# DRS/GRS/BLM Combined Records Schedules

**How to Use the New Records Schedules**

Developing and maintaining records disposition schedules is a critical component of a records management program. Scheduling records is the process of developing a document that provides mandatory instructions for what to do with records (and nonrecord materials) no longer needed for current government business. Records schedules provide for the selective retention of records of continuing or permanent value and the destruction of records of temporary value. Schedules should describe all agency records and prescribe a cutoff date for each record series, after which a particular disposition action must be taken.

Records Schedules authorize, after specified periods of time, the destruction of temporary records or the transfer of permanent records to the National Archives of the United States. The DRS/GRS/BLM Combined Records Schedules are a combination of schedules developed by the National Archives and Records Administration (NARA), the Department of the Interior (DOI) and the Bureau of Land Management (BLM). They constitute the only legal authority the Bureau has to dispose of its records.

1. **Relationships between the NARA's General Records Schedules (GRS), DOI's Departmental Records Schedule (DRS) and the Bureau's records schedules.** The DRS/GRS/BLM Combined Records Schedules incorporate the records described in the GRS, the DRS, and records unique to BLM. NARA issues the GRS to provide disposition authority for records common to several or all federal agencies. The GRS covers records documenting administrative or housekeeping functions (personnel, payroll, procurement, etc.) rather than program functions. Disposition requirements are mandatory and must be applied except when the BLM has received NARA approval for a different retention period (also known as Exception to GRS).

   Any BLM disposition authority takes precedent until superseded by a change. The DRS disposition authority takes precedent beginning with the stated timeframe. Changes to the GRS disposition authority are retroactive for any records in BLM custody or at the FRC.

2. **Arrangement.** The DRS/GRS/BLM Combined Records Schedules are arranged numerically 1 through 32. Each numbered schedule defines a group of records that relate to a particular subject, function, or some other common relationship (e.g., Schedule 1 describes personnel records; Schedule 10 describes motor vehicle records.

3. **Format.** Each schedule is subdivided into items with alpha-numeric designations for each records series. A series is a collection of records that have a well-defined internal relationship. A series consists of file units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of action, take a particular physical form, or because of some other relationship arising out of their creation, receipt, or use. Series are generally handled as a unit for disposition purposes. Each record within a series has the same retention period and disposition action.

4. **Individual Schedule Components.** Each schedule is comprised of an introduction followed by additional pages that present the series descriptions and disposition authorities.

   a. <u>Introduction</u>. The introduction of each schedule provides an overview of the records and describes any additional NARA requirements.

   b. <u>Series Description and Disposition Authority Columns</u>.

      - Item. A sequential alphanumeric identifier for each item row.
      - Record Series Description. The series descriptions contain the records series title, subject code, a general description of the documents or data in the series, and their arrangement, followed by the more detailed information that is described below:

        - Authority. The authorizing law or directive is usually shown by a citation to the relevant Code of Federal Regulations or U.S. Code. Some authorities contain recordkeeping instructions. When the authorities are extensive, a cross-reference is provided to the BLM Manual where the list of authorities can be found.

- Forms. Forms are described in the series descriptions by their numbers only; for brevity, form titles are not provided. See the Forms Index for a listing of forms indexed by schedule and item.

- Confidentiality. The records access category number and, if applicable, the Privacy Act system number is included in the series description. This alerts records custodians to those files that must be protected from unauthorized access as required by the BLM Manual 1278 and helps the Federal Records Center (FRC) identify records whose destruction must be witnessed to protect confidential information.

- Vital Records Status. Records that are essential to the continued functioning of an organization (during and after an emergency) and records essential to the protection of the rights and interests of the BLM and the public are identified as vital in the series description. If records are vital, they must be managed according to the vital records program plan as required by the BLM Manual 1273. If a record is not vital, the description will not include: Vital: Rights and interests records or Vital Emergency operations records.

