

Schedule 20 - Electronic Records

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Introduction

This schedule provides disposal authorization for certain electronic records and specified hard copy (paper) or microform records that are integrally related to the electronic records.

This schedule applies to disposable electronic records created or received by Federal agencies including those managed for agencies by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators, and all personnel with access to a computer. Disposition authority is provided for certain master files, including some tables that are components of data base management systems, and certain files created from master files for specific purposes. In addition, this schedule covers certain disposable electronic records produced by end users in office automation applications. These disposition authorities apply to the categories of electronic records described in General Records Schedule (GRS) 20, regardless of the type of computer used to create or store these records.

Schedule 20 does not cover all electronic records. Automated Land and Mineral Records System (ALMRS) and other related records can be found in Schedule 30. Electronic records not covered by any of the Schedules may not be destroyed unless authorized by a Standard Form 115 that has been approved by the National Archives and Records Administration (NARA).

The records covered by several items in this schedule are authorized for erasure or deletion when no longer needed for administrative, legal, audit, or other operational purposes. NARA could not establish a more definite retention that would be appropriate in all applications. The Bureau of Land Management (BLM) should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records authorized for destruction when no longer needed by the GRS.

Items 1a (in part) and 2a of this schedule apply to hard copy or microform records used in conjunction with electronic files. Item 1 also covers printouts produced to test, use, and maintain master files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records regardless of the medium in which such documentation and programs exist.

This schedule has been revised to include electronically-generated records previously covered in GRS 23, Records Common to Most Offices. The items moved from GRS 23 have been added at the end, except the item covering administrative data bases that has been incorporated into item 3.

Electronic versions of records authorized for disposal elsewhere in the GRS may be deleted under the provisions of item 3 of Schedule 20.

Item	Record Series Description	Disposition Authority
1	FILES/RECORDS RELATING TO THE CREATION, USE, AND MAINTENANCE OF COMPUTER SYSTEMS, APPLICATIONS, OR ELECTRONIC RECORDS. Location: All. Confidentiality: Nonpublic record category 3.	
	a. Electronic Records Created Solely to Test System Performance. As well as hard copy printouts and related documentation for the electronic files/records.	TEMPORARY. Delete or destroy when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/1a.

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Item	Record Series Description		Disposition Authority
	b.	Electronic Records Used to Create or Update a Master File. Including, but not limited to, work files, valid transaction files, and intermediate input/output records.	TEMPORARY. Delete after information has been transferred to the master file and verified. GRS 20/1b.
	c.	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.	
	(1)	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.
2	INPUT/SOURCE RECORDS. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Data verification files are scheduled under BLM 20/16.		
	a.	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, 10; 1279-4, 5, 6.	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.
	b.	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.
	c.	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.

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	d.	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 or data base.	TEMPORARY. Delete after necessary data have been incorporated into a master file. GRS 20/2d.
3	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.		
	a.	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 5.	TEMPORARY. Delete after expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later. GRS 20/3a.
	b.	Electronic Records That Support Administrative Housekeeping Functions. When the records are derived from or replace hard copy records authorized by NARA for destruction.	
		(1) 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).
		(2) 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 20/3b(2).
		(3) Hard Copy Printouts Created for Short-Term Administrative Purposes.	TEMPORARY. Destroy when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/3b(3).

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4	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.
5	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 20/12).	TEMPORARY. Delete when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/5.
6	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: Printouts (20/19).	TEMPORARY. Delete when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/6.
7	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.
8	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.	
	a. 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.

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Item	Record Series Description	Disposition Authority
	<p>b. Electronic Backup File Identical to Temporary Records Authorized for Disposal in a NARA-Approved Schedule.</p>	<p>TEMPORARY. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. GRS 20/8b.</p>
	<p>c. The BLM Computer System Backup Tapes (including electronic mail)</p> <p>-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;</p> <p>-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</p> <p>- 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>
<p>9</p>	<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>
<p>10</p>	<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>
<p>11</p>	<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>	

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	a. 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 20/11a.
	b. 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-130.	TEMPORARY. Destroy or delete when superseded or obsolete. GRS 20/11b.
12	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.	
	a. 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.
	b. Derived Data Which Provide User Access in Lieu of Hard Copy Reports Which are Authorized for Disposal.	TEMPORARY. Destroy when no longer needed for administrative, legal, audit, or other operational purposes. GRS 20/12b.
	c. 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 domain specifications.	TEMPORARY. Delete from the receiving system when no longer needed for processing. GRS 20/12c.
13	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.

