

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:

1260/1270/2000 (OR-958.1) P

March 25, 2003

EMS TRANSMISSION 03/27/2003
Instruction Memorandum No. OR-2003-055
Expires: 9/30/2004

To: All District Managers

From: State Director

Subject: Requests for Notation to Public Land Tenure Records and Adjudicative Actions for
Lands and Realty Cases

Program Area: Automated Data Processing, Records Administration, Land Status Records, Land Resource Management

Purpose: This memorandum reiterates past guidance on submission of notation requests to the Bureau's Land Status Records, and provides a new cover sheet to accompany each request.

Policy/Action: Land Status Record notations are based on information abstracted from original source documents (e.g., survey plats, patents, deeds, public land orders, rights-of-way grants, leases, etc.). BLM Manual 1275, and the Oregon/Washington 1275 Supplement, governs the type and format of land tenure actions to be noted to Master Title/Use Plats and Historical Indices. Using the referenced cover sheet, notation requests are to be sent to the Branch of Realty and Records Services (OR-958) with the required documentation. Requests that are deficient will be returned to the originating office with an explanation of what information is required.

Timeframe: This policy is effective upon receipt.

Background: Although we provided the notation request format in Instruction Memorandum No. OR-2001-059, a variety of forms are still being used to request land status records notations. In an effort to be consistent and efficient in notation requests to the official land status records, we are again requesting that only the specified sheet be used. It is available and can be completed and printed online at <http://web.or.blm.gov/LRA>.

Manual/Handbook Sections Affected: Manual 1275 - Land Status Records.

Coordination: This document was reviewed by staff in the Division of Management Services, Branch of Realty and Records Services.

Contact: Questions can be directed to Pam Chappel at 503-808-6170 or Brent Blair, at 503-808-6177.

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment

1 - [Procedures for Notation Requests](#) (1p)

Distribution

WO-350 (Room 1000LS) -1

WO-650 (Room 750LS) -1

OR-957 -1

PROCEDURES FOR NOTATION REQUESTS

All Case Types (applies to all federal agency requests):

1. A completed Land Status Request sheet must accompany each request. Do not use any other form for submitting requests. At a minimum, submissions are to include the following:
 - Cover sheet
 - Current LR-2000 Serial Register Page, compliant with current WO data standards
 - Copy of signed authorization document(s)
 - Map, if appropriate. (Required for linear rights-of-way and other M&B descriptions)
2. Requests that are incomplete, inaccurate, lack supporting documentation, or present conflicting information will be returned to the originator.
3. Acceptable requests will be logged into the Job Tracking system and assigned to Cartographic staff.

Conveyances (Sales, Exchanges, R&PP patent):

- Must include the official case file.

Acquisitions (Fee title, Conservation or Scenic Easements):

- Must include the official case file.

Rights-of-Way:

Each request for notation of new, amended, or partial relinquishment of rights-of-ways, i.e., linear, communication sites, material sites, etc., must include the information and documentation identified below. Requests for notation for complete relinquishments, terminations or expirations of rights-of-way cases must be accompanied by the official case file. Please insure that right-of-way grants authorized in conjunction with a reciprocal permit are forwarded for records notation. Assignments are not noted on the land status records.

1. A copy of the issuing document, i.e., right-of-way grant, with all pertinent information, such as,
 - (a) the serial number, type of use (underground cable, aerial line, roads, etc.) including information such as width, length, etc.;
 - (b) the action taken (grant, amendment, or partial relinquishment);

- (c) a nominal legal description that matches the MTP location;
 - (d) effective date; and,
 - (e) signature of authorizing official.
2. Include the project code for major category cost recovery projects.
 3. Map(s) clearly depicting the physical dimensions and location of use (highlighted if not otherwise clear), the serial number, and identified section, section lines, township and range, so the map can be scaled to the Master Title Plat, e.g., 1 inch = 30 chains. Do not send in the Aas built@ plats unless they clearly identify where the right-of-way is located within the section, etc. Digital map hardcopies are preferable to hand-drawn maps. Check box on request sheet if digital map file(s) available.
 4. Copy of current MTP (enlarged area) locating the new R/W grant or easement or labeling existing grants or easements with the new serial number.

Mineral Leases:

State Office staff will forward the complete case file for records notations.

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In Reply Refer to:

1260/1270/2000 (OR-958.1) P

April 29, 2003

EMS TRANSMISSION 04/30/2003

Instruction Memorandum No. OR-2003-055, Change 1

Expires: 9/30/2004

To: All District Managers

From: State Director

Subject: Requests for Notation to Public Land Tenure Records and Adjudicative Actions for
Lands and Realty Cases

Program Area: Automated Data Processing, Records Administration, Land Status Records, Land Resource
Management

Purpose: The policy direction contained in the original memorandum remains unaltered. The mandatory routing sheet has now been made into an official Oregon form (OR-1270-3). In addition, this amendment has added some recipients that were previously omitted. The original memorandum reiterated past guidance on submission of notation requests to the Bureau's Land Status Records, and provided a new cover sheet to accompany each request.

Policy/Action: Land Status Record notations are based on information abstracted from original source documents (e.g., survey plats, patents, deeds, public land orders, rights-of-way grants, leases, etc.). BLM Manual 1275, and the Oregon/Washington 1275 Supplement, governs the type and format of land tenure actions to be noted to Master Title/Use Plats and Historical Indices. Using the referenced cover sheet, notation requests are to be sent to the Branch of Realty and Records Services (OR-958) with the required documentation. Requests that are deficient will be returned to the originating office with an explanation of what information is required.

Timeframe: This policy is effective upon receipt.

Background: Although we provided the notation request format in Instruction Memorandum No. OR-2001-059, a variety of forms are still being used to request land status records notations. In an effort to be consistent and efficient in notation requests to the official land status records, we are again requesting that only the specified sheet ([OR-1270-3](#)) be used. It is available and can be completed and printed online at <http://web.or.blm.gov/LRA>. After the issuing date of this change1 to the memorandum, any submissions not utilizing OR-1270-3 will be returned to the requester.

Manual/Handbook Sections Affected: Manual 1275 - Land Status Records.

Coordination: This document was reviewed by staff in the Division of Management Services, Branch of Realty and Records Services.

Contact: Questions can be directed to Pam Chappel at 503-808-6170 or Brent Blair, at 503-808-6177.

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 - Current LR-2000 Serial Register Page, compliant with current WO data standards
 - Copy of signed authorization document(s)
 - Map, if appropriate. (Required for linear rights-of-way and other M&B descriptions)
2. Requests that are incomplete, inaccurate, lack supporting documentation, or present conflicting information will be returned to the originator.
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length, etc.;

- (b) the action taken (grant, amendment, or partial relinquishment);
- (c) a nominal legal description that matches the MTP location;
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Mineral Leases:

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Attachment 1-1