- Location. The BLM is a decentralized Bureau whose policy is to delegate authorities to the lowest organizational level possible, consistent with efficient program management. The records needed to carry out those delegations are also placed at the lowest level possible. Because the delegation of authority may differ from State to State, the organizational unit where the records are located may also differ. This makes it difficult to specify the exact office of record on an organizational level.

- When the office of record is consistent throughout the BLM, the specific organizational unit is cited (e.g., official personnel files are maintained by Personnel Offices at Washington Office (WO), Centers, and State Offices (SO)). When the location cited is "all" or "AFO" (All Field Offices) this means the series is usually found in most BLM offices; however, some offices may not maintain such records. When the location cited is "FO" (Field Office) this refers to a Field Office regardless of what it is called (e.g., Field Station, District Office, Field Office). Specific references to Centers are identified as NOC (National Operations Center, previously identified as NIRMC or SC or Service Center), NIFC (National Interagency Fire Center), or as Centers.

- Exclusion Statements. Exclusion statements are added to some series descriptions. These statements are used to cross-reference record series that may be similar in title and function but which have different filing and disposition requirements.

c. Disposition Authority. The disposition authority column identifies the records as either permanent or temporary and provides instructions for cutting off the files and their ultimate disposition - either by transfer or destruction.

- Permanent versus Temporary. All records are either permanent or temporary. All permanent records must eventually be transferred to NARA. All temporary records will eventually be destroyed either by BLM or the FRC. Even records with very lengthy retention periods (e.g., 50 to 75 years) are still temporary records.

- Cutoff Instructions. Cutting off files involves breaking or ending files at regular intervals, usually at fiscal or calendar year end, to permit their disposal or transfer. Case files are usually cutoff at end of the fiscal year in which they close.

- Disposition Instructions.

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- Permanent Records. Permanent records are never destroyed and are always identified for transfer to NARA at a specific time after cutoff. Permanent records are transferred to the FRC and then later transferred by the FRC to National Archives during NARA's annual move process. Permanent records may be transferred directly to the National Archives if they have met their disposition.

- Temporary Records. All temporary records are scheduled for destruction, either at their cutoff date, or after a specific period of time after cutoff. Temporary records may be transferred to FRC where they will be destroyed when they reach their authorized disposal date. The volume of records and the retention period commonly dictate when files should be transferred to the FRC.

- Specific Disposition Instructions: The disposition instruction will have a "Use" statement followed by the proper disposition authority citation and retention period that is mandatory to follow for records located within BLM offices. This may be followed by a statement for records that were previously shipped to the FRC where the disposition authority and retention period changed for those records and were applied retroactively. This may be followed by a "Former Authority" which is used as a reference for records at the FRC that may be identified on a Notice of Eligibility for Disposal (NA Form 13001) or on a Records Transmittal and Receipt (SF-135). Any records (excluding those at the FRC that have a retroactive change) must be disposed of according to the "Use" instructions.

  All BLM records are shipped to the FRC under Records Group 049. Even though the DRS disposal authority cites record group 048, BLM records will still be identified for transfer under record group 049.

  When sending records to the FRC, the proper disposition authority citation must be used.

  - For DRS authorities use the Departmental Records Schedule Number (e.g., DAA-0048-2013-0001) followed by the applicable sequential number. For example: DAA-0048-2013-0001-0004. The "DRS 1.2A" is a DRS reference number used to locate the authority in the Departmental Records Schedule so the corresponding title may be entered in the Description of Records field in ARCIS.

  - For GRS authorities use the GRS Disposition Authority (e.g., DAA-GRS-2013-0003-0002). The GRS Schedule number and item number (e.g., GRS 1.1, item 011) is used to locate the authority in the new GRS so the corresponding title may be entered in the Description of Records field in ARCIS

  - For BLM authorities, cite the specific schedule and item number (e.g., BLM 4/7c(1)).

  - DRS, GRS or NARA Disposal Authority Citations. A reference to the GRS or a NARA number is at the end of each disposition authority. A GRS citation means the disposition authority is from the GRS. A NARA number means the records were approved for disposition under an SF-115 submitted by the BLM.

