidelines.	Position Classification Standards and Guidelines.Issued or reviewed by OPM and used to classify and evaluate positions within the BLM.	TEMPORARY Destroy when superseded or obsolete. GRS 1/7a(1).
01/07/A/02	Position Classification Standards Correspondence and other records	Position Classification Standards Correspondence and other records re. development of standards for classification of positions peculiar to the BLM and OPM approval or disapproval. Location: WO, Center, SO Personnel Offices.	
01/07/A/02/	Case File.	Case File.	TEMPORARY Destroy 5 years after position is abolished or description is superseded. GRS
01/07/A/02/	Review File.	Review File.	TEMPORARY Destroy when 2 years old. GRS 1/7a(2)(b).
01/07/B	Position Descriptions.	Position Descriptions. Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents. Location: All. Exclusions: Copies in individual OPFs.	TEMPORARY Destroy 2 years after position is abolished or description is superseded.

Citation	Title	Description	Disposition Instructions
01/07/C	Survey Files	Survey Files. Location: WO, Center, SO Personnel Offices.	
01/07/C/01	Position Classification Survey Reports.	Position Classification Survey Reports. Reports on various positions prepared by classification specialists, including periodic reports.	TEMPORARY Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. GRS 1/7c(1).
01/07/C/02	Inspection, Audit, and Survey Files	Inspection, Audit, and Survey Files. Including correspondence, reports, other records re. inspections, surveys, desk audits, and evaluations.	TEMPORARY Destroy when obsolete or superseded. GRS 1/7c(2).
01/07/D	Position Classification Appeals Files.	Position Classification Appeals Files. Location: WO, Center, SO Personnel Offices.	
01/07/D/01	Case files re. classification appeals, excluding OPM classification certificate.	Case files re. classification appeals, excluding OPM classification certificate.	TEMPORARY Destroy 3 years after case is closed. GRS 1/7d(1).
01/07/D/02	Certificates of classification issued by OPM.	Certificates of classification issued by OPM.	TEMPORARY Destroy after the affected position is abolished or superseded. GRS 1/7d(2).
01/08/	PERSONNEL INTERVIEW FILES [1400-300].	Correspondence, reports, and other records re. interviews with employees, including exit interviews. Exclusions: employment interview for 1) merit promotion (Schedule 1/32); 2) OPM certificates (Schedule 1/33); 3) all other employment interviews (Schedule 1/15 with applications, etc.). Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.	TEMPORARY Destroy 6 months after transfer or separation of employee. GRS 1/8.

Citation	Title	Description	Disposition Instructions
01/09	PERFORMANCE RATING BOARD CASE FILES [1400-430].	Copies of case files forwarded to OPM re. performance rating board reviews. Forms: BLM1400-94, 98-102. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.	TEMPORARY Destroy 1 year after case is closed. GRS 1/9.
01/10	OPF TEMPORARY INDIVIDUAL EMPLOYEE FILES [1400-293].	Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. Exclusions: Performance-related records (Schedule 1/23), and Immigration and Naturalization Service Form I-9	TEMPORARY Destroy when superseded or obsolete, or upon separation or transfer of employee or when 1 year old, unless specifically required to be transferred with the OPF.
01/10/A	All copies of correspondence and forms maintained on left side of OPF	All copies of correspondence and forms maintained on left side of OPF in accordance with Chapter 3 of The Guide to Personnel Recordkeeping.	TEMPORARY Destroy 3 years after employee separates from service or transfers to another agency. GRS 1/10b.
01/10/B	Immigration and Naturalization Service Form	Immigration and Naturalization Service Form I-9.	TEMPORARY Destroy when superseded or obsolete. GRS 1/11.
01/11	POSITION IDENTIFICATION STRIPS	POSITION IDENTIFICATION STRIPS. Strips used to provide summary data on each position occupied. Forms: former SF-7d (obsolete effective 12/31/1994). Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79.	TEMPORARY EMPLOYEE AWARDS FILES [1400-451]. Forms: OF-163, 164; DI-398, 399-402, 405, 411; BLM 1400-17, 18, 19, 40, 70, 70a, 79, 85, 93, 95. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: All. Exclusions: Records relating to department-level awards must be scheduled by submitting an SF-115 to NARA and copies of letters of commendation, length of service, and appreciation filed in the OPF (Schedule 1/1).
01/12	EMPLOYEE AWARDS FILES [1400-451].		Page 7 of 279

Citation	Title	Description	Disposition Instructions
01/12/A	General Awards Files.	General Awards Files.	
01/12/A/01	Case Files.	Case Files. Including recommendations, approved nominations, correspondence, reports, and related handbooks re. The BLM-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding	TEMPORARY Destroy 2 years after approval or disapproval. GRS
01/12/A/02	Correspondence.	Correspondence. Pertaining to awards from other federal agencies or nonfederal organizations.	TEMPORARY Destroy when 2 years old. GRS 1/12a(2).
01/12/B	Length of Service and Sick Leave Awards.	Length of Service and Sick Leave Awards. Including correspondence, reports, computations of service and sick leave, and lists of awardees.	TEMPORARY Destroy when 1 year old. GRS 1/12b.
01/12/C	Letters of Commendation and Appreciation.	Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance. Exclusions: copies	TEMPORARY Destroy when 2 years old. GRS 1/12c.
01/12/D	Awards Lists or Indexes to Award Nominations.	Awards Lists or Indexes to Award Nominations. Lists of nominees and winners and indexes of	TEMPORARY Destroy when superseded or obsolete. GRS 1/12d.
01/13	EMPLOYEE INCENTIVE AWARDS PROGRAM REPORT FILES [1400-451].	EMPLOYEE INCENTIVE AWARDS PROGRAM REPORT FILES [1400-451]. Reports re. operation of the incentive awards programs. Forms: OPM 1465; BLM 1400-73. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-26. Location: WO, Center, SO	TEMPORARY Destroy when 3 years old. GRS 1/13.

Citation	Title	Description	Disposition Instructions
01/14	NOTIFICATIONS OF PERSONNEL ACTIONS [1400-290].	NOTIFICATIONS OF PERSONNEL ACTIONS [1400-290]. Documenting all individual personnel actions such as employment, promotions, transfers, separation. Forms: SF-50, 50a, 50b. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All. Exclusions: Copies in OPFs (Schedule 1/1).	
01/14/A	Chronological File Copies.	Chronological File Copies. Including fact sheets maintained in personnel offices.	TEMPORARY Destroy when 2 years old. GRS 1/14a.
01/14/B	All Other Copies.	All Other Copies.	TEMPORARY Destroy when 1 year old. GRS 1/14b.
01/15	EMPLOYMENT APPLICATIONS [1400-333].	EMPLOYMENT APPLICATIONS [1400-333]. Applications and related records, including interview records. Forms: OF-49, 50, 51, 612; SF-171, 171a, 172, 2817, resumes and other applications that agencies may develop for unique jobs with specialized requirements. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All. Exclusions: Copies filed in individual OPFs (Schedule 1/1), records re. appointments requiring Senatorial confirmation and applications resulting in appointment filed in OPF (Schedule 1/1).	TEMPORARY Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier. GRS 1/15.
01/16	PERSONNEL OPERATIONS STATISTICAL REPORTS [1400-291].	PERSONNEL OPERATIONS STATISTICAL REPORTS [1400-291]. Statistical reports in operating personnel office and subordinate units relating to personnel. Forms: SF-113a, 113e. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.	TEMPORARY Destroy when 2 years old. GRS 1/16.
01/17	EMPLOYEE CORRESPONDENCE AND FORMS FILES [1400-295].	EMPLOYEE CORRESPONDENCE AND FORMS FILES [1400-295]. Operating personnel office records re. individual employees not maintained in OPFs and not provided for elsewhere in this Schedule. Forms: SF-127. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.	

Citation	Title	Description	Disposition Instructions
01/17/A	Employee Correspondence and Forms re. Pending Personnel Actions	Employee Correspondence and Forms re. Pending Personnel Actions.	TEMPORARY Destroy when action is completed. GRS 1/17a.
01/17/B	Retention Registers and Related Records.	Retention Registers and Related Records.	
01/17/B/01	Registers and related records used to effect RIF actions.	Registers and related records used to effect RIF	TEMPORARY Destroy when 2 years old. GRS 1/17b(1).
01/17/B/02	Registers from which no RIF actions have been taken and related records.	Registers from which no RIF actions have been taken and related records.	TEMPORARY Destroy when superseded or obsolete. GRS 1/17b(2).
01/17/C	All Other Employee Correspondence and Forms.	All Other Employee Correspondence and Forms.	TEMPORARY Destroy when 6 months old. GRS 1/17c.
01/18	SUPERVISOR'S PERSONNEL FILES AND DUPLICATE OPF DOCUMENTS [1400-290].	SUPERVISOR'S PERSONNEL FILES AND DUPLICATE OPF DOCUMENTS [1400-290]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All.	
01/18/A	Supervisor's Personnel Files.	Supervisor's Personnel Files. Correspondence, forms, and other records re. positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not	TEMPORARY Review annually and destroy superseded or obsolete documents, or destroy all documents re. an individual employee within 1 year after separation or transfer. GRS 1/18a.
01/18/B	Duplicate OPF	Duplicate OPF Documentation. Other copies of documents duplicated in the OPFs not provided for elsewhere in this Schedule.	TEMPORARY Destroy when 6 months old. GRS 1/18b.

Citation	Title	Description	Disposition Instructions
01/19	INDIVIDUAL NONOCCUPATIONAL HEALTH RECORD FILES [1400-293].	INDIVIDUAL NONOCCUPATIONAL HEALTH RECORD FILES [1400-293]. Forms, correspondence, and other records, including summary records, documenting individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. Exclusions: Employee medical folder records (Schedule 1/21).	TEMPORARY Destroy 6 years after date of last entry. GRS 1/19.
01/20	HEALTH UNIT CONTROL FILES [1400-293].	HEALTH UNIT CONTROL FILES [1400-293]. Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units. Confidentiality: Non-public records category 3; Privacy Act System Interior/OS-79.	OTHER Currently, the BLM does not maintain health unit records. GRS 1/20a & b.
01/21	EMPLOYEE MEDICAL FOLDER [1400-293].	EMPLOYEE MEDICAL FOLDER [1400-293]. Forms: CA-1, 2-8, 16, 17, 20; SF-3105c. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA).	
01/21/A	Long Term Medical Records.	Long Term Medical Records. As defined in 5 CFR 293, Subpart E.	
01/21/A/01	Transferred Employees	Transferred Employees.	OTHER See 5 CFR 293, Subpart E for instructions. GRS 1/21a(1).
01/21/A/02	Separated Employees.	Separated Employees.	TEMPORARY Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC destroys 75 years after birth date of employee; 60 years after date of earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separat

Citation	Title	Description	Disposition Instructions
01/21/B	Temporary or Short Term Records	Temporary or Short Term Records. As defined in the Federal Personnel Manual (FPM).	TEMPORARY Destroy 1 year after separation or transfer of employee. GRS 1/21b.
01/21/C	Individual Employee Health Case Files Created Prior to the EMF System that have been retired to a NARA records storage facility.	Individual Employee Health Case Files Created Prior to the EMF System that have been retired to a NARA records storage facility.	TEMPORARY Destroy 60 years after retirement to a NARA records storage facility. GRS
01/22	EMPLOYEE HEALTH STATISTICAL SUMMARIES [1400-792].	EMPLOYEE HEALTH STATISTICAL SUMMARIES [1400-792]. Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: All. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA).	TEMPORARY Destroy when 2 years old. GRS 1/22.
01/23	EMPLOYEE PERFORMANCE FILE SYSTEM FILES [1400-300].	EMPLOYEE PERFORMANCE FILE SYSTEM FILES [1400-300]. Forms: BLM 1400-90. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-76. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Performance records pertaining to Presidential appointees are not authorized for disposal (submit SF-115 to NARA).	TEMPORARY
01/23/A	Non-SES Appointees	Non-SES Appointees. As defined in 5 USC 4301(2).	
01/23/A/01	Appraisals of Unacceptable Performance.	Appraisals of Unacceptable Performance. Where a notice of proposed demotion or removal is issued but not effected, and all related documents.	TEMPORARY Destroy after employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade

Citation	Title	Description	Disposition Instructions
01/23/A/02	Superseded Performance	Superseded Performance Files. Superseded through an administrative, judicial, or quasi-judicial procedure.	TEMPORARY Destroy when superseded. GRS 1/23a(2).
01/23/A/03	Former Employee Performance Files.	Former Employee Performance Files.	
01/23/A/03/	Latest Rating of Record 3 Years Old or Less	Latest Rating of Record 3 Years Old or Less. And performance plan upon which it is based and any summary rating.	TEMPORARY Place records on left side of OPF and forward to gaining federal agency upon transfer or to NPRC if employee separates (GRS 1/1b). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with GRS 1/23a(3)(b). GRS 1/2
01/23/A/03/	All Other Performance Plans and Ratings.	All Other Performance Plans and Ratings.	TEMPORARY Destroy when 4 years old. GRS 1/23a(3)(b).
01/23/A/04	All Other Summary Performance Appraisal Files.	All Other Summary Performance Appraisal Files. Including performance appraisals and job elements and standards upon which they are based.	TEMPORARY Destroy 4 years after date of appraisal. GRS 1/23a(4).
01/23/A/05	Supporting Documents.	Supporting Documents.	TEMPORARY Destroy 4 years after date of appraisal. GRS 1/23a(5).
01/23/B	SES Appointees.	SES Appointees. As defined in 5 USC 3132a(2).	
01/23/B/01	Superseded Performance	Superseded Performance Files. Superseded through an administrative, judicial, or quasi-judicial procedures.	TEMPORARY Destroy when superseded. GRS 1/23b(1).
01/23/B/02	Former SES Appointee Performance-Related Files.	Former SES Appointee Performance-Related Files.	TEMPORARY

Citation	Title	Description	Disposition Instructions
01/23/B/02/	Latest Rating of Record Less Than 5 Years Old	Latest Rating of Record Less Than 5 Years Old. And performance plan upon which it is based and any summary rating.	TEMPORARY Place records on left side of OPF and forward to gaining federal agency upon transfer or to NPRC if employee leaves federal service (GRS 1/1b). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with GRS 1/23b(2)
01/23/B/02/	All Other Performance Ratings and Plans.	All Other Performance Ratings and Plans.	TEMPORARY Destroy when 5 years old. GRS 1/23b(2)(b).
01/23/B/03	All Other Performance Appraisals	All Other Performance Appraisals. Along with job elements and standards (job expectations) upon which they are based. Exclusions: those for SES appointees serving on a Presidential appointment (5	TEMPORARY Destroy 5 years after date of appraisal. GRS 1/23b(3).
01/23/B/04	Supporting Documents.	Supporting Documents.	TEMPORARY Destroy 5 years after date of appraisal. GRS 1/23b(4).
01/24	RESERVED	RESERVED	
01/25	EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES [1400-713].	EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES [1400-713]. Forms: SF-278. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-18. Vital: Legal and financial rights records. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-111 to NARA).	
01/25/A	EEO Official Discrimination Complaint Case Files.	EEO Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the BLM, by DOI, by EEOC, or by a U.S. Court. Location: WO,	TEMPORARY Destroy 4 years after resolution of case. GRS 1/25a.

Citation	Title	Description	Disposition Instructions
01/25/B	EEO Complaint Duplicate Files	EEO Complaint Duplicate Files. Duplicate case files or documents re. case files retained in the official discrimination complaint case files. Location: All.	TEMPORARY Destroy 1 year after resolution of case. GRS 1/25b.
01/25/C	EEO Preliminary and Background Files	EEO Preliminary and Background Files. Location:	TEMPORARY
01/25/C/01	Background records not filed in the official discrimination complaint case files.	Background records not filed in the official discrimination complaint case files.	TEMPORARY Destroy 2 years after final resolution of case. GRS 1/25c(1).
01/25/C/02	Records documenting complaints that do not develop into official	Records documenting complaints that do not develop into official discrimination complaint cases.	TEMPORARY Destroy when 2 years old. GRS 1/25c(2).
01/25/D	EEO Compliance Files.	EEO Compliance Files. Location: WO, Centers, SO.	
01/25/D/01	EEO Compliance Review	EEO Compliance Review Files. Reviews, background documents and correspondence re. contractor employment practices.	TEMPORARY Destroy when 7 years old. GRS 1/25d(1).
01/25/D/02	EEO Compliance Reports.	EEO Compliance Reports.	TEMPORARY Destroy when 3 years old. GRS 1/25d(2).
01/25/E	EEO Employee Housing	EEO Employee Housing Requests. Forms requesting the BLM assistance in housing matters, such as rental or purchase. Location: WO, Centers, SO.	TEMPORARY Destroy when 1 year old. GRS 1/25e.
01/25/F	EEO Employment Statistics	EEO Employment Statistics Files. Record copies of employment statistics re. race and sex. Location: All.	TEMPORARY Destroy when 5 years old. GRS 1/25f.

Citation	Title	Description	Disposition Instructions
01/25/G	EEO General Files.	EEO General Files. General correspondence and copies of regulations with related records re. the Civil Rights Act of 1964, EEO Act of 1972, and any pertinent later legislation; and BLM EEO Committee meeting records including minutes and	TEMPORARY Destroy when 3 years old or when superseded or obsolete, whichever is applicable. GRS 1/25g.
01/25/H	EEO Affirmative Action Plans (AAPs).	EEO Affirmative Action Plans (AAPs).	
01/25/H/01	AAP Consolidated Files	AAP Consolidated Files. Headquarters EEO Office copy of consolidated AAPs. Location: WO.	TEMPORARY Destroy 5 years from date of plan. GRS 1/25h(1).
01/25/H/02	AAP Feeder Plans to Consolidated AAPs	AAP Feeder Plans to Consolidated AAPs. Location:	TEMPORARY Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. GRS 1/25h(2).
01/25/H/03	AAP On-Site Review Reports	AAP On-Site Review Reports. Record copies. Location: All.	TEMPORARY Destroy 5 years from date of report. GRS 1/25h(3).
01/25/H/04	Affirmative Action Accomplishment Annual	Affirmative Action Accomplishment Annual Reports. Record copies. Location: WO.	TEMPORARY Destroy 5 years from date of report. GRS 1/25h(4).
01/26	PERSONNEL COUNSELING FILES [1400-700].	PERSONNEL COUNSELING FILES [1400-700]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records.	
01/26/A	Personnel Counseling Files.	Personnel Counseling Files. Reports of interviews, analyses, and related records. Location: WO, Center, SO Personnel Offices.	TEMPORARY Destroy 3 years after termination of counseling. GRS 1/26a.

Citation	Title	Description	Disposition Instructions
01/26/B	Alcohol and Drug Abuse Program Files.	Alcohol and Drug Abuse Program Files. Records created in planning, coordinating, and directing an alcohol and drug abuse program. Location: All.	TEMPORARY Destroy when 3 years old. GRS 1/26b.
01/27	RESERVED	RESERVED	
01/28	LABOR MANAGEMENT RELATIONS FILES [1400-711].	LABOR MANAGEMENT RELATIONS FILES [1400-711]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location:	
01/28/A	Labor Management Relations General and Case Files	Labor Management Relations General and Case Files. Correspondence, memoranda, reports, and other records re. the relationship between management and employee unions or other groups.	
01/28/A/01	Office Negotiating	Office Negotiating Agreement.	TEMPORARY Destroy 5 years after expiration of agreement. GRS
01/28/A/02	Other Offices.	Other Offices.	TEMPORARY Destroy when superseded or obsolete. GRS 1/28a(2).
01/28/B	Labor Arbitration General and Case Files	Labor Arbitration General and Case Files. Correspondence, forms, and background papers re. labor arbitration cases.	TEMPORARY Destroy 5 years after final resolution of case. GRS 1/28b.
01/29	TRAINING FILES [1400-410].	TRAINING FILES [1400-410]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-76. Location: All. Exclusions: Records of formally established schools which train employees in specialized program areas, such as law enforcement and national defense.	TEMPORARY

Citation	Title	Description	Disposition Instructions
01/29/A	General Files of the BLM-Sponsored Training	General Files of the BLM-Sponsored Training. Exclusions: General subject files re. training (Schedule 23/1a), reference copies of training catalogs (Schedule 23/21), and record copy of manuals, syllabuses, textbooks and other training aids developed by the BLM (Schedule 1/29p).	TEMPORARY
01/29/A/01	Files re. Establishment and Operation of Training Courses and Conferences.	Files re. Establishment and Operation of Training Courses and Conferences. Includes correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives. Forms: SF-182.	TEMPORARY Destroy when 5 years old or 5 years after completion of a specific training program. GRS 1/29a(1).
01/29/A/02	Background and Working	Background and Working Files.	TEMPORARY Destroy when 3 years old. GRS 1/29a(2).
01/29/B	Employee Training - Other Than the BLM.	Employee Training - Other Than the BLM. Correspondence, memoranda, reports and other records re. the availability of training and employee participation in training programs sponsored by other government agencies or nongovernment	TEMPORARY Destroy when 5 years old or when superseded or obsolete, whichever is sooner. GRS 1/29b.
01/29/C-O	Reserved	Reserved	
01/29/P	Training Aids and Indexes - Record Copies.	Training Aids and Indexes - Record Copies. One record copy of each training aid (and related index) from the originating office. Consists of training manuals, syllabuses, textbooks or other aids developed by the BLM for training purposes. Forms: BLM 1400-87. Exclusions: Audiovisual training aids (Schedule 21/28, 29, 31) and reference copies of training aids and training catalogs (Schedule 23/21). Location: All.	TEMPORARY

Citation	Title	Description	Disposition Instructions
01/29/P/01	Training Aids Relating Specifically to the BLM Policies, Programs, or	Training Aids Relating Specifically to the BLM Policies, Programs, or Activities.	<p>PERMANENT</p> <p>Cutoff EOFY in which issued. Transfer one copy to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 5 years old (e.g., transfer 1980-84 files in 1990). NARA Job NC1-49-85-2, 1/30a(1).</p>
01/29/P/02	Training Aids Relating to General Management and Administrative Activities.	Training Aids Relating to General Management and Administrative Activities.	<p>TEMPORARY</p> <p>Cutoff EOFY in which issued. Transfer one copy to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-85-2, 1/30a(2).</p>
01/30	ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTION FILES [1400-750].	ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTION FILES [1400-750]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-78. Vital: Legal and financial rights records. Exclusions: Copies of reprimand letters filed in the OPF. Location: WO, Center, SO Personnel Offices.	TEMPORARY
01/30/A	Employee Grievance Files (5 CFR 771).	Employee Grievance Files (5 CFR 771). Records re. grievances raised by the BLM employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records re. a reconsideration request.	<p>TEMPORARY</p> <p>Destroy 5 years after case is closed. GRS 1/30a.</p>
01/30/B	Employee Adverse Action Case Files (5 CFR 752) and Performance-Based Action (5 CFR 432).	Employee Adverse Action Case Files (5 CFR 752) and Performance-Based Action (5 CFR 432). Case files and records re. adverse actions and performance-based actions (removal, suspension, reduction-in-force, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records.	<p>TEMPORARY</p> <p>Destroy 5 years after case closed. GRS 1/30b.</p>

Citation	Title	Description	Disposition Instructions
01/31	PERSONAL INJURY (ACCIDENT) CASE FILES [1400-810].	PERSONAL INJURY (ACCIDENT) CASE FILES [1400-810]. Forms, reports, correspondence, and related medical and investigatory records re. on-the-job injuries, including volunteer-related incidents, whether or not a claim for compensation was made. Forms: DI-134, and reference copies of CA-1, 2-8, 16, 17, 20; OWCP-1500. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-13. Vital: Legal and financial rights records. Location: All. Exclusions: Copies in Employee Medical Folder (Schedule 1/21) and copies submitted to Department of Labor; OSHA files (Schedule 1/34); motor vehicle accident files (Schedule 10/5); tort claim files (Schedule 6/10a).	TEMPORARY Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. GRS 1/31.
01/32	EMPLOYEE MERIT PROMOTION CASE FILES [1400-335].	EMPLOYEE MERIT PROMOTION CASE FILES [1400-335]. Records re. the promotion of an individual that document qualification standards, evaluation methods, selection procedures, interview records, and evaluations of the candidates. Forms: SF-171, 171a, 172, 2817; BLM 1400-68, 68a, 86, 86a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.	TEMPORARY Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. GRS
01/33	EMPLOYMENT EXAMINATION AND CERTIFICATION FILES [1400-337].	EMPLOYMENT EXAMINATION AND CERTIFICATION FILES [1400-337]. Delegated agreements and related records created under the authority of 5 USC 1104 between OPM and agencies allowing for the examination and certification of applicants for employment, including interview records. Forms: SF-39, 39A. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices.	TEMPORARY Destroy 3 years after termination of agreement. GRS 1/33a.
01/33/A	Delegated Agreements.	Delegated Agreements.	TEMPORARY Destroy 3 years after termination of agreement. GRS 1/33a.

Citation	Title	Description	Disposition Instructions
01/33/B	Correspondence concerning applications, certification of eligibles, and all other examining and recruiting	Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence, includes, but not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test	TEMPORARY Cutoff EOFY. annually. Destroy 1 year after cutoff. GRS 1/33b.
01/33/C	Correspondence or notices received from eligible indication a change in name, address, or availability	Correspondence or notices received from eligible indication a change in name, address, or availability	TEMPORARY Destroy 90 days after updating the appropriate record in the registry or
01/33/D	Test Material Stock Control.	Test Material Stock Control. Stock control records of examination test material including running inventory of test material in stock.	TEMPORARY Destroy when test is superseded or obsolete. GRS 1/33d.
01/33/E	Application Record Card	Application Record Card. Forms: OPM 5000a, or equivalent.	TEMPORARY Cutoff after examination. Destroy no later than 90 days after cutoff. GRS 1/33e.
01/33/F	Examination Announcement Case Files	Examination Announcement Case Files. Correspondence re. examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination (Schedule 1/7a).	TEMPORARY Cutoff EOFY after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cutoff.
01/33/G	Register of Eligibles.	Register of Eligibles. Documenting eligibility of an individual for federal jobs. Forms: OPM 5001c or equivalent.	TEMPORARY Cutoff EOFY in which the register of inventory is terminated. Destroy 2 years after cutoff. GRS 1/33g.
01/33/H	RESERVED	RESERVED	

Citation	Title	Description	Disposition Instructions
01/33/I	Test Answer Sheets.	Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of	TEMPORARY Destroy when 6 months old. GRS 1/33i.
01/33/J	Lost or Exposed Test Material Case Files	Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action and correction action required.	TEMPORARY Cutoff annually. Destroy 5 years after cutoff. GRS 1/33j.
01/33/K	Cancelled and ineligible applications for positions filled from a register or	Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional Form (OF) 612,, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	TEMPORARY Cutoff EOFY. Destroy 1 year after cutoff. GRS 1/33k
01/33/L	Eligible applications for positions filled from a register or inventory,	Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format. Forms: SF-59; OPM 648 or equivalent.	TEMPORARY Cutoff annually. Destroy 1 year after cutoff. GRS 1/33l.
01/33/L/01	On active register or	On active register or inventory.	TEMPORARY Destroy 90 days after termination of the register or inventory, (except for those applications that may be brought forward to a new register or inventory, if any). GRS 1/33l(1)
01/33/L/02	On inactive register or	On inactive register or inventory.	TEMPORARY Cut off annually. Destroy 1 year after cut off. GRS
01/33/M	Ineligible or incomplete applications for positions filled by case examining	Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, resumes, supplemental forms, whether hard copy or electronic format.	TEMPORARY Cutoff EOFY. Destroy 2 year after cutoff. GRS 1/33m.

Citation	Title	Description	Disposition Instructions
01/33/N	Eligible applications for positions filled by case	Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format.	TEMPORARY Cutoff annually. Destroy 2 years after cutoff. GRS 1/33n.
01/33/O	Requests for Prior Approval	Requests for Prior Approval. Of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status. Forms: SF-59; OPM 648 or equivalent.	TEMPORARY Cutoff EOFY. Destroy 1 year after cutoff. GRS 1/33o.
01/33/P	Certificate Files.	Certificate Files. All papers upon which the certification was based; The list of eligibles screened for the vacancies, ratings assigned, availability statement, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention. Forms: SF-39, 39a, or equivalent.	TEMPORARY Cutoff EOFY. Destroy 2 years after cutoff. GRS 1/33p.
01/33/Q	Certificate Files, including SF 39, SF 39A,	Certificate Files, including SF 39, SF 39A, or equivalent, and all papers upon which the certification was based: the list of eligibles screened for the vacancies, ratings assigned, availability statements, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention.	TEMPORARY Cut off annually. Destroy 2 years after cutoff. GRS 1/33q
01/33/R	Displaced Employee Program (DEP) and Interagency Placement Program (IPP) application and registration	Displaced Employee Program (DEP) and Interagency Placement Program (IPP) application and registration sheet.	TEMPORARY Destroy upon expiration of employee's DEP eligibility. GRS 1/33r
01/33/S	DEP control cards	DEP control cards, if maintained.	TEMPORARY Cut off annually. Destroy 2 years after cut off. GRS 1/33s

Citation	Title	Description	Disposition Instructions
01/33/T	Reports of audits of delegated examining operations	Reports of audits of delegated examining operations.	TEMPORARY Destroy 3 years after date of the report. GRS 1/33t
01/33/U	Unapproved requests.	Unapproved requests.	TEMPORARY Destroy 1 year after request is rejected. GRS 1/42b.
01/34	OCCUPATIONAL INJURY AND ILLNESS FILES [1112].	OCCUPATIONAL INJURY AND ILLNESS FILES [1112]. Reports and logs maintained as prescribed in 29 CFR 1960 and OSHA Pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment. Includes volunteer occupational injury and illness reports. Forms: OSHA 100, 101, 102, 200; DI-134, or equivalents. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-13. Location: WO, Center, SO Personnel Offices.	
01/35	HEALTH BENEFITS REQUESTS DENIED UNDER SPOUSE EQUITY [1400-890].	HEALTH BENEFITS REQUESTS DENIED UNDER SPOUSE EQUITY [1400-890]. Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: All. NOTE: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.	
01/35/A	Health Benefits Denied - Not Appealed.	Health Benefits Denied - Not Appealed.	TEMPORARY Destroy 3 years after denial. GRS 1/35a.
01/35/B	Health Benefits Denied - Appealed to OPM for Reconsideration.	Health Benefits Denied - Appealed to OPM for Reconsideration.	

Citation	Title	Description	Disposition Instructions
01/35/B/01	Appeal Successful - Benefits Granted.	Appeal Successful - Benefits Granted.	TEMPORARY Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook. GRS 1/35b(1).
01/35/B/02	Appeal Unsuccessful - Benefits Denied.	Appeal Unsuccessful - Benefits Denied.	TEMPORARY Destroy 3 years after denial. GRS 1/35b(2).
01/36	FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES [1400-792].	FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES [1400-792]. Drug testing program records created under Executive Order 12564 and PL 100-71, Section 503 (101 Stat. 468). Forms: OMB 9999-0023. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Disciplinary action case files (Schedule 1/30), consolidated statistical and narrative reports including annual reports to Congress, any records relevant to litigation or disciplinary actions (destroy no earlier than the related litigation or adverse action case file(s)).	
01/36/A	Drug Test Plans and	Drug Test Plans and Procedures. The BLM copies of plans and procedures, with related drafts, correspondence, memoranda, and other records re. development of procedures for drug testing programs, including the determination of testing incumbents in designated positions. Exclusions: Documents filed in record sets of formal issuances (directives, procedural handbooks, operating manuals, and the like) (Schedule 16/1a).	TEMPORARY Destroy when 3 years old or when superseded, obsolete. GRS 1/36a.
01/36/B	Employee Acknowledgement of Notice Forms. Forms	Employee Acknowledgement of Notice Forms. Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that	TEMPORARY Destroy when employee separates from testing designated position. GRS 1/36b.
01/36/C	Drug Test Selection and/or Scheduling Files.	Drug Test Selection and/or Scheduling Files. Records re. selection of specific employees and/or applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing	TEMPORARY Destroy when 3 years old. GRS 1/36c.

Citation	Title	Description	Disposition Instructions
01/36/D	Drug Test Specimens Collection and Handling Files.	Drug Test Specimens Collection and Handling Files.	
01/36/D/01	Permanent Record Books.	Permanent Record Books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.	TEMPORARY Destroy 3 years after date of last entry. GRS 1/36d(1).
01/36/D/02	Chain of Custody Files	Chain of Custody Files. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.	TEMPORARY Destroy when 3 years old. GRS 1/36d(2).
01/36/E	Drug Test Results.	Drug Test Results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents re. follow up testing.	
01/36/E/01	Positive results.	Positive results.	
01/36/E/01/	Employees.	Employees.	TEMPORARY Destroy when employee leaves the agency or when 3 years old, whichever is later. GRS 1/36e(1)(a).
01/36/E/01/	Applicants not accepted	Applicants not accepted for employment.	TEMPORARY Destroy when 3 years old. GRS 1/36e(1)(b).
01/36/E/02	Negative results.	Negative results.	TEMPORARY Destroy when 3 years old. GRS 1/36e(2).

Citation	Title	Description	Disposition Instructions
01/37	DONATED LEAVE PROGRAM CASE FILES [1400-630].	DONATED LEAVE PROGRAM CASE FILES [1400-630]. Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records. Forms: OF-630a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Location: All.	TEMPORARY Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed. GRS 1/37.
01/38	WAGE SURVEY FILES [1400-530].	WAGE SURVEY FILES [1400-530]. Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Exclusions: Authorized wage schedules and wage survey recapitulation sheets. Location: All.	TEMPORARY Destroy after completion of second succeeding wage survey. GRS 1/38.
01/39	RETIREMENT ASSISTANCE FILES [1400-830].	RETIREMENT ASSISTANCE FILES [1400-830]. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employee or survivors claim insurance or retirement benefits. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Location: All.	TEMPORARY Destroy when 1 year old. GRS 1/39.
01/40	HANDICAPPED INDIVIDUALS APPOINTMENT CASE FILES [1400-302].	HANDICAPPED INDIVIDUALS APPOINTMENT CASE FILES [1400-302]. Case files containing position title and description; fully executed SF-171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with FPM 306-11, subchapter 4-2. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Location: All.	TEMPORARY Destroy 5 years following the date of approval or disapproval of each case. GRS

Citation	Title	Description	Disposition Instructions
01/41	PAY COMPARABILITY RECORDS [1400-551].	PAY COMPARABILITY RECORDS [1400-551]. Records created under implementation of the Federal Employees Pay Comparability Act including written narratives and computerized transaction registers documenting use of retention, relocation, and recruitment bonuses, allowances, and supervisory differentials and casefiles consisting of requests for and approval of recruitment and relocation bonuses and retention allowances. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Legal and financial rights records. Location: All.	TEMPORARY Destroy 3 years following the date of approval or upon completion of the relevant service agreement or allowance, whichever is later. GRS 1/41.
01/42	VOLUNTEER PERSONNEL FILES [1114].	VOLUNTEER PERSONNEL FILES [1114]. Documenting the administration and operation of the volunteer program and the activities of individuals or organized groups who voluntarily and without compensation or reimbursement provide personal services to BLM. Authority: FPM 308 and 370 DM 308. Forms: SF-50, 171, 171a, 2817; OF-301; BLM 1114-1, 2, 4, 5, 5a; 1400-109. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records. Exclusions: Volunteer personal injury files (Schedule 1/31); volunteer-related motor vehicle accident files (Schedule 10/5); volunteer action plans (Schedule 16/19. Location: All.	
01/42/A	Volunteer Official Personnel Folders.	Volunteer Official Personnel Folders. Personnel files as described in FPM 308.7-6d containing volunteer application, services agreement, performance evaluation, certificate of appreciation, correspondence, and related material.	TEMPORARY Cutoff EOFY in which services are terminated. Destroy 3 years after cutoff. NARA Job N1-49-90-6,
01/42/B	Volunteer Program Administrative Files	Volunteer Program Administrative Files. General correspondence, annual reports, and other material documenting the routine administration, internal procedures, and general activities of the volunteer program. Forms: BLM 1114-7.	TEMPORARY Cutoff EOFY. Destroy 2 years after cutoff. NARA Job N1-49-90-6, 1/41b.

Citation	Title	Description	Disposition Instructions
01/43	FIRE EXPERIENCE AND QUALIFICATIONS FILES [9215].	FIRE EXPERIENCE AND QUALIFICATIONS FILES [9215]. Files which document the qualifications of the BLM personnel to perform jobs associated with the fire management program. Authority: 42 USC 1856a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-76. Vital: Legal and financial rights records. Location: All offices with fire management responsibilities.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-6, 1/43.
01/44-50	Reserved	Reserved	
01/51	ALTERNATIVE WORKSITE RECORDS.	ALTERNATIVE WORKSITE RECORDS.	
01/51/A	Approved requests or applications.	Approved requests or applications. To participate in an alternative worksite program; agreements between the agency and the employee; and records re. safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the	TEMPORARY Destroy 1 year after end of employee's participation in the program. GRS 1/42a.
01/51/B	Unapproved requests.	Unapproved requests.	TEMPORARY Destroy 1 year after request is rejected. GRS 1/42b.
01/51/C	Forms and other Records.	Forms and other Records. Generated by the agency or the participating employee evaluating the alternative worksite program.	TEMPORARY Destroy when 1 year old, or when no longer needed, whichever is later. GRS 1/42c.
01/52/	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	

Citation	Title	Description	Disposition Instructions
01/52/A	Copies that have No Further Administrative Value	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 1/43a.
01/52/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 1/43b.
02	Schedule 2 Payrolling and Pay Administration Record Introduction	The Bureau of Reclamation is the payroll office for the Bureau of Land Management (BLM) and, as such, is the office of record for most BLM payroll	
02/01	INDIVIDUAL EMPLOYEE PAY RECORD [1400-600].	INDIVIDUAL EMPLOYEE PAY RECORD [1400-600]. Confidentiality: Nonpublic record category 3/Privacy Act System DOL-1. Location: All.	
02/01/A	Pay record for each employee as maintained in an electronic database.	Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	TEMPORARY Update elements and/or entire records as required.
02/01/B	Individual Pay Record,	Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form. Exclusions: copies in the individual OPFs (Schedule 1/1).	TEMPORARY Transfer to National Personnel Records Center (NPRC). NPRC destroys when 56 years only. GRS 2/1b.
02/02	NON-CURRENT PAYROLL FILES [1400-600].	NON-CURRENT PAYROLL FILES [1400-600]. Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine readable form. Confidentiality: Nonpublic record category 3/Privacy Act System DOL-1. Location: WO, Center, SO Personnel.	TEMPORARY Cutoff end of pay year. Destroy 15 years after cutoff. GRS 2/2.

Citation	Title	Description	Disposition Instructions
02/03	Reserved	Reserved	
02/04	Reserved	Reserved	
02/05	Reserved	Reserved	
02/06	LEAVE APPLICATION FILES [1400-600].	LEAVE APPLICATION FILES [1400-600]. Requests and approvals of leave, including any supporting documentation. Forms: SF-71, or equivalent. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Location: All. Exclusions: Donated leave program files (Schedule 1/37). leave slips attached to	
02/06/A	If Timecard, or Equivalent, Initialed by Employee.	If Timecard, or Equivalent, Initialed by Employee.	TEMPORARY Destroy at end of following pay period. GRS 2/6a.
02/06/B	If Timecard, or Equivalent, Not Initialed by Employee.	If Timecard, or Equivalent, Not Initialed by	TEMPORARY Destroy after GAO audit or 3 years after cutoff, whichever is sooner. GRS 2/6b.
02/07	TIME AND ATTENDANCE SOURCE RECORDS [1341].	TIME AND ATTENDANCE SOURCE RECORDS [1341]. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards; flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be either machine readable or paper form. Forms: OF-288, 1130; BLM 1340-1, 2, 14, 15; 1341-1; 1400-64. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85, DOL-1. Vital: Rights and interests records. Location: All.	TEMPORARY Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2/7.

Citation	Title	Description	Disposition Instructions
02/08	TIME AND ATTENDANCE INPUT RECORDS [1341].	TIME AND ATTENDANCE INPUT RECORDS [1341]. Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor. Forms: OF-288, 1130; BLM 1340-1, 2, 14, 15; 1341-1; 1400-64. Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1. Vital: Rights and interests records. Location: All.	TEMPORARY Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2/8.
02/09	LEAVE RECORD [1400-600].	LEAVE RECORD [1400-600]. Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1.	
02/09/A	Record of Employee Leave prepared upon transfer or separation	Record of Employee Leave prepared upon transfer or separation. Forms: SF-1150.	TEMPORARY File on right side of OPF. See GRS 1/1. GRS 2/9a.
02/09/B	Creating Agency Copy, when maintained.	Creating Agency Copy, when maintained.	TEMPORARY Destroy when 3 years old. GRS 2/9b.
02/10	Reserved	Reserved	
02/11	Reserved	Reserved	
02/12	Reserved	Reserved	
02/13	TAX FILES [1341].	Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1.	

Citation	Title	Description	Disposition Instructions
02/13/A	Employee Withholding Allowance Certificate.	Forms: IRS Form W-4 and state equivalents	TEMPORARY Destroy 4 years after superseded or obsolete or upon separation of employee. GRS 2/13a.
02/13/B	Agency copy of Employee Wages and Tax Statements	Agency copy of Employee Wages and Tax Statements maintained by agency or payroll processor. Forms: IRS Form W-2 and state	TEMPORARY Destroy when 4 years old. GRS 2/13b.
02/13/C	Agency copy of Employer Reports of Federal Tax	Agency copy of Employer Reports of Federal Tax Withheld with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor. Forms: IRS Form W-3.	TEMPORARY Destroy when 4 years old. GRS 2/13c.
02/14	SAVINGS BOND PURCHASE FILES [1341].	Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85.	
02/14/A	U.S. Savings Bond Authorization for Purchase and Request for Change	U.S. Savings Bond Authorization for Purchase and Request for Change. Forms: SB-2152, SF-1192 or equivalent.	TEMPORARY Destroy when superseded or after separation of employee. GRS 2/14a.
02/14/B	Bond Registration Files.	Bond Registration Files. Issuing agent's copies of bond registration stubs.	TEMPORARY Destroy 4 months after date of issuance of bond. GRS
02/14/C	Bond Receipt and Transmittal Files.	Bond Receipt and Transmittal Files. Receipts for and transmittals of U.S. Savings Bonds.	TEMPORARY Destroy 4 months after date of issuance of bond. GRS
02/15	COMBINED FEDERAL CAMPAIGN AND OTHER ALLOTMENT AUTHORIZATIONS [1341].	COMBINED FEDERAL CAMPAIGN AND OTHER ALLOTMENT AUTHORIZATIONS [1341]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85.	

Citation	Title	Description	Disposition Instructions
02/15/A	Authorization for Individual Allotment to the Combined Federal Campaign.	Authorization for Individual Allotment to the Combined Federal Campaign.	TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/15a.
02/15/B	Other Authorizations, such as union dues and savings.	Other Authorizations, such as union dues and	TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/15b.
02/16	THRIFT SAVINGS PLAN ELECTION FORM [1341].	THRIFT SAVINGS PLAN ELECTION FORM [1341]. Form authorizing deduction of employee contribution to the Thrift Savings Plan. Forms: TSP-1. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Location: WO, Center, SO Personnel Offices.	TEMPORARY Destroy when superseded or after separation of employee. GRS 2/16.
02/17	DIRECT DEPOSIT SIGN-UP FORM [1341].	DIRECT DEPOSIT SIGN-UP FORM [1341]. Forms: SF-1199a. Location: WO, Center, SO Personnel Offices.	TEMPORARY Destroy when superseded or after separation of employee. GRS 2/17.
02/18	PAYROLL LEVY AND GARNISHMENT FILES [1345].	PAYROLL LEVY AND GARNISHMENT FILES [1345]. Official Notice of Levy or Garnishment, change slip, work papers, correspondence, release and other forms, and other records re. charge against retirement funds or attachment of salary for payment of back taxes or other debts of federal employees. Forms: SF-2805; IRS 668a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85. Vital: Rights and interests records. Location: Finance (Centers).	TEMPORARY Destroy 3 years after garnishment is terminated. GRS 2/18.
02/19	Reserved	Reserved	
02/20	Reserved	Reserved	
02/21	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
02/22	PAYROLL SYSTEM REPORTS [1341].	PAYROLL SYSTEM REPORTS [1341]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85, DOL-1.	
02/22/A	Error Reports, Ticklers, System Operation Reports.	Error Reports, Ticklers, System Operation Reports	TEMPORARY Destroy when related actions are completed or when no longer needed, not to exceed 2 years. GRS 2/22a.
02/22/B	Reports and Data Used for Agency Workload and/or personnel management	Reports and Data Used for Agency Workload and/or personnel management purposes.	TEMPORARY Destroy when 2 years old. GRS 2/22b.
02/22/C	Reports Providing Fiscal Information on Agency Payroll	Reports Providing Fiscal Information on Agency	TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/22c.
02/23	PAYROLL CHANGE FILES [1341].	PAYROLL CHANGE FILES [1341]. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85, DOL-1.	
02/23/A	Copies subject to GAO audit.	Copies subject to GAO audit.	TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 2/23a.
02/23/B	All Other Copies.	All Other Copies.	TEMPORARY Destroy 1 month after end of related pay period. GRS
02/24	Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual	PAYROLL CORRESPONDENCE [1341]. Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.	TEMPORARY Destroy when 2 years old. GRS 2/24.

Citation	Title	Description	Disposition Instructions
02/25	Reserved	Reserved	
02/26	Reserved	Reserved	
02/27	Reserved	Reserved	
02/28	RETIREMENT FILES [1400-831].	RETIREMENT FILES [1400-831]. Reports, registers, and other control documents, and other records re. retirement. Forms: SF-2807 or equivalent. Exclusions: Retirement documents filed in the individual OPFs (Schedule 1/1).	TEMPORARY For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary. GRS
02/29	PAYROLL MASTER PAY RECORD (MICROFORM) [1341].	PAYROLL MASTER PAY RECORD (MICROFORM) [1341]. Microfiche copies of employee pay history. Confidentiality: Non-public records category 3; Privacy Act System Interior/OS-85, DOL-1. Location: WO, Center, SO Personnel	TEMPORARY Destroy when 10 years old. NARA Job NC1-49-76-1, G/2.
02/30	Reserved	Reserved	
02/31	Reserved	Reserved	
02/32	Reserved	Reserved	
02/33	Reserved	Reserved	
02/34	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
02/35	Reserved	Reserved	
02/36	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
02/36/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 2/31a.
02/36/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 2/31b.
03/01	REAL PROPERTY RECORDS [1531].	REAL PROPERTY RECORDS [1531]. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). Exclusions: Records re. property acquired prior to January 1, 1921 (contact NARA).	OTHER See also Schedule 4/5 and 4/7.
03/01/A	Records re. Property Acquired after 12/31/1920	Records re. Property Acquired after 12/31/1920 other than abstract or certificate of title.	TEMPORARY Dispose 10 years after unconditional sale or release by the BLM of conditions, restrictions, mortgages or other liens. GRS 3/1a.

Citation	Title	Description	Disposition Instructions
03/01/B	Abstract or Certificate of Title	Abstract or Certificate of Title.	<p>TEMPORARY</p> <p>Transfer to purchaser after unconditional sale or release by BLM of conditions, restrictions, mortgages, or other liens. GRS 3/1b.</p>
03/02	GENERAL CORRESPONDENCE FILES [1531].	<p>GENERAL CORRESPONDENCE FILES [1531]. Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Confidentiality: Nonpublic record category 3. Location: All.</p>	<p>TEMPORARY</p> <p>Destroy when 2 years old. GRS 3/2.</p>
03/03	ROUTINE PROCUREMENT TRANSACTION FILES [1510].	<p>ROUTINE PROCUREMENT TRANSACTION FILES [1510]. See BLM Manuals 1510, 1511, and Federal Acquisition Regulations (FAR) for further detail. Contracts, requisitions, purchase orders, leases, equipment rental offers, cooperative assistance agreements, advertising orders, bond and surety records, credit card and uniform draw-down records including correspondence and related papers re. award, administration, receipt, inspection and payment (other than those covered in Items 1 and 12). Forms: SF-2, 2a-b, 18, 24-26, 28, 30, 33-36, 44a-d, 99, 119, 145-145, 145b, 252, 254, 255, 269-275, 279, 294-5, 308, 344, 424, 1093, 1411, 1442; OF-286, 294, 296, 297, 336, 347, 348; DI-1886; BLM 1103-1, 1510-5, 6, 7, 10, 17, 18, 18a, 20, 30, 36, 42, 44, 45, 45a, 47, 48, 53, 55-60; 1511-1, 2; 1520-54; 9130-3; OAS-20. Confidentiality: Nonpublic record category 3; Privacy Act Systems Interior/LLM-23, GSA-2, GSA-3, and GSA-4. Vital: Rights and interests records. Location: All. Exclusions: Copies filed in related resource improvement job or project files (Schedule 17/21) and contracts under appeal (Schedule 3/15). NOTE: Given the complexities of the rules on procurement, please involve procurement officials when deciding which of the subitems to apply to a particular series of records. Unique procurement files are not covered by this schedule. With the standardization of the Governmentwide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF-115 to</p>	

Citation	Title	Description	Disposition Instructions
03/03/A	Procurement or Purchase Organization Copies	Procurement or Purchase Organization Copies and Related Papers.	
03/03/A/01	Transactions dated on or after July 1995	Transactions dated on or after July 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition	
03/03/A/01/	Transactions that exceed the simplified acquisition	Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.	TEMPORARY Destroy 6 years, 3 months after final payment is made. GRS 3/3a(1)(a).
03/03/A/01/	Transactions at or below the simplified acquisition	Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.	TEMPORARY Destroy 3 years after final payment is made. GRS 3/3a(1)(b).
03/03/A/02	Transactions dated earlier than July 3, 1995.	Transactions dated earlier than July 3, 1995.	
03/03/A/02/	Transactions that utilize other than small purchase	Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	TEMPORARY Destroy 6 years, 3 months after final payment is made. GRS 3/3a(2)(a).
03/03/A/02/	Transactions that utilize small purchase procedures	Transactions that utilize small purchase procedures and all construction contracts at or below \$2,000.	TEMPORARY Destroy 3 years after final payment is made. GRS 3/3a(2)(b).
03/03/B	Procurement Transaction Obligation Copies.	Procurement Transaction Obligation Copies.	TEMPORARY Destroy when funds are obligated. GRS 3/3b.
03/03/C	Procurement Transaction Reference Copies	Procurement Transaction Reference Copies. Other copies of records described above used by component elements of a procurement office for administrative purposes.	TEMPORARY Destroy upon termination or completion. GRS 3/3c.

