BLM-Arizona Official Records for Planning Projects (Decision File/Administrative Record)

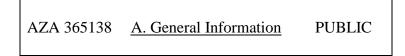
Instructions to set-up official Decision Files/Administrative Records; including: labels, filing instructions, and creation of a Document Index form.

A. <u>File Folders</u>

- Use 8¹/₂" x 11" accordion file folder(s). Note: <u>Main</u> file categories may require multiple file folders.
 - For Example: Category "B. <u>Public Information and Involvement</u>" has 11 Sub-Sections, so more than one accordion file folder may be needed.

B. <u>Labels</u>

- Label each file on the front and back tabs of the file folder with the File Plan Category that describes the records in that folder.
 - For Example: The label for Folder 1 is titled: "A. <u>General Information</u> (PUBLIC)"



- Within "A. <u>General Information</u>" place File Dividers labeled with each Sub-Section of that Category.
 - For Example: "A.1. *Federal Register* Notices"

AZA 375139 <u>A.1. Federal Register Notices</u>

NOTE: Not all projects will require <u>all</u> Sub-Sections listed in the File Plan, while others will require additional Sub-Sections; customize the File Plan to suit specific needs.

C. Filing Instructions

- File records in chronological date order, building the file forward (latest date in front).
 - For Example: Start with the oldest in the back, placing newer records in front.

- Place single copy of record into most relevant Sub-Section Do not cross-file multiple copies into more than one Sub-Section.
 - For Example: A transmittal letter, sending a report from an outside source, would <u>not</u> be filed in "Category C. External Communications" and also be cross-filed in "Category D. Background/Supporting Information." The most relevant information in that record is the attached report, so it would <u>only</u> be filed in Category D.

D. Document Index, Form AZ-1220-11

- Each file folder must contain a Document Index, Form AZ-1220-11, listing all records within that file folder.
- Offices can either fill-in the Document Index as records are added to the file, or can assign someone to periodically update the Document Index.
 - It is strongly recommended that the Document Index be updated weekly to avoid a burdensome task at the end of the project, particularly if the case ends up in appeal or litigation.
 - An example follows:

Bureau of Land Management Arizona State Office Decision File/Administrative Record DOCUMENT INDEX (SAMPLE)

PROJECT NAME: Proposed Mineral Withdrawal File Number: AZA 365138

 Office Name:
 AZ Strip DO
 Contact:
 Ima Recordkeeper
 Phone:
 435-688-3200

File Plan Category: <u>F. Internal Correspondence</u>

Sub-Section: 1. Project Mgmt Correspondence

Document Date	Description	# of Pages	Identify if Confidential/ Proprietary/PII/Privileged/ Exempt Information	Comments
10/29/2009	E-mail message to ID Team with proposed meeting schedule.	3		
10/30/2009	E-mail message string with various specialists' opinions on topics for meeting.	12	Internal deliberations (Ex. 5)	Candid discussion, disagreeing opinions
10/30/2009	Memo to Field Solicitor's Office to obtain advice on how to resolve differences.	2	Attorney-Client Privileged (Ex. 5)	

NOTE: Form AZ-1220-11 is available in the Central Files link on the Arizona webpage.