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5. **Finding Aids.** Finding aids are available to assist users: (1) the subject index is an alphabetical listing of records with corresponding schedule and item number(s); (2) the forms index is a numerical listing of all forms mentioned in the series descriptions and their titles indexed by schedule and item number.

6. **Reserved** is used as a placeholder.

Schedule 1 - Civilian Personnel Records

## Introduction

This schedule incorporates the records described in General Records Schedule 1, which describes personnel records common to most federal agencies, and adds the following additional personnel records maintained by the Bureau of Land Management (BLM):

- Training aids developed by the BLM.
- The BLM volunteer personnel folders and volunteer administrative program files.
- The BLM fire experience and qualifications files.

Personnel records relate to the supervision over and management of Federal civilian employees and volunteers. This schedule covers the disposition of all Official Personnel Folders (OPFs) of the BLM employees and other records relating to personnel and volunteers, regardless of location. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before these disposition instructions may be applied.

The most important type of records - OPFs, Service Record Cards, and Employee Medical Folders - are maintained according to The Guide to Personnel Recordkeeping, an Office of Personnel Management (OPM) manual that prescribes a system of recordkeeping for Federal personnel.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **OFFICIAL PERSONNEL FOLDERS (OPFs) [1400-293].** Records filed on right side of the OPF (see Schedule 1/10 for temporary papers on left side of OPF). Folders covering employment terminated after 12/31/1920, excluding those selected by NARA for permanent retention. Forms: OF-5, 8, 69, 136, 137, 138, 140, 141; SF-14, 15, 49-52, 59, 61, 61b, 66, 75, 85, 85a, 86, 127, 144, 171-172, 176, 177, 180, 182, 813, 1150, 1152, 2800-2804, 2808-2810, 2816-2824, 2824c, 3102, 3104, 3105, 3106a, 3107, 3107-1, 5515; BLM 1400-72, 74, 92, 97; INS I-9; OPM-1170/17, 1367, 1368, 1465, 1514, 1528, 1555, 1560, 1561; TSP-1, TSP-3. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO, and some FO Personnel Offices. Exclusions: Volunteer personnel files (Schedule 1/42), supervisor's copies of OPF documents and other duplicate OPF documentation (Schedule 1/18), and OPFs for employment terminated prior to 01/01/1921 (contact NARA). | See sub-items below. |
| **1a** | Transferred Employees. | See Chapter 7 of The Guide to Personnel Recordkeeping for instructions relating to folders of employees transferred to another agency.<br>(GRS 1/1a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1b** | Separated Employees. | TEMPORARY.<br>Use GRS 1/1b.<br>Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation. NPRC destroys 65 years after separation from federal service.<br>(N1-GRS-87-12 item1b2) |
| **2** | **SERVICE RECORD CARDS [1400-290].**<br>Forms: SF-7, 7a, or equivalent. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. NOTE: Effective 12/31/1994, the SF-7 card became obsolete. | See sub-items below. |
| **2a** | Employees Separated or Transferred on or before 12/31/1947. | TEMPORARY.<br>Use GRS 1/2a.<br>Transfer to NPRC, St. Louis, MO. Destroy 60 years after earliest personnel action.<br>(N1-GRS-78-2 item 1) |
| **2b** | Employees Separated or Transferred on or after 01/01/1948. | TEMPORARY. Cutoff upon separation or transfer of employee.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/2b*<br>*Destroy 3 years after cutoff.*<br>*(NC1-64-77-10 item 2b)* |
| **3** | **PERSONNEL CORRESPONDENCE FILES [1400].**<br>Correspondence, reports, and other records relating to the general administration and operation of personnel functions. Exclusions: Records specifically described elsewhere in this schedule and records maintained at agency staff planning levels. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/3*<br>*Destroy when 3 years old.*<br>*(N1-GRS-81-10 item 1)* |
| **4** | **OFFERS OF EMPLOYMENT FILES [1400-300].**<br>Correspondence including letters and telegrams offering appointments to potential employees. Forms: OF-5. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4a** | Employment Offers Accepted. | TEMPORARY.<br>Use GRS 1/4a.<br>Destroy when appointment is effective.<br>(NC1-64-77-10 item 4a) |
| **4b** | Employment Offers Declined. | See sub-items below. |