Citation	Title	Description	Disposition Instructions
03/03/D	Data Submitted to Federal Procurement Data System (FPDS).	Data Submitted to Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to FPDS.	TEMPORARY Destroy or delete when 5 years old. GRS 3/3d.
03/04	SUPPLY MANAGEMENT FILES [1520].	SUPPLY MANAGEMENT FILES [1520]. Files of reports on supply requirements and procurement matters submitted for supply management purposes other than those incorporated in case files or other files of a general nature). Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Records incorporated in case files or other files of a general nature.	
03/04/A	Copies Received from Other Units for internal purposes	Copies Received from Other Units for internal purposes or for transmission to staff agencies.	TEMPORARY Destroy when 2 years old. GRS 3/4a.
03/04/B	Copies in Other Reporting	Copies in Other Reporting Units, and related working documents.	TEMPORARY Destroy when 1 year old. GRS 3/4b.
03/05	SOLICITED AND UNSOLICITED BIDS AND PROPOSALS [1510].	SOLICITED AND UNSOLICITED BIDS AND PROPOSALS [1510]. Forms: SF-18, 19, 21, 26, 30, 33-35, 119, 1442; BLM 1510-5. See BLM Manual 1510. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-23. Vital: Rights and interests records. Location: All.	
03/05/A	Successful Bids and Proposals	Successful Bids and Proposals.	TEMPORARY Destroy with related contract case file (Schedule 3/3). GRS 3/5a.
03/05/B	Solicited and Unsolicited Unsuccessful Bids and	Solicited and Unsolicited Unsuccessful Bids and Proposals.	

Citation	Title	Description	Disposition Instructions
03/05/B/01	Small Purchases as defined in FAR, 48 CFR 13.	Small Purchases as defined in FAR, 48 CFR 13.	TEMPORARY Destroy 1 year after date of award or final payment, whichever is later. GRS 3/5b(1).
03/05/B/02	Transactions above the small purchase limitations in 48	Transactions above the small purchase limitations in 48 CFR13.	
03/05/B/02/	When filed separately from contract case files.	When filed separately from contract case files.	TEMPORARY Destroy when the related contract is completed. GRS 3/5b(2)(a).
03/05/B/02/	When filed with contract case files.	When filed with contract case files.	TEMPORARY Destroy with related contract case file (Schedule 3/3). GRS 3/5b(2)(b).
03/05/C	Canceled Solicitations Files.	Canceled Solicitations Files.	
03/05/C/01	Formal Solicitations of offers to provide products or services which were canceled prior to award of a contract.	Formal Solicitations of offers to provide products or services which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation. Forms: Invitations for Bids, Requests for Proposals, Requests for Quotations.	TEMPORARY Destroy 5 years after date of cancellation. GRS 3/5c(1).
03/05/C/02	Unopened Bids.	Unopened Bids.	OTHER Do not file. Return to bidder. GRS 3/5c(2).
03/05/D	Acceptable Bidders Lists or Card Files.	Acceptable Bidders Lists or Card Files.	TEMPORARY Destroy when superseded or obsolete. GRS 3/5d.

Citation	Title	Description	Disposition Instructions
03/06	PUBLIC PRINTER FILES [1550].	PUBLIC PRINTER FILES [1550]. Records relating to requisitions on the Printer, and all supporting	
03/06/A	Printing Procurement Unit	Printing Procurement Unit Copy of requisition, invoice, specifications, and related papers.	TEMPORARY Destroy 3 years after completion or cancellation of requisition. GRS 3/6a.
03/06/B	Accounting Copy of	Accounting Copy of Requisition.	TEMPORARY Destroy 3 years after period covered by related account. GRS 3/6b.
03/07	NON-PERSONAL REQUISITIONS [1510/1550].	NON-PERSONAL REQUISITIONS [1510/1550]. Requisitions for non-personal services, such as duplicating, laundry, binding, and other services. Forms: SF-1, 1a-c; GPO-1026b, 1815, 2511, 2511a; DI-550; BLM 1510-18, 18a; 1556-1. Confidentiality: Non-public record category 3. Location: All. Exclusions: Records associated with accountable officers accounts (Schedule 6) and copies maintained in printing, binding, and duplicating project files (Schedule 13/2).	TEMPORARY Destroy when 1 year old. GRS 3/7.
03/08	INVENTORY REQUISITION FILES [1523	INVENTORY REQUISITION FILES [1523]. Requisitions for supplies and equipment for current inventory. Forms: SF-344. Confidentiality: Nonpublic record category 3. Location: All.	
03/08/A	Stockroom Copy.	Stockroom Copy.	TEMPORARY Destroy 2 years after completion or cancellation of requisition. GRS 3/8a.
03/08/B	All Other Copies.	All Other Copies.	TEMPORARY Destroy when 6 months old. GRS 3/8b.

Citation	Title	Description	Disposition Instructions
03/09	INVENTORY FILES [1523].	INVENTORY FILES [1523]. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Stores Accounting Work Papers (Schedule 8/4).	
03/09/A	Inventory Lists	Inventory Lists. Forms: BLM 1520-7, 9, 22	TEMPORARY Destroy 2 years from date of list. GRS 3/9.
03/09/B	Inventory Cards.	Inventory Cards. Forms: OF-131; BLM 1520-24	TEMPORARY Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from the BLM control. GRS 3/9b.
03/09/C	Report of Survey Files	Report of Survey Files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS. Forms: OF-289; DI-103, 103a.	TEMPORARY Destroy 2 years after date of survey action or date of posting medium. GRS 3/9c.
03/10	TELEPHONE FILES	TELEPHONE FILES. Telephone statements and toll slips. Confidentiality: Non-public record category 3/Privacy Act System Interior/OS-36.	TEMPORARY Destroy 3 years after period covered by related account. GRS 3/10.
03/11	CONTRACTOR'S PAYROLL FILES [1510].	CONTRACTOR'S PAYROLL FILES [1510]. Contractor's payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers. Forms: SF-98, 98a, 1093. Confidentiality: Non-public record category 3; Privacy Act Systems Interior/LLM-23 and GSA-2. Location: All.	TEMPORARY Destroy 3 years after of date of completion unless contract performance is the subject of enforcement action on such date. GRS 3/11.
03/12	TAX EXEMPTION FILES [1510]	TAX EXEMPTION FILES [1510]. Tax exemption certificates and related papers. Forms: SF-1094, 1094a. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-23. Location:	TEMPORARY Destroy 3 years after period covered by the account. GRS 3/12.

Citation	Title	Description	Disposition Instructions
03/13	UNSUCCESSFUL GRANT APPLICATIONS [1510].	UNSUCCESSFUL GRANT APPLICATIONS [1510]. Applications, correspondence, and other records re. unsuccessful (rejected or withdrawn) applications. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-23. Location: WO, Centers, SO. Exclusions: Successful grant applications (Schedule 3/3).	TEMPORARY Destroy 3 years after rejected or withdrawn. GRS 3/13.
03/14	GRANT ADMINISTRATIVE FILES [1510].	GRANT ADMINISTRATIVE FILES [1510]. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program. Confidentiality: Nonpublic record category 3. Location: WO, Centers, SO. Exclusions: Grant case files, which include accepted applications among many other documents, substantive correspondence and subject files relating to grant programs, and final product files (submit SF-115 to NARA).	TEMPORARY Destroy when 2 years old. GRS 3/14.
03/15	CONTRACT APPEALS CASE FILES [1510].	CONTRACT APPEALS CASE FILES [1510]. Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-23. Vital: Rights and interests records. Location: WO, Centers, SO.	
03/15/A	Records Created Prior to 10/01/1979.	Records Created Prior to 10/01/1979.	TEMPORARY Destroy 6 years, 3 months after final action on decision GRS 3/15a.
03/15/B	Records Created After	Records Created After 09/30/1979.	TEMPORARY Destroy 1 year after final action on decision. GRS

Citation	Title	Description	Disposition Instructions
03/16	CONTRACTOR'S STATEMENT OF CONTINGENT OR OTHER FEES [1510].	CONTRACTOR'S STATEMENT OF CONTINGENT OR OTHER FEES [1510]. Filed separately from the contract case file and maintained for enforcement or report purposes. Forms: SF-119 or statement. Confidentiality: Non-public record category 3; Privacy Act System	TEMPORARY Destroy when superseded or obsolete. GRS 3/16.
03/17	SMALL AND DISADVANTAGED BUSINESS UTILIZATION FILES [1510].	SMALL AND DISADVANTAGED BUSINESS UTILIZATION FILES [1510]. Correspondence, reports, studies, goal statements, and other records re. the small and disadvantaged business utilization program, as required by PL 95-507. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-23. Location: WO, Centers, SO.	TEMPORARY Destroy when 3 years old. GRS 3/17.
03/18	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
03/18/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 3/18a.
03/18/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 3/18b.

Citation	Title	Description	Disposition Instructions
04/01	PROPERTY DISPOSAL CORRESPONDENCE FILES [1527/1533].	PROPERTY DISPOSAL CORRESPONDENCE FILES [1527/1533]. Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy when 2 years old. GRS 4/1.
04/02	EXCESS PERSONAL PROPERTY REPORTS [1527/1529].	EXCESS PERSONAL PROPERTY REPORTS [1527/1529]. Forms: SF-120, 120a, 121, 122, 123, 123a, 126, 126a; BLM 1520-34, 45. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy when 3 years old. GRS 4/2.
04/03	SURPLUS PERSONAL PROPERTY SALE CASE FILES	SURPLUS PERSONAL PROPERTY SALE CASE FILES, [1527]. Documenting sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. Authority: 40 U.S.C. 484. Forms: SF-97, 114, 114a-f, 150, 151; OF-15, 16, 17, 20, 1114b. Confidentiality: Non-public records	
04/03/A	Transactions of more than \$25,000.	Transactions of more than \$25,000.	TEMPORARY Destroy 6 years after final payment. GRS 4/3a.
04/03/B	Transactions of \$25,000 or	Transactions of \$25,000 or less. Location: All.	TEMPORARY Destroy 3 years after final payment. GRS 4/3b.

Citation	Title	Description	Disposition Instructions
04/04	REAL PROPERTY DISPOSAL CASE FILES [1533].	<p>REAL PROPERTY DISPOSAL CASE FILES [1533]. Records necessary or convenient for the use of real property sold, donated, or traded to nonfederal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Real property accountability case files maintained by the Service Center real property management office (Schedule 4/5), case files on disposal of surplus real and related personal property and excess property reports</p>	<p>TEMPORARY Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>
04/05	REAL PROPERTY ACCOUNTABILITY AND UTILIZATION FILES [1530].	<p>REAL PROPERTY ACCOUNTABILITY AND UTILIZATION FILES [1530]. Documentation required by GSA during BLM ownership or after property is released conditionally with recapture clauses, such as reservation of fissionable material, water rights, or other restrictions. Authority: 40 U.S.C. 483. Forms: BLM 1530-1, 2, 9, 17-21. Confidentiality: Non-public record category 3. Exclusions: Land acquisition files (Schedule 4/13) and land sale files (Schedule 4/7).</p>	
04/05/A	Real Property Case Files.	<p>Real Property Case Files. Individual case files for each property and/or building owned by the BLM. Location: Centers.</p>	<p>TEMPORARY Cutoff EOFY in which property is sold or released unconditionally. Transfer to FRC 2 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/20b.</p>

Citation	Title	Description	Disposition Instructions
04/05/B	Real Property Accountability Files	Real Property Accountability Files. Documents used to maintain current data on individual properties, including real property inventories. Files are updated whenever additional properties are acquired or when changes occur to existing properties. Confidentiality: Nonpublic record category 3. Location: Centers, SO, FO.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/5b.
04/05/C	Real Property Utilization Survey Reports	Real Property Utilization Survey Reports. Reports contain narrative information on whether or not specific BLM properties are being used for their intended purposes and are sometimes accompanied by photographs of the property. Reports are prepared by FO and sent to SO and Centers. Centers file one copy in the real property case file (item a) and forwards remaining copies to WO and GSA. Location: WO, Centers, SO, FO.	TEMPORARY Destroy when replaced by new report. NARA Job N1-49-90-1, 4/5c.
04/06	TIMBER SALES, MATERIAL SALES, FREE-USE PERMITS	TIMBER SALES, MATERIAL SALES, FREE-USE PERMITS. The BLM is authorized to dispose of timber and mineral and vegetative resources on the public lands. The issuance of a contract or free-use permit gives the permittee or operator the right to extract, process, stockpile and remove materials. Authority: 43 CFR 3600, 5400. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-16. Vital: Legal and Financial Rights Records.	
04/06/A	Timber Sale Contract Files [5400]. Case	Timber Sale Contract Files [5400]. Case files containing timber sale plans, profiles, exhibits, bid invitation, bids, evidence of sale, bid acceptance, bonds, correspondence and other material documenting the sale from initiation through contract termination and release, including protest and appeal documentation. Arranged by contract number; timber sales are not serialized. Essential information is entered into the timber and material sales data base (item d). Forms: BLM 1140-2, 3, 4, 6, 7, 8; 1822-3, 4; 5400-1, 2; 5420-2; 5430-1; 5440-9, 10; 5450-3, 3a, 4, 9, 11-13, 15-17, 19-22; 5460-3, 4-5, 10, 15-18; 5470-3, 4; 5480-1, 2-5. Location: FOs with delegated responsibility. Exclusions: Minor forest products material sales (item c), related easements (Schedule 4/13); sale plans (Schedule 4/20); operator ratings (Schedule 4/21); timber road construction projects (Schedule	

Citation	Title	Description	Disposition Instructions
04/06/A/01	Timber Sale Contract Case	Timber Sale Contract Case Files. Record-copy case	<p>TEMPORARY</p> <p>Cutoff EOFY in which the sale terminates, the bond is released, and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 19 years after cutoff. NARA Job NC1-49-85-2, 4/6b(1).</p>
04/06/A/02	Timber Sale Field Files.	Timber Sale Field Files. Containing duplicates of timber sale documents used for on-the-ground reference by the contracting officer's representative.	<p>TEMPORARY</p> <p>Destroy when contract is terminated and bond is released. NARA Job NC1-49-85-2, 4/6b(2).</p>
04/06/B	Mineral Material Sale and Free Use Authorization Files	Mineral Material Sale and Free Use Authorization Files [3600]. Serialized case files, arranged by number, documenting the sale and free use of common-variety minerals (e.g., sand and gravel, soil, stone, petrified wood), including competitive sales and community pit and common-use area sales and permits. May contain bid documents. Essential information is entered into the timber and material sales data base (item d). Forms: BLM 3600-4, 5, 6. Location: FOs with delegated responsibility. Exclusions: Copies of sale forms used for accounting purposes (Schedule 6/1a).	<p>TEMPORARY</p> <p>Cutoff EOFY in which sale is terminated and appeal rights are exhausted. Transfer to FRC 4 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/6c, 4/6d(1), 4/6d(2).</p>
04/06/C	Vegetal and Minor Forest Product Material Sale and Free Use Authorization Files [5450, 5510].	Vegetal and Minor Forest Product Material Sale and Free Use Authorization Files [5450, 5510]. Documenting the sale and free use of vegetation (e.g., hay, ferns, cacti, jojoba) and minor forest products (e.g., firewood, Christmas trees, trees, poles, burls, posts, etc.). Arranged by sale or permit number; these sales and permits are not serialized. Essential information is entered into the timber and material sales data base (item d). Forms: BLM 5440-13; 5450-1, 5, 5a; 5510-1. Location: FOs with delegated responsibility. Exclusions: Christmas tree tags and copies of sale forms used for accounting purposes (Schedule 6/1a).	<p>TEMPORARY</p> <p>Cutoff EOFY in which sale is terminated and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/6d(1), (2).</p>

Citation	Title	Description	Disposition Instructions
04/06/D	Timber and Material Sales Data Base	Timber and Material Sales Data Base. Electronic file that contains timber, vegetative, and mineral disposal data from 1977. Provides volumes, products, financial data, and user identification. Produces periodic reports, including statistical reports for Congress at end of FY. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: Records in this system will eventually transition in their entirety to the new target system.	
04/06/D/01	Timber and Material Sales Data Base Project History	Timber and Material Sales Data Base Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item a). Consists of the concept of operations, official record designation documentation (a.k.a. records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: Centers	TEMPORARY Cutoff EOFY in which the data base is transferred to a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1- 49-
04/06/D/02	Timber and Material Sales Data Base System	Timber and Material Sales Data Base System Documentation.	
04/06/D/02/	Documentation Necessary for Servicing and Interpreting the System	Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: Centers.	OTHER Destroy or delete upon authorized destruction of master file (item (4)). NARA Job N1-49-90-1, 4/6d(2)(a).

Citation	Title	Description	Disposition Instructions
04/06/D/02/	Data Verification and Quality Control Files Record copies.	Data Verification and Quality Control Files Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location:	TEMPORARY Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/6d(2)(b).
04/06/D/03	Timber and Material Sales Data Base Software	Timber and Material Sales Data Base Software Application software necessary to use or maintain the master data base. Location: Centers.	TEMPORARY Delete upon authorized destruction of the master file (item (4)). NARA Job N1-49-90-1, 4/6d(3).
04/06/D/04	Timber and Material Sales Data Base Master Data File	Timber and Material Sales Data Base Master Data File. Magnetic master created by copying to tape all data in the data base at the time of migration to the target system. Location: Centers.	TEMPORARY Delete after the data base is replaced by a new system and all data has been transferred to the new system. NARA Job N1-49-90-1, 4/6d(4).
04/06/D/05	Timber and Material Sales Data Base Backup Tapes	Timber and Material Sales Data Base Backup Tapes. Electronic file of data created periodically by copying to tape all data in the data base and retained in case the master is damaged or inadvertently erased. Location: Centers.	TEMPORARY Delete when replaced by a subsequent security backup file. GRS 20/8a.
04/06/D/06	Timber and Material Sales Data Base Input/Source information has been Documentation.	Timber and Material Sales Data Base Input/Source Documentation. copies of case file documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Location: FOs.	TEMPORARY Destroy or delete after the Data entry sheets, nonrecord converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item (4)), whichever is later. GRS 20/2a-b.

Citation	Title	Description	Disposition Instructions
04/06/D/07	Timber and Material Sales Data Base Outputs.	Timber and Material Sales Data Base Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY Destroy or delete when no longer needed for current business. NARA Job N1-49-90-1, 4/6d(7).
04/07	PATENT AND OTHER CONVEYANCE FILES [1860].	PATENT AND OTHER CONVEYANCE FILES [1860]. Documenting serialized applications filed under the various land laws for acquisition of title to public lands, including any related contest or appeal actions. The BLM maintains the records of title evidence by which tracts of public domain lands have passed from federal to non-federal ownership. Since 1785, numerous laws have been passed governing the disposition of public lands. Some of these laws involved cash and credit sales, military bounty land warrants, homesteads, grants to states, grants to railroad corporations, and public sales. In addition, states were allowed by law, under certain conditions, to select tracts of vacant public domain. Since 1908, each patent application case was given a serial number, and then when title was transferred to the applicant, the case was given a patent number. Authority: 43 CFR 1860. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Note: Prior to 1968, all permanent patent case files were transferred via the BLM Washington Office to the National Archives in Washington, D.C. In 1968, the regional Archives began accepting these records. However, some files maybe at regional archives after a review of these records was	

Citation	Title	Description	Disposition Instructions
04/07/A	Patent Applications, Rejected or Withdrawn	<p>Patent Applications, Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant. Forms: BLM 2520-1; 2540-1; 2620-1; 2650-1; 2740-1. Exclusions: Pending patent applications (Schedule 4/16). Location: SO. Airport Applications [2640] Carey Act Applications [2610] Color-of-Title Applications [2540] Desert Land Applications [2520] Homestead Applications [2510] Indian Allotment Applications [2530] Land Exchange Applications [2200] Gneral Patent Applications [2550, 3820, 3860] Native Allotments/Selections [2560, 2650] Public Land Sale Applications [2710] Railroad Applications [2630] Recreation and Public Purpose [2740] Scrip Applications Small Tract Applications [2710] State Grant Applications [2620] Indemnity Lands School Lands Swamp Lands Townsite Applications [2560, 2760]</p>	<p>PERMANENT Cutoff EOFY in which the application is rejected or withdrawn. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/7a(1).</p>
04/07/B	Land Entries Allowed but Subsequently Canceled or Relinquished.	<p>Land Entries Allowed but Subsequently Canceled or Relinquished. Serialized case files, arranged by number, documenting applications on which entries were allowed but were subsequently canceled or relinquished prior to patent issuance. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a. Location: SO.</p>	<p>PERMANENT Cutoff EOFY in which entry is canceled or relinquished. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2,</p>
04/07/C	Patent Issued Files.	<p>Patent Issued Files. Case files, arranged by patent number. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-1, 2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a.</p>	<p>PERMANENT Cutoff EOFY in which patent is issued, amended, supplemented, canceled, or reverted. Establish compliance files for patents requiring limited or in perpetuity reversionary clauses. Transfer entire file to FRC 2 years after cutoff. FRC transfers</p>
04/07/C/01	Patent Issued Official Case	<p>Patent Issued Official Case Files. Includes patents and deeds issued, corrected, supplemented, amended, canceled, or reverted, quiet title, patent contests, title resolution, and recordable disclaimers of interest cases. Location: SO.</p>	<p>PERMANENT Cutoff EOFY in which patent is issued, amended, supplemented, canceled, or reverted. Establish compliance files for patents requiring limited or in perpetuity reversionary clauses. Transfer entire file to FRC 2 years after cutoff. FRC transfers</p>

Citation	Title	Description	Disposition Instructions
04/07/C/02	Patent Compliance Case Files	Patent Compliance Case Files. Consists of duplicate documents from the original patent issued case file and record copies of compliance reports for patents requiring limited or in perpetuity reversionary clauses. Documenting periodic inspection of patented lands for compliance with the legal requirements, including R&PP, Airport, and Cagney Act patents. Location: FOs with delegated responsibility.	<p>PERMANENT</p> <p>Cutoff when compliance no longer required. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job NC1-49-85-2, 4/7c(2).</p>
04/07/C/03	Patents Issued Bound Copies.	Patents Issued Bound Copies. Paper copies of patents, clear lists, and equivalent title documents bound in volumes of 250. Location: SO.	<p>PERMANENT</p> <p>Transfer to NARA when no longer needed for reference purposes. NARA Job NC1-49-85-2, 4/7c(4).</p>
04/07/C/04	Patent Registers	Patent Registers. Documenting serial number, type of case, and patent number. Includes patent contest logs. Forms: BLM 1274-1. Location: SO.	<p>PERMANENT</p> <p>Cutoff EOFY in which the register is no longer needed for control purposes. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job N1-49-90-1,</p>
04/07/D	Townsite Trustee Files.	Townsite Trustee Files. Case files, arranged by townsite number, containing copies of deeds issued, contest docket and related financial receipts and disbursement documents, trustee proceedings, plats, field notes, and tract books. Note: A townsite is an area of public lands which has been segregated for disposal as an urban development, often subdivided into blocks, which are further subdivided into town lots. Location: SO.	<p>PERMANENT</p> <p>Cutoff EOFY in which townsite is closed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/7d.</p>

Citation	Title	Description	Disposition Instructions
04/08	WILD HORSE & BURRO (WH&B) ADOPTION FILES [4710].	<p>WILD HORSE & BURRO (WH&B) ADOPTION FILES [4710]. The BLM is responsible for placing healthy excess wild horses and burros in private maintenance with qualified individuals who pay an adoption fee. Title to the animals is conveyed to the eligible adopters at the end of 1 year of humane private maintenance. Authority: 43 CFR 4700. Exclusions: The following WH&B-related files are covered under other schedule items: study and research files (Schedule 4/11); herd management area planning and appeal files (Schedule 4/20); mailing lists (Schedule 13/4a); public affairs adoption event files (Schedule 14/4); formal directives files (Schedule 16/1); advisory board files (Schedule 16/8d); program policy, direction, and decision files (Schedule 16/20); memoranda of understanding (Schedule 16/16); law enforcement files (Schedule 18/30); general correspondence and recurring reports (Schedule 23/1a); nonrecord working files, background materials, and reference collections (Schedule 23/21).</p>	
04/08/A	WH&B Titled Adoption Case Files, Individual or Group.	<p>WH&B Titled Adoption Case Files, Individual or Group. Nonserialized case files documenting adoptions that result in title to the animal being transferred by the BLM to the adopter. Consists of private maintenance and care agreement, application, screening checklist, certificate of title, title eligibility letter, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, and request for replacement animals with vet's statement. Includes additional compliance documentation such as reports of inhumane treatment, investigation reports, compliance checks, inspections, photos/videos, notice of need for corrective action letter, citations, maintenance and care agreement letter, cancellation of agreement letter, record of repossession of animal, notice of violation, decision letter, Information on Right of Appeal Form 1842-1. If case results in litigation, includes arrest records, prosecution records, and court records. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: BLM 1370-41; 1842-1; 4710-9, 9a, 10, 12, 12a, 18, 19, 19a. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Vital: Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location</p>	<p>TEMPORARY Cutoff EOFY in which title is issued. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. NARA Job N1-49-98-</p>

Citation	Title	Description	Disposition Instructions
04/08/B	WH&B Untitled Adoption Case Files	<p>WH&B Untitled Adoption Case Files. Non-serialized case files documenting approved adoptions for which a request for title was never received. Consists of private maintenance and care agreement, application, screening checklist, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, request for replacement animals with vet's statement, and request to terminate agreement. May include additional compliance documentation as described in Titled Cases (item a) above. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name.</p> <p>Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: 4710-9, 9a, 10, 19, 19a. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Vital: Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location where animals are maintained.</p>	<p>TEMPORARY Cutoff EOFY in which adoption approved. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. NARA Job N1-49-90-</p>
04/08/C	WH&B Applications	<p>WH&B Applications Which Do Not Result in Adoption. Consists of application, screening checklist, and related maps and correspondence. Documents are filed alphabetically by applicant name. Forms: 4710-10. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Office receiving the</p>	<p>TEMPORARY Cutoff EOFY in which received. Destroy 1 year after cutoff. NARA Job N1-49-90-1, 4/8c.</p>
04/08/D	WH&B Duplicate Adoption Case Files	<p>WH&B Duplicate Adoption Case Files. Nonrecord copies of adoption documents. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Offices other than the office of jurisdiction.</p>	<p>TEMPORARY Cutoff EOFY in which adoption approved. Destroy 1 year after cutoff. NARA Job N1-49-90-1, 4/8d.</p>
04/08/E	WH&B Animal Preparation Case Files	<p>WH&B Animal Preparation Case Files. Documenting the physical examination, freezemarking, and treatment of animals in preparation for private maintenance by adopters. Consists of lab tests, certificate of veterinarian, veterinarian treatment records, health certificates, and other preparation records. Note: Duplicate copies are provided to adopters. Documents filed by date. Forms: USDA VS 10-11; BLM 4710-14, 15, 17. Confidentiality: Non-public record category 3. Location: Preparation center of origin.</p>	<p>TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/8e.</p>

Citation	Title	Description	Disposition Instructions
04/08/F	WH&B Animal Shipping Case Files.	WH&B Animal Shipping Case Files. Consists of bill of lading, shipping manifest, vehicle inspections, instructions to truck driver, diagram of trailer, hauling permits/licenses. Documents are filed by date. Forms: SF-1103; BLM 4710-16. Confidentiality: Non-public record category 3. Location: Preparation center of origin.	TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/8f.
04/08/G	WH&B Animal Training Facility Case Files	WH&B Animal Training Facility Case Files. Consists of agreements with prisons or other training facility, training evaluation forms, training certificates, daily training record. Confidentiality: Non-public record category 3. Location: Office that negotiated the agreement.	TEMPORARY Cutoff EOFY in which agreement is terminated. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/8g.
04/08/H	WH&B Adoption Data Bases.	WH&B Adoption Data Bases. Data bases that support the wild horse and burro adoption program maintained on personal computers, containing information derived from hard copy records authorized for destruction. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Offices using the data	TEMPORARY Delete after the expiration of the retention period for the hard copy file, or when no longer needed, whichever is later. GRS 20/3.
04/09	LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE.	LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE. Documenting legal disputes between BLM and individuals, organizations, or local governments concerning property use and disposition, which cannot be identified with an individual case, plan, or specific action. Authority: 43 CFR 1840, 1850. Confidentiality: Non-public record category 3. Vital: Legal and Financial Rights Records. Exclusions: Litigation related to specific cases. Disposition of case-related protests, appeals, civil actions, and litigation documents is governed by the disposition authorized for the related case file.	
04/09/A	Litigation and Civil Action Case Files.	Litigation and Civil Action Case Files. Subdivide case files by subject if volume warrants. Location: WO program office or SO of origin.	TEMPORARY Cutoff EOFY in which appeal rights are exhausted and final decision issued. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job N1-49-90-

Citation	Title	Description	Disposition Instructions
04/09/B	Litigation and Civil Action Reference Files	Litigation and Civil Action Reference Files. Copies retained for administrative or reference purposes. Location: WO, AFO.	<p>TEMPORARY</p> Destroy when obsolete or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/9b.
04/10	LAND STATUS AND USE FILES [1275].	<p>LAND STATUS AND USE FILES [1275]. Records that portray ownership of public lands and availability of those lands for entry and use under the various public land laws. The public land records began with the Ordinance of 1785 which authorized the Treasury Department to survey and auction public domain land as a source of revenue. The tract books system was established around 1800. Tract books were designed primarily for the maintenance of a permanent reference by State or Territory, meridian, township, range, section and subdivisions, of all transactions involving surveyed public lands. Because the tract books were badly worn and mutilated, establishment and installation of a new records system began in 1956. The new system, which consisted of master title plats, use plats, historical indexes, and control document indexes, eventually replaced the tract book system (except in the Eastern States). Authority: 43 CFR 1813. Forms: BLM 1275-3, 4; 1810-4. Confidentiality: Public record category 1. Vital: Legal and Financial Rights Records. Location: Masters and control files created and maintained by each SO; duplicates in</p>	<p>PERMANENT</p> Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/1a(1).
04/10/A	Master Title Plat (MTP)	<p>Master Title Plat (MTP) Masters. Includes supplemental MTP Masters. Record-copy paper, vellum, or mylar plats that provide a composite of the survey plats of a township on which is shown ownership and land status. MTPs depict lands granted to states, acquired lands, lands patented with reservations to the U.S., public domain lands with surface and subsurface rights noted, withdrawals, classifications, and rights-of-way. In most state offices, MTPs are captured on microform (items f).</p>	<p>PERMANENT</p> Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/1a(1).

Citation	Title	Description	Disposition Instructions
04/10/B	Supplemental Use Plat	Supplemental Use Plat Masters. Includes supplemental Use Plat Masters. Record-copy paper, vellum, or mylar plats, that show land ownership, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. Use plats are copies of the MTPs which reflects, in addition to the ownership and other restrictive data, land use leases, licenses, and permits. In most state offices, Use Plat Masters are captured on microform (item f).	PERMANENT Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/1b(1).
04/10/C	Historical Index (HI) Masters.	Historical Index (HI) Masters. Record-copy paper narrative, that provides in chronological order a summary and index of all past and present actions which have affected the title, use, or availability of public lands and resources as illustrated on the MTPs and use plats. In most state offices HI masters are captured on microform (item f).	PERMANENT Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/4a(1).
04/10/D	Tract Book Masters.	Tract Book Masters. Master guide to the history of all actions related to disposition and use of the public lands. The notation of tract books was discontinued when the new status records (MTPs, Use Plats, His) were installed.	PERMANENT Cutoff upon installation of microform status records and transfer immediately to FRC. FRC will transfer to NARA 12 years after cutoff. NARA Job NC1-49-85-2, 17/1c.
04/10/E	Control Document Index (CDI) Masters.	Control Document Index (CDI) Masters. Paper copies of land title and use documents that have affected the status of public lands. Arranged by state, meridian, township, and range. In most state offices, CDI masters are captured on microform	TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference. NARA Job NC1-49-85-2, 17/4c.
04/10/F	Land Status Microform (MTPs, HIs, CDIs, etc.).	Land Status Microform (MTPs, HIs, CDIs, etc.). Microform masters and duplicate film or fiche.	TEMPORARY Destroy when no longer needed for duplicating or other administrative or reference purposes. NARA Job NC1-49-85-2, 17/1a(2),
04/10/G	Land Status Working Files and Reference Copies.	Land Status Working Files and Reference Copies. Paper copies of documents retained only for reference and administrative use.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference purposes. NARA Job NC1-49-85-2,

Citation	Title	Description	Disposition Instructions
04/10/H	Land Status Control Files.	Land Status Control Files. Correspondence, reports, BLM Form 1810-4, and other records that document requests for status, completion of projects, or other administrative actions.	<p>TEMPORARY</p> Destroy when superseded, obsolete, or no longer needed for control purposes. NARA Job N1-49-90-1, 4/10h.
04/10/I	Metzker County Atlases	Metzker County Atlases. Title and use information created by original land office on Metzker County Atlases	<p>PERMANENT</p> Cutoff upon installation of new records and transfer directly to NARA. NARA Job NN1-171-77, I/5.
04/11	RESOURCES INVENTORY, STUDY, SURVEY AND MAPPING FILES [1610, 2020, 2060, 3030, 3060, 4400, 5200, 6600, 7100, 7200, 7300, 8110, 8210, 8310, 8410, 8510, 8520, 9300].	<p>RESOURCES INVENTORY, STUDY, SURVEY AND MAPPING FILES [1610, 2020, 2060, 3030, 3060, 4400, 5200, 6600, 7100, 7200, 7300, 8110, 8210, 8310, 8410, 8510, 8520, 9300].</p> <p>Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. Authority: 43 CFR 1610.4-3. Confidentiality: Public record category 1, except archaeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 3. Exclusions: Land survey files (Schedule 17/14); Geographic Information System data layers (Schedule 20/52); electronic resources inventories (Schedule 20/53); and hazardous materials files (Schedule 18/33).</p>	

Citation	Title	Description	Disposition Instructions
04/11/D/02	Museum Property	Museum Property. An organized assemblage of objects collected according to some rational scheme and retained so they can be preserved, studied, or interpreted for public benefit. Consists of prehistoric and historic objects (shards, bones, tools, fossils), artifacts, works of art, and natural history specimens obtained from excavation or other collection	<p>OTHER</p> <p>Museum property is treated as personal property. See 411 DM 1-3 and BLM Manual 8142. NARA Job N1-49-90-1, 4/11d(2).</p>
04/11/A	Resources Inventory, Study, or Survey Case Files.	Resources Inventory, Study, or Survey Case Files. Arranged by case number or site name. Documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; copies of final maps and study reports containing summary and conclusions; and related papers of value to the historical account of the project. May include annotated aerial photos, still photos, other original data that are only partially duplicated in the resultant reports and maps. Includes grazing allotment files. Forms: BLM 4413-1. Location: FOs with delegated responsibility.	<p>PERMANENT</p> <p>Cutoff EOFY in which the effort is completed. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA</p>
04/11/B	Resources Inventory, Study, or Survey Working Files and Reference Materials.	Resources Inventory, Study, or Survey Working Files and Reference Materials. Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final reports or maps and minor administrative documents collected during the project but not necessary to ensure history of the study. Includes duplicate or "dummy" inventory, study, and survey case files and duplicate well logs. Location: All. Forms: BLM 3030-2; 4410-1, 1a, 2; 4411-1; 4412-19, 24, 41; 5200-1, 2, 4, 4a, 5; 6602-1, 2-7, 9, 9a; 6630-4; 7230-3, 4; 8110-1, 2-5; 8310-8; 8400-1, 4-6.	<p>TEMPORARY</p> <p>Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC destroys 25 years after cut-off. NARA Job N1-49-90-1, 4/11b.</p>
04/11/C	Resources Inventory, Study, or Survey Final Maps and	Resources Inventory, Study, or Survey Final Maps and Reports. Published final maps, atlases, overlays,	
04/11/C/01	Resources Inventory, Study, or Survey Final Report and Map Masters	Resources Inventory, Study, or Survey Final Report and Map Masters. Exclusions printer's copy (Schedule 13/2a) or other copies retained for duplicating. Location: FOs.	

Citation	Title	Description	Disposition Instructions
04/11/C/01/	Reports.	Reports. One record copy of each edition, revision, or variant of each published final report and related indexes.	<p>PERMANENT</p> <p>Cutoff EOFY in which the reports are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. NARA Job N1-49-90-1, 4/11c(1)(a).</p>
04/11/C/01/	Maps	Maps. One record copy of each edition, revision, or variant of each published final map, atlas, overlay, and related indexes (in map or other form).	<p>PERMANENT</p> <p>Cutoff EOFY in which the maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. NARA Job N1-</p>
04/11/C/02	Resources Inventory, Study, or Survey Final Report and Map Reference Copies.	Resources Inventory, Study, or Survey Final Report and Map Reference Copies. Reference copies of published reports and maps. Location: AFO.	<p>TEMPORARY</p> <p>Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/11c(2).</p>
04/11/D	Resource Samples, Museum Property, and Related	Resource Samples, Museum Property, and Related Reports. Location: SO, FOS.	
04/11/D/01	Resource Samples.	Resource Samples. Mineral, vegetable, animal, water, soil, and other natural resource samples obtained from exploration or examination. Includes herbariums. Exclusions: Drinking water samples and water quality testing files (Schedule 17/21) and artifacts which are museum property (item d(2)).	<p>TEMPORARY</p> <p>Destroy when analysis is completed and report is approved, or when no longer needed for reference or display purposes. NARA Job N1-49-90-1, 4/11d(1).</p>
04/11/D/03	Resource Samples Analysis Reports	Resource Samples Analysis Reports. Reference copies of reports based on detailed analyses and tests of sample materials or museum property, including geochemical, isotopic, hydrologic, archaeological, paleontologic, and petrographic analyses reports. Forms: BLM 3890-1. Exclusions: copies filed in the related case or project file.	<p>TEMPORARY</p> <p>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/11d(3).</p>

Citation	Title	Description	Disposition Instructions
04/11/E	Well Logs and Directional Surveys.	Well Logs and Directional Surveys. Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells. Forms: BLM 3980-6.	<p>TEMPORARY</p> Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/11e.
04/12	ENVIRONMENTAL POLICY ACT FILES [1790].	ENVIRONMENTAL POLICY ACT FILES [1790]. Documenting BLM compliance activities that are required by the National Environmental Policy Act of 1969 (NEPA). Authority: 42 U.S.C. 4321. Confidentiality: Public record category 1, except documents still in progress and prior to release for comments which are non-public record category 3. Categorical Exclusion Files. There are no statutory, regulatory, or manual requirements to document a categorical exclusion review. However, such documentation may be filed in the appropriate case or project file, in the decision record or in other authorizing documents. Environmental Documents - Record Copies. The official file copies of BLM environmental documents and supporting records are retained by the originating office. Generally they are filed in and disposed with the case, project, or plan file to which they relate. - Environmental Documents - Other Copies. The records described below consist of other copies of environmental documents retained for reference and administrative use.	<p>OTHER</p> General Guidance (See H-1790-1)
04/12/A	Environmental Review Reference Files.	Environmental Review Reference Files. These are reference copies; record copies are filed in the related case/project/plan files. Location: AFO.	
04/12/A/01	Environmental Assessment	Environmental Assessment (EA). A concise public report and supporting documents prepared for proposed actions that (1) are not exempt from NEPA, (2) have not been categorically excluded, (3) have not been covered in an existing RMP/EIS or other environmental analysis, and (4) do not normally or obviously require an EIS. An EA may be prepared for any action at any time to assist in planning and decision-making.	<p>TEMPORARY</p> Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(1).

Citation	Title	Description	Disposition Instructions
04/12/A/02	Findings of No Significant Impact (FONSI).	Findings of No Significant Impact (FONSI). Documenting the reasons why an action, not otherwise excluded by NEPA, will not have significant impact on the human environment and for which an EIS will not be prepared.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(2).
04/12/A/03	Environmental Notice of Intent (NOI).	Environmental Notice of Intent (NOI). A public notice that an EIS will be prepared and considered. The notice describes the proposed action and possible alternatives, the proposed scoping process, and identity of the person to contact about the	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(3).
04/12/A/04	Decision Record (DR) and Record of Decision (ROD).	Decision Record (DR) and Record of Decision (ROD). Detailed written statements prepared to document a decision following an EA or a ROD prepared to document the decision following an EIS. The statement explains the alternatives considered, the alternative or portions of an alternative selected, any mitigating measures, and - in the case of a ROD - the environmentally preferred alternative.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(4).
04/12/A/05	Environmental Impact Statement (EIS) Reference	Environmental Impact Statement (EIS) Reference Files. Detailed written statements and supporting documents prepared when a proposed action - including a proposed policy or legislative recommendation - is projected to have a significant impact on the quality of the human environment. Contains references copies of the final published	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/12a(5).
04/12/B	Other Agency Environmental Document Review Files	Other Agency Environmental Document Review Files. Location: FOs with delegated responsibility.	
04/12/B/01	When the BLM is the Lead Agency.	When the BLM is the Lead Agency.	TEMPORARY Cutoff EOFY in which review completed. Transfer to FRC 1 year after cutoff. FRC destroys 5 years after cutoff. NARA Job. N1-49-90-1,

Citation	Title	Description	Disposition Instructions
04/12/B/02	When the BLM is not the Lead Agency	When the BLM is not the Lead Agency. Information copies received from the lead agency.	<p>TEMPORARY</p> <p>Cutoff EOFY in which review is completed. Destroy 2 years after cutoff. NARA Job N1-49-90-1, 4/12b(2).</p>
04/12/C	Environmental Policy Act Report Files.	Environmental Policy Act Report Files. Authority: 381 DM 9, Appendix 1, ESM 96-3 (DOI). Consist of consolidated and feeder versions of: 1) EIS Status and Progress Reports. Submitted quarterly by SO to WO on previous quarter and projected future accomplishments; and 2) EA Summary Reports. Submitted annually by SO to WO on total EAs completed and FONSI approved.	<p>OTHER</p> <p>Filed as general correspondence under subject code 1790 and dispose of accordingly, use GRS 23/1a.</p>
04/13	ACQUIRED LAND AND INTERESTS IN LAND FILES.	ACQUIRED LAND AND INTERESTS IN LAND FILES. Title papers and related documentation of BLM acquisitions by condemnation, purchase, donation, exchange, or otherwise. Authority: 43 CFR 2100, 2200. Confidentiality: Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Patent files (Schedule 4/7) and acquisition of water rights files (Schedule 4/17). Location: SO and FO with delegated responsibility.	
04/13/A	Land Exchange Proposals	Land Exchange Proposals [2200]. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name; informal proposals are not serialized. Confidentiality: Nonpublic record category 3.	<p>TEMPORARY</p> <p>Cutoff EOFY in which final decision is made to drop or reject the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/20a.</p>
04/13/B	Acquired Land Title Case Files [2100].	Acquired Land Title Case Files [2100]. Serialized case files, arranged by number, documenting acquisitions by BLM via gift, purchase, condemnation, or other means, including acquisitions from defunct agencies, such as Federal Farm Mortgage Corporation (FFMC) and Farmers Home Administration (FmHA). Includes any related appeal documents and maps. Forms: BLM 2060-2, 3; 3060-1, 2; 9300-8, 9a. Confidentiality: Public record category 1	<p>PERMANENT</p> <p>Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/20c.</p>

Citation	Title	Description	Disposition Instructions
04/13/C	Easement Case Files [2100].	Easement Case Files [2100]. Serialized case files, arranged by number, documenting rights acquired by BLM via negotiation or condemnation to use non-BLM lands. Some rights are obtained in perpetuity; others are short term. Includes any related appeal documents and maps. Forms: BLM 2100-2, 3-7; 2130-8, 9; 9300-8, 9a. Location: FO	TEMPORARY Cutoff EOFY in which all rights terminate. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff. NARA Job NC1-49-
04/13/D	Acquired Land and Interests in Land Working Files and Reference Material	Acquired Land and Interests in Land Working Files and Reference Material. Reference copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and nonrecord copies of documents related to acquired land and interests in land not	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job NC1-49-85-2, 4/20d-e.
04/13/E	Land Exchanges	Land Exchanges. Includes BLM and Forest Service exchanges. This is a cross reference item.	
04/13/E/01	Land Exchange Proposals.	Land Exchange Proposals. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name; informal proposals are not serialized. Confidentiality: Nonpublic record category 3. These are covered under Schedule 4, Item 13a. Location: FO	TEMPORARY Cutoff EOFY in which final decision is made to drop or reject the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/20a.
04/13/E/02	Patented lands [1860-1865].	Patented lands [1860-1865]. When title is transferred, this portion of the land exchange file is separated from the base case file and assigned a unique patent or deed number. Case files are arranged by patent or deed number. Includes patents and deeds issued, corrected, supplemented, amended, or canceled. Location: SO. This portion of the exchange file is covered under Schedule 4, Item 7c.	PERMANENT Cutoff EOFY in which patent is issued, amended, supplemented, canceled. Establish compliance files, if needed, for patents requiring limited or in perpetuity monitoring/ compliance checks. Transfer file to FRC 2 years after cutoff. FRC transfer

Citation	Title	Description	Disposition Instructions
04/13/E/03	Lands transferred to BLM via Land Exchange [2200].	Lands transferred to BLM via Land Exchange [2200]. When warranty deed is issued and there are multiple transactions in the land exchange file, this portion of the land exchange file is separated from the base case file and assigned a unique serial number. If there are not multiple transactions, only one -PT case is established as the base case. Case files are arranged by serial number. Includes deeds issued, corrected, supplemented, amended, or canceled. Location: SO or FO. This portion of the exchange file is covered under Schedule 4, Item 13b.	<p>PERMANENT</p> <p>Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 4/20c.</p>
04/13/E/04	Valid Existing Rights on Lands Transferred to BLM via Land Exchange	Valid Existing Rights on Lands Transferred to BLM via Land Exchange. These may include records relating to Use Authorizations [2800, 2900], Rights-of-Way [2800], Easements [2100], Cultural Resources [8100], and other lands actions present on land transferred to BLM via land exchange. This portion of the exchange file is covered under Schedule 4, Items such as 14, 15, 17, 18.	<p>OTHER</p> <p>Refer to appropriate Item and follow disposition instructions accordingly.</p>
04/14	GRAZING AND OTHER LAND-USE LEASE AND PERMIT FILES.	GRAZING AND OTHER LAND-USE LEASE AND PERMIT FILES. Documenting authorizations issued by the BLM for use of the public lands for grazing and other non-mineral resources for a specific period of time. Authority: 43 CFR 2910, 2920, 4130, 8730. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions Pending applications (Schedule 4/16) and mineral leases and permits (Schedule 4/22 - 4/30). Location: FOs with delegated responsibility.	<p>PERMANENT</p>
04/14/A	Grazing Authorization Files [4130].	Grazing Authorization Files [4130]. See BLM Handbook H-4010-1 for filing instructions.	<p>PERMANENT</p>

Citation	Title	Description	Disposition Instructions
04/14/A/01	Grazing Operator Case Files.	Grazing Operator Case Files. Lease or permit operator case files documenting authorizations by the BLM to graze livestock on public lands. Consists of the application, approved lease or permit, maps, billing documents, preference history, and related correspondence. Arranged by grazing record number or operator name; grazing leases and permits are not serialized. See BLM H-4010-1 for information on moving preference right documentation to new lessee file. Forms: BLM 1370-37; 4110-1, 2; 4112-2; 4120-10; 4130-1, 1a, 1b, 2, 2a, 3, 3a, 4, 5; 4190-1, 3; 4210-1. Exclusions: Rejected or withdrawn applications (item d); allotment unit files (Schedule 4/10), range improvement projects (RIPS) (Schedule 17/21), and unauthorized use files (Schedule 18/44).	<p>PERMANENT</p> <p>Cutoff EOFY in which the authorization terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1,</p>
04/14/A/02	Grazing Appeal Case Files	Grazing Appeal Case Files. Case files containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Arranged by appeal number; grazing appeals are not serialized. Forms: BLM 1842-1, 2;	<p>OTHER</p> <p>When appeal rights are exhausted and/or final decision issued, file with the related operator file (item a(1)) or unauthorized use file (Schedule 18/31), as appropriate, and dispose of accordingly. NARA Job N1-49-90-1, 4/14a(2).</p>
04/14/B	Land-Use Permits Approved Case Files [2920, 8370].	Land-Use Permits Approved Case Files [2920, 8370]. Case files documenting authorizations to use public lands up to 3 years, if the use involves little or no land improvement, construction, or investment, or if the investment can be amortized within the terms of the permit. Includes advertising and movie-making permits; cultural use permits; recreation use permits. A permit conveys no possessory interest. It is renewable at the discretion of the authorized officer and may be revoked so that the land can be made available for another use. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and any related material. Arranged by serial or permit number. Some permits are serialized; others are not. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2920-1; 3060-1, 2; 8370-1, 2; DI-1928. Exclusions: Rejected or withdrawn applications (item d); artifact collections and reports from cultural resource use permits (Schedule 4/11d(2-3)), grazing permits (item a), and other	<p>TEMPORARY</p> <p>Cutoff EOFY in which permit terminates and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. NARA Job N1-49-90-</p>

Citation	Title	Description	Disposition Instructions
04/14/C	Land-Use Leases Approved Case Files [2910, 2912].	Land-Use Leases Approved Case Files [2910, 2912]. Serialized case files, arranged by number, documenting authorizations to use public lands when substantial construction, development, or land improvements are involved, and large amounts of capital may be invested (e.g., airport leases, recreation and public purpose leases, occupancy leases, etc.). A lease conveys a possessory interest and is revocable only within its terms. Leases are issued for the length of time necessary to amortize the capital investment in the land. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and related material. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2910-1; 2912-1; 3060-1, 2. Exclusions: Rejected or withdrawn applications (item d); grazing leases/permits	
04/14/C/01	Recreation and Public Purpose Leases Approved	Recreation and Public Purpose Leases Approved Case Files.	PERMANENT Cutoff EOFY in which lease terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NC1-49-76-3, B/13.
04/14/C/02	Land-Use Leases Approved Case Files - All Other.	Land-Use Leases Approved Case Files - All Other. Includes airport leases, Small Tract Act leases, Mining Claim Occupancy Act leases, and Alaska fur farm leases.	TEMPORARY Cutoff EOFY in which lease terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 30 years after cutoff. NARA Job N1-49-90-1, 4/14c(2).
04/14/D	Grazing and Other Land-Use Applications Rejected or Withdrawn.	Grazing and Other Land-Use Applications Rejected or Withdrawn. Case files, arranged by number, documenting applications for leases or permits that are rejected by the BLM or withdrawn by the	TEMPORARY Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-

Citation	Title	Description	Disposition Instructions
04/15	RIGHTS-OF-WAY AND RECIPROCAL-USE FILES [2800]	RIGHTS-OF-WAY AND RECIPROCAL-USE FILES [2800]. BLM is responsible for evaluating and processing right-of-way applications, issuing right-of-way authorizations, and monitoring and terminating right-of-way grants. Authority: 43 CFR 2800. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Forms: SF-299; BLM 1323-1, 2; 1842-1, 2; 1850-1, 3; 2060-2; 2800-4, 14-17. Exclusions: Pending applications (Schedule 4/16). Location: SO, FOs with delegated responsibility.	
04/15/A	Right-of-Way Grant Case Files	Right-of-Way Grant Case Files. Serialized case files, arranged by number, documenting the BLM authorization to cross public lands via roads, highways, railroads, tramways, pipelines, power lines, communication lines, waterways, or other facilities, including rights granted under 44 LD 513. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material.	PERMANENT Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job NC1-49-85-2, 4/22a.
04/15/B	Reciprocal-Use and License Agreement Case Files.	Reciprocal-Use and License Agreement Case Files. Serialized case files, arranged by number, documenting agreements by the BLM and other parties for the reciprocal use of roads and rights-of-way, including rights granted under Oregon and California (O&C) revested use agreements. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material.	TEMPORARY Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff. NARA Job NC1-49-76-3, B/9 and 12.
04/15/C	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn.	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting individual applications for rights-of-way or license and use agreements that were subsequently rejected by the BLM or withdrawn by the applicant. Consists of application, evidence of rejection or withdrawal, any appeal documents, correspondence, and related material.	TEMPORARY Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/16.

