

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1223 (OR-958.2) P

September 28, 2004

EMS TRANSMISSION 09/29/2004

Instruction Memorandum No. OR-2004-115

Expires: 9/30/2005

To: All Oregon/Washington Employees
From: State Director, Oregon/Washington
Subject: Cancellation of Obsolete Oregon Forms

Program Area: Forms Management.

Purpose: To inform all Oregon/Washington employees of forms that have been declared obsolete by State Office (OSO) program leads and therefore, no longer used. Some of these forms are used only by the OSO while others are used by both OSO and district offices.

Policy/Action: Effective immediately, the forms listed in Attachment 1 are cancelled. Any remaining inventory of these forms should be destroyed.

Timeframe: This Instruction Memorandum (IM) is effective upon receipt.

Budget Impact: Minimal.

Background: The Government Paperwork Elimination Act (GPEA), P.L. 105-277, Title XVII was signed into law on October 21, 1998. GPEA requires agencies, by October 21, 2003, to provide for the option of electronic maintenance, submission, or disclosure of information, when practicable, as a substitute for paper. A review of Oregon forms located in Central Files was performed. Each program lead was contacted requesting status of the forms, i.e., should the form be updated, cancelled or left as is. As a result of this process, the forms in Attachment 1 are being cancelled.

Manual/Handbook Sections Affected: BLM Manual 1223.

Coordination: This document was coordinated with the program leads (see Attachment 1).

Contact: If you have any questions, please contact Mary O'Leary, Management Assistant (OR958.2) at 503-808-6159. If you have any questions regarding the implementation of this IM, or any questions regarding the Records program, please contact Sherrie Reid, Chief, Realty Records Section at 503-808-6655.

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
James G. Kenna
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [Listing of Oregon State Office Forms to be Cancelled](#) (1p)

Distribution

WO-560, Room 750, LS
Karen Wrenn (BC-650b)

Listing of Oregon State Office Forms to be Canceled

Form Number	Form Name	Program Leads
OR-1112-16	Vehicle Check List (replaced by OR-1525-5)	Shawn Stanfill (OR-959)
OR-1263-1	Information Technology Hardware Inventory	No file/stock
OR-1264-2	Computer Room Access Authorization	Cynthia Yee (OR-955)
OR-1264-5	Internet Access Registration Form	Cynthia Yee (OR-955)
OR-1272-1	Application/Software Inventory	Stan Frazier (OR-955)
OR-1272-2	Commercial Off the Shelf Software Inventory	Stan Frazier (OR-955)
OR-1320-1	Cost Recovery Calculations	Lisa Blackburn (OR-958.2)
OR-1400-29	DPS6+ Login ID & Password	Kelly Van Driesche (OR-953)
OR-1400-30	RETARS Backup Site	Kelly Van Driesche (OR-953)
OR-1400-713	Certificate of Appreciation	Sherrie Reid (OR-958.2)
OR-1510-5	Bidder Application (now a part of IDEAS program)	Bob Heaton (OR-952)
OR-1510-7	Requisition – Automated (now a part of IDEAS program)	Bob Heaton (OR-952)
OR-1510-8	Purchase Order for Supplies or Services – Automated (now a part of IDEAS program)	Bob Heaton (OR-952)
OR-1510-9	Receiving Report for Supplies or Services Automated (now a part of IDEAS program)	Bob Heaton (OR-952)
OR-1520-1	Supply Request	Doug Woodward (OR-959)
OR-1730-1	REO Cover Sheet for Document Submission	Joyce Watson (OR-933)
OR-1824-1	Statement of Publication	Mike Barnes (OR-958.1)
OR-2800-18	Right-of-Way Land Description (replaced by OR-2812-15)	John Styduhar (OR-958.1)
OR-2800-20	Road Use Evaluation Replacement Cost Calculation Sheet (replaced by OR-2812-14)	John Styduhar (OR-958.1)
OR-3100-1	Lease Stipulation Categorization	Donna Kauffman (OR-958.2) Nancy Ketrenos (OR-932)
OR-9113-1	Vehicle Anti-Freeze Record	Shawn Stanfill (OR-959)
OR-9113-5	Monthly Equipment and Stockpile Use Report	Shawn Stanfill (OR-959)
OR-9113-6	Receiving Report	Doug Woodward (OR-959)
OR-9113-9	Weekly Road Maintenance Report	Shawn Stanfill (OR-959)
OR-9113-11	Service and Safety Inspection Review	Shawn Stanfill (OR-959)
OR-9150-1	Submittal for Approval	Paul Fredericks (OR-959)
OR-9260-5	Investigative Activity	Craig Magill (OR-914)
OR-9260-6	Law Enforcement Agreement/Deputy Daily Log	Craig Magill (OR-914)