| **4b(1)** | When Name is Received from Certificate of Eligibles. | TEMPORARY.<br>Use GRS 1/4b(1).<br>Return to OPM with reply and application.<br>(NC1-64-77-10 item 4b1) |
| **4b(2)** | Temporary or Excepted Appointment. | TEMPORARY.<br>File with the application (see Schedule 1, items 33k, 33l, 33m, or 33n, as appropriate).<br>(GRS 1/4b(2))<br>(NC1-64-77-10 item 4b2) |
| **4b(3)** | All Others. | TEMPORARY.<br>Use GRS 1/4b(3).<br>Destroy immediately.<br>(NC1-64-77-10 item 4b3) |
| **5** | **CERTIFICATE OF ELIGIBLES FILES.**<br>Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/5*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-10 item 5)* |
| **6** | **EMPLOYEE RECORD CARDS [1400-293].**<br>Employee record cards used for informational purposes outside personnel offices. Forms: SF-7b, BLM1400-71. NOTE: Effective 12/31/1994, the SF-7 card became obsolete. Agencies may use an internal agency form. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. | TEMPORARY.<br>Use GRS 1/6.<br>Destroy on separation or transfer of employee.<br>(NC1-64-77-10 item 6) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7** | **POSITION CLASSIFICATION FILES [1400-511].**<br>Forms: OF-8. Confidentiality: Mixed: Non-public record category 2 and Public record category 1A; Privacy Act System Interior/OS-79. | See sub-items below. |
| **7a** | Position Classification Standards Files. | See sub-items below. |
| **7a(1)** | Position Classification Standards and Guidelines. Issued or reviewed by OPM and used to classify and evaluate positions within the BLM. Location: All. | TEMPORARY.<br>Use GRS 1/7a(1).<br>Destroy when superseded or obsolete.<br>(N1-GRS-81-11 item 1) |
| **7a(2)** | Position Classification Standards. Correspondence and other records relating to the development of standards for classification of positions peculiar to the BLM and OPM approval or disapproval. Location: WO, Center, SO Personnel Offices. | See sub-items below. |
| **7a(2)(a)** | Case File. | TEMPORARY. Cutoff EOFY case file is closed.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/7a(2)(a)*<br>*Destroy 5 years after position is abolished or description is superseded.*<br>*(NC1-64-77-10 item 7a2a)* |
| **7a(2)(b)** | Review File. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/7a(2)(b)*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-10 item 7a2b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7b** | Position Descriptions. Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents. Location: All.<br>Exclusions: Copies in individual OPFs. | TEMPORARY. Cutoff EOFY position is abolished or description is superseded.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/7b*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-88-4 item 1)* |
| **7c** | Survey Files. Location: WO, Center, SO Personnel Offices. | See sub-items below. |
| **7c(1)** | Position Classification Survey Reports. Reports on various positions prepared by classification specialists, including periodic reports. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/7c(1)*<br>*Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.*<br>*(NC1-64-77-10 item 7c1a)* |
| **7c(2)** | Inspection, Audit, and Survey Files. Including correspondence, reports, and other records relating to inspections, surveys, desk audits, and evaluations. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/7c(2)*<br>*Destroy when obsolete or superseded.*<br>*(NC1-64-77-10 item 7c1b)* |
| **7d** | Position Classification Appeals Files. Location: WO, Center, SO Personnel Offices. | See sub-items below. |
| **7d(1)** | Case files relating to classification appeals, excluding OPM classification certificate. | TEMPORARY. Cutoff EOFY case file is closed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/7d(1)*<br>*Destroy 3 years after case is closed.*<br>*(N1-GRS-90-1 item 7d1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7d(2)** | Certificates of classification issued by OPM. | TEMPORARY. Cutoff EOFY position is abolished or superseded.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/7d(2)*<br>*Destroy when cutoff.*<br>*(N1-GRS-90-1 item 7d2)* |
| **8** | **PERSONNEL INTERVIEW FILES [1400-300].**<br>Correspondence, reports, and other records relating to interviews with employees, including "exit" interviews. Exclusions: employment interview for 1) merit promotion (Schedule 1/32); 2) OPM certificates (Schedule 1/33); 3) all other employment interviews (Schedule 1/ items 33k, 33l, 33m, or 33n, as appropriate with applications, etc.). Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. | TEMPORARY. Cutoff upon separation or transfer of employee.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/8*<br>*Destroy 6 months after cutoff.*<br>*(NC1-64-77-10 item 8)* |