Citation	Title	Description	Disposition Instructions
04/16	LAND AND MINERAL PENDING APPLICATION CASE FILES.	LAND AND MINERAL PENDING APPLICATION CASE FILES. Serialized case files, arranged by number, documenting various types of applications for the acquisition or use of public lands or resources that are awaiting adjudication by the BLM. Consists of an application, correspondence, maps, and other related material. Authority: 43 CFR 1820. Forms: SF-299; BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2; 2093-1; 2520-1; 2530-1; 2540-1; 2620-1; 2650-1; 2740-1; 2910-1; 2912-1; 2920-1; 3060-1, 2; 3100-11, 11a, 11b; 3200-24; 3440-1; 3510-1; 9300-8, 9a. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Location: SO, FOs with delegated responsibility.	OTHER When case is adjudicated, dispose of in accordance with disposition instructions for that specific case type. NARA Job N1-49-90-1, 4/16.
04/17	WATER RIGHTS PERMITS [7250].	WATER RIGHTS PERMITS [7250]. Water rights permits that are issued to BLM by State water agencies for use of water. Arranged by permit number. Confidentiality: Non-public record category 3. Vital: Legal and Financial Rights Records.	
04/17/A	Water Rights Permit Case	Water Rights Permit Case Files. Case files arranged by State control number; water rights permits are not serialized. Location: FOs with delegated	TEMPORARY Cutoff EOFY in which all rights terminate. Transfer to FRC 2 years after cutoff. FRC destroys 5 years after cutoff. NARA Job NC1-49-85-2,
04/17/B	Water Rights Permit Reference Copies	Water Rights Permit Reference Copies. Duplicate copies of permits retained for reference. Location: SO, FOs.	TEMPORARY Destroy when all rights terminate. NARA Job N1-49-90-1, 4/17b.
04/17/C	Water Rights Location Reference Maps.	Water Rights Location Reference Maps. Created and retained for reference. Location: SO, FOs.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/17c.

Citation	Title	Description	Disposition Instructions
04/18	LAND WITHDRAWAL, CLASSIFICATION, RESERVATION, DETERMINATION, AND DESIGNATION FILES [2070, 2300, 2400, 3020].	LAND WITHDRAWAL, CLASSIFICATION, RESERVATION, DETERMINATION, AND DESIGNATION FILES [2070, 2300, 2400, 3020]. Documenting actions to formally withdraw, classify, reserve, determine, or designate specific areas of federal land for such purposes as disposal, mineral prospecting and leasing, petroleum reserves, oil shale reserves, waterpower, reservoir sites, military use, and special area designations, such as National Natural Landmarks, National Historic Landmarks, Critical Habitat Areas, National Recreation Trails, Biosphere Reserves, World Heritage Sites, National Wild and Scenic Rivers, National Historic Trails, National Scenic Trails, National Conservation Areas, National Recreation Areas, Areas of Critical Environmental Concern, Research National Areas, Wilderness Areas, Experimental Ecological Reserves, Wildlife Reserves, etc. Contains initial orders and subsequent revocations or cancellations and any related appeal actions and maps. Authority: 43 CFR 2070, 2300, 2400. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16).	
04/18/A	Withdrawal, Classification, and Designation Informal Proposal Case Files	Withdrawal, Classification, and Designation Informal Proposal Case Files. Documenting informal proposals for classification or withdrawal, which do not subsequently result in a formal application. Arranged by proponent name; informal proposals are not serialized. Location: FOs.	TEMPORARY Cutoff after final decision is made to drop the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/25a.
04/18/B	Withdrawal, Classification, and Designation Case Files.	Withdrawal, Classification, and Designation Case Files. Serialized case files arranged by number. Includes any related appeal documents and maps. Forms: BLM 2060-2; 2093-1; 3060-1, 2. Location:	

Citation	Title	Description	Disposition Instructions
04/18/B/01	Withdrawal, Classification, and Designation Formal Order Approved Case Files	Withdrawal, Classification, and Designation Formal Order Approved Case Files. Documenting applications or initiatives that result in issuance of a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order. Consists of the application or initiative, narrative justification for the proposed action, land and mineral reports, copies of the order as published in the Federal Register, record copy of the final order or designation, copies of press releases or other evidence of publicity, and documentation of subsequent modifications, reductions, amendments,	PERMANENT Cutoff upon issuance of Order. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff. NARA Job NC1-
04/18/B/02	Withdrawal, Classification, or Designation Applications or Initiatives Unapproved	Withdrawal, Classification, or Designation Applications or Initiatives Unapproved Case Files. Documenting applications or initiatives that do not result in a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order.	TEMPORARY Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant or proponent. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, B/16.
04/18/C	Withdrawal, Classification and Designation Reports and	Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures (KGS), Known Geothermal Resource Areas (KGRA), Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of National Areas, Occurrences of Non-Leasable Minerals and Materials, Waterpower Designation Areas. Location: SO.	
04/18/C/01	Withdrawal, Classification and Designation Final Reports and Maps	Withdrawal, Classification and Designation Final Reports and Maps. Record copies.	
04/18/C/01/	Reports	Reports. One record copy of each final report.	PERMANENT Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job N1-49-90-1, 4/18c(1)(a).

Citation	Title	Description	Disposition Instructions
04/18/C/01/	Maps	Maps. One record copy of each edition, revision, or variant of each final map.	<p>PERMANENT Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job N1-49-90-1, 4/18c(1)(b).</p>
04/18/C/02	Withdrawal,	Withdrawal, Classification and Designation Intermediate Materials. Preliminary, intermediate, and prefinal drawings and other materials that are created and reviewed in preparation of final reports	<p>TEMPORARY Cutoff EOFY in which published. Destroy 1 year after cutoff. NARA Job N1-49-90-1, 4/18c(2).</p>
04/18/D	Known Geologic Structure (KGS) Background Files	Known Geologic Structure (KGS) Background Files [3022]. Case files, arranged by field name, containing background and reference information regarding the determination of known geologic structures (KGS) on lands administered by BLM. Note: Official KGS Determination case files are permanent (item b(1)); KGS final maps are permanent (item c(1)). Consists of working copies of geologic reports, first discovery reports, location plats and maps, first production memos, correspondence, and related papers, which provide a history of each KGS determination from original boundary definition through additions or deletions and revocation. Location: SO, FOs.	<p>TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/18d.</p>
04/18/E	River Basin Working Files and Reference Materials.	River Basin Working Files and Reference Materials. Case files, arranged by river basin name. Technical waterpower and storage data re. specific streams or basins published by Bureau of Reclamation, Corps of Engineers, Federal Energy Regulatory Commission (FERC), state water agencies and private irrigation districts. Contains information re. water resources planning, construction descriptions and status, water rights, land status, water supply, geology, and hydrology data. Includes copies of open-file reports, USGS publications, and news clippings. Location: SO, FOs.	<p>TEMPORARY Review annually to destroy items that are obsolete or no longer needed for reference. NARA Job N1-49-90-1,</p>

Citation	Title	Description	Disposition Instructions
04/18/F	Waterpower Project Reference Material and Working Files [2329].	Waterpower Project Reference Material and Working Files [2329]. Working files, arranged by project number, containing reference copies of FERC documents re. power project withdrawals. Contains proposed power plan, FERC reports, judgments, and orders, withdrawal notices, construction descriptions, evaluations, maps, and related material. Note: official waterpower withdrawal case files are permanent (item b(1)). Location: Centers, SO, FOs.	TEMPORARY Cutoff EOFY in which project is completed or the withdrawal is revoked. Destroy 1 year after cutoff. NARA Job N1-49-90-1,
04/18/G	Application Review Files [2329/3730/3811].	Application Review Files [2329/3730/3811]. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified, withdrawn, determined, or designated for specific purposes. Consists of papers re. the review of FERC applications under Natural Gas Policy Act (NGPA) and Section 24 of Federal Power Act, and applications from other federal agencies or from other BLM offices (see 18 CFR 270-275). Vital: Legal and Financial Rights Records. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Location: District Offices, New Mexico; Casper District Office, Wyoming; Montana State Office; Utah State Office; Colorado State	
04/18/G/O1	Application Review Files - Filmed.	Application Review Files - Filmed.	
04/18/G/O1/A	Case Files	Case Files.	TEMPORARY Return to applicant. NARA Job N1-49-90-1, 4/18g(1)(a).
04/18/G/O1/B	Microform Masters.	Microform Masters.	TEMPORARY Cutoff EOFY in which well is plugged and/or abandoned. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/18g(1)(b).

Citation	Title	Description	Disposition Instructions
04/18/G/O1/C	Microform Reference Copies.	Microform Reference Copies.	<p>TEMPORARY</p> <p>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/18g(1)(c).</p>
04/18/G/O3	Application Review Files - Not Filmed.	Application Review Files - Not Filmed.	<p>TEMPORARY</p> <p>Cutoff EOFY in which all records on film are closed. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/18g(2).</p>
04/18/H	Withdrawal, Classification, and Designation Registers, Ledgers and Indexes	Withdrawal, Classification, and Designation Registers, Ledgers and Indexes. Usually card files containing information on township and range, site withdrawals, power site reserves, power restorations, modifications, and interpretations. Includes Off-Road Vehicle Designation Registers and other registers and indexes related to withdrawal, classification, and designation areas. Location: SO, FOs.	<p>PERMANENT</p> <p>Transfer with the related records. NARA Job N1-49-90-1, 4/18h.</p>
04/19	RESOURCE MANAGEMENT PLAN (RMP) FILES [1610].	<p>RESOURCE MANAGEMENT PLAN (RMP) FILES [1610]. Plans to guide and control management actions and the development of subsequent, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. Authority: 43 CFR 1610. Confidentiality: Public record category 1, except that plans and EISs still in progress prior to release for comments and information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 3. Exclusions: Resource activity plans (Schedule 4/20).</p>	

Citation	Title	Description	Disposition Instructions
04/19/A	RMP Case Files, Maps, Overlays, and Related	RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by the BLM, the BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant of each published final RMP/EIS, map, atlas, overlay and all related indexes (in map or other form). Location: FOs with delegated responsibility. See item c for working files and reference copies.	
04/19/A/01	RMP Case Files.	RMP Case Files. Consists of: - Management Situation Analysis (MSA). A concise, written analysis of resource occurrence, condition, and opportunities. Notice of Intent (NOI). A public notice that a planning document will be prepared and analyzed. Notice describes the planning action, alternatives, the scoping process, potential issues, the preliminary planning criteria, and the identity of the person to contact about the proposed plan. - Draft Plan and Draft Environmental Impact Statement (EIS). A single document containing a proposed RMP and alternatives, including a "no action" alternative, together with a draft EIS which analyzes the impacts of those alternatives. - Proposed Plan and Final EIS. A single document containing a proposed Plan and alternatives considered together with a final EIS. - Approved Plan/Record of Decision (AP/ROD). Single document containing the legal record of decision describing the alternative, any mitigating measures and identifies the environmentally preferred alternative and, in a separate section, contains the approved plan in its entirety. - Resource Objectives and Monitoring Plan (ROMP). An interdisciplinary monitoring plan to determine how the objectives in the RMP and subsequent site-specific plans are to be achieved. - Planning Protests. Protests to Proposed Plan and Proposed Plan Amendments filed in writing with the Director. Protesters must have standing to protest and must file within a 30 day protest period. - Draft Plan Amendment. Single document containing draft plan amendment and alternatives, including a "no action" alternative, together with either a draft EIS or draft EA that analyzes the environmental effects of the alternatives. - Proposed Plan Amendment. Single document containing proposed plan amendment and alternatives considered together with either a Final	<p>PERMANENT</p> <p>Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent materials to FRC 1 year after</p>

Citation	Title	Description	Disposition Instructions
04/19/A/02	RMP Maps,	RMP Maps, Overlays, and Related Indexes. One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form).	<p>PERMANENT</p> <p>Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent record to FRC when the relate</p>
04/19/B	RMP Public Participation Case Files	RMP Public Participation Case Files. Record copies that document public involvement in the BLM planning process. Used in the development of RMPs and for any subsequent protests concerning the plans. Consists of public participation plans, mailing lists, notices, registers of attendees at public participation activities, and public comments. Forms: BLM 1600-16. Location: FOs with delegated responsibility.	<p>TEMPORARY</p> <p>Cutoff EOFY in which final plan and maps are published or released. Transfer to FRC 1 year after cutoff. FRC destroys 20 years after cutoff. NARA Job N1-49-90-</p>
04/19/C	RMP Working Files and Reference Material	RMP Working Files and Reference Material. Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to RMPs. Includes duplicate or "dummy" RMP case files and reference copies of published plans and maps. Location: SO, FOs.	<p>TEMPORARY</p> <p>Destroy 1 year after final plan and maps are published or released, or when no longer needed for revision or reference. NARA Job N1-49-90-1, 4/19c.</p>
04/19/D	RMP Appeal Case Files	RMP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.	<p>OTHER</p> <p>When appeal rights are exhausted and/or final decision issued, file with the related RMP file and dispose of accordingly. NARA Job N1-49-90-1, 4/19d.</p>

Citation	Title	Description	Disposition Instructions
04/20	RESOURCE ACTIVITY PLAN (RAP) RECORDS [1610].	RESOURCE ACTIVITY PLAN (RAP) RECORDS [1610]. Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. Authority: 43 CFR 1610. Confidentiality: Public record category 1, except that information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 3. Location: FOs with delegated responsibility. Mining claim files now 4/22.	PERMANENT
04/20/A	RAP (Long Range) Files.	RAP (Long Range) Files. Documenting the development, implementation, and monitoring of long-range and/or continuing planning activities for grazing allotments, animal damage and pest control, caves, cultural and archaeological resources, fire control and prescribed burning, flood plain, forestry and timber, natural history, paleontology, recreation, wild horses and burros, wildlife habitat, wilderness, and other public land resources. Forms: BLM 4190-2; 6780-1, 2; 8300-1, 2.	
04/20/A/01	RAP Case Files	RAP Case Files. Includes related planning maps, overlays, and photos. Documenting various planning activities, such as identification of issues, development of planning criteria, identification of information needs and sources, analysis of management situation, environmental analysis, socioeconomic analysis, summaries of public involvement and critical public issues, formulation of alternatives and estimates of their effects, selection of preferred alternatives, and subsequent monitoring and evaluation of the plan's implementation efforts.	PERMANENT Cutoff when all planned activity is completed or when replaced by new plan. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff. NARA Job NC1-49-85-2,
04/20/A/02	RAP Final Report Masters	RAP Final Report Masters. Record copies of the final reports of resource activity planning statements that BLM prepares once an RMP is	PERMANENT Cutoff EOFY in which the plan is published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. NARA Job N1-49-90-1,

Citation	Title	Description	Disposition Instructions
04/20/B	RAP (Short Range) Case Files	RAP (Short Range) Case Files. Includes related planning maps, overlays, and photos. Documenting the development, implementation, and monitoring of plans of 1 to 5 years duration, such as normal year fire plans, annual timber sale plans, transportation plans, sign plans, and other short-term plans. Forms: BLM 9110-6, 6a, 7, 8, 8a; 9130-	<p>TEMPORARY</p> <p>Cutoff EOFY in which all the planned activity is completed or when plan is replaced by another plan. Destroy 3 years after cutoff. NARA Job NC1-49-85-2,</p>
04/20/C	RAP Working Files and Reference Materials	RAP Working Files and Reference Materials. Reference copies of official documents; notes, drafts, preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to activity plans that are not described elsewhere. Includes duplicate or "dummy" activity plan case files and reference copies of final plans.	<p>TEMPORARY</p> <p>Destroy when superseded, obsolete, or no longer needed for reference or when 3 years old, whichever is later. NARA Job NC1-49-85-2, 4/26a(1)(b-c).</p>
04/20/D	RAP Appeal Case Files	RAP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.	<p>OTHER</p> <p>When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly. NARA Job N1-49-90-1, 4/20d.</p>
04/21	QUALIFICATIONS AND SURETY FILES [1811 et al].	<p>QUALIFICATIONS AND SURETY FILES [1811 et al]. Reference copies arranged by individual or corporate name. Consists of copies of surety or performance bonds, articles of incorporation, power-of-attorney, operator ratings. Forms: SF-25, 25a-b, 28, 34, 35; BLM 1822-3, 4; 3000-4, 4a; 3104-3, 5, 8a; 3200-19; 5450-19, 20-22.</p> <p>Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-23. Exclusions: Qualifications documents for federal oil and gas leases which are no longer required (H-3101-1, 47 FR 8544). Location: SO, FOs.</p>	<p>TEMPORARY</p> <p>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job NC1-49-85-2, 4/28.</p>

Citation	Title	Description	Disposition Instructions
04/22	MINING CLAIMS UNDER THE GENERAL MINING LAWS [3800].	MINING CLAIMS UNDER THE GENERAL MINING LAWS [3800]. BLM is responsible for the administration of the mining laws on all public lands, both surveyed and unsurveyed. This involves encouraging and protecting the rights of the mining claimant in prospecting, exploring for and developing locatable minerals on the public land; prohibiting the abuse of the mining laws; ensuring that mineral patent applicants comply with applicable laws and regulations; and preventing the unnecessary and undue degradation from operations under the mining laws to other resource values on the public lands. Authority: 43 CFR 3800. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Mineral patents (Schedule 4/7), Mining Claim Occupancy Act leases (Schedule 4/14c), Files containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (Schedule 4/29d) prior to transfer.	
04/22/A	Mining Claim Recordation (MCR) Files [3833]	Mining Claim Recordation (MCR) Files [3833]. Claims filed with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment decisions and related papers. Forms: BLM 3814-4; 3830-1; 3842-3; 3890-3, 4. Location: SO	
04/22/A/01	MCR Files Filmed.	MCR Files Filmed.	
04/22/A/01/	MCR Case Files.	MCR Case Files.	TEMPORARY Return to record title holder after filming. NARA Job NC1-49-81-1, B/24a.

Citation	Title	Description	Disposition Instructions
04/22/A/01/	MCR Microform Masters.	MCR Microform Masters.	TEMPORARY Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-1, 4/22a(1)(b).
04/22/A/01/	MCR Microform Reference Copies.	MCR Microform Reference Copies.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job NC1-49-81-1, B24c.
04/22/A/02	MCR Files Not Filmed.	MCR Files Not Filmed. Serialized case files, arranged by number, that are not filmed. Includes deferment of assessment work files not filmed.	TEMPORARY Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-1, 4/22a(2).
04/22/A/03	MCR General Files	MCR General Files. Mining claim correspondence, arranged by subject, that does not relate to a specific claim or serialized case file.	TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. GRS 23/1a.
04/22/B	Mining Claim Validity Examination Case Files	Mining Claim Validity Examination Case Files [3891]. Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid claims are recognized and invalid ones eliminated. Includes contest and appeal documentation. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3060-1, 2. Location: SO, FOs with delegated responsibility.	TEMPORARY Cutoff EOFY in which appeal rights are exhausted and final decision is issued. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-

Citation	Title	Description	Disposition Instructions
04/22/C	Mining Claim Surface Management Case Files [3802, 3809].	Mining Claim Surface Management Case Files [3802, 3809]. Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices and plans of operations filed by the mining claimant or operator. Consists of the plan or notice, related maps, diagrams, environmental assessment, bond if required, evidence of approval or rejection, contests or appeals, notices of noncompliance, evidence of compliance and non-compliance, and related correspondence. Although surface management case files are an extension of the MCR files (item a), they receive a different serial number that is unrelated to the MCR file. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3814-1. Location: FOs with the delegated responsibility.	TEMPORARY Cutoff EOFY in which the operations are completed and reclamation is accepted. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. NARA Job N1-49-90-1, 4/22c.
04/23	SIMULTANEOUS OIL & GAS (SIMO) DRAWING FILES	SIMULTANEOUS OIL & GAS (SIMO) DRAWING FILES. The SIMO program was discontinued 12/22/87. Authority: 43 CFR 3112 (1987 edition). Confidentiality: Public record category 1; Privacy Act System Interior/LLM-3.	
04/23/A	SIMO Lists	SIMO Lists. Official file containing lists of lands available and results lists for SIMO filings for manual and automated drawings. Location: SO.	TEMPORARY Cutoff EOFY after drawing is held. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-1, 4/23a.
04/23/B	SIMO Input and/or Source Documents.	SIMO Input and/or Source Documents. Location: WYSO.	
04/23/B/01	SIMO Applications	SIMO Applications. Forms submitted to Wyoming SO by applicants, and used as source documents to the automated drawing data base, then filmed.	TEMPORARY Destroy 6 months after drawing. NARA Job NC1-49-85-2, 4/21d(2).
04/23/B/02	SIMO Lists	SIMO Lists. Lists of lands available for SIMO filings submitted to Wyoming SO by other BLM SOs.	TEMPORARY Destroy 3 years after drawing. NARA Job N1-49-90-1, 4/23b(2).

Citation	Title	Description	Disposition Instructions
04/23/C	SIMO Electronic Data Base Application	SIMO Electronic Data Base Application. Location: Centers. Destroyed 1988 at Centers.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
04/23/D	SIMO Data Base Output	SIMO Data Base Output. Discontinued 1987.	
04/23/D/01	SIMO Drawings Results	SIMO Drawings Results. Printouts of "winners" selected randomly by computer. Location: WYSO.	TEMPORARY Destroy when superseded or no longer needed for reference. NARA Job N1-49-90-1, 4/23d(1).
04/23/D/02	SIMO Microform Masters	SIMO Microform Masters. Created at Centers for WYSO. Location: WYSO.	TEMPORARY Cutoff EOFY in which filmed. Transfer to FRC 1 year after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-
04/23/D/03	SIMO Microform Reference Copies	SIMO Microform Reference Copies. Created at Centers for WYSO. Location: WYSO.	TEMPORARY Destroy when superseded or no longer needed for reference. NARA Job N1-49-90-1, 4/23d(3).
04/23/D/04	SIMO Computer Tapes.	SIMO Computer Tapes. Location: Centers.	TEMPORARY Destroy when 7 years old. NARA Job N1-49-90-1, 4/23d(4).
04/23/E	SIMO Data Base	SIMO Data Base Documentation. Data system and file specifications, code books, record layouts, user guides, output specifications, and final reports relating to the SIMO data base. Location: Centers	TEMPORARY Destroy or delete upon authorized destruction of the related data base. GRS 20/11a.

Citation	Title	Description	Disposition Instructions
04/24	MINERAL LEASE SALE FILES [3000].	MINERAL LEASE SALE FILES [3000]. Documenting the planning, conduct, and evaluation of competitive mineral lease sales and providing a history of each sale from tract selection through bid acceptance or rejection. Authority: 43 CFR 3120, 3220, 3420, 3515, 3525, 3535, 3545, 3555, 3564, 3574. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Location: SO. Exclusions: Documentation re. approved competitive leases which is filed in each lease case file (Schedule 4/27-30) and video recordings used to verify oral bids in the event of discrepancies (Schedule 21/20).	
04/24/A	Mineral Lease Sale History Case Files	Mineral Lease Sale History Case Files. Non-serialized case files containing tract selection recommendations, maps, sale notices, stipulations, address lists, estimates of resource values for each parcel, sale minutes, bidder registration, bid abstracts, results lists, summary reports, and related sale	<p>TEMPORARY</p> <p>Cutoff EOFY in which the final determination of bid acceptance or rejection is made. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-90-</p>
04/24/B	Mineral Lease Sale and Tract Evaluation	Mineral Lease Sale and Tract Evaluation Final Report and Map Masters. Record-copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, isopach maps, and the geological, geophysical, and engineering data supporting the evaluation, and (2) the results of post-sale evaluations of tract evaluation and technical data effectiveness and a comparison of sale bids with pre-sale estimates.	<p>PERMANENT</p> <p>Cutoff EOFY in which the study or sale is completed. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job N1-49-90-1,</p>
04/24/C	Nominations not Accepted.	Nominations not Accepted. Nominations for parcels unavailable for leasing (i.e., closed to leasing, no minerals available, in an existing lease, etc.). Files will include copies of nomination and/or agency response. Responses may be in the form of telephone record(s) or letter(s). In cases where a nomination includes both parcels accepted and parcels not accepted, file records in the Mineral Lease Sale History Case File and follow disposition (item a).	<p>TEMPORARY</p> <p>Destroy when records are 6 months old or when no longer needed for reference, whichever is longer. NARA Job N1-49-99-1, 4/24c.</p>

Citation	Title	Description	Disposition Instructions
04/24/D	Electronic Versions of Mineral Lease Sale Records	Electronic Versions of Mineral Lease Sale Records Created by Electronic Mail and Word processing Applications.	<p>TEMPORARY</p> Delete when file copy is generated and added to a record keeping system or when no longer needed for reference or updating. NARA Job N1-49-99-1, 4/24d.
04/25	EXPLORATION AND PROSPECTING PERMIT OR LICENSE CASE FILES [3150, 3209, 3410, 3500].	EXPLORATION AND PROSPECTING PERMIT OR LICENSE CASE FILES [3150, 3209, 3410, 3500]. Authority: 43 CFR 3150, 3209, 3410, 3500. Forms: BLM 3000-4a; 3104-5; 3150-4, 4a, 5; 3200-9, 10, 19; 3504-4; 3510-1. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Location: FOs with delegated responsibility.	
04/25/A	Exploration and Prospecting Permit/License Applications Approved.	Exploration and Prospecting Permit/License Applications Approved. Serialized case files, arranged by number, documenting the search for evidence of oil and gas, geothermal, coal, oil shale, and other mineral resources. The search requires physical presence upon the lands and may result in damage to the lands or the resources. No lease or application for permit to drill (APD) is required by the BLM. Consists of the application, approved permit or license, notice of intent, exploration plan, maps, notice of completion, and related correspondence.	<p>TEMPORARY</p> Cutoff EOFY in which the authorization terminates, required rehabilitation of the affected lands is accepted by the BLM, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. NARA Job N1-49-9
04/25/B	Exploration and Prospecting Permit/License Applications Rejected or Withdrawn.	Exploration and Prospecting Permit/License Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant.	<p>TEMPORARY</p> Cutoff EOFY in which application is rejected or withdrawn. Destroy 3 years after cutoff. NARA Job N1-49-90-1, 4/25b.

Citation	Title	Description	Disposition Instructions
04/26	COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING ORDER FILES [3180, 3280].	COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING ORDER FILES [3180, 3280]. BLM is responsible for the development of federal oil, gas, and geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The records described below document the establishment and monitoring of communitization and unitization agreements, state spacing orders, and subsurface gas storage agreements in order to avoid waste of oil, gas, and geothermal resources and to protect correlative rights. Communitization brings together leases sufficient for the granting of well permits under applicable state spacing requirements. Unitization consolidates separate leases into a single consolidated unit for the purposes of operating and allocating costs and benefits on a basis as defined in the agreement or plan. Authority: 43 CFR 3180, 3280. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16).	TEMPORARY Cutoff EOFY in which the agreement is terminated or the application is rejected by the BLM or withdrawn by applicant and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3
04/26/A	Communitization or Unitization Agreement Application Case Files.	Communitization or Unitization Agreement Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the agreements approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by applicant) and any related appeal documents. Location: SO.	
04/26/B	Communitization or Unitization Agreement Operations Lease and Well	Communitization or Unitization Agreement Operations Lease and Well Files. Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour maps, cross sections, logs, and other related scientific and technical data re. the agreement area and production activity. Case files are subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some cases, the SO retains responsibility).	

Citation	Title	Description	Disposition Instructions
04/26/B/01	Indian Agreements.	Indian Agreements. Agreements regarding leases belonging to Indians for which the BLM has minerals management responsibilities.	<p>PERMANENT</p> <p>Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10</p>
04/26/B/02	Federal Agreements	Federal Agreements. Agreements regarding leases on land for which the federal government holds the mineral interests	<p>TEMPORARY</p> <p>Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10</p>
04/27	OIL AND GAS LEASING FILES [3100].	OIL AND GAS LEASING FILES [3100]. The BLM is responsible for the development of federal oil and gas resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3100. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: lease or permit applications (Schedule 4/16), exploration permits (Schedule 4/25), oil and gas agreements (Schedule 4/26).	

Citation	Title	Description	Disposition Instructions
04/27/A	Oil and Gas Lease Applications Case Files	Oil and Gas Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1. Location: SO.	TEMPORARY Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job
04/27/B	Oil and Gas Operations Lease and Well Files.	Oil and Gas Operations Lease and Well Files. This series is comprised of the two major file types described below - the lease operations file and the related well files which document the production, safety, and environmental activities on the lease area. Lease and well files are filed together, with the well jackets (folders) placed directly behind the related lease file folder. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1; 3160-3, 4, 5, 8, 9, 10, 11, 12, 13, 15, 16, 17. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).	
04/27/B/01	Oil and Gas Operations Lease and Well Files - Indian	Oil and Gas Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to American Indians for which the BLM has minerals management responsibilities.	PERMANENT Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well
04/27/B/02	Oil and Gas Operations Lease and Well Files -	Oil and Gas Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. This series also includes acquired land leases, such as Federal Farm Mortgage Corp (FFMC) and Farmers Home Administration (FmHA) leases transferred to the BLM by quit claim.	TEMPORARY Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well

Citation	Title	Description	Disposition Instructions
04/27/C	Oil and Gas Geologic and Production Reference Files.	Oil and Gas Geologic and Production Reference Files. Documents copied from terminated oil and gas operations files, which have repetitive and multiple applications in support of the federal leasing program. Examples include sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e).	TEMPORARY Destroy when no longer needed to support the federal leasing program or for other reference purposes. NARA Job N1-49-90-1, 4/27c.
04/27/D	Oil and Gas Drainage Investigation Working Files.	Oil and Gas Drainage Investigation Working Files. Case files containing duplicate documentation of investigation of allegation that lands are being drained of oil or gas by wells on adjacent land. Note: Record copies of drainage documents are filed in the related lease or well file (item b). Location: FOs with delegated responsibility.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/27d.
04/27/E	Oil and Gas Development Map Masters.	Oil and Gas Development Map Masters. Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area. Information is obtained from lessee and operator reports, oil scouting services and publications, and from internal sources. Location: SO, FO that produces the masters	PERMANENT Cutoff EOFY in which the map is redrafted or completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-
04/27/F	Oil and Gas Field Files (Reference).	Oil and Gas Field Files (Reference). Case files, arranged by field name, containing primarily reference copies of reports, maps, well records, and other technical information on oil and gas fields involving federal, Indian, private, and state lands. Location: SO, FOs.	TEMPORARY Review annually and destroy documents no longer needed for reference. NARA Job N1-49-90-1, 4/27f.
04/27/G	Individual Well Records (IWR) and Scout Tickets	Individual Well Records (IWR) and Scout Tickets (Reference). Sheets and card forms showing when and by whom the well was drilled, depth, owner or operator, and drilling results with some related geologic data. Prepared from lessee reports or scouting publications or purchased from commercial firms. Forms: BLM 3160-14, 14a, 14b. Location:	TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/27g.

Citation	Title	Description	Disposition Instructions
04/27/H	Oil and Gas State Lease and Well Reference Copies.	Oil and Gas State Lease and Well Reference Copies. Convenience copies of documents regarding oil and gas leases issued by a State agency and retained by the BLM for reference. Location: SO, FOs.	<p>TEMPORARY</p> Destroy when superseded, obsolete, or no longer needed for reference. NARA Job N1-49-90-1, 4/27h.
04/28	GEOHERMAL LEASING FILES [3200].	<p>GEOHERMAL LEASING FILES [3200]. Geothermal resources are depletable subsurface reservoirs of energy composed of: (1) products of natural geothermal processes including indigenous steam, hot water, and hot brine; (2) steam, other gases, hot water and hot brine resulting from artificial introduction of water, gas, or other fluids into geothermal formations; (3) heat or other associated energy found in geothermal formations; (4) any byproducts derived from geothermal processes. The BLM is responsible for the development of federal geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3200. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25);</p>	
04/28/A	Geothermal Lease Applications Case Files.	<p>Geothermal Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and the applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24. Location: SO and some FOs.</p>	<p>TEMPORARY</p> Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job

Citation	Title	Description	Disposition Instructions
04/28/B	Geothermal Operations Lease and Well Files.	Geothermal Operations Lease and Well Files. This record series is comprised of two major case types that are described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24; 3260-2, 3-5. Location: Office with the delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).	
04/28/B/01	Geothermal Operations Lease and Well Files - Indian	Geothermal Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to Indians for which the BLM has minerals management responsibilities.	<p>PERMANENT</p> <p>Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well fil</p>
04/28/B/02	Geothermal Operations Lease and Well Files -	Geothermal Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	<p>TEMPORARY</p> <p>Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well fil</p>
04/28/C	Geothermal Geologic and Production Reference Files	Geothermal Geologic and Production Reference Files. Documents copied from terminated geothermal operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e).	<p>TEMPORARY</p> <p>Destroy when no longer needed to support the geothermal leasing program or for other reference purposes. NARA Job N1-49-</p>

Citation	Title	Description	Disposition Instructions
04/29	SOLID MINERAL LEASING FILES [3400, 3500].	<p>SOLID MINERAL LEASING FILES [3400, 3500]. The BLM is responsible for development of federal coal and other solid mineral resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. The BLM also delineates potential coal tracts, analyzes environmental impacts of leasing, and appraises tract values. Mineral materials are disposed of by contract of sale or free use permit under 43 CFR 3600. Minerals such as gold, silver, quicksilver, and hard rock minerals are leasable on acquired lands only. Solid leasable mineral commodities include coal, phosphate, sodium potassium, sulfur in Texas and Louisiana, gilsonite, and hard rock minerals on acquired lands. Also included are minerals, which are leased under special leasing acts, including asphalt in Oklahoma; gold, silver and quicksilver in confirmed private land grants; certain minerals in National Park Service areas; reserved minerals on certain lands which were patented to the State of California for park or other purposes; certain minerals in the White Mountains National Recreation Area, Alaska; and sand and gravel on certain lands which were patented to the State of Nevada. Authority: 43 CFR 3400, 3500. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration and prospecting permits (Schedule 4/25); mineral material sales (Schedule 4/6b).</p>	<p>TEMPORARY Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NA</p>
04/29/A	Solid Mineral Lease Application Case Files	<p>Solid Mineral Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and related appeal documents. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3510-2; 3520-7; 3730-1. Location: SO and some FOs.</p>	

Citation	Title	Description	Disposition Instructions
04/29/B	Solid Mineral Lease Operations Files.	Solid Mineral Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the lease area. Consists of lease instrument and assignments, operating agreements, decisions, mining plans, environmental assessment, reclamation plans, lease inspection and production verification reports, and related correspondence. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3520-7; 3730-1. Location: Office with delegated responsibility - usually FOs (in some states, responsibility retained by SO).	
04/29/B/01	Solid Mineral Lease Operations Case Files -	Solid Mineral Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities.	<p>PERMANENT</p> <p>Cutoff EOFY in which the lease terminate, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years aft</p>
04/29/B/02	Solid Mineral Lease Operations Case Files -	Solid Mineral Lease Operations Case Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	<p>TEMPORARY</p> <p>Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years af</p>
04/29/C	Mine Maps and Abandonment Reports - Indian and Federal.	Mine Maps and Abandonment Reports - Indian and Federal. Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings detailing method of abandonment, surface reclamation, closure of surface openings, and compliance with lease stipulations.	<p>PERMANENT</p> <p>Cutoff EOFY in which the lease terminate, the bond is released, and appeal rights are exhausted. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/29c.</p>
04/29/D	Solid Minerals Geologic and Production Reference Files.	Solid Minerals Geologic and Production Reference Files. Documents copied from terminated solid mineral operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs.	<p>TEMPORARY</p> <p>Destroy when no longer needed to support the federal leasing program or for other reference purposes. NARA Job N1-49-90-1, 4/29d.</p>

Citation	Title	Description	Disposition Instructions
04/30	OIL SHALE LEASING FILES [3900].	OIL SHALE LEASING FILES [3900]. Oil shale is a fine-textured sedimentary rock containing organic matter that can yield oil and hydro-carbon gas by destructive distillation. The BLM is responsible for the development of federal oil shale resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 30 U.S.C. 181, 301-306, 351-359. Confidentiality: Public record category 1, except some files may contain certain proprietary/confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25).	
04/30/A	Oil Shale Lease Application Case Files	Oil Shale Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Location: SO.	TEMPORARY Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NA
04/30/B	Oil Shale Lease Operations	Oil Shale Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related material. Case files may be subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).	

Citation	Title	Description	Disposition Instructions
04/30/B/01	Oil Shale Lease Operations Case Files - Indian	Oil Shale Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities.	PERMANENT Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item c). Transfer to FRC 3 years af
04/30/B/02	Oil Shale Lease Operations Case Files - Federal	Oil Shale Lease Operations Case Files - Federal Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	TEMPORARY Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item c). Transfer to FRC 3 years af
04/30/C	Oil Shale Lease Operations	Oil Shale Lease Operations Maps. Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc. Location: SO, FOs.	
04/30/C/01	Oil Shale Final Maps	Oil Shale Final Maps	PERMANENT Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. NARA Job N1-49-90-1, 4/30c(1).
04/30/C/02	Oil Shale Intermediate and Pre-Final Maps and Plats.	Oil Shale Intermediate and Pre-Final Maps and Plats.	TEMPORARY Destroy when superseded by later version. NARA Job N1-49-90-1, 4/30c(2).
04/30/D	Oil Shale Geologic and Production Reference Files.	Oil Shale Geologic and Production Reference Files. Documents copied from terminated oil shale operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs.	TEMPORARY Destroy when no longer needed to support the federal leasing program or for other reference purposes. NARA Job N1-49-90-1, 4/30d.

Citation	Title	Description	Disposition Instructions
04/31	SERIALIZED CASE FILE INDEXES.	SERIALIZED CASE FILE INDEXES. Alphabetical paper indexes to serialized case files. Authority: 43 CFR 1813, 1821, 3833. Confidentiality: Privacy Act System Interior/LLM-32. Location: SO.	PERMANENT Cutoff when no longer needed for control purposes or when fully automated. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-85-2, 23/7a.
04/32	SERIAL REGISTER PAGES AND LOGS [1274	SERIAL REGISTER PAGES AND LOGS [1274]. The serial register was created on July 1, 1908, as a digest of each public land case. The serial pages document a brief history of each case and are used as a control to prevent duplication of case file serial numbers. Typed paper masters were discontinued in 1984, after which serial pages were produced electronically by case recordation systems. Authority: 43 CFR 1813, 1821, 3833. Forms: BLM 1274-1, 18. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Exclusions: Case recordation systems that produce serial pages (see Schedule 30). Location: Masters created and maintained by SO; duplicates by AFO.	PERMANENT Cutoff EOFY in which the masters are no longer needed for control purposes or when fully automated. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NC1-49-86-2, 1a.
04/32/A	Serial Pages and Logs Not Filmed.	Serial Pages and Logs Not Filmed. Record-copies that were never filmed to archival standards in accordance with 36 CFR 1230. Arranged by number in book form with removable pages.	TEMPORARY Destroy upon verification of the microfilm. NARA Job NC1-49-86-2, 1b.
04/32/B	Serial Pages and Logs Filmed	Serial Pages and Logs Filmed. Record copies filmed to archival standards in accordance with 36 CFR	PERMANENT Cutoff EOFY in which filmed. Transfer silver original and one copy to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NC1-
04/32/C	Microform Masters.	Microform Masters.	PERMANENT Cutoff EOFY in which filmed. Transfer silver original and one copy to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NC1-

Citation	Title	Description	Disposition Instructions
04/32/D	Microform Duplicates.	Microform Duplicates.	<p>TEMPORARY Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/32d.</p>
04/33-40	Reserved	Reserved	
04/41	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	<p>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>	
04/41/A	Copies that have No Further Administrative Value	<p>Copies that have No Further Administrative Value. After the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.</p>	<p>TEMPORARY Destroy/Delete within 180 days after the record keeping copy has been produced. GRS 4/5a.</p>
04/41/B	Copies Used for Dissemination, Revision, or	<p>Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the record keeping copy.</p>	<p>TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 4/5b.</p>
05/01	BUDGET CORRESPONDENCE FILES	<p>BUDGET CORRESPONDENCE FILES [1670/1690]. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Files relating to the BLM policy and procedure maintained in formally organized budget offices.</p>	<p>TEMPORARY Destroy when 2 years old. GRS 5/1.</p>

Citation	Title	Description	Disposition Instructions
05/02	BUDGET BACKGROUND FILES [1670-1690].	BUDGET BACKGROUND FILES [1670-1690]. Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices. Confidentiality: Non-public record category 3. Location: All. Exclusions: BLM budget estimates, justifications, and annual work plans (AWP) (Schedule 5/12).	TEMPORARY Destroy 1 year after the close of the fiscal year covered by the budget. GRS 5/2.
05/03	BUDGET REPORTS FILES [1682, 1690].	BUDGET REPORTS FILES [1682, 1690]. Periodic reports on the status of appropriation accounts and apportionment. Forms: SF-133, 225; BLM 1681-6. Confidentiality: Non-public record category 3.	
05/03/A	Budget Annual Reports	Budget Annual Reports. End of FY reports maintained by Headquarters Budget Office.	TEMPORARY Destroy when 5 years old. GRS 5/3a.
05/03/B	Budget Reports - Other.	Budget Reports - Other. Location: All.	TEMPORARY Destroy 3 years after the end of the fiscal year. GRS 5/3b.
05/04	BUDGET APPORTIONMENT FILES [1690].	BUDGET APPORTIONMENT FILES [1690]. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation. Forms: SF-132. Confidentiality: Non-public record category 3.	TEMPORARY Destroy 2 years after the close of the fiscal year. GRS
05/05-10	Reserved	Reserved	
05/11	BUDGET POLICY FILES [1670].	BUDGET POLICY FILES [1670]. Correspondence and subject files maintained by Headquarters Budget Office, documenting the BLM policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for the BLM programs. Note: record copies of budget directives are maintained by Headquarters Directives Office. Confidentiality: Non-public record category 3. Location: WO.	TEMPORARY Cutoff EOFY. Transfer to FRC 4 years after cutoff. FRC destroys 8 years after cutoff. NARA Job NC1-49-

Citation	Title	Description	Disposition Instructions
05/12	BUDGET ESTIMATES, JUSTIFICATIONS, AND ANNUAL WORK PLAN FILES [1670- 1680].	BUDGET ESTIMATES, JUSTIFICATIONS, AND ANNUAL WORK PLAN FILES [1670- 1680]. Includes ADP and telecommunications 5-year procurement plans. Forms: BLM 1680-13; 1681-2, 3, 3a, 5. Confidentiality: Non-public record	
05/12/B	Budget Estimates and Justifications Consolidated	Budget Estimates and Justifications Consolidated Files. Maintained by Headquarters Budget Office. Consists of appropriation language sheets, narrative statements, annual work plans, and related schedules and data. Location: WO.	PERMANENT Cutoff EOFY for which planned. Transfer to FRC 3 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 12 years old (e.g., transfer 1980-1984 in 1997). BLM NARA Job NC1-49-85-2, 5/2a.
05/12/B/01	Budget Estimates and Justifications Files - Headquarters Office Copies	Budget Estimates and Justifications Files - Headquarters Office Copies. Other than the Headquarters Budget Office official collection (item a). Location: WO.	TEMPORARY Cutoff EOFY covered by the budget. Destroy 3 years after cutoff. BLM NARA Job: NC1-49-85-2, 5/2b(1).
05/12/B/02	Budget Estimates and Justifications Files - Field Office Copies.	Budget Estimates and Justifications Files - Field Office Copies. Location: AFO.	TEMPORARY Cutoff EOFY covered by budget. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. BLM NARA Job NC1-49-85-2, 5/2b(2).
05/13-20	Reserved	Reserved	
05/21	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	

Citation	Title	Description	Disposition Instructions
05/21/A	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM Copies that have No Further Administrative	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 5/5a.
05/21/B	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 5/5b.
06/01	ACCOUNTABLE OFFICERS FILES [1300].	ACCOUNTABLE OFFICERS FILES [1300].	

Citation	Title	Description	Disposition Instructions
06/01/A	Accountable Officers Original or Ribbon Copies.	Accountable Officers Original or Ribbon Copies. Accountable officers accounts maintained by the BLM for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers. Since the BLM is operating under an integrated accounting system approved by GAO, certain required documents that support vouchers and/or schedules are included in site audit records. These records document only the basic financial transaction, money received, and money paid out or deposited in the course of operating the BLM. Exclusions: the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documents not involved in an integrated system (covered by succeeding items in this schedule), copies of forms which may be filed in related case files, commercial passenger transportation and freight records (Schedule 9), payroll records (Schedule 2). Site audit records include, but are not limited to, the forms described below. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-22. Vital: Rights and interests records. Location: All. Forms: BLM 1113-1, 1310-5, 1310-11, 1310-17, 1310-19, 1310-19A, 1323-1, 1323-2, 1370-8, 1370-9, 1370-10, 1370-12, 1370-13, 1370-14, 1370-16, 1370-18, 1370-21, 1370-26, 1370-29, 1370-32, 1370-35, 1370-37, 1370-39, 1370-41, 1370-42, 1370-43, 1370-44, 1370-45, 1371-16, 1371-17, 1371-21, 1371-22, 1371-23, 1372-2, 1374-1, 1380-5, ne1380-6, 1380-7, 1380-8, 1380-9, 1520-42, 1520-54, 5450-10, 5450-10a, 5450-10b, 1370-38; SF-215, 224, 1012, 1034, 1036, 1038, 1047, 1069, 1080, 1081, 1096, 1097, 1098, 1113, SF-1129, 1143, 1145, 1154, 1156, 1164, 1166, 1185,	TEMPORARY Destroy 6 years, 3 months after period covered by account. GRS 6/1a. NOTE: Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be need
06/01/B	Accountable Officers Files - Memo Copies	Accountable Officers Files - Memo Copies. Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule. Exclusions: freight records (Schedule 9), payroll records (Schedule 2). Forms: SF-1048, 1050, and memo copies of other forms listed under Item a above. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-22. Location: All.	TEMPORARY Cutoff EOFY covered by account. Destroy 1 year after cutoff. GRS 6/1b.

Citation	Title	Description	Disposition Instructions
06/02	GAO EXCEPTIONS FILES [1300].	GAO EXCEPTIONS FILES [1300]. GAO notices of exception, formal or informal, and related correspondence. Forms: SF-1100. Confidentiality: Non-public record category 3. Location: All	TEMPORARY Destroy 1 year after exception has been reported as cleared by GAO. GRS 6/2.
06/03	CERTIFICATES SETTLEMENT FILES [1300].	CERTIFICATES SETTLEMENT FILES [1300]. Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records. Confidentiality: Non-public record category 3. Location: All.	
06/03/A	Certificates Covering Closed Account, Supplements, Supplemental and Final Balance Settlements.	Certificates Covering Closed Account, Supplements, Supplemental and Final Balance Settlements.	TEMPORARY Destroy 2 years after date of settlement. GRS 6/3a.
06/03/B	Certificates Covering Period Settlements	Certificates Covering Period Settlements.	TEMPORARY Destroy when subsequent certificate of settlement is received. GRS 6/3b.
06/04	GENERAL FUND FILES [1310].	GENERAL FUND FILES [1310]. Records re. availability, collection, custody and deposit of funds including appropriation, warrants and certificates of deposit, other than those records covered by Schedule 6/1. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-22.	TEMPORARY Destroy when 3 years old. GRS 6/4.
06/05	ACCOUNTING ADMINISTRATIVE FILES [1300].	ACCOUNTING ADMINISTRATIVE FILES [1300]. Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. Location:	
06/05/A	Files used for workload and personnel management	Files used for workload and personnel management purposes.	TEMPORARY Destroy when 2 years old. GRS 6/5a.

Citation	Title	Description	Disposition Instructions
06/05/B	All other files	All other files.	TEMPORARY Destroy when 3 years old. GRS 6/5b.
06/06	FEDERAL PERSONNEL SURETY BOND FILES [1384].	FEDERAL PERSONNEL SURETY BOND FILES [1384]. Copies of surety bonds, power-of-attorney forms, designations of accountable officers and agents, and related documents. Forms: OF-211. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-22. Location:	
06/06/A	Bond and Attached Power of Attorney - Official Copies.	Bond and Attached Power of Attorney - Official	
06/06/A/01	Bonds Purchased Before 01/01/1956.	Bonds Purchased Before 01/01/1956.	TEMPORARY Destroy 15 years after bond becomes inactive. GRS 6/6a(1).
06/06/A/02	Bonds Purchased After 12/31/1955	Bonds Purchased After 12/31/1955.	TEMPORARY Destroy 15 years after end of bond premium period. GRS 6/6a(2).
06/07	GASOLINE SALES TICKETS [1376].	GASOLINE SALES TICKETS [1376]. Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 6/7.
06/08	TELEPHONE TOLL TICKETS [1376].	TELEPHONE TOLL TICKETS [1376]. Originals and copies of toll tickets filed in support of telephone toll call payments. Confidentiality: Non-public record category 3/Privacy Act System Interior/OS-36. Location: All.	TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 6/8.
06/09	TELEGRAMS	TELEGRAMS. Originals and copies of telegrams files in support of telegraph bills.	TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner. GRS 6/9.

