U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CALIFORNIA STATE OFFICE

January 16, 2002

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CA 944

EMS TRANSMISSION: 1/16/02
Instruction Memorandum **No. CA 2002-021**
Expires: 9/30/2003

To: All Field Offices
Attn: Administrative Supervisors and Designated Records Managers

From: Deputy State Director, Support Services

Subject: Disaster Recovery Documentation for Vital Records **DD: 03/15/02**

The California electronic records inventory program has been updated to provide for data entry of disaster recovery measures for vital records. The inventory program resides on an intranet web site accessible to Field Office Records Managers. The "User Guide" has been updated to include instruction for data entry of all columns. Each Field Office Records Manager is to continue to maintain a current inventory of records associated with their office and complete data entry to the electronic inventory.

Documentation for disaster recovery of vital records was previously gathered and submitted in a WordPerfect format. Designated individuals within State Office divisions and branches, and designated Field Office Records Managers were responsible for submitting this information to the State Records Manager. Holding copies should be available in the originating office central file. Records Managers now have the responsibility of entering this data for disaster recovery of vital records into the automated inventory. By doing so all critical data will be included in the inventory for future reference. Documentation of disaster recovery measures for vital records is part of the Bureau mandated continuity of operations plan.

Office inventories should be reviewed annually and kept up to date. This requires the Records Manager to coordinate with the office records custodians to ensure accurate identification of records systems in all media. Report information can be extracted from the electronic inventory when needed or required. The "User Guide" provided with this directive can assist you in obtaining report information.

Completion date for data entry of required documentation is March 15, 2002. Report information will then be reviewed by the State Records Manager to verify completion of data entry. Questions pertaining to this directive or the noted requirements may be directed to the State Records Manager, Louise Tichy, through E-Mail or at 916-978-4301.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

3 Attachments
1 - Mitigation Measures Sample (1 pg)
2 - Inventory Page PDF Sample (1 pg)
3 - User Guide (5 pp)

BUREAU OF LAND MANAGEMENT CALIFORNIA
CONTINUITY OF OPERATIONS FOR VITAL RECORDS

Vital Records and Information Systems	Responsible Office	Responsible Individual	N = Non-Critical Critical Need 1 = 1st week 2 = 1st month 3 = within 3 mo.	Mitigation Measures (Location and Medium)
Accountable Officer's Files BLM 06/01A	CA 941 Customer Service & Records Mgm't	Accounts Analysis Tech.	N	- Backup in Collections & Billings System, Denver
Accountable Officer's Files (Bonds) BLM 06/06A(2)	CA 941	Accounts Analysis Tech.	3	- No backup
Accountable Officer's Files (Certificates of Deposit) BLM 06/01a	CA 941	Accounts Analysis Tech.	3	- No backup
Bond and Surety File System	CA 941	Data Analyst	1	- Data is stored on remote system in NIRMC - Backup is off site
Collections & Billings System (CBS)	CA 941	Accounts Analysis Tech.	1	Intranet - Backup in NBC
Credit Card Statements of Account BLM 03/03A(2)	CA 941	Legal Clerk	2	- Originals w/Legal Clerk - Copies w/CASO Procurement - Backup in FFS Denver by CASO procurement staff

Informatio Vital Re	Respons Office	Respons Individual	Critical Ne	(Location Mitigati
Freedom of Information Act Request Files BLM 14/11	CA 941	FOIA Coordinator	1	- SD tracking system anc have copies of requests - Copies of response lette - DOI FOIA Appeals Of appeals responses, reque

CALIFORNIA RECORDS INVENTORY
USER GUIDE

Basic User Instructions

Introduction

The CA Records Inventory database is a BLM California state database written in Informix and located on a California Intranet web site. The program contains information on official records, on all media, located in the California State Office and each of the BLM field offices within California. Mandated by the Bureau, a records inventory also serves as an office index to official records.

The system administrator for this program is located in the Branch of IRM in the State Office. The program manager is the State Records Manager. The designated Records Manager in each of the field offices is responsible for input and verification of data entered for their associated field office.

Accessing the Database

- Go to Netscape Communicator on your personal computer.
- Click on “File”
- Click on “Open Page”
- Type in: http://ilmca014/mr/
- Click on “Open”
- Enter user name (lower case)*
- Enter password (lower case)*
- Click on ok
- Bookmark the opening page for your field office inventory.

* Contact the State Records Manager if you do not have this information.

Adding a New Record

New records are added by highlighting an item from the select list for each entry in the record.

- From the main page, click on “Add New Record”

- Records Description

The records description is taken from the GRS/BLM Combined Records Schedule, or as identified by a specific California office for a unique record. Once data has been entered, the records disposition schedule citation will automatically be displayed, next to the record description, on the "Current Record Details" screen.

- Using the "Records Description" scroll bar, scan the list for the required record description.
- Highlight the item to be added.

Attachment 3

- Subject Code
  - Using the "Subject Code" scroll bar, scan for the subject code applicable to the selected records description.
  - Highlight the appropriate code.