| **9** | **PERFORMANCE RATING BOARD CASE FILES [1400-430].**<br>Copies of case files forwarded to OPM relating to performance rating board reviews. Forms: BLM1400-94, 98-102. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO Personnel Offices. | TEMPORARY. Cutoff EOFY case file is closed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/9*<br>*Destroy 1 year after cutoff.*<br>*(NC1-64-77-10 item 9)* |
| **10** | **OPF TEMPORARY INDIVIDUAL EMPLOYEE FILES [1400-293].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. Exclusions: Performance- related records (Schedule 1/23), and Immigration and Naturalization Service Form I-9 (Schedule 1/10b). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10a** | All copies of correspondence and forms maintained on left side of OPF in accordance with Chapter 3 of The Guide to Personnel Recordkeeping. Exclusions: Immigration and Naturalization Service Form I-9 (see Schedule 1, item 10b) and performance-related records (see Schedule 1, item 23). | TEMPORARY. Cutoff upon separation or transfer of employee unless transferred with the OPF.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/10a*<br>*Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF.*<br>*(N1-GRS-97-4 item 10a)* |
| **10b** | Immigration and Naturalization Service Form I-9. | TEMPORARY. Cutoff upon separation or transfer of employee.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/10b*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-97-4 item 10b)* |
| **11** | **POSITION IDENTIFICATION STRIPS.**<br>Strips used to provide summary data on each position occupied. Forms: former SF-7d (obsolete effective 12/31/1994). Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. | TEMPORARY.<br>Use GRS 1/11.<br>Destroy when superseded or obsolete.<br>(NC1-64-77-10 item 11) |
| **12** | **EMPLOYEE AWARDS FILES [1400-451].**<br>Forms: OF-163, 164; DI-398, 399-402, 405, 411; BLM 1400-17, 18, 19, 40, 70, 70a, 79, 85, 93, 95. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: All. Exclusions: Records relating to department-level awards must be scheduled by submitting an SF-115 to NARA and copies of letters of commendation, length of service, and appreciation filed in the OPF (Schedule 1/1). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12a** | General Awards Files. | See sub-items below. |
| **12a(1)** | Case Files. Including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to BLM- sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/12a(1)*<br>*Destroy 2 years after approval or disapproval.*<br>*(NC1-64-77-10 item 12a1)* |
| **12a(2)** | Correspondence. Pertaining to awards from other federal agencies or nonfederal organizations. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/12a(2)*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-10 item 12a2)* |
| **12b** | Length of Service and Sick Leave Awards. Including correspondence, reports, computations of service and sick leave, and lists of awardees. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/12b*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-10 item 12b)* |
| **12c** | Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance. Exclusions: copies filed in the OPF. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/12c*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-10 item 12c)* |
| **12d** | Awards Lists or Indexes to Award Nominations. Lists of nominees and winners and indexes of nominations. | TEMPORARY.<br>Use GRS 1/12d.<br>Destroy when superseded or obsolete.<br>(NC1-64-77-10 item 12d) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13** | **EMPLOYEE INCENTIVE AWARDS PROGRAM REPORT FILES [1400-451].**<br>Reports pertaining to the operation of the incentive awards programs. Forms: OPM 1465; BLM 1400-73. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-26. Location: WO, Center, SO personnel. | TEMPORARY. Cutoff EOFY. Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/13*<br>*Destroy when 3 years old.*<br>*(NC1-64-77-10 item 13)* |
| **14** | **NOTIFICATIONS OF PERSONNEL ACTIONS [1400-290].**<br>Documenting all individual personnel actions such as employment, promotions, transfers, separation. Forms: SF-50, 50a, 50b. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. Exclusions: Copies in OPFs (Schedule 1/1). | See sub-items below. |
| **14a** | Chronological File Copies. Including fact sheets maintained in personnel offices. | TEMPORARY. Cutoff EOFY. Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/14a*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-10 item 14a)* |