Citation	Title	Description	Disposition Instructions
06/10	ADMINISTRATIVE CLAIMS FILES [1380]	ADMINISTRATIVE CLAIMS FILES [1380]. Includes tort claims. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-22. Vital: Rights and interests	
06/10/A	Administrative Claims Against the U.S.	Administrative Claims Against the U.S. Records re. claims against the U.S. for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded. Exclusions: claims covered by item c below. Location: WO, Center, SO tort claims office.	TEMPORARY Destroy when 6 years, 3 months old. GRS 6/10a.
06/10/B	Administrative Claims by the U.S. Subject to the Federal Claims Collection Standards and 28 USC 2415 or 31 USC 3716(c)(1).	Administrative Claims by the U.S. Subject to the Federal Claims Collection Standards and 28 USC 2415 or 31 USC 3716(c)(1). Records re. claims for money or property that were administratively determined to be due and owing to the U.S. and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II). Exclusions: claims	
06/10/B/01	Claims Paid in Full.	Claims Paid in Full. Or by means of a compromise agreement pursuant to 4 CFR 103. Location: WO, Center, SO tort claims office.	TEMPORARY Destroys when 6 years, 3 months old. GRS 6/10b(1).
06/10/B/02	Claims for Which Collection Action has been Terminated under 4 CFR 104	Claims for Which Collection Action has been Terminated under 4 CFR 104. Location: Center.	
06/10/B/02/	Claims for which the Government's right to collect was not extended.	Claims for which the Government's right to collect was not extended. Location: WO, Center, SO tort claims office.	TEMPORARY Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued. GRS
06/10/B/02/	Claims for which the Government is entitled (per 28 USC 2415) to additional time to initiate legal action.	Claims for which the Government is entitled (per 28 USC 2415) to additional time to initiate legal action. Location: WO, Center, SO tort claims	TEMPORARY Destroy 3 months after the end of the extended period. GRS 6/10b(2)(b).

Citation	Title	Description	Disposition Instructions
06/10/B/03	Claims Not Owed to U.S.	Claims Not Owed to U.S. Claims which the agency administratively determines are not owed to U.S. after collection activity was initiated. Location: WO, Center, SO tort claims office.	TEMPORARY Destroy when 6 years, 3 months old. GRS6/10b(3).
06/10/C	Administrative Claims Affected by Court Order or Subject to Litigation	Administrative Claims Affected by Court Order or Subject to Litigation Proceedings. Location: WO, Center, SO tort claims office.	TEMPORARY Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is
06/10/D	Reference Copies of Claims	Reference Copies of Claims. Reference copies of tort claims maintained by FOs or by offices other than that of the tort claims officer. Location: All.	TEMPORARY Destroy when claim is settled. (NARA approval not
06/11	WAIVER OF CLAIMS FILES [1380].	WAIVER OF CLAIMS FILES [1380]. Records re. waiver of claims of the U.S. against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-22. Vital: Rights and interests records.	
06/11/A	Waivers of Claims Approved	Waivers of Claims Approved. Agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount. Location:	TEMPORARY Destroy 6 years, 3 months after the close of the FY in which the waiver was approved. GRS 6/11a.
06/11/B	Waivers of Claims Denied.	Waivers of Claims Denied. Location: Center	TEMPORARY Destroy with related claims filed in accordance with Schedule 6/10b and 10c. GRS 6/11b.
06/12-15	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
06/16	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
06/16/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 6/12a.
06/16/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 6/12b.
07/01	EXPENDITURE ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES [1310]	EXPENDITURE ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES [1310]. Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 2 years old. GRS 7/1.
07/02	GENERAL ACCOUNTING LEDGERS [1310].	GENERAL ACCOUNTING LEDGERS [1310]. General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary. Forms: OF-1014, 1014a. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy 6 years, 3 months after the close of the fiscal year involved. GRS 7/2.
07/03	APPROPRIATION ALLOTMENT FILES [1312].	APPROPRIATION ALLOTMENT FILES [1312]. Allotment records showing status of obligations and allotments under each authorized appropriations. Forms: OF-1015, 1101. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy 6 years, 3 months after the close of the fiscal year involved. GRS 7/3.

Citation	Title	Description	Disposition Instructions
07/04	EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES [1310].	EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES [1310]. Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule. Forms: SF-108; OF-1016, 1016b, 1017c, 1017g. Confidentiality: Nonpublic record category 3. Location: All.	
07/04/A	Original records.	Original records.	TEMPORARY Destroy when 3 years old. GRS 7/4a.
07/04/B	Copies.	Copies.	TEMPORARY Destroy when 2 years old. GRS 7/4b.
07/05	PAYMENTS-IN-LIEU-OF-TAXES (PILT) FILES [1373/1881].	PAYMENTS-IN-LIEU-OF-TAXES (PILT) FILES [1373/1881]. Records documenting payments made to units of local governments in lieu of taxes to ameliorate the fiscal burden of tax-exempt public land within their boundaries. Confidentiality: Non-public record category 3.	
07/05/A	PILT Files - Headquarters and Center Finance Copies	PILT Files - Headquarters and Center Finance Copies. Location: WO, Center Finance.	TEMPORARY Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-85-2, 7/11a.
07/05/B	PILT Files - Other Copies. Location	PILT Files - Other Copies. Location: All.	TEMPORARY Cutoff EOFY. Destroy 5 years after cutoff. NARA Job NC1-49-85-2, 7/11b.
07/06-10	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
07/11	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
07/11/A	Copies that have No Further Administrative Value	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 7/5a.
07/11/B	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 7/5b.
08/01	PLANT, COST, AND STORES GENERAL CORRESPONDENCE FILES [1520, 1530, 1320].	PLANT, COST, AND STORES GENERAL CORRESPONDENCE FILES [1520, 1530, 1320]. Correspondence files of units responsible for plant, cost, and stores accounting operations. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 3 years old. GRS 8/1.
08/011	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	

Citation	Title	Description	Disposition Instructions
08/011/A	Copies that have No Further Administrative Value	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 8/8a.
08/011/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 8/8b.
08/02	STORES INVOICE FILES [1520].	STORES INVOICE FILES [1520]. Invoices or equivalent papers used for stores accounting, including receiving reports. Exclusions: Stores invoices (also Schedule 4/2). Forms: DI-102; SF-44. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 3 years old. GRS 8/2.
08/03	STORES ACCOUNTING FILES [1520].	STORES ACCOUNTING FILES [1520]. Stores accounting returns and reports. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Stores control files (Schedule 8/8), stores accounting records (also Schedule 4/2).	TEMPORARY Destroy when 3 years old. GRS 8/3.
08/04	STORES ACCOUNTING BACKGROUND FILES [1520].	STORES ACCOUNTING BACKGROUND FILES [1520]. Working files used in accumulating stores accounting data. Exclusions: Stores accounting records (also Schedule 4/2). Forms: DI-104; BLM 1520-2, 3, 4, 5, 6. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 2 years old. GRS 8/4.
08/05	PLANT ACCOUNTING FILES [1530].	PLANT ACCOUNTING FILES [1530]. Plant account cards and ledgers, other than those pertaining to structures. Forms: BLM 1520-7, 9, 24; DI-1866. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Personal property inventory files (Schedule 3/9a), plant accounting records (also Schedule 4/2), and real property accountability/utilization files (Schedule 4/5).	TEMPORARY Destroy 3 years after item is withdrawn from plant account. GRS 8/5.

Citation	Title	Description	Disposition Instructions
08/05/A	Copies in Unit's Receiving Reports.	Copies in Unit's Receiving Reports.	TEMPORARY Destroy when 3 years old. GRS 8/6a.
08/05/B	Copies in Reporting Units and related working papers.	Copies in Reporting Units and related working	TEMPORARY Destroy when 3 years old. GRS 8/6b.
08/06	COST ACCOUNTING REPORTS [1320].	COST ACCOUNTING REPORTS [1320]. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: cost accounting files as part of general fund files (Schedule 6/4).	
08/07	COST REPORT DATA FILES [1330].	COST REPORT DATA FILES [1330]. Ledgers, forms, and electronic records used to accumulate data for use in cost reports. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: cost accounting files as part of general	
08/07/A	Ledgers and forms	Ledgers and forms.	TEMPORARY Destroy when 3 years old. GRS 8/7a.
08/07/B	Automated records	Automated records	
08/07/B/01	Detail cards.	Detail cards.	TEMPORARY Destroy when 6 months old. GRS 8/7b(1).
08/07/B/02	Summary cards.	Summary cards.	TEMPORARY Destroy when 6 months old. GRS 8/7b(2).
08/07/B/03	Tabulations.	Tabulations.	TEMPORARY Destroy when 1 year old. GRS 8/7b(3).

Citation	Title	Description	Disposition Instructions
08/08	STORES CONTROL FILES [1520].	STORES CONTROL FILES [1520]. Forms and workpapers documenting loans and returns. Exclusions: Note: Control files (also Schedule 4/2). Authority: 29 CFR 1910, 1926. Forms: DI-105, OF-290, BLM 1520-8. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-9. Location: All.	TEMPORARY Destroy when property returned to stock. NARA Job NC1-49-85-2, 8/5a.
08/09-10	Reserved	Reserved	
08/11	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word	
08/11/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	
08/11/B	Copies Used for Dissemination, Revision, or	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	

Citation	Title	Description	Disposition Instructions
09/01	COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION FILES [1382, 1545].	COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION FILES [1382, 1545]. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records. Forms: SF- 1012, 1103, 1103a, 1104, 1109a, 1109, 1113a, 1156, 1169, 1170, 1186, 1203, 1203a, 1204, 1205; OF- 144, 189, 199, 1121. Location: All. Exclusions: Lost or damaged shipment files (Schedule 4/2a); finance copies (Schedule 6/1a); individual employee travel case files (Schedule 9/4b), non-federally funded travel (Schedule 9/6), federal employee transportation subsidy records (Schedule 9/7).	
09/01/A	Commercial Freight and Passenger Transportation Original Vouchers and Supporting Documents.	Commercial Freight and Passenger Transportation Original Vouchers and Supporting Documents. Covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents. Exclusions: those items covered by item b. Location: Centers.	TEMPORARY Destroy 6 years after the period of the account. GRS
09/01/B	Commercial Freight and Passenger Transportation Records.	Commercial Freight and Passenger Transportation Records. Covering payments for which: 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period. Location: Centers.	TEMPORARY Destroy when 10 years old. GRS 9/1b.
09/01/C	Commercial Freight and Passenger Transportation Files - Issuing Office Copies.	Commercial Freight and Passenger Transportation Files - Issuing Office Copies. Copies of Government or commercial bills of lading, commercial passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents. Location: All.	TEMPORARY Destroy 6 years after period of the account. GRS 9/1c.
09/01/D	Commercial Passenger Transportation Vouchers	Commercial Passenger Transportation Vouchers - Obligation Copies. Location: All.	TEMPORARY Destroy when funds are obligated. GRS 9/1d.

Citation	Title	Description	Disposition Instructions
09/01/E	Unused Ticket Redemption Forms.	Unused Ticket Redemption Forms. Location: All.	<p>TEMPORARY Destroy 3 years after the year in which the transaction is completed. GRS 9/1e.</p>
09/02	LOST OR DAMAGED SHIPMENTS FILES [1545].	<p>LOST OR DAMAGED SHIPMENTS FILES [1545]. Schedules of valuables shipped, correspondence, reports, and other records re. administration of the Government Losses in Shipment Act. Forms: SF-361, 362, 364. Location: All.</p>	<p>TEMPORARY Destroy when 6 years old. GRS 9/2.</p>
09/03	NONCOMMERCIAL, REIMBURSABLE TRAVEL FILES [1382].	<p>NONCOMMERCIAL, REIMBURSABLE TRAVEL FILES [1382]. Copies of records re. reimbursing individuals, such as travel orders, per diem vouchers, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. Forms: SF-1012, 1038, 1156, 1156a, 1157, 1164; OF-68; DI-1020; memorandum copies of BLM 1380-1, 6, 7, 8, 9. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Exclusions: Individual employee travel case files (Schedule 9/4b), finance copies (Schedule 6/1a), non-federally funded travel (Schedule 9/6), and federal employee transportation subsidy records (Schedule 9/7).</p>	
09/03/A	Travel Administrative Office Files.	Travel Administrative Office Files. Location: All.	<p>TEMPORARY Destroy when 6 years old. GRS 9/3a.</p>
09/03/B	Obligation Copies.	Obligation Copies. Location: All.	<p>TEMPORARY Destroy when funds are obligated. GRS 9/3b.</p>
09/04	TRAVEL AND TRANSPORTATION GENERAL FILES [1382, 1545].	<p>TRAVEL AND TRANSPORTATION GENERAL FILES [1382, 1545]. Forms: OF- 1120. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Location: All. Exclusions: Finance copies (Schedule 6/1a).</p>	

Citation	Title	Description	Disposition Instructions
09/04/A	Routine Administrative	Routine Administrative Records including correspondence, forms, and related records re. commercial and noncommercial agency travel and transportation, and freight functions, not covered elsewhere in this schedule.	TEMPORARY Destroy when 2 years old. GRS 9/4a.
09/04/B	Travel and Transportation Accountability Files.	Travel and Transportation Accountability Files. Includes individual employee travel case files, containing copies of per diem vouchers and related receipts, maintained by field offices for accountability purposes. Forms: SF-1012, 1038, 1156, 1157, 1164; OF-199, 1120; DI-1020; 1380-6, 7, 8, 9. Exclusions: Copies attached to charge card statements (Schedule 3/3).	TEMPORARY Destroy 1 year after all entries have cleared. GRS
09/05	OFFICIAL PASSPORT FILES [1774].	OFFICIAL PASSPORT FILES [1774]. Records re. official passports. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records. Location: WO. Note: Official passports should be returned to the Department of State upon expiration or upon separation of the employee.	
09/05/A	Official Passport Application Files.	Official Passport Application Files. Documents re. the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	TEMPORARY Destroy when 3 years old or upon separation of the bearer, whichever is sooner. GRS 9/5a.
09/05/B	Official Passport Annual	Official Passport Annual Reports. Reports to the Department of State re. the number of official passports issued and related matters.	TEMPORARY Destroy when 1 year old. GRS 9/5b.
09/05/C	Official Passport Registers.	Official Passport Registers. Registers and lists of agency personnel who have official passports.	TEMPORARY Destroy when superseded or obsolete. GRS 9/5c.
09/06-10	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
09/11	NON-FEDERALLY FUNDED TRAVEL [1382].	NON-FEDERALLY FUNDED TRAVEL [1382]. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records. Forms: SF- 1012, 1103, 1103a, 1104, 1109a, 1109, 1113a, 1156, 1169, 1170, 1186, 1203, 1203a, 1204, 1205; OF- 144, 189, 199, 1121. Location: All. Exclusions: Lost or damaged shipment files (Schedule 4/2a); finance copies (Schedule 6/1a); individual employee travel case files (Schedule 9/4b), federal employee transportation subsidy records (Schedule 9/7).	
09/11/A	Semiannual Expense Reports for Non-Federally Funded Travel- Agency copies.	Semiannual Expense Reports for Non-Federally Funded Travel - Agency copies. Submitted by all Executive Branch agencies to the Office of Government Ethics. Report summarize payments made to BLM from non-federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to	TEMPORARY Destroy when 4 years old. GRS 9/6a.
09/11/B	Semiannual Expense Reports for Non-Federally Funded	Semiannual Expense Reports for Non-Federally Funded Travel - Statements, forms, and other records used to compile.	TEMPORARY Destroy 1 year after submission of report to the Office of Government Ethics. GRS 9/6b.
09/12	FEDERAL EMPLOYEE TRANSPORTATION SUBSIDY RECORDS.	FEDERAL EMPLOYEE TRANSPORTATION SUBSIDY RECORDS. Documents in either paper or electronic form re. the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies (e.g., Transportation Fringe Benefit Program). Authority: P.L. 103-172, 105-178. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-21. Vital: Legal and financial rights records.	TEMPORARY Destroy when 3 years old. GRS 9/7.

Citation	Title	Description	Disposition Instructions
09/13	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
09/13/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 9/8a.
09/13/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 9/8b.
10/01	MOTOR VEHICLE CORRESPONDENCE FILES [1525].	MOTOR VEHICLE CORRESPONDENCE FILES [1525]. Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-10. Location:	TEMPORARY Destroy when 2 years old. GRS 10/1.
10/02	MOTOR VEHICLE OPERATING AND MAINTENANCE FILES [1525].	MOTOR VEHICLE OPERATING AND MAINTENANCE FILES [1525]. Authority: 40 USC 471. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-10.	
10/02/A	Motor Vehicle Operating	Motor Vehicle Operating Files. Including those re: gas and oil consumption, dispatching, and scheduling. Forms: OF-108, 200; BLM 1520-10, 27, 28, 28a, 35, 35a, 42, 43; DI-125. Exclusions: Aircraft use files (Schedule 10/8).	TEMPORARY Destroy when 1 year old. NARA Job NC1-49-85-2, 10/2a.

Citation	Title	Description	Disposition Instructions
10/02/B	Motor Vehicle Maintenance	Motor Vehicle Maintenance Files. Including certificates of origin, assignment and acquisition documents, warranty information, odometer repairs, work orders for service and repair, and related correspondence. Forms: OF-30; GSA-2529; BLM 1520-23, 36, 43, 51, 54.	TEMPORARY Destroy 1 year after vehicle leaves the BLM custody. Note: GRS 10/2b reads destroy when 1 year old, which we believe to be in
10/02/C	Motor Vehicle Operating Manuals.	Motor Vehicle Operating Manuals. Instruction manuals provided by the auto maker.	TEMPORARY Transfer with vehicle when vehicle leaves the BLM ownership. NARA Job NC1-49-85-2, 10/2c.
10/03	MOTOR VEHICLE COST FILES [1525].	MOTOR VEHICLE COST FILES [1525]. Motor vehicle ledger and work sheets providing cost and expense data. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy 3 years after discontinuance of ledger or date of work sheet. GRS 10/3.
10/04	MOTOR VEHICLE REPORT FILES [1525].	MOTOR VEHICLE REPORT FILES [1525]. Reports on motor vehicles, other than accident, operating, and maintenance reports. Forms: SF-82; DI-122, 126. Confidentiality: Non-public record category 3. Location: All. Exclusions: Accident, operating, and maintenance reports.	TEMPORARY Destroy 3 years after date of report. GRS 10/4.
10/05	MOTOR VEHICLE ACCIDENT CASE FILES [1112, 1525].	MOTOR VEHICLE ACCIDENT CASE FILES [1112, 1525]. Records re. motor vehicle accidents, maintained by transportation offices. Forms: SF-91, 91a, 94, 95, 96; OF-26; DI-134, 135; CA-1. Confidentiality: Non-public record category 3; Privacy Act System, LLM-13. Vital: Rights and interest records. Location: All. Exclusions: Personal injury files (Schedule 1/31); tort claims (Schedule 6/10).	TEMPORARY Destroys 6 years after case is closed. GRS 10/5.
10/06	MOTOR VEHICLE RELEASE FILES [1525].	MOTOR VEHICLE RELEASE FILES [1525]. Records re. transfer, sale, donation, or exchange of vehicles. Forms: SF-97, 97a. Vital: Rights and interests records. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy 4 years after vehicle leaves the BLM custody. GRS 10/6.

Citation	Title	Description	Disposition Instructions
10/07	MOTOR VEHICLE OPERATOR FILES [1525].	MOTOR VEHICLE OPERATOR FILES [1525]. Records re. individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, road test examiner files, and related correspondence. Forms: SF-47; OF-346; BLM 1112-2, 1520-10. Confidentiality: Non-public record category 3; Privacy Act System LLM-10. Location: All. Exclusions: Operator ID files (Schedule 11/4).	TEMPORARY Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate government-owned vehicle, whichever is sooner. GRS 10/7.
10/08	AIRCRAFT USE FILES [9400].	AIRCRAFT USE FILES [9400]. Case files, arranged by date of flight then flight number, that contain the flight request and schedule, evidence of approval(s), justification for using government aircraft, cost analysis, hazard analysis, and related aircraft use documentation. Includes summary reports of aircraft use and activity. Authority: OMB Circulars A-76 and A-126; OAS Operational Procedures Memorandum 93-7. Forms: BLM 9400-1a; OAS-2, 23. Confidentiality: Non-public record category 3; Privacy Act System LLM-8. Location: Point of origin - usually the DO. Exclusion: The BLM copies of recurring reports to OAS (Schedule 23/1a).	TEMPORARY Cutoff EOFY. Destroy 2 years after cutoff. NARA Job N1-49-96-4, 10/8.
10/09	AIRCRAFT ACCIDENT FILES [9430].	AIRCRAFT ACCIDENT FILES [9430]. Office of Aircraft Services (OAS) accident forms and related documents. Authority: OMB Circulars A-76 and A-126. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-13. Vital: Rights and interest records. Location: NIFC. Exclusion: Reference copies in field offices which may be destroyed when no longer needed (Schedule 23/21) and Aviation Safety Committee minutes (Schedule 16/12b(1)(b)).	TEMPORARY Cutoff EOFY. Destroy 1 year after cutoff. NARA Job N1-49-90-9, 10/11a.
10/09/A	Aircraft Accident Alerts, Safety Alerts, and Initial and Preliminary Reports.	Aircraft Accident Alerts, Safety Alerts, and Initial and Preliminary Reports. Forms: OAS-25, 77, 78, and related documents.	TEMPORARY Cutoff EOFY. Destroy 1 year after cutoff. NARA Job N1-49-90-9, 10/11a.
10/09/B	Aircraft Hazard and Incident-Malfunction Reports.	Aircraft Hazard and Incident-Malfunction Reports. Forms: OAS-34, 34a, 34b, and related documents.	TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-90-9, 10/11b.

Citation	Title	Description	Disposition Instructions
10/09/C	Aircraft Final Accident	Aircraft Final Accident Reports. Forms: OAS-79 series.	<p>TEMPORARY Cutoff EOFY. Transfer to FRC 3 years after cutoff. FRC destroys 7 years after cutoff. NARA Job N1-49-90-9, 10/11c.</p>
10/10-15	Reserved	Reserved	
10/16	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
10/16/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<p>TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 10/8a.</p>
10/16/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	<p>TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 10/8b.</p>
11/01	SPACE AND MAINTENANCE GENERAL CORRESPONDENCE FILES [1535].	SPACE AND MAINTENANCE GENERAL CORRESPONDENCE FILES [1535]. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related	<p>TEMPORARY Destroy when 2 years old. GRS 11/1.</p>

Citation	Title	Description	Disposition Instructions
11/02	SPACE FILES [1535].	SPACE FILES [1535]. Records re. allocation, utilization, and release of space under BLM control, and related reports to GSA. Confidentiality: Non-public record category 3. Exclusions: Space procurement files (Schedule 3/3). Location: All.	
11/02/A	Building plan files, surveys, and other records utilized in BLM space planning, assignment, and adjustment	Building plan files, surveys, and other records utilized in BLM space planning, assignment, and adjustment. Forms: GSA-2957 (reference copies). Vital: Rights and interests records.	TEMPORARY Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. GRS 11/2a.
11/02/B	Correspondence with and reports to staff agencies re. agency space holdings and requirements.	Correspondence with and reports to staff agencies re. agency space holdings and requirements. Forms: SF-81; BLM 1530-10.	
11/02/B/01	BLM Reports to GSA. SF-81 and related documents	BLM Reports to GSA. SF-81 and related documents. Location: WO.	TEMPORARY Destroy when 2 years old. GRS 11/2b(1).
11/02/B/02	Copies in Subordinate Reporting Units.	Copies in Subordinate Reporting Units. And related workpapers. Location: All.	TEMPORARY Destroy when 1 year old. GRS 11/2b(2).
11/03	DIRECTORY SERVICE FILES [1540].	DIRECTORY SERVICE FILES [1540]. Correspondence, forms, and other records re. compilation of directory service listings. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58. Location: All.	TEMPORARY Destroy 2 months after issuance of listing. GRS 11/3.
11/04	CREDENTIAL FILES [1540].	CREDENTIAL FILES [1540]. Identification credentials and related papers. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58. Vital: Rights and interests records. Location: All. Exclusions: property passes (18/13)	

Citation	Title	Description	Disposition Instructions
11/04/A	Identification Credentials.	Identification Credentials. Cards, badges, parking permits, photos, the BLM permits to operate motor vehicles and property, dining room and visitor passes, and other identification credentials. Forms: OF-7, 55; DI-131.	TEMPORARY Destroy credentials 3 months after return to issuing office. GRS 11/4a.
11/04/B	Credentials Receipts, Indexes, Lists, Accountable	Credentials Receipts, Indexes, Lists, Accountable Files. Forms: BLM 1100-3.	TEMPORARY Destroy after all listed credentials are accounted for. GRS 11/4b.
11/05	BUILDING AND EQUIPMENT SERVICE FILES [1535].	BUILDING AND EQUIPMENT SERVICE FILES [1535]. Requests for building and equipment maintenance services. Confidentiality: Non-public record category 3. Forms: OF-12. Location: All. Exclusions: fiscal copies (Schedule 6/1).	TEMPORARY Destroy 3 months after work is performed or requisition is canceled. GRS 11/5.
11/06-10	Reserved	Reserved	
11/11	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
11/11/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 11/6a.

Citation	Title	Description	Disposition Instructions
11/11/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 11/6b.
12/01	MESSENGER SERVICE FILES [1542].	MESSENGER SERVICE FILES [1542]. Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy when 2 months old. GRS 12/1.
12/02	COMMUNICATION GENERAL FILES [1290].	COMMUNICATION GENERAL FILES [1290]. Forms: SF-145, 145b. Confidentiality: Non-public record category 3. Location: All. Exclusions: Radio frequency authorizations and logs (item 9).	
12/02/A	Correspondence and Related Records	Correspondence and Related Records pertaining to internal administration and operation.	TEMPORARY Destroy when 2 years old. GRS 12/2a.
12/02/B	Telecommunications General Files.	Telecommunications General Files. Including plans, reports, and other records re. equipment requests, telephone service, and like matters.	TEMPORARY Destroy when 3 years old. GRS 12/2b.
12/02/C	Telecommunications Statistical Reports	Telecommunications Statistical Reports. Including cost and volume data.	TEMPORARY Destroy when 1 year old. GRS 12/2c.
12/02/D	Telecommunications Voucher Files.	Telecommunications Voucher Files.	
12/02/D/01	Telecommunications Vouchers, Bills, Invoices.	Telecommunications Vouchers, Bills, Invoices. Reference copies and related records.	TEMPORARY Destroy when 1 year old. GRS 12/2d(1).

Citation	Title	Description	Disposition Instructions
12/02/D/02	Telecommunications Installation, Change, Removal, and Servicing of	Telecommunications Installation, Change, Removal, and Servicing of Equipment Files. Forms: SF-145.	TEMPORARY Destroy when 3 years old or 1 year after audit, whichever is sooner. GRS 12/2d(2).
12/02/E	Telecommunications Services Agreements Case Files.	Telecommunications Services Agreements Case Files. Copies of agreement documents with background data and other records re. agreements for telecommunications services. Also called Telecommunications Site Agreement Case Files.	TEMPORARY Destroy 2 years after expiration or cancellation of agreement. GRS 12/2e.
12/03	TELECOMMUNICATIONS OPERATIONAL FILES [1290].	TELECOMMUNICATIONS OPERATIONAL FILES [1290]. Forms: SF-14; OF-151, 152, 153, 187, 191. Confidentiality: Non-public record category 3. Location: All. Exclusions: Radio frequency authorizations and logs (item 11). Electronic files and databases created to supplement or replace the records covered by this item are not authorized for disposal under the GRS (submit SF-115 to NARA).	
12/03/A	Telecommunications Message Registers, Logs, Performance Reports, Daily Load Reports	Telecommunications Message Registers, Logs, Performance Reports, Daily Load Reports. And related or similar records.	TEMPORARY Destroy when 6 months old. GRS 12/3a.
12/03/B	Telecommunications Incoming/Outgoing Messages	Telecommunications Incoming/Outgoing Messages. Copies of incoming and original copies of outgoing messages maintained by communications offices or centers. Exclusions: copies maintained by the originating program office.	TEMPORARY Destroy when 2 years old. GRS 12/3b.

Citation	Title	Description	Disposition Instructions
12/04	TELEPHONE USE (CALL DETAIL) RECORDS [1293].	TELEPHONE USE (CALL DETAIL) RECORDS [1293]. Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, GSA, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical or investigative follow-up. Included are originating number, destination number, destination city and state, date and time of use, duration of the use and the estimated or actual cost of the use. Confidentiality: Non- public record category 3; Privacy Act System Interior/OS-58. Exclusions: records accumulated in connection with substantive investigations and audits (Schedule 22/4, or 6/1), toll tickets (Schedule 3/10). Location: All.	TEMPORARY Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.
12/05	POST OFFICE AND PRIVATE MAIL COMPANY FILES	POST OFFICE AND PRIVATE MAIL COMPANY FILES [1542]. Post Office and private mail company (such as UPS and Federal Express) forms and supporting papers. Exclusions: records held by the USPS. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY
12/05/A	Mail-Special Services	Mail-Special Services. Records re. incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	TEMPORARY Destroy when 1 year old. GRS 12/5a.
12/05/B	Mail-Declared Value	Mail-Declared Value. Application for registration and certification of declared value mail.	TEMPORARY Destroy when 1 year old. GRS 12/5b.
12/05/C	Mail-Improper Treatment.	Mail-Improper Treatment. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	TEMPORARY Destroy when 1 year old. GRS 12/5c.
12/06	MAIL AND DELIVERY SERVICE CONTROL FILES [1542].	MAIL AND DELIVERY SERVICE CONTROL FILES [1542]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58.	

Citation	Title	Description	Disposition Instructions
12/06/A	Mail-Private Delivery.	Mail-Private Delivery. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as UPS. Exclusions: Both those covered by item 5 and those used as indexes to correspondence files.	TEMPORARY Destroy when 1 year old. GRS 12/6a.
12/06/B	Postage Reports.	Postage Reports. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	TEMPORARY Destroy when 6 months old. GRS 12/6b.
12/06/C	Stamp Requisitions.	Stamp Requisitions. Requisitions for stamps, exclusive of copies used as supporting documents to payment vouchers.	TEMPORARY Destroy when 6 months old. GRS 12/6c.
12/06/D	Mail Handling Reports.	Mail Handling Reports. Statistical reports and data re. handling of mail and volume of work performed.	TEMPORARY Destroy when 1 year old. GRS 12/6d.
12/06/E	Mail Remittances.	Mail Remittances. Records re. checks, cash, stamps, money orders, or any other valuables remitted to BLM by mail.	TEMPORARY Destroy when 1 year old. GRS 12/6e.
12/06/F	Official Mail and Messenger Service Receipts	Official Mail and Messenger Service Receipts. Records of and receipts for mail and packages received through the Official Mail and Messenger	Destroy when 6 months old. GRS 12/6f.
12/06/G	General Files.	General Files. General files including correspondence, memoranda, directives, and guides re. the administration of mail room operations.	TEMPORARY Destroy when 1 year old or when superseded or obsolete, whichever is applicable. GRS 12/6g.
12/06/H	Mail Locator Cards, Directories, Indexes and other records re. mail delivery to	Mail Locator Cards, Directories, Indexes and other records re. mail delivery to individuals.	TEMPORARY Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable. GRS 12/6h.

Citation	Title	Description	Disposition Instructions
12/07	METERED MAIL FILES [1542].	METERED MAIL FILES [1542]. Official metered mail reports and all related papers. Confidentiality: Non-public record category 3. Location: WO.	TEMPORARY Destroy when 6 years old. GRS 12/7.
12/08	POSTAL IRREGULARITIES FILES [1542].	POSTAL IRREGULARITIES FILES [1542]. Memoranda, correspondence, reports and other records re. irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail. Confidentiality: Non-public record category 3.	TEMPORARY Destroy 3 years after completion of investigation. GRS 12/8.
12/09	RADIO COMMUNICATIONS FILES [1292].	RADIO COMMUNICATIONS FILES [1292]. Authority: International Telecommunications Union (ITU) Radio Regulations and the Federal Communications Commission (FCC) Rules and Regulations and DM 377 Handbook. Confidentiality: Non-public record category 3. Vital: Legal and Financial rights records. Location:	
12/09/A	Radio Frequency Authorization Files	Radio Frequency Authorization Files. Includes radio frequency authorizations and frequency use agreements. Authorizations and use agreements are reviewed every 5 years.	TEMPORARY Destroy when replaced by a new authorization/agreement. NARA Job NC1-49-85-2, 12/3a.
12/09/B	Radio Logs.	Radio Logs. Forms: BLM 9120-1.	TEMPORARY Cutoff end of each month. Destroy 3 years after cutoff. NARA Job NC1-49-85-2, 12/3b.
12/10	LIST SERVER, DISCUSSION GROUP AND NEWS GROUP RECORDS [1260].	LIST SERVER, DISCUSSION GROUP AND NEWS GROUP RECORDS [1260]. Data bases whereby employees can share information on topics of interest to the group. Records consist of information made or received in connection with the transaction of public business, regardless of physical form or characteristics. Each BLM-originated discussion data base (including replicated date bases) must have a designated owner who has set up the group and/or sponsors the discussions that occur in the group. Confidentiality: Mixed - Public and Non-public.	

Citation	Title	Description	Disposition Instructions
12/10/A	Technical Forums	Technical Forums in which participants pose technical questions and receive solutions from others in the group, or members may post helpful hints and suggestions that they have found works well in their office.	TEMPORARY Retain while active. Discard when no longer needed for reference. NARA Job No. 49-00-1, 10a.
12/10/B	Informal Forums	Informal Forums where program area stakeholders exchange merits, consequences, developments, and ideas.	TEMPORARY Discard three years after an informal forum is no longer needed or issues have been resolved. NARA Job No. 49-00-1, 10b.
12/11-15	Reserved	Reserved	
12/16	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
12/16/A	Copies that have No Further Administrative Value	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 12/9a.
12/16/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 12/9b.

Citation	Title	Description	Disposition Instructions
121/3	Reserved	Reserved	<p>OTHER</p> <p>Formerly duplicates of motion pictures that are nonrecord material.</p>
13/01	PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION ADMINISTRATIVE CORRESPONDENCE FILE [1550].	<p>PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION ADMINISTRATIVE CORRESPONDENCE FILE [1550].</p> <p>Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents. Forms: BLM 1221-7. Confidentiality: Nonpublic record category 3. Location: All.</p>	<p>TEMPORARY</p> <p>Destroy when 2 years old. GRS 13/1.</p>
13/02	PRINTING, BINDING, DUPLICATING AND DISTRIBUTION PROJECT FILES [1550].	<p>PRINTING, BINDING, DUPLICATING AND DISTRIBUTION PROJECT FILES [1550]. Job or project files containing information re. planning and execution of printing, binding, and distribution jobs. Forms: SF-1, 1a-c; GPO-1026b, 1815, 2511, 2511a, 3868; DI-14, 550, 1903; BLM 1310-5, 1510-18, 18a, 1556-1. Confidentiality: Non-public record category 3. Location: WO, Centers, SO. Exclusions: Master copies of the BLM publications (Schedule 16/17), extra copies of publications are nonrecord and may be destroyed when no longer needed.</p>	
13/02/A	Printing, Binding, Duplicating, and Distribution	<p>Printing, Binding, Duplicating, and Distribution Job Files. Files re. the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents. Exclusions: Copies in nonpersonal requisitions files maintained for procurement purposes (Schedule 3/7), records re. services obtained outside the agency.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after completion of the job. GRS 13/2a.</p>
13/02/B	Printing, Binding, Duplicating, and Distribution Planning and Other	<p>Printing, Binding, Duplicating, and Distribution Planning and Other Technical Matters Files.</p>	<p>TEMPORARY</p> <p>Destroy when 3 years old. GRS 13/2b.</p>
13/03	PRINTING, BINDING, DUPLICATING AND DISTRIBUTION CONTROL FILES [1550].	<p>PRINTING, BINDING, DUPLICATING AND DISTRIBUTION CONTROL FILES [1550].</p> <p>Control registers re. requisitions and work orders. Forms: BLM 1550-1. Confidentiality: Non-public record category 3. Location: WO, Centers, SO.</p>	<p>TEMPORARY</p> <p>Destroy 1 year after close of FY in which compiled or 1 year after filling of register, whichever is applicable. GRS 13/3.</p>

Citation	Title	Description	Disposition Instructions
13/04	MAILING LISTS [1542].	MAILING LISTS [1542]. Correspondence, request forms, and card lists. Forms: BLM 1220-2, 1221-7. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-15. Location: All. Exclusions: Mailing lists on word processing diskettes (Schedule 23/2).	
13/04/A	Mailing List Correspondence, Request Forms and other records re. changes in	Mailing List Correspondence, Request Forms and other records re. changes in mailing lists.	TEMPORARY Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. GRS 13/4a.
13/04/B	Mailing List Card Lists.	Mailing List Card Lists.	TEMPORARY Destroy individual cards when canceled or revised. GRS 13/4b.
13/05	JOINT COMMITTEE OF PRINTING (JCP) REPORTS FILES [1550].	JOINT COMMITTEE OF PRINTING (JCP) REPORTS FILES [1550]. Reports to Congress and related records. Forms: JCP-2. Confidentiality: Nonpublic record category 3.	
13/05/A	Agency Report to JCP	Agency Report to JCP re. operation of Class A and B plants and inventories of printing, binding, and related equipment in Class A and B plants or in storage. Location: WO.	TEMPORARY Destroy when 3 years old. GRS 13/5a.
13/05/B	Copies in Subordinate Reporting Units and related	Copies in Subordinate Reporting Units and related papers. Location: All.	TEMPORARY Destroy 1 year after date of report. GRS 13/5b.
13/06	PRINTING AND DISTRIBUTION UNIT INTERNAL MANAGEMENT FILES [1550].	PRINTING AND DISTRIBUTION UNIT INTERNAL MANAGEMENT FILES [1550]. Records re. the internal management and operation of the printing and distribution unit. Confidentiality: Non-public record category 3.	TEMPORARY Destroy when 2 years old. GRS 13/6.
13/07-10	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
13/11	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
13/11/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 13/7a.
13/11/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 13/7b.
14/01	PUBLIC INFORMATION REQUESTS FILES [1120].	PUBLIC INFORMATION REQUESTS FILES [1120]. Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research, and requests for and transmittals of publications, photos, and other informational literature. Confidentiality: Non-public record	TEMPORARY Destroy when 3 months old. GRS 14/1.
14/02	PUBLIC ACKNOWLEDGEMENT FILES [1120].	PUBLIC ACKNOWLEDGEMENT FILES [1120]. Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy 3 months after acknowledgment and referral. GRS 14/2.

Citation	Title	Description	Disposition Instructions
14/03	PRESS SERVICE FILES [1120].	PRESS SERVICE FILES [1120]. Press service teletype news, similar materials. Includes news clippings and "information only" copies of press releases and speeches from other offices. Forms: BLM 1120-7. Confidentiality: Public record category 1. Location: All. Exclusions: Record copies of official news releases (Schedule 14/37).	TEMPORARY Destroy when 3 months old. GRS 14/3.
14/04	PUBLIC INFORMATION PROJECT FILES [1120].	PUBLIC INFORMATION PROJECT FILES [1120]. Informational services project case files maintained in formally designated information offices. Includes event plans, publicity plans, documentation of media coverage, advertising, copies of mailing lists, follow-up evaluations. Confidentiality: Non-public record category 3. Location: WO, SO, FO.	TEMPORARY Destroy 1 year after close of file or 1 year after completion of project. GRS
14/05	PUBLIC COMMENDATION, COMPLAINT AND COMMENT FILES [1120].	PUBLIC COMMENDATION, COMPLAINT AND COMMENT FILES [1120]. Confidentiality: Non-public record category 3. Exclusions: Those records on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records (Schedule 1).	TEMPORARY
14/05/A	Correspondence.	Correspondence. Includes letters of commendation, complaint, criticism, and suggestion and replies thereto. Also includes customer comment cards and feedback received during customer focus group	TEMPORARY Cutoff EOFY. Destroy 1 year after cutoff or after being incorporated into program plans and customer feedback mechanisms, whichever is longer. NARA Job No. N1-49-00-2, 14/5a.
14/05/B	Customer Service Plans, Surveys, and Reports	Customer Service Plans, Surveys, and Reports (final versions).	TEMPORARY Cutoff EOFY in which finalized. Destroy 5 years after cutoff. NARA Job No. N1-49-00-2, 14/5b.
14/05/C	Electronic Versions of Public Commendation, Complaint, and Comment Files	Electronic Versions of Public Commendation, Complaint, and Comment Files Created by Electronic Mail and Wordprocessing Applications.	TEMPORARY Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. NARA Job N1-49-00-2, 14/5c.

Citation	Title	Description	Disposition Instructions
14/06	PUBLICATIONS INDEXES AND CHECKLISTS [1550].	PUBLICATIONS INDEXES AND CHECKLISTS [1550]. Bibliographies, checklists, and indexes of BLM publications and releases. Confidentiality: Public record category 1. Location: All. Exclusions: Indexes and checklists relating to record sets scheduled as permanent (Schedule 16/17) and library indexes (Schedule 23/9).	TEMPORARY Destroy when superseded or obsolete. GRS 14/6.
14/07-10	Reserved	Reserved	
14/11	FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES [1278]. Files	FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES [1278]. Files created in response to requests for information under FOIA consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of request record or copy thereof. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-71. Location: All.	TEMPORARY
14/11/A	FOIA Requests Case Files	FOIA Requests Case Files. Case files, containing the request, reply, other correspondence, and supporting documents, arranged by request number. Exclusions: Official file copy of the records requested if filed herein (item b).	TEMPORARY
14/11/A/01	Granting Access to All Requested Records.	Granting Access to All Requested Records.	TEMPORARY Destroy 2 years after date of reply. GRS 14/11a(1).
14/11/A/02	Responses to FOIA Requests.	Responses to FOIA Requests. Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.	
14/11/A/02/	FOIA responses not appealed.	FOIA responses not appealed.	TEMPORARY Destroy 2 years after date of reply. GRS 14/11a(2)(a).

Citation	Title	Description	Disposition Instructions
14/11/A/02/	FOIA responses appealed	FOIA responses appealed.	TEMPORARY Destroy as authorized under Schedule 14/12. GRS 14/11a(2)(b).
14/11/A/03	Denying Access to All or Part of Records Requested.	Denying Access to All or Part of Records Requested.	
14/11/A/03/	FOIA denials not appealed	FOIA denials not appealed.	TEMPORARY Destroy 6 years after date of reply. GRS 14/11a(3)(a).
14/11/A/03/	FOIA denials appealed.	FOIA denials appealed.	TEMPORARY Destroy as authorized under Schedule 14/12. GRS 14/11a(3)(b).
14/11/B	Official File Copy of Requested Records.	Official File Copy of Requested Records.	OTHER Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later. GRS 14/11b.
14/12	FOIA APPEALS FILES [1278].	FOIA APPEALS FILES [1278]. Files created in responding to administrative appeals under the FOIA for release of information denied by the BLM, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/OS-69. Location: All.	
14/12/A	Correspondence and Supporting Documents.	Correspondence and Supporting Documents. Exclusions: the file copy of the records under appeal if filed herein.	TEMPORARY Destroy 6 years after final determination by agency, 6 years after time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later. GRS 14/12a.

Citation	Title	Description	Disposition Instructions
14/12/B	Official File Copy of Records under Appeal.	Official File Copy of Records under Appeal.	TEMPORARY Dispose of in accordance with approved disposition instructions for the related records or with the related FOIA request whichever is later. GRS 14/12b.
14/13	FOIA CONTROL FILES [1278].	FOIA CONTROL FILES [1278]. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-71.	
14/13/A	FOIA Control Registers or Listing.	FOIA Control Registers or Listing.	TEMPORARY Destroy 6 years after date of last entry. GRS 14/13a.
14/13/B	FOIA Control Files - Other.	FOIA Control Files - Other.	TEMPORARY Destroy 6 years after final action by the BLM or after final adjudication by courts, whichever is later. GRS
14/14	FOIA REPORTS FILES [1278].	FOIA REPORTS FILES [1278]. Recurring reports and one-time information requirements relating to the agency implementation of the FOIA. Exclusions: Annual reports to the Congress at the departmental or agency level. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 2 years old. GRS 14/14.
14/15	FOIA ADMINISTRATIVE FILES [1278].	FOIA ADMINISTRATIVE FILES [1278]. Records re. the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 2 years old. GRS 14/15.
14/16-20	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
14/21	PRIVACY ACT (PA) REQUEST FILES [1278].	PRIVACY ACT (PA) REQUEST FILES [1278]. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided under 5 USC 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-57. Location: All.	
14/21/03	Denying Access to All or Part of Records Requested	Denying Access to All or Part of Records Requested.	
14/21/A	PA Request Correspondence and Support Documents.	PA Request Correspondence and Support Documents. Exclusions: The official file copy of the records requested if filed herein.	
14/21/A/01	Granting Access to All Requested Records.	Granting Access to All Requested Records.	TEMPORARY Destroy 2 years after date of reply. GRS 14/21a(1).
14/21/A/02	Responses to PA Requests	Responses to PA Requests. Responding to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay reproduction fees.	
14/21/A/02/	PA responses not appealed.	PA responses not appealed.	TEMPORARY Destroy 2 years after date of reply. GRS 14/21a(2)(a).
14/21/A/02/	PA responses appealed	PA responses appealed.	OTHER Destroy as authorized under item 22 of this schedule. GRS 14/21a(2)(b).
14/21/A/03/	PA denials not appealed.	PA denials not appealed.	TEMPORARY Destroy 5 years after date of reply. GRS 14/21a(3)(a).

Citation	Title	Description	Disposition Instructions
14/21/A/03/	PA denials appealed.	PA denials appealed.	<p>OTHER Destroy as authorized under item 22 of this schedule. GRS 14/21a(3)(b).</p>
14/21/A/03/	Official File Copy of Requested Records.	Official File Copy of Requested Records.	<p>OTHER Dispose of in accordance with approved disposition instructions for the related records, or with the related PA request, whichever is later. GRS 14/21b.</p>
14/22	PRIVACY ACT AMENDMENT CASE FILES [1278].	PRIVACY ACT AMENDMENT CASE FILES [1278]. Files re. an individual's request to amend a record pertaining to that individual as provided for under 5 USC 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 USC 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 USC 552a(g). Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-57. Location: All.	
14/22/A	PA Requests to Amend Agreed to by the BLM.	PA Requests to Amend Agreed to by the BLM. Includes individual's requests to amend and/or review refusal to amend, copies of the BLM replies thereto, and related materials.	<p>OTHER Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after the BLM's agreement to amend, whichever is later. GRS</p>
14/22/B	PA Requests to Amend Refused by the BLM	PA Requests to Amend Refused by the BLM. Includes individual's requests to amend and to review refusal to amend, copies of the BLM replies thereto, statement of disagreement, the BLM justification for refusal to amend the record, and related materials.	<p>OTHER Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by the BLM, or 3 years after final adjudication by courts, whichever is later. GRS</p>

Citation	Title	Description	Disposition Instructions
14/22/C	PA Requests to Amend	PA Requests to Amend Appealed. Includes all files created in responding to appeals under the PA for refusal by any agency to amend a request.	OTHER Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 3 years after final adjudication by courts, whichever is later. GRS
14/23	PRIVACY ACT ACCOUNTING OF	PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES [1278]. Files maintained under provisions of 5 USC 552a(c) for accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or another agency, including forms showing subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable. Confidentiality: Non- public record category 3; Privacy Act System Interior/OS-57. Location: All.	OTHER Dispose of in accordance with the approved disposition instructions for related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.
14/24	PRIVACY ACT CONTROL FILES [1278].	PRIVACY ACT CONTROL FILES [1278]. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-57.	
14/24/A	PA Control Registers or	PA Control Registers or Listings.	TEMPORARY Destroy 5 years after date of last entry. GRS 14/24a.
14/24/B	PA Control Files - Other	PA Control Files - Other.	TEMPORARY Destroy 5 years after final action by the BLM or final adjudication by courts, whichever is later. GRS
14/25	PRIVACY ACT REPORT FILES [1278].	PRIVACY ACT REPORT FILES [1278]. Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/OS-57. Location: All.	TEMPORARY Destroy when 2 years old. GRS 14/25.

Citation	Title	Description	Disposition Instructions
14/26	PRIVACY ACT GENERAL ADMINISTRATIVE FILES [1278].	PRIVACY ACT GENERAL ADMINISTRATIVE FILES [1278]. Records re. the general agency implementation of the PA, including notices, memoranda, routine correspondence, and related records. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 2 years old. GRS 14/26.
14/27-30	Reserved	Reserved	
14/31	MANDATORY REVIEW FOR DECLASSIFICATION REQUESTS FILES.	MANDATORY REVIEW FOR DECLASSIFICATION REQUESTS FILES. Files created in response to requests for information under the mandatory review provisions of executive order (EO) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of	OTHER The BLM does not maintain files related to EO 12356 that are described in GRS
14/32	MANDATORY REVIEW FOR DECLASSIFICATION APPEALS FILES.	MANDATORY REVIEW FOR DECLASSIFICATION APPEALS FILES. Files created in responding to administrative appeals under the mandatory review provisions of EO 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy	OTHER The BLM does not maintain files related to EO 12356 that are described in GRS
14/33	MANDATORY REVIEW FOR DECLASSIFICATION CONTROL FILES.	MANDATORY REVIEW FOR DECLASSIFICATION CONTROL FILES. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and	OTHER The BLM does not maintain files related to EO 12356 that are described in GRS
14/34	MANDATORY REVIEW FOR DECLASSIFICATION REPORTS FILES.	MANDATORY REVIEW FOR DECLASSIFICATION REPORTS FILES. Reports re. agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including annual reports submitted to the Information Security	OTHER The BLM does not maintain files related to EO 12356 that are described in GRS

Citation	Title	Description	Disposition Instructions
14/35	MANDATORY REVIEW FOR DECLASSIFICATION ADMINISTRATIVE FILES.	MANDATORY REVIEW FOR DECLASSIFICATION ADMINISTRATIVE FILES. Records re. the general agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including notices, memoranda,	OTHER The BLM does not maintain files related to EO 12356 that are described in GRS
14/36	ERRONEOUS RELEASE FILES [1278].	ERRONEOUS RELEASE FILES [1278]. Files re. the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-57. Location: All.	OTHER Follow the disposition instructions approved for the released official file copy, or destroy 6 years after the erroneous release, whichever is later. GRS 14/36a.
14/36/A	Files That Include the Official File Copy of the Released Records.	Files That Include the Official File Copy of the Released Records.	TEMPORARY Destroy 6 years after erroneous release. GRS
14/36/B	Files That Do Not Include the Official File Copy of the Released Records.	Files That Do Not Include the Official File Copy of the Released Records.	PERMANENT Cutoff EOFY. Transfer to FRC when 5 years old. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 in FY2005). NARA Job NC1-
14/37	NEWS RELEASES, SPEECHES, COMMENTS MASTER FILES [1120].	NEWS RELEASES, SPEECHES, COMMENTS MASTER FILES [1120]. Record copies of official BLM news releases, speeches, addresses, comments and other public issuances, maintained by office of origin. Confidentiality: Public record category 1. Location: All. Exclusions: Reference copies (Schedule 14/3), audiovisual records (Schedule 21).	PERMANENT Cutoff EOFY. Transfer to FRC when 5 years old. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 in FY2005). NARA Job NC1-
14/38-40	Reserved	Reserved	

Citation	Title	Description	Disposition Instructions
14/41	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
14/41/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 14/37a.
14/41/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 14/37b.
15/01	HOUSING/QUARTERS CORRESPONDENCE FILES [1534].	HOUSING/QUARTERS CORRESPONDENCE FILES [1534]. Correspondence files pertaining to the maintenance and management of housing projects. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when 2 years old. GRS 15/1.
15/02	HOUSING/QUARTERS MAINTENANCE AND REPAIR FILES [1534].	HOUSING/QUARTERS MAINTENANCE AND REPAIR FILES [1534]. Maintenance and repair files for individual units. Confidentiality: Nonpublic record category 3. Location: SO, FO.	
15/02/A	Housing/Quarters Maintenance and Repair Summary Card or Ledger	Housing/Quarters Maintenance and Repair Summary Card or Ledger Account.	TEMPORARY Destroy 3 FYs following close of FY in which unit is closed to tenancy or leaves agency control. GRS 15/2a.