- Custodian
  - Using the "Custodian" scroll bar, scan for the position title of the individual who maintains the record.
  - Highlight the appropriate title.

- Location
  - Click on the – to the right in the "Location" box. A select list will pop up.
  - Highlight the selected branch/section within your office.

- Official Record
  - Click on the – and highlight the accurate response, "Yes" or "No".

- Vital Record

  Vital records information may be obtained from the GRS/BLM records schedules.
  - Click on the – and highlight the accurate response, "Yes" or "No".

- Record Status
  - Click on the – and highlight the accurate response, "Active" or "Closed", indicating the current status of the record being added.

- Cutoff Date
  - If you have indicated the record is closed, enter the date or dates for the closed record group, e.g. 09/30/98 or 09/30/98-99

- Media Type
  - Click on the – and highlight the accurate response:

    Audio Visual, Electronic, Microform, Mylar, Paper, Photography or Other (media not listed).

- Access Control

  Privacy Act notations for Bureau records descriptions are located in the GRS/BLM records schedules.

    - Click on the **–** in the "Access Control" box.
    - Using the "Access Control" scroll bar, scan the list of Privacy Act restrictions.
    - Highlight the correct response.

- Notes
    - Type in any additional information specific to, or which would be helpful to, your office.

- Disaster Recovery
    - For **vital records** enter information pertaining to the location of any duplicate which may be referenced in the event the original record is destroyed in an office or location disaster.

    You may use the "Notes" section for additional disaster recovery entry data.

- Add or Cancel
    - When all entries have been completed, click on "Add" at the bottom of the input screen to add the record to your office inventory.
    - If you wish to leave the input screen without adding a record, click on "Cancel".

Viewing an Individual Record

- Go to the opening or main page of your office records inventory.
- Scan the list of records for the individual entry you wish to view.
- Click in the "Check" box to the left of the record description.
- Click in the "Info" box in the far right column for the same entry.
- The individual record is displayed on a screen titled "Current Record Details".
- When you are through viewing, Click on "Close Window" at the bottom of the screen.

Correcting or Updating an Individual Record

- Go to the opening or main page of your office records inventory.
- Scan the list of records for the individual entry you wish to correct or update.
- Click on the "Check" box and the "Info" box. for the entry you have selected.
- In the "Current Record Details" screen, make any necessary corrections or additions.
- Click on "Update Record Info" at the bottom of the screen.

Deleting an Individual Record

An individual record may be deleted in two ways.

(1) On the main page of your inventory, click on the "Check" box to the left of the

record you wish to delete.

- Click on “Delete Checked” at the top of the main page.

(2) On the main page of the inventory, click on the “Check” box and the “Info” box.

- In the “Current Record Details” screen, click on “Delete Current Record” at the bottom of the screen.

Viewing a Report

- From the main inventory screen, click on “Report Wizard”.
- In the “Report Builder: Report Type” screen, click in the • next to the report type you wish to view or print.
- Click on “Next>”.
- In the “Report Builder: Location” screen, select the office for which you wish to build a report.

- Click on “Next>”.
- In the “Report Builder: Which Columns” screen, check the columns you wish to appear in the report. You may check a minimum of one up to a maximum of all items listed.
- Click on “Next>”.
- In the “Report Builder: Sorting” screen, indicate in one or more of the boxes how you wish the report to be sorted.
- Click on “Generate Report”. The report will be displayed.
- To exit from the report screen, in the upper left hand corner of the screen, click on “File” and “Close”.

Printing a Report

- Follow the instructions for viewing a report.
- Once the report is on the screen,
    - Click on “File” in the upper left hand corner of the screen.
    - Click on “Print”.
- “Print” box is displayed on the screen.

  Note: If you wish to display <u>all</u> columns for your office inventory,
    - Click on “Properties” in the print screen
    - In “Page Setup” screen, Click on “Landscape” and “OK”.
    - In the “Print” box, click on “OK”.
- To exit from the report screen, in the upper left hand corner of the screen, click on “File” and “Close”.

Sort Option

On the main page of the office inventory is a sort option for viewing the records listing. The following sort options are available:

- (Record) Description - sorted alphabetically by title.
- Subject Code - sorted numerically, lowest to highest.

- Media - sorted alphabetically by media type.
- Status - displays all active records before all closed records.
- Access - displays access categories in alphabetical order for all records.

To alter the method by which the records are displayed on the main screen:

- Click on the – to the right of the “Sort by” box.
- A select menu will be displayed.
- Highlight the method by which you wish to have the records sorted.
- Click on “Sort by”. The list will be displayed according to the selected sort.

Show Checked Only

This feature allows you to view one or more selected records from the inventory list on the main page.

- Click in the “Check” box next to each entry you wish to view on a separate list.
- Click on “Show Checked Only” to view the list.
- To return to the main screen, click on “Show All”.

Show All

This feature displays all newly added and previous records in the individual office inventory.

- Click on the “Show All” box in the main inventory screen. All records will be displayed.

Exiting the Program

In the upper left hand corner of the main inventory screen,

- Click on “File” and “Close”.