| **14b** | All Other Copies. | TEMPORARY. Cutoff EOFY. Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/14b*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-10 item 14b)* |
| **15** | **RESERVED.**<br>NOTE: For **Employment Applications** (previous GRS 1/15), see Schedule 1, items 33k, 33l, 33m, or 33n, as appropriate | |
| **16** | **PERSONNEL OPERATIONS STATISTICAL REPORTS [1400-291].**<br>Statistical reports in operating personnel office and subordinate units relating to personnel. Forms: SF-113a, 113e. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. | TEMPORARY. Cutoff EOFY. Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/16*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-10 item 16)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **17** | **EMPLOYEE CORRESPONDENCE AND FORMS FILES [1400-295].**<br>Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this Schedule. Forms: SF-127. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO Personnel Offices. | See sub-items below. |
| **17a** | Employee Correspondence and Forms relating to Pending Personnel Actions. | TEMPORARY. Cutoff when action is completed.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/17a*<br>*Destroy when cutoff.*<br>*(NC1-64-77-10 item 17a)* |
| **17b** | Retention Registers and Related Records. | See sub-items below. |
| **17b(1)** | Registers and related records used to effect reduction-in-force (RIF) actions. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 2.5, item 011, DAA-GRS-2014-0004-0002.<br>Destroy 2 years after date of program closure, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/17b(1)*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-10 item 17b1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **17b(2)** | Registers from which no reduction-in-force (RIF) actions have been taken and related records. | TEMPORARY.<br>Use GRS 2.5, item 010, DAA-GRS-2014-0004-0001.<br>Destroy when no longer required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/17b(2).*<br>*Destroy when superseded or obsolete.*<br>*(NC1-64-77-10 item 17b2)* |
| **17c** | All Other Employee Correspondence and Forms. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/17c*<br>*Destroy when 6 months old.*<br>*(NC1-64-77-10 item 17c)* |
| **18** | **SUPERVISOR'S PERSONNEL FILES AND DUPLICATE OPF DOCUMENTS [1400-290].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. | See sub-items below. |
| **18a** | Supervisor's Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF. | TEMPORARY. Cutoff upon separation or transfer of employee.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/18a*<br>*Review annually and destroy superseded or obsolete documents, or destroy all documents relating to an individual employee within 1 year after separation or transfer.*<br>*(NC1-64-77-10 item 18a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **18b** | Duplicate OPF Documentation. Other copies of documents duplicated in the OPFs not provided for elsewhere in this Schedule. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/18b*<br>*Destroy when 6 months old.*<br>*(NC1-64-77-10 item 18b)* |
| **19** | **INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD FILES [1400-293].**<br>Forms, correspondence, and other records, including summary records, documenting individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. Exclusions: Employee medical folder records (Schedule 1/21). | TEMPORARY. Cutoff EOFY when file is closed.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/19*<br>*Destroy 6 years after date of last entry.*<br>*(NC1-64-77-10 item 19)* |
| **20** | **HEALTH UNIT CONTROL FILES [1400-293].**<br>Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units. Most common use in on emergency incidents. Confidentiality: Non-public records category 2; Privacy Act System Interior/OS-79. | See sub-items below. |
| **20a** | If information is summarized on statistical report. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/20a*<br>*Destroy 3 months after last entry.*<br>*(NC1-64-77-10 item 20a)* |
| **20b** | If information is not summarized on statistical report. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/20b*<br>*Destroy 2 years after last entry.*<br>*(NC1-64-77-10 item 20b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **21** | **EMPLOYEE MEDICAL FOLDER (EMF) [1400-293].** Forms: CA-1, 2-8, 16, 17, 20; SF-3105c. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA). | See sub-items below. |