Citation	Title	Description	Disposition Instructions
15/02/B	Housing/Quarters Maintenance and Repair Work Orders, Requisitions,	Housing/Quarters Maintenance and Repair Work Orders, Requisitions, and Related Papers.	TEMPORARY Destroy 3 FYs following close of FY in which work was done. GRS 15/2b.
15/03	HOUSING/QUARTERS MANAGEMENT FILES [1534].	HOUSING/QUARTERS MANAGEMENT FILES [1534]. Reports re. housing management, including expenditure, survey, collection, and other statistical and narrative data. Forms: DI-1873. Confidentiality: Non-public record category 3.	TEMPORARY Destroy when 2 years old. GRS 15/3.
15/04	HOUSING/QUARTERS LEASE FILES [1534].	HOUSING/QUARTERS LEASE FILES [1534]. Copies of leases, renewals, termination notices, and related documents. Forms: DI-1871, 1872, 1874, 1876, 1878, 1879, 1880, 1881, 1882; BLM 1530-15, 16. Confidentiality: Non-public record category 3. Location: Centers, SO, FO.	TEMPORARY Destroy 3 FYs following close of the FY in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later. GRS 15/4.
15/05	HOUSING/QUARTERS ASSIGNMENT AND VACANCY CARDS [1534].	HOUSING/QUARTERS ASSIGNMENT AND VACANCY CARDS [1534]. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-9. Location: Centers, SO, FO.	
15/05/A	Housing/Quarters Assignment Individual Tenant	Housing/Quarters Assignment Individual Tenant	TEMPORARY Destroy when tenant vacates unit. GRS 15/5a.
15/05/B	Housing/Quarters Assignment Individual	Housing/Quarters Assignment Individual Housing Unit Cards.	TEMPORARY Destroy 3 FYs after close of FY in which unit is closed to tenancy or leaves agency control. GRS 15/5b.
15/06	HOUSING/QUARTERS INVENTORY FILES [1534].	HOUSING/QUARTERS INVENTORY FILES [1534]. Furnishing inventory files re. items included in furnished units. Forms: DI-1875. Confidentiality: Non-public record category 3. Location: Centers, SO, FO.	TEMPORARY Destroy 3 FYs after close of the FY in which inventory is superseded. GRS 15/6.

Citation	Title	Description	Disposition Instructions
15/07	HOUSING/QUARTERS APPLICATION FILES [1534].	HOUSING/QUARTERS APPLICATION FILES [1534]. Exclusions: copies in lease files (item 4). Forms: DI-1871, 1872. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-9. Location: Centers, SO, FO.	
15/07/A	Housing/Quarters Rejected Application Files	Housing/Quarters Rejected Application Files.	TEMPORARY Destroy 1 years from date of rejection. GRS 15/7a.
15/07/B	Housing/Quarters Application Files - Other.	Housing/Quarters Application Files - Other.	TEMPORARY Destroy when 2 years old. GRS 15/7b.
15/08-10	Reserved	Reserved	
15/11	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
15/11/A	Copies that have No Further Administrative Value	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 15/8a.
15/11/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 15/8b.

Citation	Title	Description	Disposition Instructions
16/01	DIRECTIVES FILES [1221].	DIRECTIVES FILES [1221]. The BLM directives system is comprised of both temporary and permanent directives. Temporary directives consist of Instruction Memorandums, Information Bulletins, and Program Notes which are in effect for a short period of time. The BLM manual system is a permanent record of written policy and procedural instructions consisting of directives indexes (DDBs), manual sections, manual supplements, handbooks, and handbook supplements. Authority: 41 CFR 201. Forms: BLM 1220-1, 2; 1221-1, 2, 4, 8, 9, 9A-B, 12, 13, 17. Confidentiality: Non-public record category 3. Exclusions: BLM manual distribution change requests (Schedule 13/4) and reference copies of directives (Schedule 23/21). Location: All.	
16/01/A	Directives Masters.	Directives Masters. Case files containing one copy of each directive with the related clearance sheet. Maintained by the individual or staff responsible for directives control and distribution in the originating office.	PERMANENT Cutoff EOFY in which issued. Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 block in FY2005). NARA Job NC1-49-94-2, 16/1a.
16/01/B	Directives Case Files.	Directives Case Files.	
16/01/B/01	Administrative Directives Case Files.	Administrative Directives Case Files. Documenting aspects of the development of a BLM administrative program directive related to routine administrative functions (e.g., payroll, procurement, personnel, property, vehicles, budget, forms, reports, mail, printing, uniforms, etc). Maintained by the originating office.	TEMPORARY Destroy when issuance is superseded, canceled, or no longer needed for reference. NARA Job NC1-49-90-3, 16/1b.
16/01/B/02	Mission-Related Directives Case Files.	Mission-Related Directives Case Files. Documenting aspects of the development of a BLM mission-related program directive (e.g., lands, minerals, range, forestry, wildlife, soil-water-air, recreation, resource protection). May include documents described in Schedule 16/20. Maintained by the	PERMANENT Cutoff EOFY. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-94-2, 16/1b(2).

Citation	Title	Description	Disposition Instructions
16/01/C	Directives Index Data Base. A data base that provides an index to numbered BLM temporary directives (instruction memorandums and information bulletins).	Directives Index Data Base. A data base that provides an index to numbered BLM temporary directives (instruction memorandums and information bulletins). The data base is used to locate sources of the BLM policy and information issued via the formal directives system. Exclusions: input/source records (Schedule 20/2), security backup tapes (Schedule 20/8), software (Schedule 20/10). Location: WO, Centers, SO.	OTHER Delete after the expiration date of the related instruction memorandum or information bulletin or when no longer needed, whichever is later. GRS 20/3.
16/02/	RECORDS DISPOSITION FILES [1220].	RECORDS DISPOSITION FILES [1220]. Descriptive inventories, disposal authorizations, schedules, and reports. Includes records inventory project files. Forms: SF-115, 115a, 135, 135a, 258; DI-1904, 1905, and related documentation. Confidentiality: Non-public record category 3. Location: All. Note: Although this item has a temporary retention, it is suggested all documents under item a be kept indefinitely for reference purposes.	
16/02/A	Records Disposition Program Basic Documentation	Records Disposition Program Basic Documentation. Basic documentation of records description and disposition programs, such as SF-115s, Request for Disposition Authority; SF-135 and SF-135a, Records Transmittal and Receipt; SF-258, Agreement to Transfer Records to National Archives of the United States; and related documents. Related documents include shelf lists, notices of location changes, notices of intent to destroy, and destruction notices.	
16/02/A/01	SF-115s that have been Approved by NARA.	SF-115s that have been Approved by NARA.	TEMPORARY Destroy 2 years after supersession. GRS 16/2a(1). See Note in item 2 series description above.
16/02/A/02	Other records.	Other records.	
16/02/B	Records Disposition Program Routine Correspondence and Memoranda.	Records Disposition Program Routine Correspondence and Memoranda.	TEMPORARY Destroy when 2 years old. GRS 16/2b.

Citation	Title	Description	Disposition Instructions
16/03	FORMS FILES [1223].	FORMS FILES [1223]. Maintained by office issuing the form. Forms: SF-83, 152, 360; OF-13, 13a, 13b, 13c; BLM 1223-7. Confidentiality: Non-public record category 3. Location: All.	
16/03/A	Forms Masters.	Forms Masters. One copy of each form created by the BLM with related instructions and documentation showing the inception, scope, and	TEMPORARY Destroy 5 years after related form is discontinued, superseded, or canceled. GRS 16/3a.
16/03/B	Forms Background Materials, Requisitions, Specifications, processing data, registers, and control files.	Forms Background Materials, Requisitions, Specifications, processing data, registers, and control files.	TEMPORARY Destroy when related forms are discontinued, superseded, or canceled. GRS 16/3b.
16/04	RECORDS HOLDINGS FILES [1220].	RECORDS HOLDINGS FILES [1220]. Statistical reports of agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. Forms: SF-203. Confidentiality: Nonpublic record category 3. Location: All.	
16/04/A	Records Held by Offices that Prepare Reports on Agencywide Records	Records Held by Offices that Prepare Reports on Agencywide Records Holdings.	TEMPORARY Destroy when 3 years old. GRS 16/4a.
16/04/B	Records Held by Other	Records Held by Other Offices.	TEMPORARY Destroy when 1 year old. GRS 16/4b.
16/05	ADMINISTRATIVE MANAGEMENT PROJECT CONTROL FILES [1200].	ADMINISTRATIVE MANAGEMENT PROJECT CONTROL FILES [1200]. Memoranda, reports, and other records documenting assignments, progress, and completion of projects. Confidentiality: Non-public record category 3. Location: All. Exclusions: Administrative and management improvement	TEMPORARY Destroy 1 year after the year in which the project is closed. GRS 16/5.

Citation	Title	Description	Disposition Instructions
16/06	REPORTS CONTROL FILES [1222].	REPORTS CONTROL FILES [1222]. Case files maintained for each BLM report created or proposed, including public use reports. Included are clearance forms, copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents re. the evaluation, continuation, revision, and discontinuance of reporting requirements. Forms: SF-83; OF-101; OMB 83. Confidentiality: Non-public record category 3. Location: WO.	TEMPORARY Destroy 2 years after the report is discontinued. GRS
16/07	RECORDS MANAGEMENT GENERAL FILES [1220].	RECORDS MANAGEMENT GENERAL FILES [1220]. Correspondence, reports, authorizations, and other records re. the management of the BLM records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule. Confidentiality: Non-public record category 3. Location: All. Exclusions: Records inventory project files (Schedule 16/2).	TEMPORARY Destroy when 6 years old. GRS 16/7.
16/08	COMMITTEE AND CONFERENCE FILES [1230].	COMMITTEE AND CONFERENCE FILES [1230]. Authority: 86 Stat. 770; 43 CFR 1784. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-68. Location: All. Exclusions: EEO committees (Schedule 1/25g), non-committee groups (Schedule 16/19), records created to comply with the provisions of the Government in the Sunshine Act (submit SF-115 to NARA).	
16/08/A	Internal Committee Files Re. Establishment, Organization, Membership, and Policy.	Internal Committee Files Re. Establishment, Organization, Membership, and Policy.	TEMPORARY Destroy 2 years after termination of committee. GRS 16/8a.
16/08/B	Records Created by Internal Committees.	Records Created by Internal Committees.	

Citation	Title	Description	Disposition Instructions
16/08/B/01	Committee Agendas, Minutes, Final Reports	Committee Agendas, Minutes, Final Reports and related records documenting the accomplishments of official boards and committees. Exclusions: Those maintained by the sponsor or Secretariat.	TEMPORARY Destroy when 3 years old. GRS 16/8b(1).
16/08/B/02	Committee Records - Other.	Committee Records - Other.	TEMPORARY Destroy when 3 years old. GRS 16/8b(2).
16/08/C	Records Maintained by Agency Committee Management Officers for Committees Established Under the Federal Advisory	Records Maintained by Agency Committee Management Officers for Committees Established Under the Federal Advisory Committee Act. Including copies of charters, membership lists, agendas, meeting notes, policy statements, and material required to be available for public information. Forms: SF-248, 248a, 249, 249a,	TEMPORARY Destroy 5 years after termination committee. GRS 16/8c.
16/08/D	Interagency or Advisory Committee Files.	Interagency or Advisory Committee Files.	
16/08/D/01	Interagency or Advisory Committee Case Files	Interagency or Advisory Committee Case Files. Maintained by the office of committee origin. Consists of records re. committee establishment, organization, membership, and policy and records created by the committee, such as agendas, minutes, and final reports. Exclusions: Records relating to committee evaluations (Schedule 22/2).	PERMANENT Cutoff EOFY. Transfer to FRC 3 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 in 1998). NARA Job NC1-49-85-2, 16/12a(1) and 12b(1).
16/08/D/02	Interagency or Advisory Committee Files - Other.	Interagency or Advisory Committee Files - Other.	TEMPORARY Destroy when 3 years old. GRS 16/8b(2).

Citation	Title	Description	Disposition Instructions
16/09	INFORMATION RESOURCES MANAGEMENT (IRM) FEASIBILITY STUDIES [1280].	INFORMATION RESOURCES MANAGEMENT (IRM) FEASIBILITY STUDIES [1280]. Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy 5 years after completion or cancellation of study. GRS 16/9.
16/10	MICROFORM INSPECTION FILES [1276].	MICROFORM INSPECTION FILES [1276]. Documenting the inspection of microform records, as required by 36 CFR 1230. Confidentiality: Non-public record category 3. Location: WO, Centers,	TEMPORARY Destroy 1 year after the records are transferred to NARA. GRS 16/10a.
16/10/A	Microform Inspection Inventories, Logs, and Reports for Permanent Records.	Microform Inspection Inventories, Logs, and Reports for Permanent Records. Exclusions: copy of logs and reports attached to the SF-135 or SF-258 (Schedule 16/2), inspection records for unscheduled records (submit SF-115 to NARA).	TEMPORARY Destroy when 2 years old or when superseded, whichever is later. GRS 16/10b.
16/10/B	Microform Inspection Inventories, Logs, and Reports for Temporary Records.	Microform Inspection Inventories, Logs, and Reports for Temporary Records.	TEMPORARY Destroy when 7 years old. GRS 16/11.
16/11	IRM TRIENNIAL REVIEW FILES [1282]	IRM TRIENNIAL REVIEW FILES [1282]. Reports required by GSA concerning reviews of IRM practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports. Confidentiality: Non-public record category 3. Location: WO.	TEMPORARY Destroy when 7 years old. GRS 16/11.

Citation	Title	Description	Disposition Instructions
16/12	INFORMATION COLLECTION BUDGET (ICB) FILES [1222].	INFORMATION COLLECTION BUDGET (ICB) FILES [1222]. Reports required by OMB under the Paperwork Reduction Act about the number of hours the public spends fulfilling the BLM reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations. Confidentiality: Non-public record category 3. Location: WO, Centers, SO.	TEMPORARY Destroy when 7 years old. GRS 16/12.
16/13	FEDERAL REGISTER DOCUMENTS [1760].	FEDERAL REGISTER DOCUMENTS [1760]. Confidentiality: Non-public record category 3. Location: All. Exclusions: reference copies (Schedule 23/21), files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register	
16/13/A	Federal Register Meeting Announcement Notices	Federal Register Meeting Announcement Notices. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in the Sunshine Act (5 USC 552b(e)(3)); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the CFR.	TEMPORARY Destroy when 1 year old. GRS 16/13a.
16/13/B	Federal Register Semiannual Regulatory Agenda Notices.	Federal Register Semiannual Regulatory Agenda Notices.	TEMPORARY Destroy when 2 years old. GRS 16/13b.
16/14	MANAGEMENT CONTROL RECORDS.	MANAGEMENT CONTROL RECORDS. Records created in accordance with OMB Circular A-123, Management Accountability and Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, federal agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Confidentiality: Non-public record category 3.	

Citation	Title	Description	Disposition Instructions
16/14/A	Management Control Policy, Procedures and Guidance.	Management Control Policy, Procedures and Guidance. Copies of internal directives maintained by the BLM's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews. Location: WO, Centers, SO.	TEMPORARY Destroy when superseded. GRS 16/14a.
16/14/B	Management Control Plans.	Management Control Plans. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123. Location:	TEMPORARY Destroy when superseded. GRS 16/14b.
16/14/C	Risk Analyses.	Risk Analyses. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions. Location: WO,	TEMPORARY Cutoff closed files annually. Destroy after next review cycle. GRS 16/14c.
16/14/D	Annual Reports and Assurance Statements	Annual Reports and Assurance Statements. Created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress. Location: WO.	TEMPORARY Cutoff closed files annually. Destroy after next reporting cycle. GRS 16/14d.
16/14/E	Tracking Files.	Tracking Files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence re. performance of the reviews. Location: WO,	TEMPORARY Destroy 1 year after report is completed. GRS 16/14e.

Citation	Title	Description	Disposition Instructions
16/14/F	Review Files.	Review Files. Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews provided they are identified as alternative reviews in the management control plan. Note: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in this item. This item applies only to copies maintained as internal reviews.	
16/14/F/01	Review Files maintained by Office with Responsibility for Coordinating Internal Control Functions.	Review Files maintained by Office with Responsibility for Coordinating Internal Control Functions. Location: WO.	TEMPORARY Cutoff when no further corrective action is necessary. Destroy 5 years after cutoff. GRS 16/14f(1).
16/14/F/02	Review Files - Copies Maintained by Other Offices as Internal Reviews.	Review Files - Copies Maintained by Other Offices as Internal Reviews. Location: WO, Centers, SO.	TEMPORARY Cutoff when no further corrective action is necessary. Destroy 1 year after cutoff. GRS 16/14f(2).
16/15	LEGISLATION AND REGULATION PROPOSAL FILES [1750/1760].	LEGISLATION AND REGULATION PROPOSAL FILES [1750/1760]. Authority: 135 DM 2; 461 DM 1-3; 200 DM 1.5; 210 DM 1.1. Confidentiality: Nonpublic record category 3.	
16/15/A	Legislation or Regulation Proposal Case Files.	Legislation or Regulation Proposal Case Files. Maintained by Headquarters Office of Legislation and Regulatory Management. Consists of legislative and regulatory proposals that affect the BLM, review comments, analyses, recommendations, and related documents. Location: WO.	PERMANENT Cutoff end of each session of Congress. Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 6-year blocks when most recent records are 13 years old (e.g., transfer 1981- 1986 in 2000). NARA Job NC1-49-85-2, 21a.
16/15/B	Legislation and Regulation Reference Copies.	Legislation and Regulation Reference Copies. Location: All.	TEMPORARY Cutoff EOFY. Destroy 2 years after cutoff or when no longer needed for reference. NARA Job NC1-49-85-2, 21b.

Citation	Title	Description	Disposition Instructions
16/16	MEMORANDA OF UNDERSTANDING (MOU) FILES [1786].	MEMORANDA OF UNDERSTANDING (MOU) FILES [1786]. Documenting the relationships between BLM and other parties for purposes of mutual assistance activities, in which no obligation or exchange of federal funds, products, or services is involved. Includes documentation for MOU instruments, cooperative management agreements, sustained yield agreements, and National Level or International Agreements. Authority: Various; see BLM Manual 1786.03 for listing. Confidentiality: Non-public record category 3. Location: All. Exclusions: Cooperative assistance agreements (Schedule 3/3), range improvement agreements (Schedule 17/21), nondisclosure agreements (Schedule 18/25).	
16/16/A	MOU Masters.	MOU Masters. Case files maintained by the office having signatory authority for the instrument.	<p>PERMANENT</p> <p>Cutoff EOFY in which the instrument is terminated or canceled. Transfer to FRC when 1 year old. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old (e.g., transfer 1980-84 block in 1995). NARA Job NC1-49-85-2, 1</p>
16/16/B	MOU Reference Copies.	MOU Reference Copies.	<p>TEMPORARY</p> <p>Cutoff EOFY in which instrument is terminated or canceled. Destroy 1 year after cutoff or when no longer needed. NARA Job NC1-49-85-2, 16/22b.</p>
16/16/C	MOU Index.	MOU Index.	<p>PERMANENT</p> <p>Transfer with the related MOU masters. NARA Job N1-49-90-3, 16/22c.</p>

Citation	Title	Description	Disposition Instructions
16/17	PUBLICATIONS BY BLM [1550].	PUBLICATIONS BY BLM [1550]. Published reports, books, pamphlets, booklets, brochures, and other BLM publications (or the last manuscript report if not published). Consists of BLM technical notes, Public Land Statistics, and other BLM published scientific and technical reports and releases not described elsewhere. Authority: Title 44 U.S. Code; DM 314. Forms: BLM 1165-22, 36, 60, 61, 63-73. Confidentiality: Non-public record category 3. Location: All. Exclusions: Reference copies of publications (Schedule 23/21), printing project or job files (Schedule 13/2), BLM directives masters (Schedule 16/1), published maps (Schedule 17/1d), resources inventories, studies, and surveys (4/18).	
16/17/A	Publications Masters	Publications Masters. One record copy from the originating office of each published report, book, pamphlet, booklet, brochure, technical note, or other BLM publication.	<p>PERMANENT</p> <p>Cutoff EOFY in which issued. Transfer to FRC in 5-year blocks when the most recent records are 5 years old (e.g., transfer FY90-94 block in FY2000). FRC transfers to NARA when most recent records are 10 years old. NARA Job NC1-49-85-2, 16/2</p>
16/17/B	Publications Case Files	Publications Case Files. Related to (a) above which document aspects of the development of the	<p>TEMPORARY</p> <p>Destroy when no longer needed for reference. NARA Job N1-49-90-3, 16/31b.</p>
16/18	ORGANIZATION AND HISTORY FILES [1210/1701].	ORGANIZATION AND HISTORY FILES [1210/1701]. Authority: Various; see BLM Manual 1211.03 for listing. Confidentiality: Non-public record category 3. Exclusions: BLM history publications (Schedule 16/17).	
16/18/A	Organization Charts, Boundary Location Files, and Reorganization Studies.	Organization Charts, Boundary Location Files, and Reorganization Studies.	

Citation	Title	Description	Disposition Instructions
16/18/A/01	Organization, Reorganization, and Boundary Location Case Files. Providing graphic illustrations and detailed descriptions of the arrangement and	Organization, Reorganization, and Boundary Location Case Files. Providing graphic illustrations and detailed descriptions of the arrangement and administrative structure of functional units of the BLM. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the BLM programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps showing regional boundaries and headquarters of decentralized offices or that show the geographic extent or limits of the BLM programs and projects. Location: WO, Centers, SO, FO.	<p>PERMANENT</p> <p>Cutoff EOFY in which prepared. Transfer to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old (e.g., FRC transfers the 1990-94 block in 2005). NARA Job N1-49-90-3, 16/41a(1).</p>
16/18/A/02	Organization, Reorganization, and Boundary Location Reference	Organization, Reorganization, and Boundary Location Reference Copies. Location: All.	<p>TEMPORARY</p> <p>Destroy when superseded, obsolete or no longer needed for reference. NARA Job NC1-49-85-2, 16/13b.</p>
16/18/B	BLM Histories.	BLM Histories.	
16/18/B/01	History Project Case Files.	History Project Case Files. Narrative BLM histories including oral history projects prepared by BLM the historians or public affairs officers or by private historians under contract to the BLM. Some background materials, such as interviews with past and present personnel, generated during the research stage may also be selected for permanent retention. Exception: copies of the BLM documents made for convenient reference. Location: WO, Centers, SO, FO.	<p>PERMANENT</p> <p>Cutoff EOFY in which project is completed. Transfer paper records to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old (e.g., FRC transfers the 1990-94 block in 2005). Transfer audio</p>

Citation	Title	Description	Disposition Instructions
16/19	ADMINISTRATIVE AND MANAGEMENT IMPROVEMENT PLAN, SURVEY, STUDY, AND PROJECT CASE FILES.	ADMINISTRATIVE AND MANAGEMENT IMPROVEMENT PLAN, SURVEY, STUDY, AND PROJECT CASE FILES. Case files documenting cost reduction, personnel utilization, and other management improvement projects. May include inventories of personnel, forms, or administrative files, workload studies, position management evaluations, administrative task force files, reports and files of other administrative non-committee work groups. Includes management team minutes and reports, safety plans, volunteer action plans. Authority: 235 DM 3. Confidentiality: Non-public record category 3. Location: All. Exclusions: Program evaluations, audits and reviews (Schedule 22/2), organizational studies (Schedule 16/18a), ADP 5-year procurement plans (Schedule 5/12), electronic system documentation (Schedule 20/11), records of streamlining teams and other teams established to review processes and procedures (Schedule 22/2), reference copies of administrative and management improvement plans/surveys/studies/projects (Schedule 23/21).	TEMPORARY Cutoff EOFY in which plan, survey, study, or project is implemented or completed. Transfer to FRC 3 years after cutoff. FRC destroys 7 years after cutoff. NARA Job NC1-49-85-2, 16/5.
16/20	PROGRAM POLICY, DIRECTION, AND DECISION CASE FILES.	PROGRAM POLICY, DIRECTION, AND DECISION CASE FILES. Case files, arranged by program activity name, containing documentation of major policy and other decisions that are not documented in a mission-related directives case file (Schedule 16/1b(2)). These files provide a complete history of the major events, approvals, changes in program direction, and other important actions. May contain documents described in Schedule 16/1b(2)). Authority: 44 USC 3101; 36 CFR 1220.30. Confidentiality: Non-public record category 3. Location: WO, Centers, SO. Exclusions: WO Budget Office policy files (Schedule	PERMANENT Cutoff EOFY or if accumulation is limited, cutoff every 5 years. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job NC1-49-94-2,
16/21-25	Reserved	Reserved	
16/26/	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	

Citation	Title	Description	Disposition Instructions
16/26/A	Copies that have No Further Administrative Value	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 16/15a.
16/26/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 16/15b.
17/01	CARTOGRAPHIC RECORDS NOT DESCRIBED ELSEWHERE [9160].	CARTOGRAPHIC RECORDS NOT DESCRIBED ELSEWHERE [9160]. Authority: Various; see BLM Manual 9160 for listing. Confidentiality: Non-public record category 3. Location: All. Exclusions: Cartographic records created prior to January 1, 1950, must be offered to NARA before applying the disposition instructions in this schedule.	
17/01/A	Cartographic Records Prepared During Intermediate Stages of	Cartographic Records Prepared During Intermediate Stages of Publication. Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plates negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published maps, and similar items whose informational content is duplicated by final published map.	TEMPORARY Destroy when no longer needed for revision. GRS 17/1.
17/01/B	Map History Case Files and Source Materials	Map History Case Files and Source Materials. Files that chronologically document the planning, surveying, field work, and production and revision of specific maps and files that contain or describe the sources of information for specific maps, including map specifications, location diagrams, notes kept by the cartographers who made the maps, maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers that show the origin and spelling of place names.	PERMANENT Cutoff EOFY in which map is completed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. Ref. NARA Job NC1-49-85-2, 17/4a(1). UNSCHEDULED

Citation	Title	Description	Disposition Instructions
17/01/C	Manuscript and Annotated Map Masters.	Manuscript and Annotated Map Masters. Hand-drawn maps (generally in pencil, ink, or colors on paper or tracing cloth); maps made with adhesive types of shading, symbols, or letter; and maps that bear significant manuscript annotations, changes, or additions. Included are maps that have been compiled in the office for administrative use, for research, or for exhibits and wall displays; original topographic plane table sheets, terrain sketches, and nautical depth-sounding sheets derived from field observations and surveys; final manuscript smooth sheets and fair sheets that show survey results; maps annotated with field survey information; initial hand-drawn photogrammetric stereo plottings from aerial photos; and proof sheets or overlays that bear annotations resulting from field checking or verification of survey data or that are annotated to show the sources of information used on the map.	<p>PERMANENT</p> <p>Cutoff EOFY in which the map is no longer needed for reproduction or updating. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. UNSCHEDULED</p>
17/01/D	Published Map Masters.	Published Map Masters. Maps, charts, cartograms, and atlases that have been printed, photographed, or reproduced in multiple copies whether for limited or general distribution. These may be in single-sheet or bound-form. Consists of one copy of each published map, atlas, portfolio, and photomap produced by BLM, including edition and variant, and all related indexes (in map or other form). Note: Most, if not all, of BLM's Surface Management Edition (SME) maps and Recreation Maps (RAG), etc. are printed through Denver BLM and on to USGS to be printed. USGS routes a copy of each map to NARA directly from the printer. As long as this is the case, BLM offices do not need to send another copy of these maps to NARA.	<p>PERMANENT</p> <p>Cutoff EOFY in which the map is printed and approved for distribution. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NN-171-77, M/15</p>
17/01/E	Maps on Microfilm	Maps on Microfilm. Microfilm copies maintained for reference.	<p>UNSCHEDULED</p> <p>Dispose/Destroy when replaced by a updated version or when no longer needed for reference. UNSCHEDULED</p>
17/01/F	Digital Cartographic Files	Digital Cartographic Files. All digital files created to produce a final published map. These will include digital base data (transportation, hydrology, PLSS, terrain, etc.). Will also include other files used to produce a final published product (i.e., land ownership, recreation data, special management	

Citation	Title	Description	Disposition Instructions
17/02	REMOTE SENSING RECORDS [9162].	U	
17/02/A	Aerial Photo Duplicate Negatives Unannotated.	Aerial Photo Duplicate Negatives Unannotated. Duplicate copy negatives, internegatives, rectified negatives, glass plate negatives, and related indexes. Location: All.	TEMPORARY Destroy when no longer needed for agency use. GRS
17/02/B	Aerial Photo Prints Unannotated and Related	Aerial Photo Prints Unannotated and Related Indexes. When original film negatives exist.	TEMPORARY Destroy when no longer needed for agency use. GRS
17/02/C	Aerial Photo Original or Master Negatives and Related	Aerial Photo Original or Master Negatives and Related Indexes. Location: All.	PERMANENT 1) Field Offices cutoff EOFY in which flight is completed and the originals are received and transfer to the Service Center Photo Lab 1 year after cutoff. 2) When no longer needed for reproduction, Service Center Photo Lab transfers to FRC. FR
17/02/D	Aerial Photo Prints and Duplicated Negatives Which Are Annotated	Aerial Photo Prints and Duplicated Negatives Which Are Annotated. Location: All.	OTHER Use disposal authority for the annotated information (e.g., aerial photos annotated with natural resource inventory data are disposed of under Schedule 4/11a). NARA Job NC1-49-85-2, 17/16b(1) and
17/02/E	Satellite Imagery Raw Data Tapes.	Satellite Imagery Raw Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes obtained by BLM from outside sources (e.g., EOSAT and SPOT) for conversion to a film base. Location: SC.	UNSCHEDULED Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff.
17/02/F	Satellite Imagery Conversion Data Tapes.	Satellite Imagery Conversion Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes which have been converted to a film base. Location: SC.	UNSCHEDULED Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff.

Citation	Title	Description	Disposition Instructions
17/02/G	Conversion Data Film.	Conversion Data Film. Created from the data tapes (item h). Location: SC.	UNSCHEDULED Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff.
17/02/H	Satellite Imagery Prints	Satellite Imagery Prints. Developed from film (item i) and distributed by SC to field offices upon request. Location: AFO.	UNSCHEDULED Destroy when superseded or no longer needed for administrative purposes. UNSCHEDULED
17/03	ARCHITECTURAL DRAWINGS OF TEMPORARY STRUCTURES AND BUILDINGS OR OF BUILDINGS NOT CRITICAL TO BLM MISSION [9100].	ARCHITECTURAL DRAWINGS OF TEMPORARY STRUCTURES AND BUILDINGS OR OF BUILDINGS NOT CRITICAL TO BLM MISSION [9100]. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All. Exclusions: Copies in construction project or job files (Schedule 17/12).	TEMPORARY Destroy when superseded or after the structure or object has been retired from service. GRS 17/3.
17/04	ELECTRICAL, PLUMBING, HEATING, OR AIR CONDITIONING SYSTEMS DRAWINGS [9100].	ELECTRICAL, PLUMBING, HEATING, OR AIR CONDITIONING SYSTEMS DRAWINGS [9100]. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy when superseded or after the structure or object has been retired from service. GRS 17/4.
17/05	CONTRACT NEGOTIATION DRAWINGS [9100].	CONTRACT NEGOTIATION DRAWINGS [9100]. Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings re. electrical, plumbing, heating, or air conditioning projects, or drawings superseded by final working and/or as built drawings. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All. Exclusions: Copies in contract case files (Schedule 3/3).	TEMPORARY Destroy when the final working/as-built drawings have been produced. GRS 17/5.
17/06	SPACE ASSIGNMENTS PLANS [9100].	SPACE ASSIGNMENTS PLANS [9100]. Outline floor plans indicating occupancy of a building. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All. Exclusions: Copies in space	TEMPORARY Destroy when superseded or after the structure or object has been retired from service. GRS 17/6.

Citation	Title	Description	Disposition Instructions
17/07	Reserved	Reserved	<p>OTHER Formerly described architectural models that are nonrecord materials. GRS 17/7.</p>
17/08	ENGINEERING DRAWINGS OF ROUTINE MINOR PARTS [9100].	ENGINEERING DRAWINGS OF ROUTINE MINOR PARTS [9100]. Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3.	<p>TEMPORARY Destroy when superseded or after the structure or object has been retired from service. GRS 17/8.</p>
17/09	ENGINEERING DRAWINGS REFLECTING MINOR MODIFICATIONS [9100].	ENGINEERING DRAWINGS REFLECTING MINOR MODIFICATIONS [9100]. Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: AFO.	<p>TEMPORARY Destroy when superseded or after the structure or object has been retired from service. GRS 17/9.</p>
17/10	PAINT PLANS AND SAMPLES [9100].	PAINT PLANS AND SAMPLES [9100]. Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance, and plans and samples for painting appliances, elevators, and other mechanical parts of all buildings. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: AFO. Exclusions: Paint plans and samples for interior and exterior walls of buildings significant for historical, architectural, or technological reasons (submit SF-115 to NARA).	<p>TEMPORARY Destroy when superseded or after the structure or object has been retired from service. GRS 17/10.</p>
17/11	ENGINEERING SURVEY FIELD NOTES.	ENGINEERING SURVEY FIELD NOTES. Location: SO, FO.	<p>OTHER Use disposition authority for related project file (Schedule 17/13a and 13b). NARA Job NC1-49-85-2, 17/9.</p>

Citation	Title	Description	Disposition Instructions
17/12	CONSTRUCTION PROJECT ARCHITECTURAL & ENGINEERING DRAWINGS, REFERENCE COPIES.	CONSTRUCTION PROJECT ARCHITECTURAL & ENGINEERING DRAWINGS, REFERENCE COPIES. Copies of drawings, plans, specifications used for reference in planning future projects. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location All.	TEMPORARY Destroy when no longer needed for administrative or reference purposes. NARA Job NN-171-77, M/28.
17/13	CONSTRUCTION PROJECTS AND RESOURCE IMPROVEMENT PROJECTS (RIPS) FILES [1740, 9150].	CONSTRUCTION PROJECTS AND RESOURCE IMPROVEMENT PROJECTS (RIPS) FILES [1740, 9150]. Arranged by project or job (RIPS/JDR) number. Authority: Various; see BLM Manuals 9100 and 1740 for listing. Forms: BLM 1310-11; 1323-1; 1740-1; 1742-1; 1744-1; 4120-6, 7, 8, 9; 5700-3, 4, 5, 6; 7410-16. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-2. Vital: Rights and interests records. Location: FO. Exclusions: Contracting Officer's copy of related contract files (Schedule 3/3).	PERMANENT Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job NC1-49-85-2, 22/2a.
17/13/A	Construction and Resource Improvement Project Files and Maps for Permanent or Long-Term Structures or Appurtenances.	Construction and Resource Improvement Project Files and Maps for Permanent or Long-Term Structures or Appurtenances. Documentation of the construction and/or development of airports and heliports, bridges, buildings, recreation sites, roads, trails, reservoirs, dams, guzzlers, wells, other water catchments, and other permanent or long-term structures or appurtenances to land. Includes pesticide applications and any other projects involving the use of hazardous materials. May include reference copies of pertinent contract documentation.	PERMANENT Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job NC1-49-85-2, 22/2a.
17/13/B	Construction and Resource Improvement Project Files and Maps for Temporary Structures or Appurtenances	Construction and Resource Improvement Project Files and Maps for Temporary Structures or Appurtenances. Consists of documentation of seeding, planting, chaining, discing, burning, fire rehabilitation (green stripping) and other public land improvement projects that do not result in permanent or long-term structures or appurtenances to the land or do not involve the use of hazardous materials. May include reference copies of pertinent contract documentation.	TEMPORARY Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership. Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-5, 17/13b.
17/13/C	Drinking Water Testing Files [9184].	Drinking Water Testing Files [9184]. Documenting water quality testing conducted by or for the BLM in accordance with 40 CFR 141.33.	

Citation	Title	Description	Disposition Instructions
17/13/C/01	Non-Public Water System	Non-Public Water System Files.	<p>TEMPORARY File within the related project file and dispose accordingly. NARA Job NC1-49-85-2, 4/26d(1).</p>
17/13/C/02	Public, Community, and Noncommunity Water System Files	Public, Community, and Noncommunity Water System Files if Testing, Reporting, and Recordkeeping Done by BLM.	<p>TEMPORARY Cutoff EOFY. Destroy 5 years after cutoff. NARA Job NC1-49-85-2, 4/26d(2)(a).</p>
17/13/C/02/	Bacterial Analyses, Variances, Exceptions	Bacterial Analyses, Variances, Exceptions. Note: Data summaries may be kept in lieu of test results.	<p>TEMPORARY Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/26d(2)(b).</p>
17/13/C/02/	Chemical Analyses, Sanitary Surveys.	Chemical Analyses, Sanitary Surveys. Note: Data summaries may be kept in lieu of test results.	<p>TEMPORARY Cutoff EOFY in which violation is corrected. Destroy 3 years after cutoff. NARA Job NC1-49-85-2,</p>
17/13/C/02/C	Record of Violations and Measures Taken to Correct Violations.	Record of Violations and Measures Taken to Correct Violations.	<p>OTHER The BLM is not required to retain report or duplicate records.</p>

Citation	Title	Description	Disposition Instructions
17/14	CADASTRAL SURVEY FILES [9600].	CADASTRAL SURVEY FILES [9600]. Hard copy documentation for all types of cadastral surveys (original surveys, dependent and independent resurveys, townsite surveys, supplemental surveys, agricultural surveys, homestead entry surveys, mineral surveys, etc.). Authority: 43 CFR 9180. Forms: BLM 9180-27, 28; 9600-2, 3, 4, 6, 13-18, 21, 27, 29, 30. Vital: Legal and financial rights records. Exclusions: Geologic and geophysical survey records (Schedule 4/18); Cadastral Survey Field Notes System (Schedule 20/67); Legal Land Description (LLD) System (Schedule 30/7); Geographic Coordinate Data Base (GCDB) (Schedule 30/9).	
17/14/A	Cadastral Survey Requests.	Cadastral Survey Requests. BLM Form 9600-4 or equivalent. Confidentiality: Non-public record category 3. Location: WO, SO, FO.	
17/14/A/01	Cadastral Survey Requests Approved.	Cadastral Survey Requests Approved. Requests which result in an official survey.	OTHER File within survey group file (item b) and dispose of accordingly. NARA Job NC1-49-85-2, 17/31a(1).
17/14/A/02	Cadastral Survey Requests Unapproved	Cadastral Survey Requests Unapproved.	TEMPORARY Cutoff EOFY in which request is received. Destroy 5 years after cutoff. NARA Job NC1-49-85-2, 17/31a(2).
17/14/B	Cadastral Survey Group, Mineral Survey, Supplemental Plat, and Amended Protraction	Cadastral Survey Group, Mineral Survey, Supplemental Plat, and Amended Protraction Diagram (APD) Files. Case files, arranged by group or mineral survey number, township and range, or APD number which document original surveys, resurveys, supplemental surveys, supplemental plats, and APDs. Consists of the request or application, approval, order, special instructions, assignment instructions, original or amended location notices, costs, and other related documentation. Confidentiality: Public record category 1. Location: WO, SO.	PERMANENT Cutoff EOFY in which survey is accepted or the date of final decision on any appeal. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA when records are 75 years old. NARA Job N1-49-96-5, 17/14b.
17/14/C	Survey Field Notes and Plats.	Survey Field Notes and Plats.	

Citation	Title	Description	Disposition Instructions
17/14/C/01	Survey Pocket Field Tablets.	Survey Pocket Field Tablets. Rough field notes from which the official notes and plats are prepared. Confidentiality: Non-public record category 3. Location: SO, FO.	TEMPORARY Cutoff EOFY in which official notes and plats are accepted. Destroy 2 years after cutoff. NARA Job NC1- 49-85-2, 17/31c(1).
17/14/C/02	Survey Field Notes and Plats Originals	Survey Field Notes and Plats Originals. Official field notes and plats showing (1) lines surveyed, established, retraced, surveyed, (2) direction and length of lines, (3) relation to adjoining survey, (4) boundary description, and (5) area of each parcel subdivided. Confidentiality: Public record category 1. Location: WO, SO.	PERMANENT Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. NARA Job N1-49-96-5, 17/14c2.
17/14/C/03	Survey Field Notes and Plats in Microform.	Survey Field Notes and Plats in Microform. Masters, duplicates, security copies and related microform indexes. Confidentiality: Public record category 1. Location: All.	TEMPORARY Destroy when superseded, replaced, or no longer needed for duplicating, security, or other administrative or reference purposes. NARA Job NC1-49-85-2, 17/31c(3) and d(2).
17/14/D	Cadastral Survey Finding	Cadastral Survey Finding Aids. Both hard copy and microform copies. Confidentiality: Public record category 1. Location: WO, SO, FO.	
17/14/D/01	Cadastral Survey Finding	Cadastral Survey Finding Aids. Indicating land areas not covered by claims or patents.	PERMANENT Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. NARA Job N1-49-96-5, 17/14d1.
17/14/D/02	Section Corners Found.	Section Corners Found. Indicating location of existing corners and survey marker type and	TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference. NARA Job NC1-49-85-2, 17/32b.

Citation	Title	Description	Disposition Instructions
17/14/D/03	District Connecting Sheets.	District Connecting Sheets. Indicating location and identification of mining claims by survey number or claim name.	TEMPORARY Destroy when superseded, obsolete, or no longer needed for reference. NARA Job NC1-49-85-2, 17/32c.
17/14/D/04	U.S. Mineral & Location Monuments	U.S. Mineral & Location Monuments. A reference to field notes and plats documenting survey monument establishment, description, and location.	PERMANENT Cutoff when no longer needed for reference. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 records in 1998). NARA Job NC1-49-85-2, 17/32d.
17/14/D/05	Protraction Diagrams and Amended Protraction	Protraction Diagrams and Amended Protraction Diagrams. Plan of survey for unsurveyed areas, including original diagrams and any subsequent amendments arranged by diagram number.	PERMANENT Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. NARA Job N1-49-96-5, 17/14d5.
17/14/E	Mineral Surveyor Files.	Mineral Surveyor Files. Documenting the qualifications of private surveyors who survey for and are compensated by private parties. Surveyor must pass a federal exam, be bonded, and have approval through appointments by the BLM. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-6. Location:	TEMPORARY Cutoff EOFY in which appointment terminates. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff. NARA Job NC1-49-85-2, 17/33.
17/15	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	

Citation	Title	Description	Disposition Instructions
17/15/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. NARA Job N1-49-96-5, 17/15a.
17/15/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. NARA Job N1-49-96-5, 17/15b.
18/01	CLASSIFIED DOCUMENTS ADMINISTRATIVE CORRESPONDENCE FILES.	CLASSIFIED DOCUMENTS ADMINISTRATIVE CORRESPONDENCE FILES. Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule. Exclusions: bureauwide records documenting policies and procedures for security and protective services programs (Schedule 16/20). The BLM does not usually maintain these records.	TEMPORARY Destroy when 2 years old. GRS 18/1.
18/02	DOCUMENT RECEIPT FILES.	DOCUMENT RECEIPT FILES. Records documenting the receipt and issuance of classified documents. The BLM does not usually maintain	TEMPORARY Destroy when 2 years old. GRS 18/2.
18/03	DESTRUCTION CERTIFICATES FILES	DESTRUCTION CERTIFICATES FILES. Certificates re. the destruction of classified documents. The BLM does not usually maintain	TEMPORARY Destroy when 2 years old. GRS 18/3.
18/04	CLASSIFIED DOCUMENT INVENTORY FILES.	CLASSIFIED DOCUMENT INVENTORY FILES. Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents. Exclusions: classified document receipts and destruction certificates and documents relating to Top Security material covered elsewhere in this schedule. The BLM does not usually maintain these records.	TEMPORARY Destroy when 2 years old. GRS 18/4.

Citation	Title	Description	Disposition Instructions
18/05	TOP SECRET ACCOUNTING AND CONTROL FILES.	TOP SECRET ACCOUNTING AND CONTROL FILES. Master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA).	
18/05/A	Registers maintained at control points to indicate accountability over Top Secret	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents. The BLM does not usually maintain	TEMPORARY Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. GRS 18/5a.
18/05/B	Forms accompanying documents to ensure	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data. The BLM does not usually	TEMPORARY Destroy when related document is downgraded, transferred, or destroyed. GRS 18/5b.
18/06	ACCESS REQUEST FILES.	ACCESS REQUEST FILES. Requests and authorizations for individuals to have access to classified files. The BLM does not usually maintain these records.	TEMPORARY Destroy 2 years after authorization expires. GRS 18/6.
18/07	CLASSIFIED DOCUMENT CONTAINER SECURITY FILES.	CLASSIFIED DOCUMENT CONTAINER SECURITY FILES. Note: Forms involved in investigations will be retained until completion of the investigation. Forms: SF-701, SF-702.	
18/07/A	Forms or Lists Used to Record Safe and Padlock Combinations, names of individuals knowing	Forms or Lists Used to Record Safe and Padlock Combinations, names of individuals knowing combinations, and comparable data used to control access into classified documents containers. The BLM does not usually maintain these records.	TEMPORARY Destroy when superseded by a new form or list or upon turn-in of containers. GRS
18/07/B	Forms Placed on Safes, Cabinets, or Vaults containing security classified	Forms Placed on Safes, Cabinets, or Vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. The BLM does not usually maintain these records.	TEMPORARY Destroy 3 months following the last entry on the form. GRS 18/7b.

Citation	Title	Description	Disposition Instructions
18/08	SECURITY AND PROTECTIVE SERVICES ADMINISTRATIVE CORRESPONDENCE FILES [9260].	SECURITY AND PROTECTIVE SERVICES ADMINISTRATIVE CORRESPONDENCE FILES [9260]. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Bureauwide policy documents at program office (Schedule 16/20).	TEMPORARY Destroy when 2 years old. GRS 18/8.
18/09	FACILITIES SURVEY AND INSPECTION FILES (GOVERNMENT-OWNED) [1530].	FACILITIES SURVEY AND INSPECTION FILES (GOVERNMENT-OWNED) [1530]. Records of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Authority: 40 USC 483. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy when 3 years old or upon discontinuance of facility, whichever is sooner. GRS 18/9.
18/10	FACILITIES SURVEY AND INSPECTION FILES (PRIVATELY-OWNED) [1530].	FACILITIES SURVEY AND INSPECTION FILES (PRIVATELY-OWNED) [1530]. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related documents. Authority: 40 USC 483. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy when 4 years old or when security cognizance is terminated, whichever is sooner. GRS 18/10.
18/11	INVESTIGATIVE FILES.	INVESTIGATIVE FILES. Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organization elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Authority: 40 USC 438. Forms: BLM 1112-3, 4; 1273-3. Confidentiality: Non-public record category 3. Location: All. Exclusions: Investigative files related to law enforcement (Schedule 18/30); trespass (Schedule 18/31); forest fires (Schedule 18/32); hazardous materials sites	TEMPORARY Destroy when 2 years old. GRS 18/11.

Citation	Title	Description	Disposition Instructions
18/12	PROPERTY PASS FILES	PROPERTY PASS FILES [1520]. Property pass files, authorizing removal of property or materials. Forms: OF-7, DI-1934. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy 3 months after expiration or revocation. GRS 18/12.
18/13	GUARD ASSIGNMENT FILES.	GUARD ASSIGNMENT FILES. Files relating to guard assignments and strength. The BLM does not usually maintain these records.	
18/13/A	Ledger Records. Destroy 3 years after final		TEMPORARY Ledger Records. entry. GRS 18/13a.
18/13/B	Requests, analyses, reports, change notices, and other	Requests, analyses, reports, change notices, and other papers re. post assignments and strength	TEMPORARY Destroy when 2 years old. GRS 18/13b.
18/14	POLICE FUNCTIONS FILES.	POLICE FUNCTIONS FILES. Files re. exercise of police functions. BLM does not usually maintain these records.	
18/14/A	Ledger Records of Arrest, Cars Ticketed, and Outside Police Contacts.	Ledger Records of Arrest, Cars Ticketed, and Outside Police Contacts.	TEMPORARY Destroy 3 years after final entry. GRS 18/14a.
18/14/B	Reports, Statements of Witnesses, Warning Notices, and other documents re. arrests, commitments, and traffic violations.	Reports, Statements of Witnesses, Warning Notices, and other documents re. arrests, commitments, and traffic violations.	TEMPORARY Destroy when 2 years old. GRS 18/14b.
18/14/C	Reports on Contact of Outside Police with building	Reports on Contact of Outside Police with building occupants.	TEMPORARY Destroy when 1 year old. GRS 18/14c.

Citation	Title	Description	Disposition Instructions
18/15	PERSONAL PROPERTY ACCOUNTABILITY FILES [1520].	PERSONAL PROPERTY ACCOUNTABILITY FILES [1520]. Files re. accountability for personal property lost or stolen. Forms: DI-103; OF-289. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-09. Location:	
18/15/A	Ledger Files.	Ledger Files.	TEMPORARY Destroy 3 years after date of final entry. GRS 18/15a.
18/15/B	Reports, Loss Statements, Receipts, and other documents re. lost and found	Reports, Loss Statements, Receipts, and other documents re. lost and found articles.	TEMPORARY Destroy when 1 year old. GRS 18/15b.
18/16	KEY ACCOUNTABILITY FILES [1520].	KEY ACCOUNTABILITY FILES [1520]. Files re. accountability for keys issued. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-09. Location: All.	
18/16/A	For Areas Under Maximum Security.	For Areas Under Maximum Security. The BLM does not usually have areas under maximum security.	TEMPORARY Destroy 3 years after turn-in of key. GRS 18/16a.
18/16/B	For Other Areas.	For Other Areas.	TEMPORARY Destroy 6 months after turn-in of key. GRS 18/16b.
18/17	VISITOR CONTROL FILES [1102].	VISITOR CONTROL FILES [1102]. Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. Authority: 40 USC 483. Forms: BLM 1100-1, 8360-1, 8360-5. Confidentiality: Non-public record category 3. Location: All.	
18/17/A	For Areas Under Maximum Security.	For Areas Under Maximum Security. The BLM does not usually have areas under maximum security.	TEMPORARY Destroy 5 years after final entry or 5 years after date of document, as appropriate. GRS 18/17a.

