

Explanation of Appropriate Data Standards

For tracking in LR2000, *Casefile Jurisdiction* and *Action Codes 042 (Case Sent To) and 149 (Case Received From)* must be utilized.

Casefile Jurisdiction is a mandatory field. This field will be a required field that is used to reflect the permanent location of a casefile in Idaho. The location is the office in which the Land or Mineral action originates and where the casefile remains until the case is closed, after which the case is sent to the ISO, and then subsequently to the Federal Records Center or NARA.

Actions Codes 042 (Case Sent To) and 149 (Case Received From) with added references to which office or to whom the file was requested will be used when sending a casefile from one office to another on a temporary basis. For example, when a casefile is sent to the ISO for notation to the Master Title Plats, the office sending the casefile will use Action Code 042 and note "SO-MTP notation;" in the remarks table; and when the ISO receives the file, it will use Action Code 149 and enters "FO-Shoshone;" in the remarks table.

These action codes may be used two different ways and according to an individual office preference. 1) The codes can be deleted once a casefile has been returned to its permanent location and the pertinent action has been captured by its own action code. For example: a casefile is sent to the ISO for MTP notation; once it has the 600 code - Records Noted entered into the serial register page and returned to its permanent location, the 042/149 codes can be deleted. 2) The codes can be kept in place to show the history of where a casefile has been.

Note: With the sunset of CLABIS, there will also be no need for Idaho to issue an Instruction Memorandum for an annual statewide casefile inventory. Idaho has historically issued an Instruction Memorandum every year to conduct this type of inventory; the last one issued was ID-IM-2014-018. The need for a statewide effort was an artifact of the intent of CLABIS therefore the ISO will no longer be responsible for tracking casefiles statewide; the individual offices will be responsible for conducting their own inventories and at frequencies at which they feel necessary. The field office will be responsible for locating casefiles as needed.