| **21a** | Long Term Medical Records. As defined in 5 CFR 293, Subpart E. | See sub-items below. |
| **21a(1)** | Transferred Employees. | See 5 CFR 293, Subpart E for instructions.<br>(GRS 1/21a(1)) |
| **21a(2)** | Separated Employees. | TEMPORARY.<br>Use GRS 1/21a (2).<br>Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC destroys 75 years after birth date of employee; 60 years after date of earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.<br>(N1-GRS-86-4 item 21a2) |
| **21b** | Temporary or Short Term Records. As defined in the Federal Personnel Manual (FPM). | TEMPORARY. Cutoff upon separation or transfer of employee.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/21b*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-86-4 item 21b)* |
| **21c** | Individual Employee Health Case Files Created Prior to the EMF System that have been retired to a NARA records storage facility. | TEMPORARY.<br>Use GRS 1/21c.<br>Destroy 60 years after retirement to a NARA records storage facility.<br>(N1-GRS-86-4 item 21c) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **22** | **EMPLOYEE HEALTH STATISTICAL SUMMARIES [1400-792].**<br>Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: All. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-115 to NARA). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/22*<br>*Destroy 2 years after date of summary or report.*<br>*(NC1-64-77-10 item 22)* |
| **23** | **EMPLOYEE PERFORMANCE FILE SYSTEM FILES [1400-300].**<br>Forms: BLM 1400-90. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-76. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Performance records pertaining to Presidential appointees are not authorized for disposal (submit SF-115 to NARA). | See sub-items below. |
| **23a** | Non-SES Appointees. As defined in 5 USC 4301(2). | See sub-items below. |
| **23a(1)** | Appraisals of Unacceptable Performance. Where a notice of proposed demotion or removal is issued but not affected, and all related documents. | TEMPORARY.<br>Use GRS 1/23a(1).<br>Destroy after employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.<br>(N1-GRS-93-3 item 23a1) |
| **23a(2)** | Superseded Performance Files. Superseded through an administrative, judicial, or quasi- judicial procedure. | TEMPORARY.<br>Use GRS 1/23a(2).<br>Destroy when superseded.<br>(N1-GRS-93-3 item 23a2) |
| **23a(3)** | Former Employee Performance Files. | See sub-items below. |
| **23a(3)(a)** | Latest Rating of Record 3 Years Old or Less. And performance plan upon which it is based and any summary rating. | TEMPORARY.<br>Use GRS 1/23a(3)(a).<br>Place records on left side of OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see GRS 1/1b). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with GRS 1/23a(3)(b).<br>(N1-GRS-95-3 item 23a3a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **23a(3)(b)** | All Other Performance Plans and Ratings. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/23a(3)(b).<br>Destroy when 4 years old.<br>(N1-GRS-98-2 item 2) |
| **23a(4)** | All Other Summary Performance Appraisal Files. Including performance appraisals and job elements and standards upon which they are based. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/23a(4).<br>Destroy 4 years after date of appraisal.<br>(N1-GRS-95-3 item 23a4) |
| **23a(5)** | Supporting Documents. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/23a(5).<br>Destroy 4 years after date of appraisal.<br>(N1-GRS-98-2 item 3) |
| **23b** | SES Appointees. As defined in 5 USC 3132a(2). | See sub-items below. |
| **23b(1)** | Superseded Performance Files. Superseded through an administrative, judicial, or quasi- judicial procedures. | TEMPORARY.<br>Use GRS 1/23b(1).<br>Destroy when superseded.<br>(N1-GRS-82-2, item 23b1) |
| **23b(2)** | Former SES Appointee Performance-Related Files. | See sub-items below. |
| **23b(2)(a)** | Latest Rating of Record Less Than 5 Years Old. And performance plan upon which it is based and any summary rating. | TEMPORARY.<br>Use GRS 1/23b(2)(a).<br>Place records on left side of OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves federal service (see GRS 1/1b). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with<br>GRS 1/23b(2)(b).<br>(N1-GRS-88-3 item 23b2a) |
| **23b(2)(b)** | All Other Performance Ratings and Plans. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/23b(2)(b).<br>Destroy when 5 years old.<br>(N1-GRS-98-2 item 4) |