Citation	Title	Description	Disposition Instructions
18/17/B	For Other Areas.	For Other Areas.	TEMPORARY Destroy 2 years after final entry or 2 years after date of document, as appropriate. GRS 18/17b.
18/18	FACILITIES CHECKS FILES.	FACILITIES CHECKS FILES. Files re. periodic guard force facility checks. The BLM does not usually maintain these records.	
18/18/A	Data Sheets, Door Slip Summaries, check sheets, and guard reports on security violations.	Data Sheets, Door Slip Summaries, check sheets, and guard reports on security violations. Exclusions: Files of agency security offices covered by item 24 of this schedule.	TEMPORARY Destroy when 1 year old. GRS 18/18a.
18/18/B	Reports of Routine After-hours Security Checks	Reports of Routine After-hours Security Checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule.	TEMPORARY Destroy when 1 month old. GRS 18/18b.
18/19	GUARD SERVICE CONTROL FILES.	GUARD SERVICE CONTROL FILES.	
18/19/A	Control Center Key or Code Records,	Control Center Key or Code Records, emergency call cards, and building record and employee identification cards.	TEMPORARY Destroy when superseded or obsolete. GRS 18/19a.
18/19/B	Round Reports, Service Reports on Interruptions and	Round Reports, Service Reports on Interruptions and Tests, and punch clock dial sheets.	TEMPORARY Destroy when 1 year old. GRS 18/19b.
18/19/C	Automatic Machine Patrol	Automatic Machine Patrol Charts and registers of patrol and alarm services.	TEMPORARY Destroy when 1 year old. GRS 18/19c.

Citation	Title	Description	Disposition Instructions
18/19/D	Arms Distribution Sheets, Charge Records, and	Arms Distribution Sheets, Charge Records, and Receipts.	TEMPORARY Destroy 3 months after return of arms. GRS 18/19d.
18/20	LOGS AND REGISTERS.	LOGS AND REGISTERS. Guard logs and registers not covered elsewhere in this schedule.	
18/20/A	Central Guard Office Master Logs.	Central Guard Office Master Logs.	TEMPORARY Destroy 2 years after final entry. GRS 18/20a.
18/21	SECURITY CLEARANCE ADMINISTRATIVE SUBJECT FILES [1400-732].	SECURITY CLEARANCE ADMINISTRATIVE SUBJECT FILES [1400-732]. Correspondence, reports, and other records re. the administration and operation of the personnel security program, not covered elsewhere in this schedule.	TEMPORARY Destroy when 2 years old. GRS 18/21.
18/22	PERSONNEL SECURITY CLEARANCE FILES [1400-	PERSONNEL SECURITY CLEARANCE FILES [1400-732]. Personnel security clearance case files created under OPM procedures and regulations and related indexes maintained by personnel security offices. Authority: FPM 732. Forms: SF-85, 85a, 86. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-14. Vital: Legal and financial rights records. Location: WO, Center, SO Personnel Offices.	
18/22/A	Personnel Security Clearance Case Files.	Personnel Security Clearance Case Files. Documenting the processing of investigations on federal employees or applicants for federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance. Exclusions: Copies of investigative reports furnished by the	TEMPORARY Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after the contract relationship expires, whichever is applicable. GRS

Citation	Title	Description	Disposition Instructions
18/22/B	Personnel Security Clearance Investigative Reports.	Personnel Security Clearance Investigative Reports. And related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	TEMPORARY Destroy in accordance with investigating agency instructions. GRS 18/22b.
18/22/C	Personnel Security Case File Indexes.	Personnel Security Case File Indexes.	TEMPORARY Destroy with related case file. GRS 18/22c.
18/23	PERSONNEL SECURITY CLEARANCE STATUS FILES [1400-732].	PERSONNEL SECURITY CLEARANCE STATUS FILES [1400-732]. Lists or rosters showing the current security clearance status of individuals. Authority: FPM 732. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-14. Location: WO, Center, SO	TEMPORARY Destroy when superseded or obsolete. GRS 18/23.
18/24	SECURITY VIOLATIONS CASE FILES [1278, 1400-732].	SECURITY VIOLATIONS CASE FILES [1278, 1400-732]. Case files re. investigations of alleged violations of Executive Orders, laws, and BLM regulations re. safeguarding of proprietary/confidential information. Authority: Various; see BLM Manual 1278; FPM 732. Forms: OF-117, 118. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-14. Vital: Legal and Financial rights records.	
18/24/A	Security Violations Case Files Referred to Department of Justice (DOJ) to the Department of Defense (DoD).	Security Violations Case Files Referred to Department of Justice (DOJ) to the Department of Defense (DoD). Files re. alleged violations of a sufficiently serious nature that they are referred to DOJ for prosecutive determination. Exclusions: Files held by DOJ or DoD offices responsible for making such determinations. Location: WO,	TEMPORARY Destroy 5 years after close of case. GRS 18/24a.
18/24/B	All Other Files.	All Other Files. Exclusions: Documents in OPFs (Schedule 1/1). Location: All.	TEMPORARY Destroy 2 years after completion of final action. GRS 18/24b.

Citation	Title	Description	Disposition Instructions
18/25	NONDISCLOSURE AGREEMENTS [1278, 1400-732].	NONDISCLOSURE AGREEMENTS [1278, 1400-732]. Copies of nondisclosure agreements signed by personnel with access to information which is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files but may be filed on the right side of the individual's official personnel folder (OPF). Authority: Various; see BLM Manual 1278; FPM 732. Forms: SF-312; BLM 1273-2a. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-79. Vital: Legal and financial rights records.	
18/25/A	Nondisclosure Agreements Maintained Separately from OPFs	Nondisclosure Agreements Maintained Separately from OPFs. Location: WO, Centers, SO.	TEMPORARY Destroy when 70 years old. GRS 18/25a.
18/25/B	Nondisclosure Agreements Maintained in OPFs.	Nondisclosure Agreements Maintained in OPFs. Location: WO, Center, SO Personnel Offices.	TEMPORARY Apply the disposition for the OPF. GRS 18/25b.
18/26	EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES [1170, 1273].	EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES [1170, 1273]. Correspondence files re. administration and operation of the emergency planning program, not covered elsewhere in this schedule. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Program records (Schedule 16/20).	TEMPORARY Destroy when 2 years old. GRS 18/26.
18/27	EMERGENCY PLANNING CASE FILES [1170, 1273].	EMERGENCY PLANNING CASE FILES [1170, 1273]. Accumulated by offices responsible for preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents. Includes evacuation plans and disaster recovery plans. Authority: Various; see BLM Manuals 1170, 1273. Confidentiality: Non-public record category 3. Location: All. Exclusions: Bureauwide policy (Schedule 16/20, in part of permanent directives system (Schedule 16/1), safety plans (Schedule 16/19), and master copy of published plan (Schedule 16/17).	TEMPORARY Destroy 3 years after issuance of new plan or directive. GRS 18/27.

Citation	Title	Description	Disposition Instructions
18/28	EMERGENCY OPERATIONS FILES [1170, 1273].	EMERGENCY OPERATIONS FILES [1170, 1273].	
18/28/A	Test Files	Test Files. Files accumulating from tests conducted under BLM emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports. Authority: Various; see BLM Manuals 1170, 1273, 1278. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Destroy when 3 years old. GRS 18/28.
18/28/B	Emergency Planning Consolidated or Comprehensive Reports of	Emergency Planning Consolidated or Comprehensive Reports of Operations Tests. Reflecting the BLM-wide results of tests conducted under emergency plans. Location: WO.	TEMPORARY Cutoff EOFY in which report is completed. Transfer to FRC 5 years after cutoff. Destroy 25 years after cutoff. NARA Job N1-49-96-3,
18/29	NATIONAL DEFENSE EXECUTIVE RESERVE (NDER) CASE FILES.	NATIONAL DEFENSE EXECUTIVE RESERVE (NDER) CASE FILES. Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including qualifications statement, other personnel and administrative records, skills inventory, training data, and other records re. administration of the NDER program. The BLM does not usually maintain these records.	
18/29/A	Case files on Reservists.	Case files on Reservists.	TEMPORARY Destroy 5 years after termination from NDER program. GRS 18/29a.
18/29/B	Case files on Individuals Whose Applications were Rejected or Withdrawn.	Case files on Individuals Whose Applications were Rejected or Withdrawn.	TEMPORARY Destroy when 5 years old. GRS 18/29b.

Citation	Title	Description	Disposition Instructions
18/30	LAW ENFORCEMENT FILES [9260].	LAW ENFORCEMENT FILES [9260]. Files created by activities authorized by Section 303(a) and 303(c) of the Federal Land Policy and Management Act of 1976. Authority: 43 USC 1733; 43 CFR 9260. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-18. Vital: Legal and financial rights	
18/30/A	Law Enforcement Criminal Investigation Case Files.	Law Enforcement Criminal Investigation Case Files. Documenting investigations and arrests concerning alleged violation of federal land laws. Consists of incident report, reports of investigation, field investigative contacts, photos, photo logs, evidence, evidence logs, and related correspondence. Also includes the incident reports and related printouts that are generated by the LAWNET data base (item d). Forms: BLM 9260-1, 2-10, 13, 13a, 16, 17, 18, 18a, 18b. Location: Offices with law enforcement officers: SO, FOs.	TEMPORARY Cutoff EOFY in which the case is settled or closed. Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-85-2, 18/12a(2).
18/30/B	Law Enforcement Patrol Logs.	Law Enforcement Patrol Logs. Forms: BLM 9260-15, 16, 17 (formerly 8360-7), 8360-5. Location: Offices with law enforcement rangers - usually FOs.	TEMPORARY Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-85-2, 18/12a(1).
18/30/C	Law Enforcement Activity Reports.	Law Enforcement Activity Reports. Recurring reports of law enforcement activities. Consists of Uniform Crime Reports, DOI Law Enforcement Incident Reports, Drug Enforcement Activity Reports, Weekly Reports of Special Agents, and Significant Activity Reports. Also includes reports generated by the electronic LAWNET data base (item d), which include Activity Reports, Law Enforcement Officer Report, ARPA Report, Case Log, NIBRS printouts, and DOI Law Enforcement Incident Reports. Forms: BLM 9260-12.	
18/30/C/01	Law Enforcement Activity Feeder Reports.	Law Enforcement Activity Feeder Reports. Submitted by offices with law enforcement authority to Headquarters - usually RA reports through FO to SO who forwards to WO. LAWNET data base (item d) will eventually eliminate the need for these reports. Location: SO, FOs.	TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. NARA Job N1-49-96-3, 18/30c(1).

Citation	Title	Description	Disposition Instructions
18/30/C/02	Law Enforcement Activity Consolidated Reports.	Law Enforcement Activity Consolidated Reports. Headquarters law enforcement office copies. Location: WO.	TEMPORARY Cutoff EOFY. Destroy 5 years after cutoff. NARA Job N1-49-96-3, 18/30c(2).
18/30/D	LAWNET Data Base.	LAWNET Data Base. Electronic file that contains information concerning incidents of crime occurring on the public lands, including date, time, and location of the incident; the name, address, telephone number and description of any associated victims, witnesses, complaints, offenders, and arrestee; type of incident; quantity, description, and ownership of any affected property; description of any vehicles involved, action taken, disposition; and the BLM officers involved in the incident. LAWNET will replace the field office activity feeder reports (item c(1)) and uniform crime reports. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule	TEMPORARY Cutoff EOFY in which the LAWNET data base is certified as an official agency records system. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/30d(1).
18/30/D/01	LAWNET Project History.	LAWNET Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item d(2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC.	TEMPORARY Cutoff EOFY in which the LAWNET data base is certified as an official agency records system. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/30d(1).
18/30/D/02	LAWNET System Documentation.	LAWNET System Documentation. Record copies.	

Citation	Title	Description	Disposition Instructions
18/30/D/02/	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, - and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC.	TEMPORARY Destroy or delete upon authorized destruction of the master file (item d(4)). NARA Job N1-49-96-3,
18/30/D/02/	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item d(1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC.	TEMPORARY Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/30d(2)(b).
18/30/D/03	LAWNET Software.	LAWNET Software. Application software necessary to use or maintain the master LAWNET System. The master copies of the software are maintained by the LAWNET system administrator at NIFC; user copies of software distributed to all BLM law enforcement officers. Location: NIFC and field offices with law enforcement officers: SO,	TEMPORARY Delete when superseded by newer version or upon authorized destruction of the master file (d). NARA Job N1-49-96-3, 18/30d(3).
18/30/D/04	LAWNET Master Data File.	LAWNET Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system.	TEMPORARY Delete when LAWNET is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. NARA Job N1-49-96-3, 18/30d(4).

Citation	Title	Description	Disposition Instructions
18/30/D/05	LAWNET Backup Tapes.	LAWNET Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NIFC.	<p>TEMPORARY</p> Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8a.
18/30/D/06	LAWNET Input/Source Documentation.	LAWNET Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include field notes, patrol logs, emergency event reports, and narratives imported from word processing documents. Forms: 9240-1, 1a. Location: Offices with law enforcement officers: SO, FOs.	<p>TEMPORARY</p> Destroy or delete after the information has been converted to electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d(4)), whichever is later. GRS 20/2a, 2b
18/30/D/07	LAWNET Outputs.	LAWNET Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper. Excludes outputs that may become a part of official law enforcement files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items a, b, and c above). Location: Headquarters law enforcement, NIFC, and field offices with law enforcement officers: SO, FOs.	<p>TEMPORARY</p> Destroy or delete when no longer needed for current business. NARA Job NI-49-96-3, 18/30d(7).
18/31	TRESPASS INVESTIGATIVE FILES [9230].	TRESPASS INVESTIGATIVE FILES [9230]. Case files documenting the unlawful and/or unwarranted entrance, use, destruction, and possession of the BLM facilities, lands, or resources. Contains the initial report of unauthorized use, trespass investigation report, notice of trespass, location maps and other land status and location data, damage assessment, notice to remove structures, certificate of livestock count, notice of impoundment, trespass bond, record of interviews and phone conversations, field notes, sketch maps, measurements, scale tickets, bills/invoices, reimbursable project log, and related photos, correspondence, and other documents. Authority: 43 CFR 9230. Forms: BLM 1323-1; 4150-1, 2; 9230-1, 8-10, 14, 24; 9239-1. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-19. Vital: Legal and financial rights records. Exclusions: Record copies of financial documents related to collection of compensation (Schedule 6/1a); trespass registers (Schedule 23/8). Location: FOs.	<p>TEMPORARY</p> Cutoff EOFY in which case is settled or abandoned. Transfer to FRC 1 year after cutoff. FRC destroys 51 years after cutoff. NARA Job NC1-49-76-3, B/19.

Citation	Title	Description	Disposition Instructions
18/32	FIRE MANAGEMENT FILES [9210].	FIRE MANAGEMENT FILES [9210]. Authority: 43 CFR 9210. Confidentiality: Non-public record category 3; passenger manifests are Privacy Act System Interior/LLM-8. Exclusions: Fire experience and qualifications files (Schedule 1/43); fire plans (Schedule 4/20); aircraft accident and use files (Schedule 10/8-9); and control burn and fire rehabilitation project files (Schedule 17/13).	
18/32/A	Fire Report Masters.	Fire Report Masters. Record copies of fire reports and related information documenting the history of individual fires. Includes report forms, project fire packages, photos, maps, monitoring data, fiscal documents, daily logs, situation analyses, and other information showing fire location, causes, methods of suppression, costs, weather conditions, etc. Forms: DI-1202. Location: All.	TEMPORARY Cutoff EOCY. Transfer to FRC 10 years after cutoff. FRC offers to NARA in 10-year blocks when most recent records are 10 years old (e.g., transfer the 1981-90 reports in 2001). NARA Job N1-49-96-3, 18/32a.
18/32/B	Fire Report Reference Copies.	Fire Report Reference Copies. Fire report duplicates maintained by state offices and NIFC for administrative and reference purposes. Location:	TEMPORARY Cutoff EOCY. Destroy 10 years after cutoff. NARA Job NC1-49-76-3, B/18.
18/32/C	Fire Dispatch and Fire Logs.	Fire Dispatch and Fire Logs. Location: NIFC, AFOs.	TEMPORARY Cutoff EOCY. Destroy 3 years after cutoff. NARA Job NN-173-328, A/8.
18/32/D	Fire Resource Orders and Manifests.	Fire Resource Orders and Manifests. Arranged by incident number. Forms: SF-245; ICS 259-1 through 16, ICS 260-1 and 2. Location: NIFC,	TEMPORARY Cutoff EOCY. Destroy 7 years after cutoff. NARA Job N1-49-96-3, 18/32d.
18/32/E	Fire Board of Review Reports and Supporting Documentation	Fire Board of Review Reports and Supporting Documentation. Files which document investigations by the BLM or another agency of how a fire was managed. If the review is of a BLM fire, a copy of the report may be filed with the official BLM fire report (item a). Location: NIFC, AFOs.	TEMPORARY Cutoff EOCY. If litigation involved, cutoff EOCY in which the final decision is reached and all appeal rights are exhausted. Destroy 7 years after cutoff. NARA Job N1-49-96-3, 18/32e.

Citation	Title	Description	Disposition Instructions
18/32/F	Initial Attack Management System (IAMS).	Initial Attack Management System (IAMS). A BLM-wide electronic fire management decision support system that provides the fire manager critical decision support information upon which to base initial attack decisions. IAMS provides real time remotely-sensed weather data coupled with lightning detection and a fire management-specific geographic information system. The system includes the NIFC and Alaska Fire Service initial attack management systems into a single system. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule	
18/32/F/01	IAMS Project History.	IAMS Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item (2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC	TEMPORARY Cutoff EOFY in which the IAMS is certified as an official records system. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/32f(1).
18/32/F/02	IAMS System Documentation.	IAMS System Documentation. Record copies.	
18/32/F/02/	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC	TEMPORARY Destroy or delete upon authorized destruction of the master file (item (4)). NARA Job N1-49-96-3, 18/32f(2)(a).

Citation	Title	Description	Disposition Instructions
18/32/F/02/	Data Verification and Quality Control Files. Record copies.	<p>Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item (1)).</p> <p>In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC</p>	<p>TEMPORARY Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-3, 18/32f(2)(b).</p>
18/32/F/03	IAMS Software.	<p>IAMS Software. Application software necessary to use or maintain the master IAMS System. The master copies of the software are maintained by NIFC; user copies of software distributed to SO and FO. Location: NIFC, SO, FO.</p>	<p>TEMPORARY Delete when superseded by newer version or upon authorized destruction of the master file (d). NARA Job N1-49-96-3, 18/32f(3).</p>
18/32/F/04	IAMS Master Data File.	<p>IAMS Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system. Location: NIFC</p>	<p>TEMPORARY Delete when IAMS is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. NARA Job N1-49-96-3, 18/32f(4).</p>
18/32/F/05	IAMS Backup Tap	<p>IAMS Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NIFC</p>	<p>TEMPORARY Delete after the identical records have been deleted, or when replaced by a subsequent security backup file. GRS 20/8a.</p>

Citation	Title	Description	Disposition Instructions
18/32/F/06	IAMS Input/Source Documentation.	IAMS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Includes weather data. Location: NIFC, SO, FO.	<p>TEMPORARY</p> <p>Destroy or delete after the information has been converted to electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item (4)), whichever is later. GRS 20/2a, 2b.</p>
18/32/F/07	IAMS Outputs.	IAMS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper (printouts), microform, or an electronic storage medium (diskettes, disks, tapes). Excludes outputs that may become a part of official fire management files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items a, b, d, e, f above). Location: May be found at all organizational levels.	<p>TEMPORARY</p> <p>Destroy or delete when no longer needed for current business. NARA Job N1-49-96-3, 18/32f(7).</p>
18/32/G	Fire Dispatch Audio Tapes.	Fire Dispatch Audio Tapes. Tapes including fire season dispatch activities and year-round flight following (required aircraft check-in for non point-to-point flights). Exclusions: Tapes which include flight following only (10/8). Tapes which include aircraft accidents (10/9). Tapes which include fire accidents/incidents (18/32). Location: AFOs.	<p>TEMPORARY</p> <p>Cutoff EOCY. Destroy or erase/reuse 1 year after cutoff. If needed, tapes may be saved as reference copies (23/21) for training purposes. NARA Job N1-49-99-3,</p>
18/32/H	Electronic Versions of Fire Management Records.	Electronic Versions of Fire Management Records. Created by electronic mail and word processing applications. Location: AFOs.	<p>TEMPORARY</p> <p>Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. NARA Job N1-49-99-3, 18/32h.</p>

Citation	Title	Description	Disposition Instructions
18/33	HAZARDOUS MATERIALS PROGRAM FILES [1703].	HAZARDOUS MATERIALS PROGRAM FILES [1703]. Documenting BLM activities conducted in compliance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (RCRA). Authority: 42 USC 9601; 42 USCA 6921. Confidentiality: Information repository file and administrative record are public record category 1; remaining files are non-public record category 3; Privacy Act System Interior/LLM-18. Vital: Legal and financial rights records. Exclusions: Procurement's copy of related contracts (Schedule 3/3); leases involving hazardous materials (Schedule 4/21c); hazardous materials land inventories (Schedule 4/18); resource improvement project files involving the use of hazardous materials (Schedule 17/21); hazardous materials general correspondence (Schedule 23/1a); reference material and working files (Schedule	
18/33/A	Initial Reports of Incident and Related Logs.	Initial Reports of Incident and Related Logs.	
18/33/A/01	Record Copies.	Record Copies. Location: Office responsible for investigating the report - usually FO.	
18/33/A/01/	Unverified Reports.	Unverified Reports. Reports which are determined to require no further action by the BLM. Reports are filed by assigned report number in a single folder for each FY.	PERMANENT Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC offers to NARA 25 years after cutoff. NARA Job N1-49-96-3, 18/33a(1)(a).
18/33/A/01/	Verified Reports.	Verified Reports. Reports requiring further action by the BLM.	Place in the site file (item b). NARA Job N1-49-96-3, 18/33a(1)(b).
18/33/A/01/	Logs.	Logs. Log used to issue and control incident report numbers.	TEMPORARY Transfer a copy with the related unverified reports (item a(1)(a)) or the site files (item b). Retain a copy for reference until no longer needed. NARA Job N1-49-

Citation	Title	Description	Disposition Instructions
18/33/A/02	Other.	Other. Reports received via the hotline at NIFC or by other offices, copies of which are then forwarded to the responsible office. Location: NIFC, AFO.	<p>TEMPORARY</p> Cutoff EOFY. Destroy 5 years after cutoff. NARA Job N1-49-96-3, 18/33a(2).
18/33/B	Hazardous Materials Site Files (non-NPL sites).	Hazardous Materials Site Files (non-NPL sites). Case files, arranged by site number, containing all documentation related to specific sites. Consists of the verified initial report of incident, preliminary assessment, site investigation report, site maps and photos, ranking forms, record of interviews and telephone conversations, cost recovery documentation, reimbursable project log, EPA manifest document, contractor reports, other relevant contract information, and related correspondence or other materials documenting the history of the site from the initial report to completion of the removal and remedial actions and EPA approval. Forms: BLM 1323-1. Note: Privileged information concerning the site is filed in a separate folder behind the public site file and restricted from public access.	
18/33/B/01	Record-Copy Non-NPL Site Files (also called Administrative Record).	Record-Copy Non-NPL Site Files (also called Administrative Record). Location: Office responsible for site cleanup - usually FO.	<p>PERMANENT</p> Cutoff EOFY in which removal and remedial actions have been completed and no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff. NARA Job N1-49-96-3, 18/33b(1).
18/33/B/02	Duplicate Site Files.	Duplicate Site Files. Duplicate documentation maintained only for reference. Consists of copies maintained by other offices that may have some involvement in management of the site, such as the central repository for site evaluation reports maintained by the Centers. Location: Centers, SO,	<p>TEMPORARY</p> Destroy when no longer needed for reference. NARA Job N1-49-96-3, 18/33b(2).

Citation	Title	Description	Disposition Instructions
18/33/C	Information Repository Files.	Information Repository Files. Public reference files required by EPA for all National Priority List (NPL) sites where cleanup activities are expected to last for more than 45 days. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as general program information, copies of CERCLA and RCRA, contingency plan, Hazard Ranking System information, cooperative agreement, press releases, maps, fact sheets, and other information about the enforcement program. Location: FO.	<p>TEMPORARY</p> Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA. Destroy 3 years after cutoff. NARA Job N1-49-96-3, 18/33c.
18/33/D	Record-Copy NPL Site Files. (Also called Administrative Record)	Record-Copy NPL Site Files. (Also called Administrative Record) Public reference files required by EPA for all NPL sites. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as community relations plan, administrative order, engineering evaluation/cost analysis, action memo, remedial investigation/feasibility study and work plan, health and risk assessment reports, site sampling data and results, remedial action plan, public comments and responses, record of decision, and other documents considered or relied on in the selection of a response action at a NPL site. Location: FO.	<p>PERMANENT</p> Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA and are no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff. NARA Job N1-49-96-3, 18/33d.
18/34	INFORMATION TECHNOLOGY (IT) SECURITY DATA (375 DM 19).	<p>INFORMATION TECHNOLOGY (IT) SECURITY DATA (375 DM 19). The BLM IT Security Program assures that adequate security is provided for all Bureauwide information collected, processed, transmitted, stored, or disseminated in general support systems, sensitive systems and major application systems. Authority: The Computer Security Act of 1987; the Federal Records Act of 1950 as amended; the Privacy Act of 1974; the Freedom of Information Act, as amended; the Paperwork Reduction Act; the Computer Fraud and Abuse Act of 1986; the Information Technology Management Reform Act of 1996; OMB A-130, Management of Federal Information Resources; DM 375.19, Information Technology Security; Departmental AIS Security Handbook; and BLM Automated Information Systems Security Handbook 1264-1. Forms: ASC-3, ASC-14, NI 1260-4, BLM 1264-3, 1264-4, 1264-5, 1264-6, 1264-7. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58. Exclusions: Emergency Planning Case Files (Schedule 18/27). Location: All</p>	

Citation	Title	Description	Disposition Instructions
18/34/A	Statements of Responsibility (Signed original - filed on left side of OPF).	Statements of Responsibility (Signed original - filed on left side of OPF). Form: 1264-3	TEMPORARY Destroy 1 year upon separation or transfer of employee. GRS 1/10.
18/34/B	Statements of Responsibility Reference Copies	Statements of Responsibility Reference Copies. Location: Local IT Security Officer	TEMPORARY Destroy 1 year after separation or transfer of employee. NARA Job N1-49-
18/34/C	Computer Security Incident Report.	Computer Security Incident Report. Used to document and report all IT security incidents. Incidents involving physical and personnel complaints and violations are reported to the local IT Security Officer, incidents involving IT resources that result in the loss of technology, fraud, compromise or disclosure of sensitive material are reported to the Bureau IT Security Manager. Form: DI-1974	TEMPORARY Cutoff EOFY in which incident occurs. Destroy 5 years after cutoff. NARA Job N1-49-99-2, 18/34c.
18/34/D	Access to IT systems.	Access to IT systems. Documentation of requests for access, changes to access, deletions of users and revocations. Forms: ASC-3, ASC-14, BLM 1264-4, 1264-5, and 1264-6.	TEMPORARY Destroy 1 year after separation or transfer of employee. NARA Job N1-49-
18/34/E	Firewall Access Requests.	Firewall Access Requests. Forms and supporting documentation for access through BLM's firewalls to the BLM's internal networks and systems. Form: 1264-7	TEMPORARY Cutoff EOFY upon termination of access. Destroy 1 year after cutoff. NARA Job N1-49-99-2,
18/34/F	Computer Room Sign-in	Computer Room Sign-in Sheet. Documentation showing authorized entry to a computer installation by individuals who are not directly involved in managing or operating the computer installation.	TEMPORARY Destroy 6 months after last entry on sign-in sheet. NARA Job N1-49-99-2, 18/34f.
18/34/G	IT Security Plans.	IT Security Plans. Plans providing an overview of the security and privacy requirements of a sensitive system or major application. The plans are designed to reduce the risk and magnitude of harm that could result from the loss, misuse or unauthorized access to or modification of information to the system.	TEMPORARY Destroy when replaced by an updated plan. NARA Job N1-49-99-2, 18/34g.

Citation	Title	Description	Disposition Instructions
18/34/H	IT Contingency Plans.	IT Contingency Plans. Site-specific plans which document actions following a major disaster to ensure that all the IT resources needed for mission and business critical functions will be available.	<p>TEMPORARY</p> Destroy when replaced by an updated plan. NARA Job N1-49-99-2, 18/34h.
18/34/I	Risk Assessments.	Risk Assessments. Evaluation of the IT assets and vulnerabilities of a system; identification of potential threats to the system ; and proposed safeguards for the systems.	<p>TEMPORARY</p> Destroy when replaced by an updated plan. NARA Job N1-49-99-2, 18/34i.
18/34/J	Electronic Versions of IT Security Records Created by Electronic Mail and Wordprocessing Applications.	Electronic Versions of IT Security Records Created by Electronic Mail and Wordprocessing Applications.	<p>TEMPORARY</p> Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. NARA Job N1-49-99-2, 18/34j.
18/35	Computer Century Conversion (Y2K) Activities	Computer Century Conversion (Y2K) Activities [1117]. Exclusions: Y2K documentation for a specific computer system (file and dispose of with specific system documentation); record copy of directives issued (Schedule 16/1a; record copy of Disaster Recovery Plan, Continuity of Operations Plan, Contingency Plan (Schedule 18/27); record copy of Memorandum of Understanding (Schedule 16/16); record copy of Interagency Agreement (Schedule 6/1a); Program Policy, Direction and Decision Records (Schedule 16/20).	
18/35/A	Y2K Policy and Planning Records.	Y2K Policy and Planning Records. Records created or approved by the agency head or by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, priority listings, disaster recovery plan/continuity of operations plan covering this time period, system identification criteria, minutes of meetings and discussions, checklists, and summary progress reports.	<p>TEMPORARY</p>

Citation	Title	Description	Disposition Instructions
18/35/A/01	Recordkeeping copy maintained by office managing overall agency Y2K	Recordkeeping copy maintained by office managing overall agency Y2K compliance effort.	TEMPORARY Cutoff files at project completion. Destroy 10 years after cutoff. NARA Job N1-49-00-4, 18/35a(1).
18/35/B	Y2K Administrative Records.	Y2K Administrative Records. Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, training and briefings and related	TEMPORARY Cutoff at completion of project. Destroy 3 years after cutoff. NARA Job N1-49-00-4, 18/35b.
18/35/C	Implementation Records.	Implementation Records. Records that document analyzing, modifying, testing, compliance, and verifying systems for Y2K compliance. Includes certificates of verification and approvals.	
18/35/C/01	Summary records of the analysis of actions taken for specific systems.	Summary records of the analysis of actions taken for specific systems. These records may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status. Typically document justifications to repair, retire, or replace system in relation to Y2K concerns.	TEMPORARY Cutoff files at project completion. Destroy 10 years after cutoff. NARA Job N1-49-00-4, 18/35c(1).
18/35/C/02	Detailed records of the revision, testing, and validation of a specific system or group of systems.	Detailed records of the revision, testing, and validation of a specific system or group of systems. May include listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews.	TEMPORARY Cutoff at project completion. Destroy 3 years after cutoff. NARA Job N1-49-00-4, 18/35c(2).
18/35/D	Electronic Versions of Y2K Records Created by Electronic Mail and Wordprocessing Applications.	Electronic Versions of Y2K Records Created by Electronic Mail and Wordprocessing Applications.	TEMPORARY Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating, whichever is later. NARA Job N1-49-00-4, 18/35d.

Citation	Title	Description	Disposition Instructions
18/36-40	Reserved	Reserved	
18/41	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
18/41/A	Copies that have No Further Administrative Value. After the recordkeeping copy is	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 18/30a.
18/41/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed. GRS 18/30b.
20/01	FILES/RECORDS RELATING TO THE CREATION, USE, AND MAINTENANCE OF COMPUTER SYSTEMS, APPLICATIONS, OR ELECTRONIC RECORDS	FILES/RECORDS RELATING TO THE CREATION, USE, AND MAINTENANCE OF COMPUTER SYSTEMS, APPLICATIONS, OR ELECTRONIC RECORDS. Location: All. Confidentiality: Nonpublic record category 3.	
20/01/A	Electronic Records Created Solely to Test System Performance	Electronic Records Created Solely to Test System Performance. As well as hard copy printouts and related documentation for the electronic	TEMPORARY Delete or destroy when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/1a.

Citation	Title	Description	Disposition Instructions
20/01/B	Electronic Records Used to Create or Update a Master	Electronic Records Used to Create or Update a Master File. Including, but not limited to, work files, valid transaction files, and intermediate input/output	TEMPORARY Delete after information has been transferred to the master file and verified. GRS
20/01/C	Electronic Files and Hard Copy Printouts Created to Monitor System Usage.	Electronic Files and Hard Copy Printouts Created to Monitor System Usage. Including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. Note: These records may be needed in the event of litigation.	
20/01/C/01	System, Application, and User Activity and Error Audit Logs and files created and used for managing and monitoring telecommunications systems	System, Application, and User Activity and Error Audit Logs and files created and used for managing and monitoring telecommunications systems. Includes web (Internet), FTP, and Firewall logs. Exclusions: individual disk and memory cache. Save daily and archive to tape or other storage media when necessary to save disk space.	TEMPORARY Destroy in weekly increments after 6 months. NARA approval not required. See GRS 20/1c.
20/02	INPUT/SOURCE RECORDS	INPUT/SOURCE RECORDS. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Data verification files are scheduled under BLM 20/16.	
20/02/A	Nonelectronic Input/Source Documents and Forms.	Nonelectronic Input/Source Documents and Forms. Designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as signatures) and not previously scheduled for permanent retention in a NARA-approved the BLM records schedule. Forms: BLM 1260-5, 5a-c, 8, 9,	TEMPORARY Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. GRS 20/2a.
20/02/B	Electronic Input/Source	Electronic Input/Source Records (Except as Noted in Item 2c). Entered into system during an update process, and not required for audit or legal purposes. Examples include: 1) data entry on a remote microcomputer to upload to a master file on a larger computer, and 2) a procurement office's transaction file of new orders received that is periodically merged into a master tape or disk file of procurement actions in progress.	TEMPORARY Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or data base, whichever is later. GRS 20/2b.

Citation	Title	Description	Disposition Instructions
20/02/C	Electronic Input/Source Records Received From	Electronic Input/Source Records Received From Another Agency. And used as input/source records by the BLM. Exclusions: Records produced by another agency under the terms of an interagency agreement, or records created in another agency in response to specific information needs of the BLM.	TEMPORARY Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or data base, whichever is later. GRS 20/2c.
20/02/D	Electronic Input/Source Computer Files.	Electronic Input/Source Computer Files. Containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base. Example: remote sensing or scientific observation analog and digital data after its input to a master file	TEMPORARY Delete after necessary data have been incorporated into a master file. GRS 20/2d.
20/03	ELECTRONIC VERSIONS OF TEMPORARY RECORDS.	ELECTRONIC VERSIONS OF TEMPORARY RECORDS. Including master files that are components of data base management systems re. administrative functions. Examples include central BLM administrative systems, such as the Federal Financial System (FFS), Automated Personal Property System (APPS), and other master files. Confidentiality: Nonpublic record category 3. Location: All.	
20/03/A	Electronic Versions of Records Scheduled for Disposal Under One or More	Electronic Versions of Records Scheduled for Disposal Under One or More Items. In Schedules 1-16, 18, 22, or 23. Exclusions: Those that replace or duplicate for following items: Schedule 1, items 21, 22, or 25f; Schedule 12, item 3; Schedule 18, item	TEMPORARY Delete after expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.
20/03/B	Electronic Records That Support Administrative Housekeeping Functions.	Electronic Records That Support Administrative Housekeeping Functions. When the records are derived from or replace hard copy records authorized by NARA for destruction.	
20/03/B/01	When Hard Copy Records Are Retained to Meet Recordkeeping	When Hard Copy Records Are Retained to Meet Recordkeeping Requirements.	TEMPORARY Delete electronic version when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/3b(1).

Citation	Title	Description	Disposition Instructions
20/03/B/02	When the Electronic Records Replaces Hard Copy Records That Support Administrative Housekeeping Functions.	When the Electronic Records Replaces Hard Copy Records That Support Administrative Housekeeping Functions.	TEMPORARY Delete after expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later. GRS
20/03/B/03	Hard Copy Printouts Created for Short-Term Administrative Purposes.	Hard Copy Printouts Created for Short-Term Administrative Purposes.	TEMPORARY Destroy when no longer needed for administrative, legal, audit, or other operational purposes. GRS
20/04	ELECTRONIC DATA FILES OF SUMMARIZED INFORMATION.	ELECTRONIC DATA FILES OF SUMMARIZED INFORMATION. Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Data files that are created as disclosure-free files to allow public access to the data; or created from a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed; which may not be destroyed before securing NARA approval.	TEMPORARY Delete when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/4.
20/05	ELECTRONIC FILES OF EXTRACTED INFORMATION.	ELECTRONIC FILES OF EXTRACTED INFORMATION. Electronic files consisting solely of records abstracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA approved disposition schedule. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: abstracts that are produced as disclosure free files to allow public access to the data; or produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval; print and technical reformat files (Schedule 20/6 and 7); extracted data (Schedule	TEMPORARY Delete when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/5.

Citation	Title	Description	Disposition Instructions
20/06	ELECTRONIC PRINT FILE.	ELECTRONIC PRINT FILE. Electronic file extracted from a master file or data base without changing it and used solely to produce hard copy publications and/or printouts of tabulations, ledgers, registers, and reports. Confidentiality: Nonpublic record category 3. Location: All. Exclusions:	TEMPORARY Delete when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/6.
20/07	ELECTRONIC TECHNICAL REFORMAT FILE.	ELECTRONIC TECHNICAL REFORMAT FILE. Electronic file of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Files created for transfer to the National Archives.	TEMPORARY Delete when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/7.
20/08	ELECTRONIC SECURITY BACKUP FILES	ELECTRONIC SECURITY BACKUP FILES. Electronic copy, considered to be a Federal record, of the master copy of an electronic record or file and retained in case the master is damaged or inadvertently erased. Confidentiality: Nonpublic record category 3. Location: All.	
20/08/A	Electronic Backup File Identical to Permanent Records Scheduled for	Electronic Backup File Identical to Permanent Records Scheduled for transfer to NARA.	TEMPORARY Delete when the identical records have been transferred to NARA and successfully copied, or when replaced by a subsequent security backup file. GRS 20/8a.
20/08/B	Electronic Backup File Identical to Temporary Records Authorized for Disposal in a NARA-Approved	Electronic Backup File Identical to Temporary Records Authorized for Disposal in a NARA-Approved Schedule.	TEMPORARY Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. GRS 20/8b.

Citation	Title	Description	Disposition Instructions
20/08/C	BLM Computer System Backup Tapes(including	<p>BLM Computer System Backup Tapes (including electronic mail) -Daily System Backups will be maintained until the next full daily backup is completed and verified (this generally occurs once a week). The remaining daily system backups (usually incremental backups) will then be recycled for reuse. The daily full backup tape follows the weekly backup cycle; -Weekly System Backups will be maintained until the monthly full backup tape is completed and verified. The weekly backup tapes will then be recycled for reuse, and - Monthly System Backups will be maintained for six months. Month one will be recycled for use after the seventh monthly backup is completed and verified. Six months minimum of the most current monthly backup tapes are constantly retained for this recycling process. Monthly backup tapes are generally full system backup tapes.</p>	<p>TEMPORARY See disposition instructions for daily, weekly, and monthly backups below. BLM 20/8c - formal NARA approval not required.</p>
20/09	ELECTRONIC FINDING AIDS (INDEXES) TO TEMPORARY RECORDS.	<p>ELECTRONIC FINDING AIDS (INDEXES) TO TEMPORARY RECORDS. Electronic indexes, lists, registers, and other finding aids used only to provide access to temporary records authorized for destruction by the GRS or BLM Records Schedules. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Files containing abstracts or other information that can be used as an information source apart from the related records.</p>	<p>TEMPORARY Delete with related records or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. GRS 20/9.</p>
20/10	ELECTRONIC SPECIAL PURPOSE PROGRAMS (SOFTWARE) NECESSARY TO MAINTAIN TEMPORARY MASTER FILES.	<p>ELECTRONIC SPECIAL PURPOSE PROGRAMS (SOFTWARE) NECESSARY TO MAINTAIN TEMPORARY MASTER FILES. Application software necessary solely to use or maintain a master file or data base authorized for disposal by the GRS or BLM Records Schedules. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to NARA.</p>	<p>TEMPORARY Delete when related master file or data base has been deleted. GRS 20/10.</p>
20/11	ELECTRONIC SYSTEM DOCUMENTATION FOR TEMPORARY MASTER FILES.	<p>ELECTRONIC SYSTEM DOCUMENTATION FOR TEMPORARY MASTER FILES. Confidentiality: Nonpublic record category 3. Location: All. Note: Contact local FRC for transfer of large collections. See item 1a for system testing documentation.</p>	

Citation	Title	Description	Disposition Instructions
20/11/A	Documentation Adequate for Servicing and Interpreting the System	Documentation Adequate for Servicing and Interpreting the System. Files arranged by system number or name; subdivided by subject if volume warrants. Consists of data system specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports (regardless of media) re. a master file or data base that is authorized for disposal in a NARA-approved records schedule. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Documentation re. any unscheduled master file or any master file that has been scheduled for transfer to NARA.	TEMPORARY Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20
20/11/B	Computer Center Copies of Records Relating to System Security	Computer Center Copies of Records Relating to System Security. Including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular A-	TEMPORARY Destroy or delete when superseded or obsolete. GRS 20/11b.
20/12	DOWNLOADED AND COPIED DATA	DOWNLOADED AND COPIED DATA. Derived data and data files which are copied, extracted, merged and/or calculated from other data, when the original data is retained. Confidentiality: Nonpublic record category 3. Location: All.	
20/12/A	Derived Data Used for Ad Hoc or One-Time Inspection, Analysis, or Review.	Derived Data Used for Ad Hoc or One-Time Inspection, Analysis, or Review. If the derived data is not needed to support the results of the inspection, analysis, or review.	TEMPORARY Delete when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/12a.
20/12/B	Derived Data Which Provide User Access in Lieu of Hard Copy Reports Which are Authorized for Disposal.	Derived Data Which Provide User Access in Lieu of Hard Copy Reports Which are Authorized for	TEMPORARY Destroy when no longer needed for administrative, legal, audit, or other operational purposes. GRS
20/12/C	Metadata or Reference Data Which is Transferred From a Host Computer or Server to Another Computer for Input, Updating, or Transaction Processing Operations	Metadata or Reference Data Which is Transferred From a Host Computer or Server to Another Computer for Input, Updating, or Transaction Processing Operations. Such as format, range, or	TEMPORARY Delete from the receiving system when no longer needed for processing. GRS

Citation	Title	Description	Disposition Instructions
20/13	WORD PROCESSING FILES.	WORD PROCESSING FILES. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Delete from the word processing system when no longer needed for updating or revision. GRS 20/13.
20/14	ELECTRONIC MAIL RECORDS [1542].	ELECTRONIC MAIL RECORDS [1542]. Senders' and recipients' versions of electronic mail messages that meet the definition of federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. Note: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Delete from the e-mail system after copying to a recordkeeping system. GRS 20/14.
20/15	ELECTRONIC SPREADSHEETS.	ELECTRONIC SPREADSHEETS. Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. Confidentiality: Nonpublic record category 3.	
20/15/A	When Used to Produce Hard Copy That is Maintained in Organized Files.	When Used to Produce Hard Copy That is Maintained in Organized Files.	TEMPORARY Delete when no longer needed to update or produce hard copy. GRS 20/15a.
20/15/B	When Maintained Only in Electronic Form.	When Maintained Only in Electronic Form.	TEMPORARY Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA approved SF-115. If the electronic version replaces hard copy records with differing retention periods and the BLM software does not readily

Citation	Title	Description	Disposition Instructions
20/16	DATA VERIFICATION AND QUALITY CONTROL FILES NOT DESCRIBED ELSEWHERE [1283].	DATA VERIFICATION AND QUALITY CONTROL FILES NOT DESCRIBED ELSEWHERE [1283]. Data verification documents the accuracy or factuality of data through a comparison process to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. See BLM Manual 1283. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy when no longer needed for audit or legal purposes, such as pending litigation. NARA Job N1-49-
20/17	ELECTRONIC SYSTEM PROJECT HISTORY FILES NOT DESCRIBED ELSEWHERE.	ELECTRONIC SYSTEM PROJECT HISTORY FILES NOT DESCRIBED ELSEWHERE. Files that document the conception, planning, and development and/or improvement of the project. Exclusions: System documentation (GRS 20/11) and reference copies maintained by other offices (see BLM 23/21). Confidentiality: Nonpublic record category 3. Location: All.	PERMANENT Cutoff EOFY in which the system is installed and the project is terminated. Transfer to FRC 1 year after cutoff. FRC offers to NARA 10 years after cutoff. NARA Job N1-49-96-6, 20/17a.
20/17/A	Records that Document Significant Systems,	Records that Document Significant Systems, Changes, or Revisions to BLM Records. Consists of the concept of operations documentation, project charter, plans, approvals, briefing and issue papers, official agency record designation documentation (aka records transition), and other project history information of continuing value. Record copies maintained by the project manager.	TEMPORARY Cutoff EOFY in which the system is installed and the project is terminated. Transfer to FRC 1 year after cutoff. FRC destroys 10 years after cutoff. NARA Job N1-49-96-6, 20/17b.
20/17/B	Other Project History Files	Other Project History Files. Consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Record copies maintained by the project manager.	PERMANENT Cutoff EOFY in which the system is installed and the project is terminated. Transfer to FRC 1 year after cutoff. FRC offers to NARA 10 years after cutoff. NARA Job N1-49-96-6, 20/17a.

Citation	Title	Description	Disposition Instructions
20/18	SOFTWARE IMPROVEMENT PROJECT (SIP) RECORDS.	SOFTWARE IMPROVEMENT PROJECT (SIP) RECORDS. Service Center SIP records, both paper and electronic, documenting the conversion of several existing software applications to a more structured code in preparation for rehosting the applications onto new hardware platform. Official copies of SIP documentation are maintained by IRM/MOD/Denver. Confidentiality: Nonpublic record category 3. Location: All.	
20/18/A	SIP Application	SIP Application Documentation. Applications being converted are generally BLM-wide programs that reside on the Honeywell mainframe. Consists of both paper and electronic files that document the conversion of individual applications, as well as forms which reflect specific system changes. Forms: BLM 1260-5, 5a-c; Center Forms 1260-8, 8a, 8b, 8c, and 1260-41. Exclusions: Documentation re. system testing (GRS 20/1a).	TEMPORARY Destroy or delete when superseded or obsolete, or upon authorized destruction of the related master file or data base. NARA Job N1-49-96-6, 20/18a.
20/18/B	SIP Project Files	SIP Project Files. Documenting the overall SIP process, such as authorizing directives, approvals, assignments, progress, and completion.	TEMPORARY Cutoff EOFY in which project implemented or completed. Transfer to FRC 1 year after cutoff. FRC destroys 7 years after cutoff. NARA Job N1-49-96-6,
20/19	COMPUTER OUTPUTS THAT ARE CREATED FOR REFERENCE PURPOSES AND THAT ARE NOT DESCRIBED ELSEWHERE.	COMPUTER OUTPUTS THAT ARE CREATED FOR REFERENCE PURPOSES AND THAT ARE NOT DESCRIBED ELSEWHERE. Information generated by computer and place on an outside medium such as paper (printouts), microform, or an electronic storage medium. Excludes outputs that are treated as record copies. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy when no longer needed for current business. NARA Job N1-49-96-6,

Citation	Title	Description	Disposition Instructions
20/20	CORPORATE DATA ELEMENT DICTIONARY (DED/CDD) DATA BASE.	CORPORATE DATA ELEMENT DICTIONARY (DED/CDD) DATA BASE. An electronic repository for all definitive information about data elements, including their use, meanings, sources, characteristics, relationships, authorities, etc. The DED is the primary tool used to implement and maintain the concept of standardized BLM data; it is where metadata (data about data) is maintained. The primary objectives of the DED are: (1) to improve identification of existing, valuable information resources that can be used by others in the same organization and shared with other organizations; (2) to help reduce unnecessary development of computer programs and data elements (redundant data) when suitable programs already exist; (3) to simplify software and data conversion through the provision of consistent documentation; and (4) to increase portability of acquired skills, resulting in reduced personnel training costs. Authority: Various; see BLM Manual 1283. Confidentiality: Nonpublic record category 3. Location: NIRMC. Exclusions: Records used to test or update the system (Schedule 20/1); reference copies of system files which may be destroyed when no longer needed for reference or convenience	
20/20/A	DED History.	DED History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plan, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants.	TEMPORARY Destroy or delete upon authorized destruction of the master file (item d). GRS 20/11a.
20/20/B	DED Data Base	DED Data Base Documentation.	
20/20/B/01	Documentation Adequate for Servicing and Interpreting the Data Base.	Documentation Adequate for Servicing and Interpreting the Data Base. Consists of data system specifications, file specifications, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) about the data base.	TEMPORARY Destroy or delete upon authorized destruction of the master file (item d). GRS 20/11a.

Citation	Title	Description	Disposition Instructions
20/20/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Exclusions: Quality assurance plans which are part of the project history files (item a).	TEMPORARY Destroy or delete upon authorized destruction of the master file (item d). GRS 20/11a.
20/20/C	DED Software	DED Software. Application software necessary to use or maintain the master DED data base.	TEMPORARY Destroy or delete upon authorized destruction of the master file (item d). GRS 20/11a.
20/20/D	DED Master Data File.	DED Master Data File. Magnetic masters, excluding the backup tapes (item e). A copy of the DED master data file should be sent with the master data file for systems such as ALMRS (31/1d(1)) and GCDB (30/8a(1)).	TEMPORARY Delete when superseded, obsolete, or no longer needed for legal or administrative purposes. NARA Job No. N1-49-96-6, 20/20d.
20/20/E	DED Backup Tapes.	DED Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased.	TEMPORARY Delete when the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
20/20/F	DED Input/Source Documentation.	DED Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required	TEMPORARY Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.

