

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

June 28, 2004

In Reply Refer To:  
1220/1118(CA-944)I

EMS TRANSMISSION: 6/28/04  
Instruction Memorandum No. CA 2004-047  
Expires: 09/30/2005

To: All California Managers and Supervisors

From: DSD, Support Services

Subject: Review of Records with Potential Indian Fiduciary Trust Records  
**DD: 07/02/04**

Under the direction issued to us in Department Manual 303, Section 6, and the Bureau guidance in directive WOIM2004-198, offices are required to assess their records to identify and inventory all Indian Fiduciary Trust (IFT) records by series. Review the Headquarters directive at the noted web link ( <http://web.blm.gov/internal/wo-500/directives/dir-04/im2004-198.html> ) paying close attention to the information requested on page 2. Using the schedule listings provided, prepare a response pertaining to the records in your office only. IFT records series need to be identified at all levels of the organization by the individuals who work with the records on-site. A response from your office should be provided to the State Records Manager, CA944, by the deadline set by Headquarters and noted in this directive.

When all offices have completed their response, a consolidated submission will be provided to the Department of the Interior by the Washington Office. Transfer of records to the Federal Records Centers, and destruction of any official records under current schedules remains at a standstill until the Bureau list has been submitted to, and approved by, the Department. An immediate review and response from your office will help to ensure a more expedient return to "business as usual" for records management.

Any questions pertaining to this memorandum may be directed to the State Records Administrator, Larry Weitzel (916-978-4409), or the State Records Manager, Louise Tichy (916-978-4301).

Signed by:  
Annisteen Tate-Cammack  
Acting DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management