



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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1221(L-5)

CA 944

EMS TRANSMISSION: 10/29/02

Instruction Memorandum No. CA 2003-007

Expires: 9/30/2004

To: Deputy State Directors  
Attn: Program Officials

From: DSD Support Services

Subject: Review and Revalidation of CA Manual Supplements and Handbooks **DD: 12/16/2002**

Attached is a listing of California manual supplements and handbooks for review by program officials. Periodic revalidation of manuals, supplements and handbooks is a Bureau requirement. During the review process the responsible program official is to initial on the attached form whether the manual release or handbook, associated with their program activity, should be deleted or retained. Any needed change to a previously established access category should be brought to the attention of the State Records Manager, Louise Tichy.

The BLM manual system contains permanent written policy and procedures. State manual supplements elaborate upon Bureau manual sections and implement local programs. Handbooks provide detailed instructions and procedures for carrying out policy and direction as described in an associated manual. Handbooks can be issued without the need for a corresponding manual section.

Field office program staff reference manual supplements for state guidance and utilize the handbooks for correct procedures. It is imperative the information available to them is accurate and current. California manual supplements and/or handbooks no longer applicable are to be deleted from the system with completion of BLM form 1221-2. This Manual Transmittal Sheet is available in electronic format and can be located on the Central Files web page through the California internal web site.

If a manual section or handbook needs revision, the responsible official should submit the revision at the earliest possible date. Keep in mind that Instruction Memorandums and Information Bulletins are short-term, temporary directives. Material having continuing application to Bureau programs should be contained in the manual system.

Completed checklists are to be forwarded to Louise, CA 944, by December 16, 2002. Manual transmittal sheets for deleted manuals or handbooks should be forwarded to the State Records Manager NLT the end of December. Your cooperation is appreciated. Questions pertaining to this directive or the required procedures may be directed to Louise, through E-mail, in person, or at X4301.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A.Erickson  
Records Management

1 Attachment  
1 – Manual Release Listing (3 pp)

CALIFORNIA  
BLM MANUAL SUPPLEMENTS

SUBJECT CODE	SUBJECT TITLE	REL. NO.	ISSUE DATE	RETAIN	DELETE	ACCESS CATEGORY
1203	Delegation of Authority	1-211	04/14/87			P
1203	Delegation of Authority (update pages 11 & 12)	1-238	08/20/90			P
1203	Delegation of Authority (update pages 3 & 4)	1-239	11/22/91			P
1203	Delegation of Authority (update pages 15 & 16)	1-240	12/04/91			P
1210	Organization Structure and Functions (S.O. & D.O. – Appendix 1)	1-215	09/17/87			P
1210	Organization Structure and functions (Appendix 2)	1-218	02/21/89			P
1212	CA State Office Organization	1-182	09/25/84			P
1212	CA State Office Organization (update pages: .3 & .32D)	1-191	05/01/85			P
1212	CA State Office Organization (update pages: TC-1, .2, .33E2, .35G5 & Illustrations 1 & 2)	1-208	12/16/86			P
1223	Forms Management	1-217	06/21/88			P
1500	H-1500-1 Correspondence and Administrative Procedures Handbook	1-241	10/22/99			P
1600	H-1601-1 Planning System Handbook	1-189	02/21/85			P
1611	State Director Guidance (RMPs)	1-219	02/21/89			P
1611	State Director Guidance (RMPs) (insert pages: .33D & .65)	1-237	08/02/90			P
1745	Native Plant Materials	1-242	09/13/01			P
1745	H-1745-1 Native Plant Materials	1-243	09/13/01			P
2230	National Forest Service Exchanges	2-038	11/17/73			P
2230	National Forest Service Exchanges (update pages: TC-1, .1, & Illustration 6)	2-041	02/19/74			P
3200	Geothermal Leasing	3-005	11/13/80			P

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SUBJECT CODE	SUBJECT TITLE	REL. NO.	ISSUE DATE	RETAIN	DELETE	ACCESS CATEGORY
3512	P.L. 167 of 7/23/55, Proceedings Under the Act	3-001	09/27/67			P
3833	H-3833-1 Recordation of Mining Claims Handbook	3-009	08/27/90			P
4400	H-4400-1 Rangeland Monitoring Handbook	4-002	10/19/88			P
5112	Preparation and Content of Multi-Year Timber Management Plans	5-015	10/07/82			P
5250	Intensive Forest Inventories	5-012	09/10/79			P
5251	Timber Production Capability Classification	5-013	09/10/79			P
5260	Timber Depletion and Statistics	5-018	07/25/84			P
5330	Conversion Tables (Forest Products)	5-009	10/09/74			P
5424	Preparation of Contract and Exhibits	5-016	08/29/83			P
5702	Forest Development/Hazardous Fuels Treatment Funding	5-030	05/12/00			P
5705	Regeneration Stocking Surveys	5-014	10/01/82			P
6521.11	State Agencies (BLM-State MOU)	6-018	05/10/84			P
6671	Stream Surveys	6-016	09/09/82			P
6720	Aquatic Resource Management	6-015	06/24/82			P
6760	Stream Preservation and Improvement	6-005	03/30/70			P
6840.2	State Listed Plants and Animals	6-017	09/26/83			P
6840.6	Special Status Plant Management	6-024	03/25/96			P
6840	H-6840-1 Special Status Plant Management Handbook	6-025	04/15/96			P
6840	H-6840-1 Special Status Plant Management Handbook (revised pages: IV-1, IV-2 & V-4)	6-026	10/03/96			P
7200	Water Resources Management	7-006	06/29/82			P
7211	Water Source Inventories	7-004	03/05/82			P
7250	Water Rights	7-007	02/21/85			P
7250	H-7250-1 California Water Rights Procedures	7-008	02/22/85			P

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8100	Cultural Resource Management, Native American Socio-Cultural Concerns	8-001	09/04/81			L Exempt. 5
8100	Cultural Resource Management – Native American Socio-Cultural Concerns, Appendix 1	8-002	08/07/86			L Exempt. 5
9183	Special Surveys	9-004	01/13/70			P
9185	Mineral Surveys	9-003	06/05/69			P
9260	Law Enforcement	9-044	10/21/92			N Exempt. 7
9261	Law Enforcement Standards	9-045	03/25/94			N Exempt. 7
9262	Law Enforcement Operations	9-046	03/30/94			N Exempt. 7
9352.4	Development of Data/Minimum Value Procedures	9-047	03/21/95			P
9353.3	Production Costs – Timber Appraisal	9-020	09/23/78			P
9353.3	Production Costs (revised pages TC-3, .35C, .35D, .35F2, .35F2h, .35F3, .35F3(11), .35F3(19), Illus. 6 & 7)	9-035	04/20/87			P
9353.5	Forest Product Appraisal – Profit and Risk Allowances	9-041	10/12/89			P