Citation	Title	Description	Disposition Instructions
20/20/G	DED Outputs	DED Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational	TEMPORARY Destroy or delete when no longer needed for current business. NARA Job No. N1-49-96-6, 20/19.
20/21	CORRIDOR ENVIRONMENTAL IMPACT STATEMENT SYSTEM [1790].	CORRIDOR ENVIRONMENTAL IMPACT STATEMENT SYSTEM [1790]. Produces tabular reports of milepost information for use in preparing environmental statements. Authority: 42 USC 4321, 40 CFR 1500-1508, and EO 11514. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/2.
20/22	ECOLOGICAL SITE INVENTORY SYSTEM [7100].	ECOLOGICAL SITE INVENTORY SYSTEM [7100]. Soil and vegetative data including ground cover, erosion ratings, vegetation production, plant characteristics, ecological condition and trend. Produces reports re. allotment management alternatives analysis, wildlife habitat, watershed, etc. 221 programs. Formerly SVIM. Authority: 16 USC 590, 42 USC 4321-17, 43 USC 315, 1201, 1701. Confidentiality: Nonpublic record category 3. Location: NIRMIC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/3.
20/23	FOREST MODELS SYSTEM [5000]	FOREST MODELS SYSTEM [5000]. Confidentiality: Nonpublic record category 3. Location: NIRMIC. Includes two models: -Allowable Cut Simulation (SIMIX). Independent forest growth and yield modeling system using management and policy decisions, forest inventory data, statistical analysis programs, and economic analysis data to determine timber harvest. -Timber Stand Projection (PROGNOSIS). Projects growth and yield of individual timber stands in Northern Rocky Mountains. Allows simulation of short and long range land and timber strategies.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/4.

Citation	Title	Description	Disposition Instructions
20/24	FOREST UTILITY PROGRAM [5000].	FOREST UTILITY PROGRAM [5000]. Authority: 43 CFR 5400. Confidentiality: Nonpublic record category 3. Location: NIRMC. Includes seven models: - IVST (3 Reports). Cost/benefit, present net worth, and interval rate of return. Used to examine long range investment opportunities for forest and other natural resource alternative management strategies. - Polynomial Regression. Produces straight line or curved line function and generates equations. - Stepwise Regression. Statistically analyzes variable attributes up to 200 field samples. Correlation coefficients of up to 80 variables can be tested. - STRAT. Tests results of stratified random sampling procedures (originally developed for Ecological Site Inventory). - HISTO. Produces horizontal histogram from any data file. User enters name and file description interactively. - Cost/Benefit. Interactive programs to test short and long range investment opportunities.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/5.
20/25	FOREST INVENTORY SYSTEM - PUBLIC DOMAIN [5000].	FOREST INVENTORY SYSTEM - PUBLIC DOMAIN [5000]. Authority: 43 CFR5400. Electronic file that contains data gathered since 1971 on commercially valuable BLM forest lands in 11 Western States. Used to develop timber harvesting plans which allow for an even flow of wood products to industry. Confidentiality: Nonpublic record category 3. Location: All. Total of 21 programs including: PD Master (Tree File). Identifies 1 acre sample plots and provides detailed information on growth, mortality, and physical characteristics of approximately 5 trees per plot. Photo Interpretation Reference File. Contains descriptive characters for each photo point to allow a comprehensive view of each resource planning area. Extensive Inventory Subsystem. Edits, computes individual tree measurement, and prints reports of data from the extensive forest inventory conducted 1971-1976. Individual Tree Data Subsystems: -Tree Data Computation Subsystem. Applies principally to the BLM forest lands. Edits, performs computations and generates tabular and graphic reports for determining intensive management programs on site-specific areas. - Nevada Tree Data Subsystem. Designed primarily for pinon-juniper woodlands of Utah and Nevada. - Stand Summary Subsystem. Edits and stores data from several stand data forms (not limited to timber). Updated as forest ages or land use changes.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/9.

Citation	Title	Description	Disposition Instructions
20/26	FOREST INVENTORY SYSTEM - USFS [5210].	FOREST INVENTORY SYSTEM - USFS [5210]. Authority: 30 USC 601; 43 USC 1181, 1701; 43 CFR 5000. Confidentiality: Nonpublic record category 3. Location: NIRMC. Electronic file with total of 6 programs including: Edit 2. Software to edit resource inventory data. Permits input of user designated functions for editing and computations. Table 2 and Output 2. Software to reduce large amounts of inventory data to tables. Produces statistical analysis of the tables.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/27	WILDLIFE HABITAT SYSTEM [6500].	WILDLIFE HABITAT SYSTEM [6500]. Authority: 16 USC 1533, 42 USC 4321-17, 43 USC 1701. Electronic file that integrates and organizes wildlife habitat data for planning and decision-making. Provides editing and storage of field collected data and production of standard reports for managers. Provides data about habitat sites and species that use the area; puts wildlife species data together by niches and guilds. Site Writeup Area (SWA) or Habitat Site is basic mapping unit so vegetative data on the same site can be obtained from Ecological Site Inventories. Habitat sites with biological commonalities are stratified and characterized into standard habitat sites. System provides data interchange with other classification systems of federal, state, and private organizations. Total of 101 programs. Confidentiality: Nonpublic record category 3. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/28	SOLID LEASABLE MINERALS SYSTEM (SLMS) [3400].	SOLID LEASABLE MINERALS SYSTEM (SLMS) [3400]. Electronic file, formerly ACLDS and AFILMS, that tracks and monitors operations on all mineral leases, licenses, permits, applications, and contracts on public, acquired, and Indian lands. Tracks Logical Mining Units for diligent development, recovery of reserves within a prescribed timeframe and logs inspections of solid mineral leases. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-03. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/15 and 16.

Citation	Title	Description	Disposition Instructions
20/29	CADASTRAL SURVEY FIELD NOTE INDEX SYSTEM [9600].	CADASTRAL SURVEY FIELD NOTE INDEX SYSTEM [9600]. Electronic file that collects, edits, and stores field note information and produces a variety of hard copy reports. Data base created in 1969 from original source documents including handwritten field notes and plats dating back to 1800. Data base serves as the index for the cadastral survey microfiche system. Total of 12 programs. Confidentiality: Nonpublic record category 3. Location: NIRMC.	TEMPORARY Destroy when no longer needed for administrative purposes. NARA Job NC1-
20/30	DIGITAL ELEVATION MODEL (DEM) INVENTORY SYSTEM [9160].	DIGITAL ELEVATION MODEL (DEM) INVENTORY SYSTEM [9160]. Electronic inventory of over 1800 USGS tapes. Contains location of each tape, a contact, and coordinates and quad name of data. Standard reports consist of DEM tapes listed within a specific latitude and longitude, all records by quad name or geographic state code. DEMs are used to produce automated slope, aspect, and three-dimensional plots. Confidentiality: Nonpublic record category 3. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/31	MINERALS SYSTEM - EASTERN STATES [3000].	MINERALS SYSTEM - EASTERN STATES [3000]. Electronic file that contains data on Eastern States minerals and total acreage by county and state. Confidentiality: Nonpublic record category 3. Location: ESO, NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/32	PATENTS INDEX SYSTEM - EASTERN STATES [1860].	PATENTS INDEX SYSTEM - EASTERN STATES [1860]. Electronic file that contains land patent information (name, number, legal description, microfilm roll and image number, etc.). Produces various indexes for locating filmed land patent records for the State of Alabama. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-32. Location: ESO, NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/33	SUMMER HIRE SYSTEM [1400-302].	SUMMER HIRE SYSTEM [1400-302]. Provides Division of Personnel with system that accepts applicants for summer hire. Produces various state personnel rosters, edit lists and letters to applicants. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/OS-79. Location:	TEMPORARY Destroy data 1 years after its creation. NARA Job NC1-49-S95-1, Q/24.

Citation	Title	Description	Disposition Instructions
20/34	BUDGET MATRIX [1690].	BUDGET MATRIX [1690]. Provides capability for automating any data spreadsheet not exceeding 100 rows x 100 columns or 55 rows x 50 columns, Supports annual and mid-year budget formulation. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy data 1 year after end of FY in which data is prepared. NARA Job NC1-
20/35	MOTOR VEHICLE SYSTEM (AFMS) [1525].	MOTOR VEHICLE SYSTEM (AFMS) [1525]. Maintains accounting and utilization data on BLM-assigned motor vehicles. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy 3 years after end of FY in which data is prepared. NARA Job NC1-49-85-1,
20/36	PAYROLL/PERSONNEL (PAY/PERS) [1400-296, 1340].	PAYROLL/PERSONNEL (PAY/PERS) [1400-296, 1340]. Handles all time/attendance data input biweekly to calculation of pay, producing reports of control totals used by Center Payroll to verify payroll accuracy. On the BLM computer, keyed T&As are processed, edited, balanced, reformatted and written to magnetic tape for input into PAY/PERS. System also receives output data from PAY/PERS: 1) MSTFIL (Paymaster), POSNMST (Position Master) and COSTFIL (biweekly labor cost). Provides reports to Center Payroll and Personnel; also provides pay and cost data to Federal Financial System (FFS). In addition, BLM maintains 9 programs on Bureau training including Emergency Firefighters database. Confidentiality: Nonpublic record category 3; Privacy Act System	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/37	COMMUNITIZATION AGREEMENTS SYSTEM [3180].	COMMUNITIZATION AGREEMENTS SYSTEM [3180]. Electronic file that provides for development of separate federal tracts that could not be independently developed and operated in conformity with an established well spacing program. Agreements remain in effect as long as the communitized substance is produced in paying quantities. ASPEN data base. Confidentiality: Nonpublic record category 3. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,

Citation	Title	Description	Disposition Instructions
20/38	MINERALS AUTOMATED INSPECTION RECORDS SYSTEM (AIRS) [3160].	MINERALS AUTOMATED INSPECTION RECORDS SYSTEM (AIRS) [3160]. A menu-driven microcomputer-based system that allows the BLM field offices to enter, store, and track data about inspections of oil and gas wells on Indian and federal lands. The system also generates standardized reports and allows ad hoc queries of the various data files. Each BLM oil and gas inspection office is equipped with an AIRS resident microcomputer. Using the AIRS tape-writing facility, once a month each inspection office creates a cassette tape of their AIRS data. Data from field office tapes are then consolidated into the AIRS central data base (CDB) on a microcomputer at the Service Center. Each month, the Service Center sends a copy of the CDB data files on cassette tapes to the Headquarters Fluid Minerals Information Office and Minerals Management Service (MMS). At the same time, an extract of only the CDB well and header information is sent to MMS on a 9-track tape. CDB interfaces with MRO (item 104). Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-3. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/33. Note: This system was formerly called MS-1.
20/39	UNITIZATION AGREEMENTS SYSTEM [3180].	UNITIZATION AGREEMENTS SYSTEM [3180]. Electronic file of data about combined oil and gas leases for efficient operation in which value of oil and gas is allocated among the properties. ASPEN data base. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-3. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/40	LIBRARY REFERENCE SYSTEM (LRS) [1279].	LIBRARY REFERENCE SYSTEM (LRS) [1279]. Maintains descriptive cataloging and cost data on collection material obtained either for the BLM libraries or by these libraries for other BLM organizational units. Also serves as a loan tracking system. An ASPEN data base. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,
20/41	DIRECTIVES DIGEST BULLETIN (DDB) [1221].	DIRECTIVES DIGEST BULLETIN (DDB) [1221]. Automated title list for the BLM directives (instruction memos, information bulletins) used to locate sources of the BLM policy and other pertinent information. An ASPEN data base. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1,

Citation	Title	Description	Disposition Instructions
20/42	GRAZING AUTOMATED BILLING SYSTEM (GABS) [4100].	GRAZING AUTOMATED BILLING SYSTEM (GABS) [4100]. Electronic system designed to process grazing permits and leases, grazing applications, and grazing bills, and to produce statistical reports. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-02.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/10a-d (in part).
20/43	RESOURCE IMPROVEMENT PROJECT SYSTEM (RIPS) [1744].	RESOURCE IMPROVEMENT PROJECT SYSTEM (RIPS) [1744]. Authority: 43 USC 1701, 1901. Electronic file that provides administrative support in managing resource improvements on public land. Programs located on microcomputer. Previously Job Documentation Reporting System. Total of 49 programs. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-02, LLM-32. Location: All.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/7.
20/44	PUBLIC LAND STATISTICS (PLS) SYSTEM [1165].	PUBLIC LAND STATISTICS (PLS) SYSTEM [1165]. Electronic file that presents statistical data in table format re. The BLM lands, programs operations, forest management, wildlife, minerals, and range policy. Supports the annual publication, "Public Land Statistics." Confidentiality: Nonpublic record category 3. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,
20/45	WATERPOWER SYSTEM [2300].	WATERPOWER SYSTEM [2300]. Electronic file of data about the use of land for the production of power from water sources. Issuing of withdrawal or right-of-way if necessary. Evaluation program to determine value of dam sites. Total of 25 programs. Confidentiality: Nonpublic record category 3. Location: NIRMC.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,
20/46	OIL & GAS MONTHLY REPORTS OF OPERATION (MRO) SYSTEM [3160].	OIL & GAS MONTHLY REPORTS OF OPERATION (MRO) SYSTEM [3160]. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,

Citation	Title	Description	Disposition Instructions
20/47	RESEARCH AND DEVELOPMENT TRACKING SYSTEM (RDTS) [1702].	RESEARCH AND DEVELOPMENT TRACKING SYSTEM (RDTS) [1702]. Authority: 43 USC 1701, 1901. Electronic file that tracks research and development efforts within the BLM. Contains information on all research and development and those studies that may have application beyond the District that have been active since 1982. Also contains a significant number of technical publications supported by the BLM over the past few years. All projects have been key worded for ease of retrieval and sufficient information is provided to enable the user to find reports. ASPEN data base. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,
20/48	HYDROLOGIC DESIGN ANALYSIS SYSTEM [9115].	HYDROLOGIC DESIGN ANALYSIS SYSTEM [9115]. Electronic file of data for flood routing and dam breach analysis, back water curve, flood analysis, universal soil loss equation, infiltration analysis, bed load, transport equation, detention pond design. Total of 10 programs. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,
20/49	DAMS AND DAM SAFETY INVENTORY SYSTEM [9177].	DAMS AND DAM SAFETY INVENTORY SYSTEM [9177]. Electronic inventory of all dams for safety and maintenance management. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,
20/50	HAZARDOUS MATERIALS SYSTEM [1703].	HAZARDOUS MATERIALS SYSTEM [1703]. Electronic file for functional accounting of related costs incurred through administrative management, handling, or disposal of hazardous waste. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,
20/51	HARDWARE AND SOFTWARE INVENTORY	HARDWARE AND SOFTWARE INVENTORY SYSTEM [1260]. Electronic inventory of the hardware and software operated and maintained within the BLM. Total of 44 programs. Confidentiality: Nonpublic record category 3.	TEMPORARY Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6,

Citation	Title	Description	Disposition Instructions
20/52	GEOGRAPHIC INFORMATION SYSTEM (GIS) [9167].	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) [9167]. A Geographic Information System (GIS) is an automated system designed to capture, store, process, analyze, and display geographically-referenced data. The GIS data is used for natural resources-related studies and inventories; planning studies; fish and wildlife projects; and a variety of other uses which involve the analysis of the geographic distribution of data. Products include graphic images (plots), hard copy maps, displays of statistics on data, cartographic products and combinations of these products in reports. Some products created with GIS are simply screen displays. Other products are outputs of analyses, copies of tabular files, or maps, or files for use in other computer systems. The basic GIS data are retained electronically and are continually updated. Local GIS data is locally stored and managed at the BLM field offices. The systems contain information uniquely collected by the BLM offices as well as data received from other federal, state and local agencies, and commercial sources. This item applies to GIS layers outside those covered by the Geographic Coordinate Data Base (GCDB), Schedule 30, item 8.. Documentation: Metadata requirements apply to all government data and include completed NA-14097 form and copies of instructions on interpretation of source data, applications of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data and day layers. Confidentiality: Some layers or themes will be Discretionary category 2; others will be Nonpublic category 3, depending on the subject matter. Exceptions: The record copy of the output products of a layer or combination of themes which is used for analysis or for making a specific decision, such as a land use plan, an environmental impact assessment, or land use adjudication, is filed as a hard copy with the related project or case file. The record copy of pure data</p>	TEMPORARY
20/52/A	Unaltered or minimally altered data layers received from other federal, state and local agencies, and	<p>Unaltered or minimally altered data layers received from other federal, state and local agencies, and commercial sources. (i.e. no significant additions to data content of unique BLM data or not maintained in support of significant ongoing projects or significant specific decision (see Exceptions)).</p>	<p>TEMPORARY Maintain until no longer needed for current business. NARA Job N1-49-98-2, 20/52a.</p>

Citation	Title	Description	Disposition Instructions
20/52/B	Data layers received from other federal, state and local agencies, and commercial sources with significant additions to data content of unique BLM data (i.e.	Data layers received from other federal, state and local agencies, and commercial sources with significant additions to data content of unique BLM data (i.e. significantly altered data). These layer are maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat. 2743)	PERMANENT Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy of data to NARA at the EOFY and transfer in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 52e). NARA Job N1-49-98-
20/52/C	Data layers uniquely created by the BLM and maintained in support of significant ongoing projects or significant specific decision	Data layers uniquely created by the BLM and maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat. 2743).	PERMANENT Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy of data to NARA at the EOFY and transfer in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 52e). NARA Job N1-49-98-2
20/52/D	All other data layers uniquely created by the BLM	All other data layers uniquely created by the BLM (i.e. layers not covered by Item 52b and 52c; not in support of significant ongoing projects or decisions).	TEMPORARY Maintain until no longer needed for current business. NARA Job N1-49-98-2, 20/52d.
20/52/E	Documentation for Items 52b and 52c.	Documentation for Items 52b and 52c. Completed NA-14097 form and copies of instructions on interpretation of source data, applications of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data layer.	PERMANENT Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy of documentation, regardless of media, to NARA at the EOFY and transfer along with the appropriate layer. FGDC-compliant metadata created as document

Citation	Title	Description	Disposition Instructions
20/53	ELECTRONIC RESOURCES INVENTORY, AND SURVEY FILES [1610, 1682, 2020, 3030, 3060, 4400,5200, 6600, 7100, 7100, 7300, 8110, 8210, 8310, 8410, 8520, 9300].	<p>ELECTRONIC RESOURCES INVENTORY, AND SURVEY FILES [1610, 1682, 2020, 3030, 3060, 4400,5200, 6600, 7100, 7100, 7300, 8110, 8210, 8310, 8410, 8520, 9300]. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resources inventories, surveys, studies, appraisals, and the related summary reports of agricultural, aquatic, archeological, bird, cave, cultural, ecological, fish, mammals, mineral, paleontology, plants , range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resources users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts.. Products include a variety of reports. The basic resources data are retained electronically and are continually updated. Local resources data is locally stored and managed at the BLM field offices. The systems contain information uniquely collected by the BLM offices as well as data received from other federal, state and local agencies, and commercial sources.</p> <p>Confidentiality: Public record category, except archeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 3.</p> <p>Exceptions: Resources Inventory, and Survey Files (Schedule 4/11); Geographical Information System (GIS) (Schedule 20/52). The record copy of a report which is used for making a specific decision, such as a land use plan, an environmental impact assessment, or land use adjudication, is filed as a hard copy with the related project or case file. Location: All.</p>	TEMPORARY
20/53/A	Unaltered data or minimally altered data received from other federal, state and local agencies, and commercial	<p>Unaltered data or minimally altered data received from other federal, state and local agencies, and commercial sources (i.e. no significant additions to data content of unique BLM data or not maintained in support of significant ongoing projects or significant specific decision (See Exceptions).</p>	TEMPORARY Maintain until no longer needed for current business. NARA N1-49-98-2, 20/53a.

Citation	Title	Description	Disposition Instructions
20/53/B	Data received from other federal, state and local agencies, and commercial sources with significant additions to data content of	Data received from other federal, state and local agencies, and commercial sources with significant additions to data content of unique BLM data (i.e. significantly altered data). These data are maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat.2743)	PERMANENT Cutoff EOFY in which the data is created or significantly altered by the BLM. Transfer copy of data to NARA EOFY in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 53e). NARA N1-49-98-2, 20/53b.
20/53/C	Data uniquely created by the BLM and maintained in support of significant ongoing projects or significant	Data uniquely created by the BLM and maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976	PERMANENT Cutoff EOFY in which the data is created or significantly altered by the BLM. Transfer copy of data to EOFY in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 53e). NARA N1-49-98-2, 20/53c.
20/53/D	All other data uniquely created by the BLM	All other data uniquely created by the BLM (i.e. layers not covered by item c; not in support of significant ongoing projects or decisions).	TEMPORARY Maintain until no longer needed for current business. See BLM/GRS Schedule 20, Item 3a, Electronic Versions of Temporary records for records scheduled for disposal under one or more items, and for records when hard copy records are retained to
20/53/E	Documentation for Items b	Documentation for Items b and c. Completed NA-14097 form and copies of instructions on interpretation of source data, applications of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data layer.	PERMANENT Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy to NARA along with associated data. FGDC Metadata created as documentation can be transferred in accordance with 36 CFR 1228.188. NARA N1-49-98-2, 20

Citation	Title	Description	Disposition Instructions
21/01	STILL PHOTOS - ROUTINE ACTIVITIES.	STILL PHOTOS - ROUTINE ACTIVITIES. Photographs of routine award ceremonies, social events, and activities not related to the mission of the BLM. Confidentiality: Mixed public and nonpublic records. Location: All. Exclusions: Mission-related photos (item 30).	TEMPORARY Destroy when 1 year old. GRS 21/1.
21/02	PERSONNEL IDENTIFICATION OR PASSPORT PHOTOGRAPHS.	PERSONNEL IDENTIFICATION OR PASSPORT PHOTOGRAPHS. Confidentiality: Mixed Public and Nonpublic records. Location: All. Exclusions: Form OF-55 (Schedule 11/4a).	TEMPORARY Destroy when 5 years old or when superseded or obsolete, which is later. GRS 21/2.
21/03	STILL PHOTOS - TRAINING [1400-410].	STILL PHOTOS - TRAINING [1400-410]. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the BLM. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related photos (item 30).	TEMPORARY Destroy 1 year after completion of training program. GRS 21/3.
21/04	Reserved	Reserved	OTHER Formerly duplicates of still photos that are nonrecord material.
21/05	GRAPHIC ARTS - VIEWGRAPHS [1553].	GRAPHIC ARTS - VIEWGRAPHS [1553]. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related viewgraphs (item 31).	TEMPORARY Destroy 1 year after use. GRS 21/5.
21/06	GRAPHIC ARTS - ROUTINE ART WORK [1553].	GRAPHIC ARTS - ROUTINE ART WORK [1553]. For handbills, flyers, posters, letterhead and other graphics. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related art work (item 31).	TEMPORARY Destroy when no longer needed for publication or reprinting. GRS 21/6.

Citation	Title	Description	Disposition Instructions
21/07	GRAPHIC ARTS - NEGATIVES, PRINTS, PLATES [1553].	GRAPHIC ARTS - NEGATIVES, PRINTS, PLATES [1553]. Line and halftone negatives, screened paper prints, offset lithographic plates used for photomechanical reproduction. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related negatives, prints, plates (item 31).	TEMPORARY Destroy when no longer needed for publication or reprinting. GRS 21/7.
21/08	GRAPHIC ARTS - LINE COPIES [1553].	GRAPHIC ARTS - LINE COPIES [1553]. Line copies of graphs and charts. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related graphs and charts (item	TEMPORARY Destroy when no longer needed for publication or reprinting. GRS 21/8.
21/09	MOTION PICTURES - TRAINING [1400-410]	MOTION PICTURES - TRAINING [1400-410]. Films acquired from outside sources for personnel and management training. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related motion pictures (item	TEMPORARY Destroy 1 year after completion of training program. GRS 21/9.
21/10	Reserved	Reserved	OTHER Formerly duplicate film that are nonrecord material.
21/11	MOTION PICTURE - ROUTINE SURVEILLANCE FOOTAGE.	MOTION PICTURE - ROUTINE SURVEILLANCE FOOTAGE. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related motion pictures (item 32).	TEMPORARY Destroy when 6 months old. GRS 21/11.
21/12	MOTION PICTURE - ROUTINE SCIENTIFIC, MEDICAL OR ENGINEERING FOOTAGE.	MOTION PICTURE - ROUTINE SCIENTIFIC, MEDICAL OR ENGINEERING FOOTAGE. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related motion pictures (item 32).	TEMPORARY Destroy when 2 years old. GRS 21/12.
21/14	VIDEO RECORDINGS - TRAINING [1400-410].	VIDEO RECORDINGS - TRAINING [1400-410]. Programs acquired from outside sources for personnel and management training. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video	TEMPORARY Cutoff 1 year after completion of training program. GRS 21/14.

Citation	Title	Description	Disposition Instructions
21/15	Reserved	Reserved	<p>OTHER Formerly video recordings for entertainment or recreation that are nonrecord material.</p>
21/16	VIDEO RECORDINGS - REHEARSAL OR PRACTICE TAPES.	VIDEO RECORDINGS - REHEARSAL OR PRACTICE TAPES. Confidentiality: Mixed public and nonpublic records. Location: All. Exclusions: Mission-related video recordings (item 33).	<p>TEMPORARY Destroy immediately. GRS 21/16.</p>
21/17	VIDEO RECORDINGS - INTERNAL TRAINING [1400-410].	VIDEO RECORDINGS - INTERNAL TRAINING [1400-410]. Internal personnel and administrative training programs that do not reflect the mission of BLM. These include "role play" sessions, management and supervisory instruction, etc. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video	<p>TEMPORARY Destroy 1 year after completion of the training program. GRS 21/17.</p>
21/18	VIDEO RECORDINGS - ROUTINE SURVEILLANCE RECORDINGS.	VIDEO RECORDINGS - ROUTINE SURVEILLANCE RECORDINGS. Confidentiality: Nonpublic record category 3. Location: All.	<p>TEMPORARY Destroy when 6 months old. GRS 21/18.</p>
21/19	VIDEO RECORDINGS - ROUTINE SCIENTIFIC, MEDICAL, OR ENGINEERING RECORDINGS.	Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video recordings (item 33).	<p>TEMPORARY Destroy when 2 years old. GRS 21/19.</p>
21/20	VIDEO RECORDINGS - ROUTINE EVENTS.	VIDEO RECORDINGS - ROUTINE EVENTS. Recordings that document routine meetings and award presentations. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video recordings (item 33).	<p>TEMPORARY Destroy when 2 years old. GRS 21/20.</p>
21/21	Reserved	Reserved	<p>OTHER Formerly duplicate video dubbing and premix elements that are nonrecord material.</p>

Citation	Title	Description	Disposition Instructions
21/22	AUDIO RECORDINGS - NOTE TAKING OR TRANSCRIPTION.	AUDIO RECORDINGS - NOTE TAKING OR TRANSCRIPTION. Recordings of meetings made exclusively for notetaking or transcription. Exclusions: Recordings of proceedings of Presidential commissions and executive commissions (contact NARA). Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy immediately after use. GRS 21/22.
21/23	AUDIO RECORDINGS - DICTATION BELTS OR TAPES.	AUDIO RECORDINGS - DICTATION BELTS OR TAPES. Includes recordings on answering machines and other message devices. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy immediately after use. GRS 21/23.
21/24	AUDIO RECORDINGS - PREMIX SOUND ELEMENTS	AUDIO RECORDINGS - PREMIX SOUND ELEMENTS. Created during a motion picture, TV, or radio production. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY Destroy immediately after use. GRS 21/24.
21/25	Reserved	Reserved	OTHER Formerly library copies of audio recordings that are nonrecord materials.
21/26	AUDIO RECORDINGS - DAILY OR SPOT NEWS RECORDINGS.	AUDIO RECORDINGS - DAILY OR SPOT NEWS RECORDINGS. Available to local radio stations on a call-in basis. The BLM does not usually maintain these records.	TEMPORARY Destroy when 6 months. GRS 21/26.
21/27	Reserved	Reserved	OTHER Formerly duplicate audio dubbing that are nonrecord material.
21/28	AUDIOVISUAL PRODUCTION FILES.	AUDIOVISUAL PRODUCTION FILES. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. Confidentiality: Nonpublic record category 3. Location: All.	OTHER Dispose of according to instructions covering related audiovisual records. GRS 21/28.

Citation	Title	Description	Disposition Instructions
21/29	AUDIOVISUAL FINDING	AUDIOVISUAL FINDING AIDS. Finding aids for identification, retrieval, or use of temporary audiovisual records. Forms: BLM 1277-2, 3. Confidentiality: Mixed public and nonpublic records.	OTHER Dispose of according to instructions covering the related audiovisual records. GRS 21/29.
21/30	STILL PHOTO RECORD COPIES - BLM MISSION-RELATED.	STILL PHOTO RECORD COPIES - BLM MISSION-RELATED. Official portraits of the BLM Directors; photographs produced or collected for use in the BLM publications, exhibitions, or other media productions; documentary photographs shot for fact finding purposes, research and development, or other studies; photographs that depict the mission of the BLM; and slides or filmstrip programs that depict the mission of BLM. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: All. Note: See item 4 for nonrecord duplicates.	PERMANENT Cutoff EOFY. Transfer original negative, a captioned print, and, for color negative photography, a duplicate negative, if one exists, directly to NARA in 5-year blocks when the most recent records are 5 years old. NARA Job NC1-49-85-2, 21/8.
21/30/A	Black-and-White and Color Negative Photography	Black-and-White and Color Negative Photography.	PERMANENT Cutoff EOFY. Transfer original and a duplicate directly to NARA in 5-year blocks when the most recent records are 5 years old. NARA Job NC1-49-85-2, 21/8.
21/30/B	Color Transparency and Slide Photography.	Color Transparency and Slide Photography.	PERMANENT Cutoff EOFY. Transfer original and a duplicate directly to NARA in 5-year blocks when the most recent records are 5 years old. NARA Job NC1-49-85-2,
21/30/C	Slide Sets or Filmstrips and Accompanying Audio Recordings or Scripts.	Slide Sets or Filmstrips and Accompanying Audio Recordings or Scripts.	PERMANENT Cutoff EOFY. Transfer two copies directly to NARA in 5-year blocks when the most recent records are 5 years old. NARA Job NC1-49-85-2,

Citation	Title	Description	Disposition Instructions
21/31	GRAPHIC ARTS RECORD COPIES - BLM MISSION-RELATED.	GRAPHIC ARTS RECORD COPIES - BLM MISSION-RELATED. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: WO, Centers, SO.	
21/31/A	Posters.	Posters. Distributed BLM-wide or to the public.	PERMANENT Cutoff EOFY. Transfer two copies directly to NARA 1 year after cutoff. NARA Job N1-49-96-1, 21/31a.
21/31/B	Original Art.	Original Art.	TEMPORARY Destroy when no longer needed for administrative use. NARA Job N1-49-96-1,
21/32	MOTION PICTURE RECORD COPIES - BLM MISSION-RELATED [1120].	MOTION PICTURE RECORD COPIES - BLM MISSION-RELATED [1120]. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: All. Exclusions: Motion pictures from outside sources (items 9-12), reference copies of mission-related motion pictures (item 13).	
21/32/A	The BLM-Sponsored Motion Pictures.	The BLM-Sponsored Motion Pictures. The BLM-sponsored informational, educational, and recruiting films intended for public distribution; the BLM-sponsored television news releases and information reports; the BLM-sponsored television public service or spot announcements; the BLM-sponsored training films that explain the BLM functions or activities intended for internal or external distribution; documentary footage shot for research and development, fact finding, or other studies; and films produced under contract or grant that are submitted to the BLM.	PERMANENT Cutoff EOFY in which original no longer needed for duplication purposes. Transfer original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound proje
21/32/B	Acquired Motion Pictures.	Acquired Motion Pictures. Films acquired from outside sources that document or are used to carry out the BLM programs (other than those acquired for personnel and management training).	PERMANENT Cutoff EOFY in which no longer needed for administrative purposes. Transfer two projection prints or one projection print and a video recording to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3

Citation	Title	Description	Disposition Instructions
21/32/C	Unedited Footage	Unedited Footage. Created during the course of a BLM-sponsored production that shows unstaged and unrehearsed events of historical interest.	<p>PERMANENT</p> <p>Cutoff EOFY in which original is no longer needed for duplication purposes. Transfer the original negative or color original, work print, and an intermediate master positive or duplicate negative, if one exists, appropriately arranged, label</p>
21/33	VIDEO RECORDING RECORD COPIES - BLM MISSION-RELATED [1120].	<p>VIDEO RECORDING RECORD COPIES - BLM MISSION-RELATED [1120]. Consists of the BLM-sponsored informational, educational, and recruiting productions intended for public distribution; the BLM-sponsored television news releases or information reports; the BLM-sponsored television public service or spot announcements; the BLM-sponsored training programs that explain the BLM functions or activities intended for internal or external distribution (other than personnel and administrative training program); internal management news or information programs issued by the BLM officials for the BLM-wide distribution; recordings of public meetings or speeches, BLM-sponsored conferences, guests speakers, and testimony of BLM officials before Congress and at other hearings; programs produced under grant that are submitted to the BLM; programs acquired from outside sources that document or are used to carry out BLM programs (other than those relating to personnel training); media appearances by top BLM officials; documentary recordings shot for research and development, fact finding, or other studies. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: WO, Centers, SO. Exclusions: Videos from outside sources (items 14-20), reference copies of mission-</p>	<p>PERMANENT</p> <p>Cutoff EOFY in which original no longer needed for duplication purposes. Transfer original or earliest generation of recording and a dubbing to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 ye</p>
22/01	Reserved	Reserved	<p>OTHER</p> <p>Formerly Fraud and Abuse Investigative Records withdrawn by NARA Transmittal 8 (12/1998).</p>

Citation	Title	Description	Disposition Instructions
22/02	EVALUATION, INSPECTION, AUDIT, OR REVIEW CASE FILES [1240].	EVALUATION, INSPECTION, AUDIT, OR REVIEW CASE FILES [1240]. Documenting internal program audits, program evaluations, administrative and technical procedures reviews, and other reviews of BLM programs, operations, and procedures, including administrative and general management review task force records. Consists of the official report of the audit, review or evaluation, correspondence, and supporting documentation maintained by the office conducting the audit, review, or evaluation. Includes records created by streamlining and other team established to evaluate processes and procedures. Forms: BLM 1240-6, 7, 7a, 7b, 9, 12, 13, 14, 14b, 15. Confidentiality: Non-public record category 3. Location: All. Exclusions: Reference copies (Schedule 23/21), indexes to these records (Schedule 23/9) and organizational studies (Schedule 16/13).	TEMPORARY Cutoff EOFY in which completed. Transfer to FRC 3 years after cutoff. FRC destroys 25 years after cutoff. NARA Job NC1-49-85-2, 25/4a.
22/03	EVALUATION SCHEDULES [1240].	EVALUATION SCHEDULES [1240]. Record copies. Confidentiality: Non-public record category 3. Location: WO. Exclusions: Reference copies which may be destroyed when no longer needed.	TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. NARA Job NC1-49-90-2, 22/4.
22/04	OIG CONTACT REPORTS FILES [1245].	OIG CONTACT REPORTS FILES [1245]. Forms: BLM 1245-1 and related correspondence. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. NARA Job NC1-49-90-2, 22/5.

Citation	Title	Description	Disposition Instructions
23/01	OFFICE ADMINISTRATIVE FILES.	OFFICE ADMINISTRATIVE FILES. Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. Authority: 36 CFR 1222.10. Confidentiality: Non-public record category 3. Location: All. Exclusions: record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office (Schedule 16/18).	
23/01/A	General Correspondence and Reports Files.	General Correspondence and Reports Files. Also called "General Subject Files." Documents filed according to their general informational or subject content and usually arranged by the subject codes listed in BLM Manual 1220. Comprised mainly of letters and memoranda but also forms, reports, and other material, all relating to program and administrative functions, not to specific cases or projects. Includes temporary delegations of authority (to specific positions), copies of recurring reports, and newsletters. Forms: SF-203, 291; BLM 1165-22, 36, 60, 61, 63-73; 1203-1, 2; 1271-1, 1a, 1b, 1d; 1600-13; 1788-1, 2, 6500-1. Exclusions: Long term delegations of authority (Schedule 16/1).	TEMPORARY Cutoff EOFY. Destroy 3 years after cutoff. NARA Job NC1-49-85-2, 23/1a.
23/01/B	Reader Files.	Reader Files. Also known as Chronological Files.	
23/01/B/01	Reader Files - Originating Office Copies	Reader Files - Originating Office Copies. Copies of nonsensitive outgoing correspondence, arranged chronologically and maintained for reference.	TEMPORARY Cutoff end of each month. Destroy 1 year after cutoff. NARA Job NC1-49-85-2, 23/lb(1).

Citation	Title	Description	Disposition Instructions
23/01/B/02	Reader Files - Other Copies	Reader Files - Other Copies. Copies provided by other offices for "information only" and review	TEMPORARY Destroy when 1 month old. NARA Job NC1-49-85-2, 23/1b(2).
23/02-4	Reserved	Reserved	
23/05	SCHEDULES OF DAILY ACTIVITIES.	SCHEDULES OF DAILY ACTIVITIES. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by federal employees while serving in an official capacity, created and maintained in hard copy or electronic form. Confidentiality: Non-public record category 3. Location: All. Exclusions: Materials determined to be personal (nonrecord material), electronic records described in items a & b (Schedule 20/3).	
23/05/A	Files Containing Substantive Information	Files Containing Substantive Information. Re. official activities, the substance of which has not been incorporated into official files. Exclusions: Records described in item c.	TEMPORARY Destroy/Delete when 2 years old. GRS 23/5a.
23/05/B	Files Documenting Routine Activities Containing No Substantive Information.	Files Documenting Routine Activities Containing No Substantive Information. And records containing substantive information, the substance of which has been incorporated into organized files.	TEMPORARY Destroy/Delete when no longer needed for convenience or reference.
23/05/C	Director, Deputy Director, State/Center Directors	Director, Deputy Director, State/Center Directors Schedules. Unique substantive records re. official activities, the substance of which has been incorporated into organized files. Includes all high level officials: Heads of Departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees and political appointees serving in equivalent or comparable positions.	TEMPORARY Cutoff EOCY. Transfer to FRC 1 year after cutoff. FRC destroys 5 years after cutoff. NARA approval not required (see NARA Job N1-49-96-2, 5c).

Citation	Title	Description	Disposition Instructions
23/06	SUSPENSE FILES.	SUSPENSE FILES. Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-15. Location: All.	
23/06/A	Notes or Reminders to Take Action.	Notes or Reminders to Take Action. Forms: 1542-	TEMPORARY Destroy after action is taken. GRS 23/6a.
23/06/B	File Copy or Extra Copy of Outgoing Communication.	File Copy or Extra Copy of Outgoing Communication. Filed by the date on which a reply	TEMPORARY Withdraw documents when reply received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files. GRS 23/6b.
23/07	TRANSITORY FILES.	TRANSITORY FILES. Documents, regardless of media, of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Confidentiality: Non-public record category 3. Location: All. Examples include: Routine Requests and Replies. - Requiring no administrative action, no policy decision, and no special compilation or research for reply. Letters of Transmittal. - Originating office copies of transmittal letters that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material. Quasi-Official Notices. - Informal memoranda, all employee bulletins, and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, office picnic and other social invitations, blood drive appeals, bond campaigns, and similar records.	TEMPORARY Destroy when 3 months old. GRS 23/7.

Citation	Title	Description	Disposition Instructions
23/08	TRACKING AND CONTROL FILES RE. TEMPORARY FILES NOT DESCRIBED ELSEWHERE.	TRACKING AND CONTROL FILES RE. TEMPORARY FILES NOT DESCRIBED ELSEWHERE. Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or BLM Schedules. Includes logs for Golden Age, Golden Access, and Golden Eagle passports. Confidentiality: Non-public record category 3. Forms: OF-11, 23, 24; BLM 1223-6; 1272-7; 1274-7; 1279-2, 3, 7; 1370-36; 1510-1; 9230-8, 18, 19. Location: All.	TEMPORARY Destroy/Delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable. GRS 23/8.
23/09	FINDING AIDS TO TEMPORARY RECORDS NOT DESCRIBED ELSEWHERE	FINDING AIDS TO TEMPORARY RECORDS NOT DESCRIBED ELSEWHERE. Indexes, lists, registers, and other finding aids, regardless of media, used only to provide access to records authorized for destruction by the GRS or BLM Schedules. Exclusions: records containing abstracts or other information that can be used as an information source apart from the related records. Confidentiality: Mixed public and non-public records. Forms: BLM 1279-1.	TEMPORARY Destroy/Delete with the related records. GRS 23/9.
23/10-20	Reserved	Reserved	
23/21	NONRECORD PAPER WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE.	NONRECORD PAPER WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE. Working or reference copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and nonrecord copies of documents that are not described elsewhere. Also, organized reference material maintained for convenience and reference purposes only, such as Township and Range (T & R) reference files, library collections, vendor catalogs, duplicate or "dummy" case files, waterpower classification status township cards, paper reference copies of manual releases, IBLA Decisions, Solicitor Opinions, or other legal references. Authority: 36 CFR 1222.34. Confidentiality: Mixed public and non-public records. Location: All.	TEMPORARY Destroy when no longer needed for convenience or reference purposes. (Does not require NARA approval.)

Citation	Title	Description	Disposition Instructions
23/22	NONRECORD MICROFORM	NONRECORD MICROFORM. Microform files that are considered nonrecord reference copies and do not replace the official paper records being filmed. Includes Public Land Statistics, IBLA Decisions, and other references on microform. Authority: 36 CFR 1222.34. Confidentiality: Mixed public and non-public records. Location: All. Exclusions: Master pay record microform (Schedule 2/32); land status microform (Schedule 4/13), mining claims microform (Schedule 4/51); SIMO drawing microform (Schedule 4/52); paper records documenting inspections of microform (GRS 16/10); maps on microform (Schedule 17/1); well logs and directional surveys on microform (Schedule 4/18e).	<p>TEMPORARY</p> <p>Destroy when superseded, obsolete, or no longer needed for duplicating, security or other administrative or reference purposes. (Does not require NARA approval.)</p>
23/23-25	Reserved	Reserved	
23/26	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
23/26/A	Copies that have No Further Administrative Value.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	<p>TEMPORARY</p> <p>Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 23/10a.</p>
23/26/B	Copies Used for Dissemination, Revision, or	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	<p>TEMPORARY</p> <p>Destroy/Delete when dissemination, revision, or updating is completed. GRS 23/10b.</p>

Citation	Title	Description	Disposition Instructions
30/01	AUTOMATED LAND AND MINERAL RECORD SYSTEM (ALMRS).	<p>AUTOMATED LAND AND MINERAL RECORD SYSTEM (ALMRS). An application that integrates the functions of RR1, CRS, ORCA, MCRS, LLD, and Status (Schedule 30/3-9) and provides the ability to access the Bond and Surety System (Schedule 30/10), and GCDB (Schedule 30/9). ALMRS is a distributed system having unique components in each State Office; no single master file of all information will exist. ALMRS will incorporate Serial Register Pages and Logs (Schedule 4/32); it does not replace any lands and minerals case files. ALMRS capabilities for all lands and minerals authorizations and title cases include storing, creating, reading, updating, and deleting case information data; providing case reporting and querying; providing case tracking data with reports and queries; identifying serialized case land and validating against land description; maintaining case serial numbers; tracking the physical case files; allowing mass entry and updating; producing mailing labels; maintaining customer information; maintaining standard use conditions; and interfacing with Bond and Surety. ALMRS capabilities that are not case related include customer data maintenance and reports; maintaining land survey data; maintaining geopolitical data; providing security and system administration; providing spatial display, query, and selection; processing alpha-numeric reports and queries (management, case, land status); interfacing with Bond and Surety; developing consistent computer-human interfaces. This item includes original and subsequent versions. Authority: 43 CFR 1813. Confidentiality: During development, non-public record category 3; after installation, a combination of public record category 1, discretionary category 2, and non-public category 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51- 72); records used to test or update the system (Schedule 20/1); records associated with the Corporate Data Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).</p>	
30/01/A	ALMRS Project History	<p>ALMRS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the ALMRS Project, excluding system documentation (item b).</p>	

Citation	Title	Description	Disposition Instructions
30/01/A/01	Records that Document Significant Changes in or Revisions to the BLM Recordkeeping Policies.	Records that Document Significant Changes in or Revisions to the BLM Recordkeeping Policies. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans, briefing and issue papers, and other project history information of continuing value. Files are subdivided by subject as volume warrants. Location: NIRMC.	PERMANENT Cutoff end of FY in which ALMRS is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 10 years after cutoff. NARA Job N1-49-94-1, 30/1a(1).
30/01/A/02	Other Project History Files	Other Project History Files. Feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Files are subdivided by subject as volume warrants. Location: NIRMC.	PERMANENT TEMPORARY. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/1a(2).
30/01/B	ALMRS System Documentation	ALMRS System Documentation	
30/01/B/01	Documentation Necessary for Servicing and Interpreting the System	Documentation Necessary for Servicing and Interpreting the System	
30/01/B/01/	Bureau-Level Documentation.	Bureau-Level Documentation. Technical description of the electronic records being described, consisting of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIRMC.	PERMANENT Cutoff end of FY in which ALMRS is certified as an official records system. Transfer to NARA with 30/1d(1), ALMRS Master Data Files, 1 year after cutoff. NARA Job N1-49-94-1, 30/1b(1)(a).
30/01/B/01/	State-Level Documentation.	State-Level Documentation. Technical description of the electronic records being transferred and copies of supplemental, state-generated instructions on interpretation of source data, application of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: SO.	PERMANENT Service Center will collect all records and transfers to NARA with the master file (30/1d). Retain a copy for reference until no longer needed. NARA Job N1-49-

Citation	Title	Description	Disposition Instructions
30/01/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIRMC, SO. Exclusions: Quality assurance plans which are part of the project history	TEMPORARY Cutoff end of FY in which documentation is created. Service Center collects all records and transfers to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/1b(2).
30/01/C	ALMRS Software.	ALMRS Software. Application software necessary to use or maintain ALMRS. The master is maintained by NIRMC; copies are distributed to SOs. Location: NIRMC, SO.	TEMPORARY Delete when superseded or obsolete. NARA Job N1-49-94-1, 30/1c.
30/01/D/0	ALMRS Master Data Files.	ALMRS Master Data Files. Note: ALMRS is a distributed system; no single master file of BLM-wide data exists.	
30/01/D/01	National Archives File	National Archives File. Magnetic master, created by each state office at end of the FY, by copying (not removing) all closed cases for that FY to tape in a hardware and software independent format as required by 36 CFR 1228.188. NARA maintains permanent electronic records under environmentally-controlled conditions and provides copies to BLM upon request. Location: SO.	PERMANENT 1) At end of FY after ALMRS is certified as an official records system, copy all closed cases in the system and send to Service Center. Service Center transfers to NARA with the system documentation (30/1b(1)(b)) and GCDB master file (30/9d).
30/01/D/02	Shelf List File.	Shelf List File. Magnetic master, created by each state office, by copying to tape the index of the records being transferred to NARA. The index is created by the system when the National Archives File tape (item d(1)) is prepared. Cases are indexed by serial number, case type designation, customer name, legal description, serialization date, case	TEMPORARY Retain until no longer needed for reference. NARA Job N1-49-94-1, 30/1d(2).

Citation	Title	Description	Disposition Instructions
30/01/D/03	The BLM History File.	The BLM History File. Magnetic master, created by each state office at the end of each FY, by moving off the system to tape all cases associated with the temporary use of lands and resources (leases and permits for oil and gas, other minerals, occupancy, etc.) that have been closed for 3 years. Cases that affect land title status (conveyances, acquisitions, exchanges, withdrawals, classifications, rights-of-way, etc.) will always remain on the system. Use cases are left on the system for 3 years after closure in the event of new actions that may occur after closure. The system creates and maintains on the system an index of the cases that are moved to the history file. This index also contains data on the location of terminated physical (paper) case files. If new actions occur after 3 years, cases may be brought back onto the system from the BLM History File or from a copy of the National Archives File (item d(1)) which can be obtained from NARA. Records described in this series are removed from the system to prevent overloading the system with noncurrent and seldom-referenced data. The History tapes are recopied and revalidated annually. Location: SO.	<p>TEMPORARY</p> Retain until no longer needed for reference or for reconstruction of closed cases. NARA Job N1-49-94-1, 30/1d(3).
30/01/E	ALMRS Backup Tapes	ALMRS Backup Tapes	<p>TEMPORARY</p> Cutoff when tape is full and transfer to off-site storage. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
30/01/E/01	Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently	Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	<p>TEMPORARY</p> Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape. NARA Job N1-49-94-1, 30/1e(2).

Citation	Title	Description	Disposition Instructions
30/01/E/03	Usage Monitoring Tapes.	Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	<p>TEMPORARY</p> <p>Cutoff when tape is full. Transfer to off-site storage immediately after it is created. Delete 7 years after cutoff. NARA Job N1-49-94-1, 30/1e(3).</p>
30/01/F	ALMRS Input/Source Documentation.	ALMRS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in- put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: SO, FOs.	<p>TEMPORARY</p> <p>Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.</p>
30/01/G	ALMRS Outputs.	ALMRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (e.g., outputs used for budgeting and interfiled with other budget records are covered by Schedule 5; outputs used as source documents for and filed within public lands statistics publication files are covered by Schedule 16/31b).	<p>TEMPORARY</p> <p>Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/1g.</p>

Citation	Title	Description	Disposition Instructions
30/02	RECORDS SYSTEM RELEASE 1.0 (RR1) (ALASKA).	<p>RECORDS SYSTEM RELEASE 1.0 (RR1) (ALASKA). RR1 (aka Interim 1) is a system installed in Alaska in 1992 that replaced the Alaska Automated Land and Mineral Record System (AALMRS). RR1 customer, action history and land descriptions for all serialized lands and minerals authorization and title cases and provides storage of extensive historical and current case-related data, based on the BLM standards. It allows for creation, updating, deleting, and retrieving all data in a number of report formats; allows case group, township or identified window area reporting and querying. Other capabilities include accounting advice generation and support to monetary accounting (escrow), customer data maintenance and reporting, and land survey data. RR1 also includes six subsystems developed in Alaska which interface with the core system. Authority: 43 CFR 1813. Confidentiality: Public record category 1, except some files may contain information which is non-public record category 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Corporate Data Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: Records in this system will transition in their</p>	TEMPORARY
30/02/A	RR1 Project History.	<p>RR1 Project History. Record copies of files that document the conception, planning, and development and/or improvement of RR1, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files are subdivided by subject as volume warrants. Record copies for core system maintained by NIRMC; record copies for subsystems maintained by Alaska SO. Location: NIRMC, Alaska SO.</p>	<p>TEMPORARY Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-</p>
30/02/B	RR1 System Documentation.	<p>RR1 System Documentation. Record copies.</p>	

Citation	Title	Description	Disposition Instructions
30/02/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) for servicing and interpreting the system.	Destroy or delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/2b(1).
30/02/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: Alaska	TEMPORARY Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/2b(2).
30/02/C	RR1 Software	RR1 Software. Application software necessary to use or maintain RR1. The master is maintained by NIRMC; copies are distributed to Alaska SO. Location: NIRMC, SO.	TEMPORARY Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/2c.
30/02/D	RR1 Master Data File	RR1 Master Data File. Magnetic master, created by Alaska State Office, by copying to tape all data in the system at the time of migration to ALMRS. Location: Alaska SO.	TEMPORARY Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1,
30/02/E	RR1 Backup Tapes.	RR1 Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: Alaska SO.	TEMPORARY Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.