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14	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.
15	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. Location: All.	
	a. 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.
	b. 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 permit selection deletion, delete after the longest retention period has expired. GRS 20/15b.
16	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. Location: All.	TEMPORARY. Destroy when no longer needed for audit or legal purposes, such as pending litigation. NARA Job N1-49-96-6, 20/16.
17	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.	

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Item	Record Series Description	Disposition Authority
	a. 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.	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.
	b. 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.	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.
18	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.	
	a. 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.
	b. 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, 20/18b.
19	COMPUTER OUTPUTS THAT ARE CREATED FOR REFERENCE PURPOSES AND THAT ARE NOT DESCRIBED ELSEWHERE. Information generated by computer and placed 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, 20/19.

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Item	Record Series Description	Disposition Authority
20	<p>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 (Schedule 23/21).</p>	
	<p>a. 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.</p>	<p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). GRS 20/11a.</p>
	<p>b. DED Data Base Documentation.</p>	
	<p>(1) 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.</p>	<p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). GRS 20/11a.</p>

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	(2)	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.
	c.	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.
	d.	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.
	e.	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.
	f.	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 for audit or legal purposes.	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.
	g.	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 locations.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job No. N1-49-96-6, 20/19.
21	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. Location: NIRMC.		TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/2.

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22	<p>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: NIRMC.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/3.</p>
23	<p>FOREST MODELS SYSTEM [5000]. Confidentiality: Nonpublic record category 3. Location: NIRMC. 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.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/4.</p>
24	<p>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.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/5.</p>

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25	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> -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. ASPEN system. 	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/9.</p>
26	<p>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.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/12.</p>
27	<p>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.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/13.</p>

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28	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.
29	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 NC1-49-85-1, Q/17.
30	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, Q/18.
31	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, Q/19.
32	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, Q/20.
33	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: WO, NIRMC.	TEMPORARY. Destroy data 1 years after its creation. NARA Job NC1-49-S95-1, Q/24.
34	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 NC1-49-85-1, Q/28.

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Item	Record Series Description	Disposition Authority
35	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, Q/29.
36	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 Interior/OS-85. Location: All.	TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/30.
37	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, Q/32.
38	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.
39	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, Q/34.

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Item	Record Series Description	Disposition Authority
40	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, Q/36.
41	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. Location: All.	TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job NC1-49-85-1, Q/37.
42	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. Location: All.	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).
43	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.
44	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, 20/44.
45	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, 20/45.
46	OIL & GAS MONTHLY REPORTS OF OPERATION (MRO) SYSTEM [3160]. 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, 20/46.

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Item	Record Series Description	Disposition Authority
47	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, 20/47.
48	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, 20/48.
49	DAMS AND DAM SAFETY INVENTORY SYSTEM [9177]. Electronic inventory of all dams for safety and maintenance management. 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.
50	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. Location: All.	TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6, 20/50.
51	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. Location: All.	TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. NARA Job N1-49-96-6, 20/51.

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Item	Record Series Description	Disposition Authority
52	<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 layers is stored on electronic media. Location: All.</p>	
	<p>a. 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>
	<p>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. 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)</p>	<p>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, 20/52b.</p>

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Item	Record Series Description	Disposition Authority
c.	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, 20/52c.
d.	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.
e.	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 documentation can be transferred in accordance with 36 CFR 1228.188. NARA Job N1-49-98-2, 20/52e.

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Item	Record Series Description	Disposition Authority
53	<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. Confidentiality: Public record category, <u>except</u> archeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 3. 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>	
	<p>a. 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>	<p>TEMPORARY. Maintain until no longer needed for current business. NARA N1-49-98-2, 20/53a.</p>
	<p>b. 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)</p>	<p>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.</p>

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Item	Record Series Description	Disposition Authority
c.	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 (90 Stat. 2743).	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.
d.	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 meet recordkeeping requirements (not the official record copy), and Item 9 for Electronic Finding Aids to Temporary Records. NARA N1-49-98-2, 20/53d.
e.	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, 20/53e.