

**UNITED STATE DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CALIFORNIA STATE OFFICE**

March 4, 2003

In Reply Refer To:
1221/1278 (CA944)P

EMS TRANSMISSION: 3/4/03
Instruction Memorandum No. CA 2003-021
Expires: 09/30/2004

To: All California Employees
From: DSD, Support Services
Subject: Access Codes for California Correspondence and Directives

The Washington Office IRM Policy Group issued Instruction Memorandum 2003-89 on February 14 introducing new access code definitions to be used on Bureau directives. The access codes define if a document can be made available for public inspection or whether a Freedom of Information Act (FOIA) request is required. The FOIA applies to agency records in any form (e.g. electronic, hard copy, microform, photographic, audiovisual, etc.).

It has been the policy here in California that access codes be reflected on all outgoing correspondence as well as directives. With this in mind, review the attached Bureau directive noting the complete new access code definitions that are now to be used. It is the responsibility of the originator to ensure correct access codes are referenced on any documents the individual authors in order to prevent inadvertent release of sensitive information. This includes correspondence, temporary directives (IMs and IBs) and manual supplements.

The newly defined access codes are:

P = Public	Used when none of the information in the document is prohibited from release under FOIA.
I = Internal	Access for BLM staff only. May contain information requiring a FOIA request.
R = Restricted	Viewing is restricted to BLM personnel who have a "need to know". The document may not be released to the public.

Directives identified with a "P" for public access will be available on the internal and external web sites. Directives denoting an "I" will be posted only on the internal web site. Restricted, "R", directives are not to be posted on either site.

Questions arising pertaining to the access codes and their use on specific documents may be directed to the State FOIA Coordinator, Larry Weitzel. Should you have questions in reference to this directive you may contact the State Records Manager, Louise Tichy.

Signed by:
Karen Barnette
DSD, Support Services
1 Attachment

Authenticated by:
Richard A. Erickson
Records Management

WO IM 2003-089 (3 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

February 14, 2003

In Reply Refer To:
1221/1278 (560)P

EMS TRANSMISSION 02/25/2003
Instruction Memorandum No. 2003-089
Expires: 09/30/2004

To: All Employees
Attn: FOIA Coordinators, State/Center Records Administrators, Records
Managers, and Program Leads

From: Assistant Director, Information Resources Management

Subject: Codes for Posting Directives to the Internet/Intranet

Purpose: This Instruction Memorandum (IM) introduces new definitions for access codes to be assigned to all Bureau of Land Management (BLM) directives. These codes determine whether the BLM directives are to be posted to the Internet and/or Intranet. These access codes apply only to the BLM directives and are not to be confused with the Records Access Categories defined in the BLM Manual 1278 and listed in Instruction Memorandum No. 97-94.

These changes create no additional burden on directive authors and should resolve long-term access and posting issues.

Background: The Freedom of Information Act (FOIA) at 5 U.S.C. § 552(a)(2)(C) states that agencies must make available to the public “*administrative staff manuals and instructions to staff that affect a member of the public.*” One way the BLM meets this requirement is by posting directives to Electronic Reading Rooms on our external (public) websites. Washington Office IM No. 96-60, Changes 1 and 2, established policy for designating which directives should be posted to Internet (external) and/or Intranet (internal) websites. However, that policy only addressed temporary directives (i.e., Instruction Memoranda and Information Bulletins) and did not address permanent directives (i.e., Manuals, Supplements, and Handbooks). The policy in this IM will apply to all BLM directives, both permanent and temporary.

Policy/Action: This IM cancels IM No. 96-60, Changes 1 and 2, and replaces the previous code definitions (i.e., P = public, N = non-public, L = limited, and R = under review). The new definitions for access codes to be used on all BLM directives are:

P = Public

Use on directives with full public access.

A “**P**” is used when the content of the directive is a policy or practice that directly affects a member of the public and when no information contained in the directive is prohibited from release under the FOIA. Example of use: Directive on the BLM’s cost recovery policy.

Directives with a “**P**” access code must be posted on both the Intranet and Internet.

I = Internal

Use on directives that can only be accessed by the BLM staff and that may require a FOIA request for public access.

An “**I**” is used when (1) the content of the directive contains any information that is prohibited from release without review under the FOIA, and/or (2) when the content is strictly internal BLM policy or practices that do not affect the public. Examples of use: A temporary directive seeking leave donations for a co-worker; a temporary directive distributing a draft policy to other BLM staff for their review and comment.

Directives with an “**I**” access code must be posted only on the Intranet (internal website).

R = Restricted

Use on directives with access restricted to specific BLM staff.

An “**R**” is used when the content of the directive is administratively sensitive and viewing is restricted to limited BLM personnel who have “a need to know” (i.e., only the person(s) the directive is addressed to, not all BLM employees, and not for public release). Example of use: Directive explaining sensitive security or Law Enforcement procedures.

Directives with an “**R**” access code must **not** be posted (linked) on either the Internet or the Intranet website.

It is the responsibility of the author of the directive to assign the correct access code. If assistance is needed, contact your local FOIA Coordinator or Records Administrator.

On a temporary directive (Instruction Memorandum or Information Bulletin), the access code will follow the subject code and office code, as follows:

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On a permanent directive (Manual, Supplement, or Handbook, and Transmittal Sheet Form 1221-1), the access code will be added to the title line, as follows:

1400-630 – ABSENCE AND LEAVE – **(Internal)**

Time frame: Effective immediately, access codes must be assigned to all new directives as they are created. Directives should be posted to appropriate websites within five working days from issuance.

For current, existing permanent directives, Information Resources Management, Records and Policy Group (WO-560), will review and make appropriate designations within six (6) months of the issuance of this IM. Within the same time frame, each State/Center Records Administrator will ensure the review and assignment of access codes to all existing State/Center issued permanent directives.

(Note: Temporary directives issued before the effective date of this IM already have an access code designation in accordance with IM-96-60. Those do not need to be reviewed and re-categorized.)

Manual/Handbook Sections Affected: BLM Manual 1221 – Directives and BLM Manual Handbook H-1221-1 – Writing and Formatting Directives. All current, existing Manuals and Handbooks are also affected to the extent that they must be given an access code in accordance with this IM.

(Note: The directives access codes defined in this IM do not affect the Records Access Categories established in the BLM Manual 1278. The Records Access Categories and the 1278 Manual are under review for revision.)

Coordination: This policy was developed in coordination with WO-560, and the Records Work Group Directives Team, and was reviewed by the Records Work Group, State/Center Records Administrators, and State/Center FOIA Coordinators.

Contact: Questions regarding this IM may be directed to your State/Center Records Administrator or FOIA Coordinator, or to Ted Weir, Bureau Records Administrator (WO-560) at (202) 452-7793.

Signed by:
Michael J. Howell, Jr.
Acting, Assistant Director
Information Resources Management

Authenticated by:
Robert M. Williams
Policy and Records Group, WO-560

*Directives forwarded to State Director, CA-912, CA-940, CA-941, L. Weitzel, L. Tichy
2/25/03*