Citation	Title	Description	Disposition Instructions
30/02/F	RR1 Input/Source Documentation.	RR1 Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Excludes official serialized case file documents that are used for input/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: Alaska SO/FOs.	<p>TEMPORARY</p> <p>Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.</p>
30/02/G	RR1 Outputs.	RR1 Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: Alaska SO/FOs.	<p>TEMPORARY</p> <p>Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/2g-</p>

Citation	Title	Description	Disposition Instructions
30/03	CASE RECORDATION SYSTEM (CRS)	<p>CASE RECORDATION SYSTEM (CRS). A centralized data base for recording data about lands and minerals serialized cases since 1982. Categories of data include case identification data, financial data, name and address data, legal description, action data, and general remarks. (Note: while the capability for financial data exists, it is usually not entered). Case identification data consists of the serial number, case type in a coded format (a 6-digit code that references the main section of the 43 CFR that authorizes the program), the number of acres involved, and the commodity in coded format. Name and address data identifies the entity(s) associated with the case, including name of the entity, mailing street address, city, state, zip code, an identification number, category code of the entity, the interest relationship code describing the entity's role in the case (applicant, surface manager, etc.), and the percent interest delineating the relationship in the case. For PLSS states, legal description data delineates the land in accordance with a cadastral or special survey, including the principal meridian, township, range, section; the survey type, survey number, survey number suffix; the subdivision composed of the aliquot part and nominal location; lot designations; and management agency. Includes geographic table information. For the non-PLSS states, legal description includes the state, county, survey type, survey number, survey number suffix, and the subdivision of metes and bounds and/or cadastral identifier. The action data contains one or more action entries showing history of the case through case processing, including date of action, the action itself in a coded form, remarks refining the action code or providing supplemental information, and pending actions which identifies the office or party responsible for a specific action. General remarks data is used to provide further data pertaining to the case and consists of a line number and remarks or comments. Authority: 43 CFR 1813. Confidentiality: Mixed categories 1, 2 and 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Formerly Schedule 20/64.</p>	TEMPORARY

Citation	Title	Description	Disposition Instructions
30/03/A	CRS Project History	CRS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the CRS Project. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Files are subdivided by subject as volume warrants. Location: NIRMC. Exclusion: system documentation (item b).	TEMPORARY Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-
30/03/B	CRS System Documentation.	CRS System Documentation. Record copies.	TEMPORARY Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-
30/03/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Completed SF-277 or NA-14097 form, data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIRMC.	TEMPORARY Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-
30/03/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). See BLM Manual 1283. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable.	TEMPORARY Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/3b(2).

Citation	Title	Description	Disposition Instructions
30/03/C	CRS Software.	CRS Software. Application software necessary to use or maintain the master CRS. Location: NIRMC.	<p>TEMPORARY</p> Delete when superseded or obsolete. NARA Job N1-49-94-1, 30/3c.
30/03/D	Master Data Files.	Master Data Files.	
30/03/D/01	CRS Master History File.	CRS Master History File. Magnetic master, created by NIRMC at the time of migration to ALMRS, by copying all data in the system. Location: NIRMC.	<p>TEMPORARY</p> Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Destroy 10 years after cutoff or when no longer needed for data cleanup or administrative purposes, whichever is longer. NARA Job N1-49-94-1, 30/3d(1)
30/03/D/02	CRS Backup Tapes.	CRS Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO, NIRMC.	<p>TEMPORARY</p> Delete when identical records have been destroyed or when replaced by a subsequent security backup file. GRS 20/8b.
30/03/E	CRS Input/Source Documentation.	CRS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples are annotated abstracts, data input sheets, ORCA file transfers, and MMS data transfers. Excludes official serialized case file documents that are used for in-put/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: WO, AFO.	<p>TEMPORARY</p> Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a.

Citation	Title	Description	Disposition Instructions
30/03/F	CRS Outputs	CRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all	<p>TEMPORARY</p> Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/3f.
30/04	ONLINE RECORDATION & CASE ACCESS SYSTEM (ORCA).	<p>ONLINE RECORDATION & CASE ACCESS SYSTEM (ORCA). Electronic file that uploads to Case Recordation System (CRS) (Schedule 30/4). ORCA is similar to CRS with the following exceptions: 1) the name, mailing street address, city, state, and zip code are stored separately in another data base and accessed, as needed, by ORCA; 2) an identification number in ORCA is used to search an external data base for name and mailing address data; 3) each occurrence of an action data and an action code within the case may be suffixed with an event number so that identical actions taking place on the same day within a given case can be recorded; and 4) ORCA tracks jurisdiction information consisting of organization type ("1" for BLM District or Resource Area, "2" for county, "3" for other agency), a predefined organization code, and number of acres under the organization's jurisdiction. Authority: 43 CFR 1813. Confidentiality: Mixed record categories 1, 2 and 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: Records in this system will upload data to Case Recordation, then will transition in their entirety to the ALMRS</p>	TEMPORARY

Citation	Title	Description	Disposition Instructions
30/04/A	ORCA Project History.	ORCA Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: Oregon SO.	<p>TEMPORARY</p> <p>Cutoff end of FY in which CRS (Schedule 30/4) is transitioned to ALMRS. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/4a.</p>
30/04/B	ORCA System	ORCA System Documentation. Record copies.	<p>TEMPORARY</p> <p>Destroy or delete upon authorized destruction of master file (item d). NARA Job N1-49-94-1, 30/4b(1).</p>
30/04/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: Oregon SO.	<p>TEMPORARY</p> <p>Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/4b(2).</p>
30/04/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	<p>TEMPORARY</p> <p>Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/4b(2).</p>

Citation	Title	Description	Disposition Instructions
30/04/C	ORCA Software.	ORCA Software. Application software necessary to use or maintain the master ORCA System. Master maintained by Oregon SO; copies distributed to other SOs. Location: SOs.	TEMPORARY Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/4c.
30/04/D	ORCA Master Data File.	ORCA Master Data File. Magnetic master, created by Oregon State Office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO.	TEMPORARY Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1,
30/04/E	ORCA Backup Tapes.	ORCA Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO.	TEMPORARY Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
30/04/F	ORCA Input/Source Documentation.	ORCA Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Excludes official serialized case file documents that are used for input/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: AFO.	TEMPORARY Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a.
30/04/G	ORCA Outputs	ORCA Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all	TEMPORARY Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/4g.

Citation	Title	Description	Disposition Instructions
30/05	MINING CLAIM RECORDATION SYSTEM (MCRS).	<p>MINING CLAIM RECORDATION SYSTEM (MCRS). A centralized data base for tracking data about mining claims recorded with the BLM after October 21, 1976. Data categories include mining claim identification data, claimant data, legal description, and action data. Identification data consists of the serial number, case type in a coded format (a 6-digit code that references the main section of the 43 CFR that authorizes the program), name of the claim, and appropriate commodity in a coded format, if known. Claimant data identifies the entity(s) associated with the claim, including name of entity, mailing street address, city, state, zip code, the interest relationship code describing the entity's role in the claim, and the percent interest delineating the relationship in the claim. For PLSS states, legal description data delineates claim location, including principal meridian, township, range, section, and subdivision to the quarter section nominal location. Includes geographic table information. For non-PLSS states, legal description includes meridian, county, and subdivision of metes and bounds and/or cadastral identifier. Action data shows the history of the claim through the BLM mining claim processing paths, including date of action, the action itself in coded form, and remarks refining the action code or providing supplemental information. Authority: 43 CFR 1813, 3833. Confidentiality: Mixed record categories 1, 2, and 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Formerly Schedule 4/51a(1).</p>	<p>PERMANENT Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-</p>
30/05/A	MCRS Project History.	<p>MCRS Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIRMC.</p>	

Citation	Title	Description	Disposition Instructions
30/05/B	MCRS System	MCRS System Documentation. Record copies.	
30/05/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIRMC.	TEMPORARY Destroy or delete upon authorized destruction of master file (item d). NARA Job N1-49-94-1, 30/5b(1).
30/05/B/02	Data Verification and Quality Control Files	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/5b(2).
30/05/C	MCRS Software.	MCRS Software. Application software necessary to use or maintain the master MCRS. Location:	TEMPORARY Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/5c.
30/05/D	MCRS Master Data File.	MCRS Master Data File. Magnetic master, created by Service Center at the time of migration to ALMRS, by copying to tape all data in the system (including closed cases which do not migrate).	TEMPORARY Delete 6-1/4 years after creation. NARA Job N1-49-94-1, 30/5d.

Citation	Title	Description	Disposition Instructions
30/05/E	MCRS Backup Tapes.	MCRS Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: Centers.	<p>TEMPORARY</p> Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
30/05/F	MCRS Input/Source Documentation.	MCRS Input/Source Documentation. Data entry sheets used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include annotated abstracts or data input sheets. Excludes official serialized case file documents that are used for in-put/source documentation; the disposition of mining claim case files and related indexes and serial pages is authorized by Schedule 4 (see Items 7, 51, 71, 72). Location: SO.	<p>TEMPORARY</p> Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a.
30/05/G	MCRS Outputs	MCRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper, microform, or electronic storage medium. Includes various paper reports and case abstracts and microform indexes by claim name, claimant name, geographic location, and serial number (both master film and microform copies). Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	<p>TEMPORARY</p> Destroy or delete when no longer needed for current business. NARA Jobs NC1-49-81-1, B/24C and NC1-49-85-1, Q/22.

Citation	Title	Description	Disposition Instructions
30/06	LEGAL LAND DESCRIPTION SYSTEM (LLD).	<p>LEGAL LAND DESCRIPTION SYSTEM (LLD). Electronic alpha/numeric file of survey information collected from master title plats and cadastral survey plats and field notes in which land is identified by principal meridian, township, range, section, survey type, survey number and suffix, aliquot part and nominal location, acreage, and a survey note in coded format, if applicable. Additional information associated with each entry consists of codes representing the BLM state, district, resource area, planning unit, county, Congressional district, and administrative agency. LLD does not replace cadastral survey group files, field notes, plats, related survey files (see Schedule 17/14) or any other existing records. Authority: 43 CFR 1813, 9180. Confidentiality: Non-public record category 3; however, may become discretionary category 2 after certification. Vital: Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: Records in this system will transition in their entirety to the ALMRS (Schedule 30/1).</p>	
30/06/A	LLD Project History.	<p>LLD Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIRMC.</p>	<p>TEMPORARY Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-</p>
30/06/B	LLD System Documentation.	<p>LLD System Documentation. Record copies</p>	

Citation	Title	Description	Disposition Instructions
30/06/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIRMC, SO (note: SOs have created some unique technical direction).	TEMPORARY Destroy or delete upon authorized destruction of master file (item d). NARA Job N1-49-94-1, 30/6b(1).
30/06/B/02	Data Verification and Quality Control Files	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	TEMPORARY Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/6b(2).
30/06/C	LLD Software.	LLD Software. Application software necessary to use or maintain the master LLD System. Record copies maintained by the NIRMC; copies distributed to state offices. Location: NIRMC, SO.	TEMPORARY Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/6c.
30/06/D	LLD Master Data File	LLD Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO.	TEMPORARY Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1,
30/06/E	LLD Backup Tapes.	LLD Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO.	TEMPORARY Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.

Citation	Title	Description	Disposition Instructions
30/06/F	LLD Input/Source Documentation	LLD Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include non-record, annotated copies of master title plats, cadastral survey plats, and DPS8 and DPS6+ data transfers. Location: NIRMC, SO.	<p>TEMPORARY</p> <p>Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.</p>
30/06/G	LLD Outputs.	LLD Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all	<p>TEMPORARY</p> <p>Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/6g.</p>

Citation	Title	Description	Disposition Instructions
30/07	STATUS SYSTEM.	<p>STATUS SYSTEM. Electronic alpha/numeric file containing federal land and mineral ownership information, withdrawals, classifications, and determinations. Data categories include case identification data, case lands data, general case data, supplemental case data, action data, name and address data, and general remarks. Case identification data consists of the serial number and the case part number (the part number is used to break cases into smaller sub-cases and allows a single case to be processed as separate cases and still maintain its identity as a single case). The case lands data or the legal description delineates the lands within the case in accordance with a cadastral or special survey, including township, range, principal meridian, section, survey type, survey number and suffix, and subdivision composed of the aliquot part definition, lot designations, and acreage. General case data consists of the case type (a 6-digit code generally referring to the 43 CFR section and subsection covering and authorizing the case), source document category in coded format, source document identification number, date of the source document or action, U.S. rights in title in a coded format, the geographic name, if applicable, and the agency administrative area in a coded format. The supplemental data is used to provide further information pertaining to the case and consists of a data element number and a remark. The action data contains one or more action entries showing the history of the case through the BLM case processing, consisting of the date of the action, the action itself in a coded format, and remarks refining the action code or providing supplemental information. The name and address data identifies the entity(s) associated with the case, consisting of name of the entity, mailing street address, city, state, zip code, an identification number, category code of the entity, the interest relationship code describing the entity's role in the case, and the percent interest delineating the ownership in the case. The general remarks data is used to provide further information pertaining to the case and consists of a line number, a remark, and sometimes a key township reference. The Status System does not replace any existing records. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; however, may become discretionary category 2 after verification. Vital: Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: Records in this system will transition in their entirety to the ALMRS (Schedule 30/1). Note: Land status paper masters and microform copies are covered by Schedule 4/13.</p>	TEMPORARY

Citation	Title	Description	Disposition Instructions
30/07/A	Status Project History.	Status Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIRMCM.	<p>TEMPORARY</p> <p>Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-</p>
30/07/B	Status System Documentation	Status System Documentation. Record copies.	<p>TEMPORARY</p> <p>When ALMRS is certified as official records system, move unique SO technical direction documentation to ALMRS system documentation files (Schedule 30/1b(1)(b)). Destroy or delete remaining files upon authorized destruction of the master file</p>
30/07/B/01	Documentation Necessary for Servicing and Interpreting the System	Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIRMCM, SO (note: SOs have created some unique technical direction).	<p>TEMPORARY</p> <p>Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/7b(2).</p>
30/07/B/02	Data Verification and Quality Control Files	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	<p>TEMPORARY</p> <p>Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/7b(2).</p>

Citation	Title	Description	Disposition Instructions
30/07/C	Status Software.	Status Software. Application software necessary to use or maintain the master Status System. The master is maintained by NIRMC; copies are distributed to SOs. Location: NIRMC, SO.	TEMPORARY Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/7c.
30/07/D	Status Master Data File.	Status Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO.	TEMPORARY Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1,
30/07/E	Status Backup Tapes.	Status Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO.	TEMPORARY Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
30/07/F	Status Input/Source Documentation.	Status Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include non-record, annotated copies of master title plats and historical indexes, data collection forms (SO1), DPS8 and DPS6+ data transfers, Petroleum Information (PI) source data tapes, and USFS electronic title information received by the Eastern States Office. Excludes land status masters and microform that may be used as input/source documentation; land status masters and microform are covered by Schedule 4/13. Location: NIRMC,	TEMPORARY Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.
30/07/G	Status Outputs	Status Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all	TEMPORARY Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/7g.

Citation	Title	Description	Disposition Instructions
30/08	GEOGRAPHIC COORDINATE DATA BASE	<p>GEOGRAPHIC COORDINATE DATA BASE (GCDB). Electronic file containing coordinates of rectangular and special cadastral surveys including metes and bounds surveys, record category 3; however, may become discretionary category 2 after inspection and acceptance process is complete. Vital: Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: This system will be accessed by ALMRS (Schedule 30/1). Note: Cadastral Survey group files, field notes, plats, and related files are covered by Schedule and a series of attributes related to the coordinates and source document information. The data base is a compilation of the latest public land survey data available in the public sector, compiled from some, but no necessarily all, of the following: survey plats and field notes, topographic maps, and private, state, and other agency survey data. GCDB does not replace any existing records. Authority: 43 CFR 1813, 9180. Confidentiality: Non-public 17/31.</p>	
30/08/A	GCDB Project History.	<p>GCDB Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIRMC.</p>	<p>TEMPORARY Cutoff end of FY in which GCDB data collection is completed. Service Center collects all records and transfers to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/8a.</p>
30/08/B	GCDB System	GCDB System Documentation.	
30/08/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System.	TEMPORARY

Citation	Title	Description	Disposition Instructions
30/08/B/01/	Bureau-Level Documentation.	Bureau-Level Documentation. Completed SF-277 or NA-14097 form, data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location:	<p>PERMANENT</p> <p>Cutoff end of FY in which ALMRS is certified as an official records system. Transfer to NARA 1 year after cutoff. NARA Job N1-49-94-1, 30/8b(1)(a).</p>
30/08/B/01/	State-Level Documentation.	State-Level Documentation. Completed SF-277 or NA-14097 form and copies of supplemental, state-generated instructions on interpretation of source data, application of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting	<p>PERMANENT</p> <p>Service Center collects all records and transfers to NARA with the master file (item d). Retain a copy for reference until no longer needed. NARA Job N1-49-</p>
30/08/B/02	Data Verification and Quality Control Files	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	<p>TEMPORARY</p> <p>Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/8b(2).</p>
30/08/C	GCDB Software	GCDB Software. Application software necessary to use or maintain the master GCDB System. The master is maintained by NIRMC; copies are distributed to SOs. Location: NIRMC, SO.	<p>TEMPORARY</p> <p>Destroy when superseded or obsolete. NARA Job N1-49-94-1, 30/8c.</p>
30/08/D/0		GCDB Master Data Files.	

Citation	Title	Description	Disposition Instructions
30/08/D/01	GCDB Master Data Files.	GCDB National Archives File. Magnetic master, created by each state office at end of each FY, by copying (not moving) all data to tape in a hardware and software independent format as required by 36 CFR 1228.188. Tape will be used in conjunction with the ALMRS National Archives File (Schedule 30/1d(1)) to reconstruct historical versions of plat graphics, historical indexes, etc. associated with closed cases that have been transferred on tape to NARA. NARA maintains permanent electronic records under environmentally-controlled conditions and provides copies to the BLM upon request. Location: SO.	<p>PERMANENT</p> <p>1) Initially, at end of FY after ALMRS is certified an official records system, copy all data in the system, send to Service Center. Service Center transfers to NARA with a copy of the system documentation (30/8b(1)(b)) and the ALMRS Archives</p>
30/08/D/02	GCDB Duplicate Archive File.	GCDB Duplicate Archive File. Magnetic tape which is an exact duplicate of the GCDB Archive File created for use in conjunction with the BLM History File tape (Schedule 30/1d(2)) to reconstruct historical versions of plat graphics, historical indexes, etc. associated with closed use cases. Tapes are recopied and revalidated annually (on UNIX).	<p>TEMPORARY</p> <p>Retain until no longer needed to reconstruct closed use cases. NARA Job N1-49-94-1, 30/8d(2).</p>
30/08/E	GCDB Backup Tapes.	GCDB Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO.	<p>TEMPORARY</p> <p>Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8a.</p>
30/08/F	GCDB Input/Source Documentation.	GCDB Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Non-electronic examples include annotated paper copies of cadastral survey plats and notes; electronic examples include raw data, organized data with control, pre-subdivision file, final geographic coordinate file, boundary transfer, final coordinates in UTM, township and corner attributes, graphic overlay, used control plus transferred boundaries, available control, statistics files, and source attribute files. Location: SO.	<p>TEMPORARY</p> <p>Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.</p>

Citation	Title	Description	Disposition Instructions
30/08/G	GCDB Outputs.	GCDB Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all	<p>TEMPORARY</p> Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/8g.

Citation	Title	Description	Disposition Instructions
30/09	BOND SURETY SYSTEM	<p>BOND SURETY SYSTEM. Electronic file used for collecting, storing, and retrieving bond data on various land uses authorized under 43 CFR, which require bonding. Consists of a bond file and a surety file. Bond file is maintained by each office accepting bonds. Surety file consists of a list of acceptable sureties maintained by Center Division of Finance. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-33. Vital: Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Surety Data: Categories include name identification data, name and address data, financial information, geographic limitations, and action data. Name identification data consists of a name identification number (NID) assigned by Center Division of Finance and entered with the other surety data; it is bridged to the Master Name System but is not a part of it. Name and address data identifies entity(s) associated with the surety, including name of entity, mailing street address, city, state, zip, code, and category code of the entity. Financial information consists of the underwriting limitation of the surety. Geographic information consists of the state limitation (all, or selected states) to the area of coverage within the surety. Action data consists of one or more action entries showing history of surety, including data of action, the action itself in coded format, and remarks refining the action code or providing supplemental information. Bond Data: Categories include bond file number, password, name and address data, bond type, case type, bond coverage, bond purpose, type of land, commodity, bond amount, surety bond identification number, action data, and general remarks. Bond file number is programmatically generated and assigned by the computer to uniquely identify a particular bond and includes the state, district, or resource area office. It also includes an optional bond part number which is used when a contract or permit within a case requires different bond coverage. The NID is assigned within the Master Name System. Name and address data identifies entity(s) associated with the bond, including name of the entity, mailing street address, city, state, zip code, category code of the entity, and the interest relationship code describing the entity's role in the bond (bonded principal, surety). Bond type is a one-digit numeric code identifying the bond (personal, surety, letter of credit, etc.). Case type consists of coded format (6-digit code) referring to the 43 CFR Section and subsection authorizing the bond. Bond coverage is a one-digit code identifying if the bond is statewide, nationwide, etc. If bond is statewide, states covered by the bond are entered.</p>	TEMPORARY

Citation	Title	Description	Disposition Instructions
30/09/A	Bond Surety Project History	<p>Bond purpose identifies if the bond is for drilling, exploration, etc. Type of land identifies the extent of federal surface and subsurface ownership. Commodity identifies if bond is for coal, oil and gas, etc. Bond amount is the dollar amount of the bond. Surety bond identification number is the number of the certificate of deposit, letter of credit, or the bond number assigned by the surety company to the bond (entry is mandatory if a surety bond; otherwise, entry is optional). The action data contains one or more action entries showing the history of the bond, including date of action, the action itself in coded form, remarks refining the action code or providing supplemental information, and pending actions which identifies the office or party responsible for a specific action. General remarks data is used to further provide data pertaining to the bond and consists of a line number and remarks or comments.</p> <p>Notes: 1) This system will be accessed by ALMRS (Schedule 30/1); 2) Bond and surety paper records are covered by Schedule 4/18; 3) Records used to test, update, and monitor the system are covered by Schedule 20/1. 4) Records associated with the Data Element Dictionary (metadata) are proposed for scheduling under Schedule 20/25; 5). Reference copies of system files may be destroyed when no</p>	<p>TEMPORARY Cutoff end of FY in which Bond Surety is replaced by a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-</p>
30/09/B	Bond Surety System Documentation	Bond Surety System Documentation. Record copies.	TEMPORARY

Citation	Title	Description	Disposition Instructions
30/09/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIRMC.	TEMPORARY Destroy or delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/9b(1).
30/09/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location:	TEMPORARY Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/9b(2).
30/09/C	Bond Surety Software.	Bond Surety Software. Application software necessary to use or maintain the master Bond Surety System. Location: NIRMC.	TEMPORARY Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/9c.
30/09/D	Bond Surety Master Data File	Bond Surety Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system when the data is migrated to a new system. Location: NIRMC, SO.	TEMPORARY Delete after Bond Surety System is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. NARA Job N1-49-94-1, 30/9d.

Citation	Title	Description	Disposition Instructions
30/09/E	Bond Surety Backup Tapes.	Bond Surety Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NIRMC, SO.	TEMPORARY Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
30/09/F	Bond Surety Input/Source Documentation.	Bond Surety Input/Source Documentation. Documents and forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes. Examples include non-record, annotated abstracts and data input sheets. Location: SO	TEMPORARY Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a.
30/09/G	Bond Surety Outputs.	Bond Surety Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that become a part of official files; disposition of such outputs is governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/9g.
30/10	MASTER NAME SYSTEM.	MASTER NAME SYSTEM. Electronic file used to eliminate redundant entry and storage of name and address data among the various BLM authorized systems. Categories of data include the name identification number (NID) and name and address data. The NID is a unique number assigned to a name. Name and address data consists of the name of the entity, mailing street address, city, state, zip code, and category code of the entity. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-33. Vital: Rights and interest records. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21). Note: This system will be accessed by the ALMRS (Schedule 30/1).	

Citation	Title	Description	Disposition Instructions
30/10/A	Master Name Project History.	Master Name Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIRMC.	<p>TEMPORARY</p> <p>Cutoff end of FY in which Master Name is terminated or replaced by a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/10a.</p>
30/10/B	Master Name System Documentation	Master Name System Documentation. Record	<p>TEMPORARY</p> <p>Destroy or delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/10b(1).</p>
30/10/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIRMC.	<p>TEMPORARY</p> <p>Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/10b(2).</p>
30/10/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO.	<p>TEMPORARY</p> <p>Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/10b(2).</p>

Citation	Title	Description	Disposition Instructions
30/10/C	Master Name Software	Master Name Software. Application software necessary to use or maintain the Master Name System. Location: NIRMC.	TEMPORARY Delete upon authorized destruction of the master file (item d). NARA Job N1-49-94-1, 30/10c.
30/10/D	Master Name Master Data	Master Name Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system when the data is migrated to a new system. Location: SO.	TEMPORARY Delete after Master Name System is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. NARA Job N1-49-94-1, 30/10d.
30/10/E	Master Name Backup Tapes.	Master Name Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO.	TEMPORARY Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.
30/10/F	Master Name Input/Source Documentation	Master Name Input/Source Documentation. Documents and data entry sheets designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes. Location: NIRMC.	TEMPORARY Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a.
30/10/G	Master Name Outputs.	Master Name Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.	TEMPORARY Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/10g.

Citation	Title	Description	Disposition Instructions
30/11	NEW MEXICO AUTOMATED HISTORICAL INDEX SYSTEM (NMHIS).	NEW MEXICO AUTOMATED HISTORICAL INDEX SYSTEM (NMHIS). An Oracle software application that provides a summary and index of all past and present actions which have affected the title, use, or availability of New Mexico public lands and resources as illustrated on the New Mexico State Office (NMSO) master title plats (Schedule 4/10a) and use plats (Schedule 4/10b). The application resides on the New Mexico State Office PRIME minicomputer and interfaces with NMPLATS (Schedule 30/12) and GCDB (Schedule 30/8). The NMHIS will replace the paper NMSO Historical Index Masters (Schedule 4/10c). Records in this system will transition to a state specific application. Authority: 43 CFR 1813. Confidentiality: During development, non-public record category 3; after installation and certification as an official records system, public record category 1. Vital: Considered vital due to cost of reconstructing data. Exclusions: Records used to test or update the system (Schedule 20/1) and reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/17).	
30/11/A	NMHIS Project History.	NMHIS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the NMHIS Project, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NMSO.	TEMPORARY Cutoff end of FY in which the NMHIS is transitioned to a state specific application. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/11a.
30/11/B	NMHIS System	NMHIS System Documentation.	
30/11/B/01	Documentation Necessary for Servicing and Interpreting the System	Documentation Necessary for Servicing and Interpreting the System. Consists of data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) for servicing and interpreting the system. Location: NMSO.	TEMPORARY Destroy or delete when superseded or obsolete or upon authorized destruction of the NMHIS master file (item d). NARA Job N1-49-94-1, 30/11b(1).

Citation	Title	Description	Disposition Instructions
30/11/B/02	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NMSO. Exclusions: Quality assurance plans which are part of the project history files	TEMPORARY Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/11b(2).
30/11/C	NMHIS Software.	NMHIS Software. Software necessary to use or maintain the NMHIS. Location: NMSO.	TEMPORARY Delete when superseded or upon authorized destruction of the NMHIS master file (item d). NARA Job N1-49-94-1, 30/11c.
30/11/D	NMHIS Master Data File	NMHIS Master Data File. Magnetic masters, created by copying to tape all data in the system at the time of migration to a state specific application. Location: NMSO.	TEMPORARY Delete after NMHIS is certified as an official records system. NARA Job N1-49-94-1, 30/11d.
30/11/E/0	NMHIS Backup Tapes.	NMHIS Backup Tapes.	
30/11/E/01	Security Tapes.	Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	TEMPORARY Cutoff when tape is full and transfer to off-site storage. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.

Citation	Title	Description	Disposition Instructions
30/11/E/02	Vital Records Tapes.	Vital Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital records in accordance with 36 CFR 1236.	<p>TEMPORARY</p> <p>Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape. NARA Job N1-49-94-1, 30/11e(2).</p>
30/11/E/03		Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	<p>TEMPORARY</p> <p>Cutoff when tape is full. Transfer to off-site storage immediately after it is created. Delete 7 years after cutoff. NARA Job N1-49-94-1, 30/11e(3).</p>
30/11/F	Usage Monitoring Tapes.	<p>NMHIS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include the Case Recordation Data Base, the Status Data Base magnetic tapes, and copies of source documents from the paper HIs (acquisition and conveyance documents, land utilizations, indemnity lists, Statehood Enabling Act, historical use authorizations). Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: NMSO.</p>	<p>TEMPORARY</p> <p>Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.</p>
30/11/G	NMHIS Outputs	<p>NMHIS Outputs. Information generated for reference purposes by computer and placed on paper (printouts) or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to</p>	<p>TEMPORARY</p> <p>Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/11g.</p>

Citation	Title	Description	Disposition Instructions
30/12	NEW MEXICO MASTER TITLE AND USE PLAT SYSTEM (NMPLATS).	NEW MEXICO MASTER TITLE AND USE PLAT SYSTEM (NMPLATS). An Oracle software application that produces geo-referenced Master Title Plats and Use Plats for New Mexico public lands and resources. The Master Title Plats depict lands granted to states, acquired lands, lands that have been patented with reservations to the U.S., public domain lands with surface and subsurface rights noted, withdrawals, classifications, and rights-of-way. Use Plats show land status, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. The plats are produced in township and range format and portray such information as land line data (township boundary, section lines and numbers, lot ticks, numbers and acreage), rights-of-way authorizations, lease information (oil and gas, coal, geothermal, potash), patents, withdrawals, U.S. rights and title, and corresponding serial numbers. The application resides on the New Mexico State Office PRIME minicomputer and interfaces with NMHIS (Schedule 30/15) and GCDB (Schedule 30/9). The NMPLATS will replace the mylar NMSO Master Title Plat Masters (Schedule 4/13a) and NMSO Use Plat Masters (Schedule 4/13b). Records in this system will transition to the UNIX platform (ArcInfo). Authority: 43 CFR 1813. Confidentiality: During development, non-public record category 3; after installation and certification as an official records system, public record category 1. Vital: Rights and interest records. Exclusions: Records used to test or update the system (Schedule 20/1) and reference copies of any system files which may be destroyed when no longer needed for reference or convenience	
30/12/A	NMPLATS Project History	NMPLATS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the NMPLATS Project, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NMSO.	TEMPORARY Cutoff end of FY in which the NMPLATS is transitioned to the UNIX platform (ArcInfo). Transfer to FRC 1 year after cut-off. FRC destroys 25 years after cutoff. NARA Job N1-49-
30/12/B	NMPLATS System Documentation.	NMPLATS System Documentation.	

Citation	Title	Description	Disposition Instructions
30/12/B/01	Documentation Necessary for Servicing and Interpreting the System.	Documentation Necessary for Servicing and Interpreting the System. Consists of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) for servicing and interpreting the system.	TEMPORARY Destroy or delete when superseded or obsolete or upon authorized destruction of NMPLATS master file (item d). NARA Job N1-49-94-1, 30/12b(1).
30/12/B/02	Data Verification and Quality Control Files	Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NMSO. Exclusions: Quality assurance plans which are part of the project history files	TEMPORARY Cutoff end of FY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-94-1, 30/12b(2).
30/12/C	NMPLATS Software.	NMPLATS Software. Software necessary to use or maintain the NMPLATS. Location: NMSO.	TEMPORARY Delete when superseded or upon authorized destruction of NMPLATS master file (item d). NARA Job N1-49-94-1, 30/12c.
30/12/D	NMPLATS Master Data File	NMPLATS Master Data File. Magnetic masters, created by copying to tape all data in the system at the time of migration to ALMRS. Location: NMSO.	TEMPORARY Delete after ALMRS (Schedule 30/1) is certified as an official records system. NARA Job N1-49-94-1,
30/12/E	NMPLATS Backup Tapes.	NMPLATS Backup Tapes.	

Citation	Title	Description	Disposition Instructions
30/12/E/01	Security Tapes.	Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	<p>TEMPORARY</p> <p>Cutoff when tape is full and transfer to off-site storage. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.</p>
30/12/E/02	Vital Records Tapes.	Vital Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital rights and interests records in accordance with 36 CFR	<p>TEMPORARY</p> <p>Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape. NARA Job N1-49-94-1, 30/12e(2).</p>
30/12/E/03	Usage Monitoring Tapes.	Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	<p>TEMPORARY</p> <p>Cutoff when tape is full. Transfer to off-site storage immediately after it is created. Delete 7 years after cutoff. NARA Job N1-49-94-1, 30/12e(3).</p>
30/12/F	NMPLATS Input/Source Documentation.	<p>NMPLATS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include input data obtained from the Geographic Coordinate Data Base (Schedule 30/9), the New Mexico Historical Indices System (Schedule 30/15), and digitized source maps. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: NMSO.</p>	<p>TEMPORARY</p> <p>Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b.</p>
30/12/G	NMPLATS Outputs	<p>NMPLATS Outputs. Information generated for reference purposes by computer and placed on paper (printouts) or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to</p>	<p>TEMPORARY</p> <p>Destroy or delete when no longer needed for current business. NARA Job N1-49-94-1, 30/12g.</p>

Citation	Title	Description	Disposition Instructions
31/01	TAMP PROJECT HISTORY FILES.	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.	PERMANENT Cutoff when project is completed. Transfer to NARA 5 years after cutoff. NARA Job N1-49-91-2, 1.
31/02	TAMP GENERAL CORRESPONDENCE FILES [9690]	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.
31/03	TAMP SYSTEM DOCUMENTATION FILES	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.
31/04	TAMP SOFTWARE FILES (Electronic Media).	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.
31/05	TAMP MASTER TITLE AND USE PLATS.	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.	

Citation	Title	Description	Disposition Instructions
31/05/A	Original Hand-Drafted Official Records Copies on	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.
31/05/B	Paper Copies from Originals in Public Room.	Paper Copies from Originals in Public Room.	TEMPORARY Destroy when superseded or obsolete. NARA Job N1-49-91-2, 5b.
31/05/C	Base Maps and Annotated Data in Digital Form	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.
31/05/D	Electronic Version Digitized From Source Files.	Electronic Version Digitized From Source Files. Generated as a production plot file.	
31/05/D/01	Synercom Version.	Synercom Version.	TEMPORARY Delete after successfully migrated to ArcInfo platform. NARA Job N1-49-
31/05/D/02	ArcInfo Version.	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).
31/05/E	Paper Output for Electronic Version.	Paper Output for Electronic Version.	TEMPORARY Destroy when superseded. NARA Job N1-49-91-2, 5e.

Citation	Title	Description	Disposition Instructions
31/06	TAMP HISTORICAL INDEXES (HI).	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.	
31/06/A	Original Typed Official Records Copies on Vellum.	Original Typed Official Records Copies on Vellum. Note: reference copies may be microfilmed for future use and retained until no longer needed for	PERMANENT Cutoff when project is completed. Transfer entire collection to NARA 5 years after cutoff. NARA Job N1-49-91-2, 6a.
31/06/B	Paper copies in Public Room.	Paper copies in Public Room.	TEMPORARY Destroy when superseded or obsolete. NARA Job N1-49-91-2, 6b.
31/06/C	Oracle Data Base	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 coinc
31/06/D	Printouts.	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.
31/07	TEXAS ACQUIRED INTERESTS DEEDS.	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	

Citation	Title	Description	Disposition Instructions
31/07/A	Purchased Paper Copies.	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.
31/07/B	Purchased Microfilm Copies.	Purchased Microfilm Copies.	TEMPORARY Incorporate into CDI file. NARA Job N1-49-941-2, 7b.
31/07/C	Paper Copies of Maps.	Paper Copies of Maps.	PERMANENT Cutoff when project is completed. Transfer to NARA 5 years after cutoff. NARA Job N1-49-91-2, 7c.
31/07/D	Microfilm Reference Copies Filed in Control Document Index (CDI) File.	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.
31/08/	TEXAS RAILROAD COMMISSION (TRRC) BASE MAPS.	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.	
31/08/A	Mylar Base Maps from TRRC.	Mylar Base Maps from TRRC.	TEMPORARY Destroy 10 years after system implementation. NARA Job N1-49-91-2, 8a.
31/08/B	Paper Base Maps Annotated with Data Plotted from Deeds.	Paper Base Maps Annotated with Data Plotted from Deeds.	TEMPORARY Destroy 10 years after system implementation. NARA Job N1-49-91-2, 8b.
31/08/C	Base Maps in Digital Form in Original Format Received from TRRC.	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.

Citation	Title	Description	Disposition Instructions
31/08/D	Electronic Index to Some of the Attributes Data on Base Maps in Text File Format.	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.
31/08/E	Printouts of Attribute Data on Base Maps in Text File Format	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.
31/09	TAMP INTERIM DATA FILES.	TAMP INTERIM DATA FILES. Confidentiality: Nonpublic record category 3. Location: NM All.	
31/09/A	Autocad Survey Plot Electronic File.	Autocad Survey Plot Electronic File. Used to calculate parcel shape and location from deed	TEMPORARY Destroy when 10 years old. NARA Job N1-49-91-2, 9a.
31/09/B	Printouts of Autocad Survey	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.
31/10	TAMP INTERNAL TRACKING INFORMATION.	TAMP INTERNAL TRACKING INFORMATION. Various tracking programs that are used to document and monitor TAMP. Confidentiality: Nonpublic record category 3. Location: NM All.	
31/10/A	Electronic Case Recordation Abstracts of Early Information.	Electronic Case Recordation Abstracts of Early Information.	TEMPORARY Delete after integrated into interim or target system. NARA Job N1-49-91-2, 10a.

Citation	Title	Description	Disposition Instructions
31/10/B	TAMP County Tracking Data Base.	TAMP County Tracking Data Base.	<p>TEMPORARY</p> <p>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.</p>
31/10/C	Lotus Electronic Spreadsheet.	Lotus Electronic Spreadsheet.	<p>TEMPORARY</p> <p>Delete when no longer needed to update or produce hard copy. NARA Job N1-49-91-2, 10c.</p>
32/01	HELIUM PROGRAM GENERAL CORRESPONDENCE FILES [3745].	<p>HELIUM PROGRAM GENERAL CORRESPONDENCE FILES [3745]. Helium program subject files including incoming and outgoing letters and memoranda, internal memoranda, related documents, and any indexes to these subject correspondence files, including files documenting the development, clearance, and processing of proposed and final rules published in the Federal Register, routine, administrative, and housekeeping matters. Arranged alphabetically by subject. Confidentiality: Non-public record category 3. Location: AMFO</p>	<p>TEMPORARY</p> <p>Cutoff EOFY. Destroy 3 years after cutoff. NARA Job No. N1-49-00-3, 32/1.</p>
32/02	HELIUM STORAGE PROGRAM AND OPERATION FILES NOT DESCRIBED ELSEWHERE [3745].	<p>HELIUM STORAGE PROGRAM AND OPERATION FILES NOT DESCRIBED ELSEWHERE [3745]. Confidentiality: Non-public record category 3. Location: AMFO</p>	
32/02/A	Records on helium field production, maintenance, storage, land, transportation,	<p>Records on helium field production, maintenance, storage, land, transportation, etc.</p>	<p>TEMPORARY</p> <p>Cutoff EOFY. Transfer to FRC when records are 5 years old. FRC will destroy when they are 25 years old. NARA Job No. N1-49-00-3, 32/2a.</p>

Citation	Title	Description	Disposition Instructions
32/02/B	Private Helium Plant Automated Storage Records.	Private Helium Plant Automated Storage Records. The system that is being used is called the Supervisory Control and Data Acquisition (SCADA) system (an industry-wide term for telemetering equipment). The system downloads and stores flow data from the private helium plants along the BLM pipeline into a dedicated computer.	
32/02/B/01	Automated data (compiled and used for billing).	Automated data (compiled and used for billing).	TEMPORARY Destroy individual data when 2 years old. NARA Job No. N1-49-00-3, 32/2b(2).
32/02/B/02	Hardcopy printouts	Hardcopy printouts	TEMPORARY Destroy when superseded or when no longer needed for current business. NARA Job No. N1-49-00-3, 32/2b(2).
32/02/C	Private Helium Plant Meter Inspections.	Private Helium Plant Meter Inspections. The metering equipment along the pipeline is inspected on a regular basis.	
32/02/C/01	Record copies of calibration	Record copies of calibration data	TEMPORARY Destroy when records are 2 years old. NARA Job No. N1-49-00-3, 32/2b(1).
32/02/C/02	Reference copies	Reference copies	TEMPORARY Destroy when no longer needed for convenience or reference purposes. NARA Job No. N1-49-00-3,
32/03	HELIUM PIPELINE RECORDS [3745].	HELIUM PIPELINE RECORDS [3745]. Confidentiality: Non-public record category 3. Location: AMFO	

Citation	Title	Description	Disposition Instructions
32/03/A	Easements/Rights of Way	Easements/Rights of Way - One file for each	PERMANENT Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job No. N1-49-00-3, 32/3a.
32/03/B	Test, Survey and Inspection	Test, Survey and Inspection Data - filed by pipeline section. Ref: 49 CFR 192.491(c) - DOT regulations.	TEMPORARY Cutoff EOFY. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3, 32/3b.
32/03/C	Maintenance Records	Maintenance Records - separate file for each legal land description. Includes internal and external corrosion control monitoring records. Ref: 49 CFR 192.465 (a) and (e) and 192.475(b) - DOT	TEMPORARY Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3,
32/03/D	Engineering/Design	Engineering/Design Drawings. Ref: 49 CFR 491(b).	TEMPORARY Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3,
32/03/E	Standard Operating	Standard Operating Procedures - provided by the contractor. Authority: 49 CFR 192.605(a).	TEMPORARY Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3,
32/03/F	Underground Crossings of other Pipelines and Utilities	Underground Crossings of other Pipelines and Utilities - one page documentation re: who, what, where, how of all instances where pipelines, utilities, etc. cross the pipeline - separate file for each legal description. Ref: 49 CFR 192.325.	TEMPORARY Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3,

Citation	Title	Description	Disposition Instructions
32/04	CONSERVATION PROGRAM WELL FILES [3745]	CONSERVATION PROGRAM WELL FILES [3745] - one file per well - includes original drilling information, all data, casing information, all workovers, drawing of well bore, drilling rights. Includes only wells at the Cliffside storage field. Confidentiality: Non-public record category 3.	TEMPORARY Cutoff when no longer using well. Destroy 10 year after cutoff. NARA Job No. N1-49-00-3, 32/4.
32/05	HELIUM STORAGE CONTRACTS [3745] -	HELIUM STORAGE CONTRACTS [3745] - Contracts with companies located along pipeline to store and redeliver helium. They are filed by contract number and billed monthly. They are 20-year contracts beginning in 1995 with a 5-year extension option. Confidentiality: Non-public record category 3. Location: AMFO	TEMPORARY Cutoff EOFY in which the contract expires or is terminated. Destroy 2 years after cutoff. NARA Job No. N1-49-00-3, 32/5a.
32/05/A	Contract Case Files	Contract Case Files. The case file contains correspondence, contract meeting notes, amendments, etc., relating to preparation of billing and collection records for each storage contract.	TEMPORARY Cutoff EOFY. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3, 32/5b.
32/05/B	Contract Accounting Files	Contract Accounting Files - These records are used for monthly billing and collection for storage and redelivery of helium. They are maintained by the Helium Storage Analyst.	TEMPORARY Cutoff EOCY in which the contract expires, is terminated, or when final payment is received, whichever is later. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3,
32/06	IN-KIND AND CRUDE HELIUM SALES [3745].	IN-KIND AND CRUDE HELIUM SALES [3745]. Confidentiality: Non-public record category 3. Location: AMFO	TEMPORARY Cutoff EOCY in which the contract expires, is terminated, or when final payment is received, whichever is later. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3,
32/06/A	In-Kind Crude Helium Sales Contract Files	In-Kind Crude Helium Sales Contract Files - Five-year contracts with distributors who report sales of refined helium to federal agencies. Helium distributors are then billed quarterly for the in-kind amount of helium they have sold to federal agencies. Files contain billing and payment information.	TEMPORARY Cutoff EOCY in which the contract expires, is terminated, or when final payment is received, whichever is later. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3,

Citation	Title	Description	Disposition Instructions
32/06/B	Open Market Crude Helium Sale Files.	Open Market Crude Helium Sale Files. Public Law 104-273 requires the sale of crude helium on the open market between 2005 and 2015 to reduce the helium stockpile to 600 million cubic feet.	TEMPORARY Cutoff EOFY. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3,
32/07	HELIUM RESOURCE EVALUATION [3745].	HELIUM RESOURCE EVALUATION [3745]. Confidentiality: Mixed: Category 1 (public) and category 3 (non-public). Location: AMFO	
32/07/A	Published reports	Published reports - Helium Resources of the U.S., Analyses of Natural Gases, etc.	PERMANENT One copy of published document. Cutoff EOFY in which issued. Transfer to FRC when records are 5 years old. FRC transfers to NARA when records are 10 years old. NARA Job No. N1-49-00-3, 32/7a.
32/07/B	Internal reports and raw data,	Internal reports and raw data, including copies of signed and unsigned copies of release form - used to create reports, do research, and track trends.	TEMPORARY Destroy when no longer needed for reference. NARA Job No. N1-49-00-3, 32/7b.
32/07/C	Helium Field Survey	Helium Field Survey Database (a.k.a. Gas Analysis Database). The Helium Survey Database is a compilation of natural gas analyses performed by the United States Government dating back to about 1917. Helium is not normally a constituent of the gas stream analyzed and reported by independent laboratories. This was started and is continued to identify sources of helium in natural gas in the United States. The helium concentration obtained from the analysis is used to determine the helium reserves on a field-by-field basis. This information is used to estimate the decline of helium availability into the future, and track the discovery of new fields containing helium. Location: AMFO	

Citation	Title	Description	Disposition Instructions
32/07/C/01	Project History.	Project History. Record copies of files that document the conception, planning, and development and/or improvement of the project. Consists of the concept of operations, project charter, approvals, official record designation documentation, quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, security plan, and other project history information of temporary value.	<p>TEMPORARY</p> <p>Cutoff EOFY in which system is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-00-3, 32/7c1.</p>
32/07/C/02	System Documentation	System Documentation Necessary for Servicing and Interpreting the System. Technical description of the electronic records being described, consisting of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, version description document, and similar documentation (regardless of media) necessary for servicing and interpreting the system.	<p>TEMPORARY</p> <p>Destroy or delete upon authorized destruction of the master file (item (5)). NARA Job N1-49-00-3, 32/7c1.</p>
32/07/C/03	Data Verification and Quality Control Files.	Data Verification and Quality Control Files. Includes data sampling and audit trails. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Exclusions: Quality assurance plans which are part of the project history files.	<p>TEMPORARY</p> <p>Cutoff EOFY in which document is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-00-3, 32/7c2.</p>
32/07/C/04	Software.	Software. Application software necessary to use or maintain the system.	<p>TEMPORARY</p> <p>Delete when superseded by newer version or upon authorized destruction of the master file (item (5)). NARA Job N1-49-00-3, 32/7c3.</p>
32/07/C/05	Master Data File.	Master Data File.	<p>TEMPORARY</p> <p>Delete when system is replaced by and data transitioned into a new system and the new system is certified as an official records system. NARA Job N1-49-00-3, 32/7c4.</p>

Citation	Title	Description	Disposition Instructions
32/07/C/06	Backup Tapes	Backup Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	<p>TEMPORARY</p> Delete after the identical records are deleted, or when replaced by a subsequent security backup file. NARA Job N1-49-00-3, 32/7c5.
32/07/C/07	Input/Source Documentation.	Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages (see disposal of original records)	<p>TEMPORARY</p> Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item (5)), whichever is later. NARA Job N1
32/07/C/08	Outputs.	Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to	<p>TEMPORARY</p> Destroy or delete when no longer needed for current business. NARA Job N1-49-00-3, 32/7c7.
32/08	HELIUM - FEDERAL LEASED LANDS [3745].	HELIUM - FEDERAL LEASED LANDS [3745]. Confidentiality: Non-public record category 3. Location: AMFO	
32/08/A	Contract files	Contract files - contracts with operators granting helium rights. Payments are made directly to us and are based on extraction and sales. Payment records are maintained separately. Contract terms vary (currently 10 to 25 years).	<p>TEMPORARY</p> Cutoff EOFY in which the contract expires or when final payment is received, whichever is later. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3,
32/08/B	Payment records	Payment records.	<p>TEMPORARY</p> Cutoff EOFY. Destroy after audit or 6 years, 3 months after cutoff, whichever is sooner. NARA Job No. N1-49-00-3, 32/8b.

Citation	Title	Description	Disposition Instructions
32/08/C	General Files	General Files. Files containing documentation of major policy and other decisions that may or may not be documented in a mission- related directives case file (Schedule 16/1b(2)). These files provide a complete history of the major events, approvals, standard operating procedures, changes in program direction, and other important actions. Exclusions: reference copies of records maintained by other offices.	<p>PERMANENT</p> <p>Cutoff EOFY or if accumulation is limited, cutoff every 5 years. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job No. N1-49-00-3,</p>
32/08/D	Client/Independent Operator Case Files (Master).	Client/Independent Operator Case Files (Master). Files sorted by client name. Include adjudication, payment, and audit information and correspondence on each client.	<p>TEMPORARY</p> <p>Cutoff EOFY in which we receive final payment. Destroy 6 years, 3 months after cutoff or after audit, which ever is sooner. NARA Job No. N1-49-00-3, 32/8d.</p>
32/08/E	Well Case Files.	Well Case Files. Files sorted by well name. Active and inactive files are maintained. Includes wells producing helium from Federal leaseholds. Files include adjudication and payment information for each well. Exclusion: Conservation program well	<p>TEMPORARY</p> <p>Cutoff EOFY in which the well is no longer in helium production. Destroy 10 years after cutoff. NARA Job No. N1-49-00-3, 32/8e.</p>
32/09	ELECTRONIC VERSIONS OF HELIUM RECORDS CREATED BY ELECTRONIC MAIL AND WORDPROCESSING APPLICATIONS.	ELECTRONIC VERSIONS OF HELIUM RECORDS CREATED BY ELECTRONIC MAIL AND WORDPROCESSING APPLICATIONS.	<p>TEMPORARY</p> <p>Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. NARA Job N1-49-00-3, 32/9.</p>

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