



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1270/1283 (OR-955) P

March 10, 2006

EMS TRANSMISSION 03/13/2006

Instruction Memorandum No. OR-2006-033

Expires: 9/30/2007

To: DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Database Archives for Delivery to the National Archives and Records Administration DD: 04/07/2006

Program Area: Data Administration and Records Administration.

Purpose: Provide instructions for creation of archive copies of state-supported databases (electronic).

Policy/Action: The owner or data steward for all state-supported databases that have PERMANENT records retention must create an archival copy of that database. This copy is to be provided to the State Data Administrator for submission to the National Archives and Records Administration. The databases and/or application systems that must comply with this directive are listed in Attachment 1. Geospatial databases (i.e., geodatabases) will be handled by the Oregon/Washington (OR/WA) State Office Branch of Information Resources Management (OR-955) and the data steward will be notified when these archival copies have been completed.

Timeframe: The required archival copy of each database listed in Attachment 1, is to be provided to the State Data Administrator by April 7, 2006.

Budget Impact: Minimal.

Background: The Bureau of Land Management (BLM) Manual 1220 (Records and Information Management) provides the Records Schedules for various types of BLM records. These records schedules identify whether a record is a TEMPORARY record or a PERMANENT record. They also show the retention requirements and whether or when they are to be sent to the National Archives and Records Administration. Databases that are supported on a statewide basis by OR/WA BLM have been reviewed by the Data and Records Administration staff in the State

Office, to determine which records schedule applies. Electronic records are covered, primarily, by Schedule 20 (Electronic Records). Within Schedule 20 there are two sub-categories applicable to the databases included in Attachment 1. The first is Schedule 20/52 (Geographic Information Systems). Data layers that are contained within Geographic Information Systems, created by BLM and support ongoing projects or significant specific decisions, are classified as PERMANENT records and a copy of those layers are to be transferred to National Archives at the end of each fiscal year in which they were created or altered. The second is Schedule 20/53 (Electronic Resources Inventory and Survey Files). Data within Databases that are created by BLM and support ongoing projects or significant specific decisions are also classified as PERMANENT records and a copy of the data is to be transferred to National Archives at the end of each fiscal year in which they were created or altered.

National Archives requires that electronic databases be transferred to them as flat files, in ASCII text format. In addition, documentation of the data contained within those databases must also be provided: information about the names of the attributes, length (in characters) of each attribute, definitions and allowable values for each attribute. This is information normally found within a data dictionary or data standard document and must also be submitted as ASCII text.

Manual/Handbook Sections Affected: None.

Coordination: This instruction has been coordinated with data administration and records administration staff in the State Office and with representatives of the National Archives and Records Administration.

Contacts: Stan Frazier, State Data Administrator; Mary O'Leary, Management Assistant (Records).

Districts with Unions are reminded to notify their unions of this Instruction Memorandum 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 - [Database Records Retention/Archival Schedule](#) (4pp)

Distribution
WO-560 (Horan)