| **23b(3)** | All Other Performance Appraisals. Along with job elements and standards (job expectations) upon which they are based.<br>Exclusions: those for SES appointees serving on a Presidential appointment (5 CFR 214). | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/23b(3).<br>Destroy 5 years after date of appraisal.<br>(N1-GRS-82-2 item 23b3) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **23b(4)** | Supporting Documents. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/23b(4).<br>Destroy 5 years after date of appraisal.<br>(N1-GRS-98-2 item 5) |
| **24** | **REASONABLE ACCOMMODATION REQUEST RECORDS.**<br>Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164. A reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. The three categories of reasonable accommodation are:<br>- Modification or adjustments to a job application process to permit an individual with a disability to be considered for a job, such as providing application forms in large print or Braille;<br>- Modifications or adjustments necessary to enable a qualified individual with a disability to perform essential functions of the job, such as providing sign language interpreters; and<br>- Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment, such as removing physical barriers in an office or cafeteria.<br>This schedule includes all requests for reasonable accommodation and/or assistive technology devices and services offered through the agency or the Computer/Electronic Accommodation Program (CAP) that are made by or on behalf of applicants, current or former employees. Also included are medical records, supporting notes and documentation, as well as procedures and records related to processing, deciding, implementing, and tracking requests for reasonable accommodation(s). | See sub-items below. |
| **24a** | General Files. Agency-wide and departmental procedures for receiving, processing, and appealing requests for reasonable accommodation by employees and applicants. Files may include, but are not limited to, instructions, directives, notices, forms, timetables and guidelines for requesting, processing and approving requests and for appealing decisions for reasonable accommodation. Also included are records notifying the Equal Employment Opportunity Commission (EEOC), the agency's collective bargaining representative(s) and the agency's Equal Employment Opportunity office of the agency's reasonable accommodation request and processing procedures as well as modifications to established procedures. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/24a*<br>*Destroy three years after supercession or when no longer needed for reference whichever is later.*<br>*(N1-GRS-04-2 item 1a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **24b** | Employee Case Files. Individual employee files that are created, received, and maintained by EEO reasonable accommodation or diversity/disability program or employee relations coordinators, immediate supervisors, CAP administrator, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devises and services through the agency or CAP that have been requested for or by an employee. This series also includes, but is not limited to, request approvals and denials, notice of procedures for informal dispute resolution or appeal processes, forms, correspondence, emails, records of oral conversations, medical documentation, and notes. [Note: These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel file.] | TEMPORARY. Cutoff upon separation or transfer of employee and when all appeals are concluded.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/24b*<br>*Destroy three years after employee separation from the agency or all appeals are concluded whichever is later.*<br>*(N1-GRS-04-2 item 1b)* |
| **24c** | Supplemental Files. Records created, received, and maintained by EEO reasonable accommodation or diversity/disability program or employee relation coordinators, while advising on, implementing or appealing requests for or from an individual employee for reasonable accommodation. Some requests may involve HR matters, including but not limited to changes in duties, reassignments, leave usage, and performance issues. Files may include, but are not limited to, policy guidance, resource information about accommodation providers, forms, emails, notes. [Note: These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel file. | TEMPORARY. Cutoff EOFY in which accommodation is decided and all appeals are concluded.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/24c*<br>*Destroy three years after cutoff.*<br>*(N1-GRS-04-2 item 1c)* |
| **24d** | Tracking System. Records and data created, received, and maintained for purposes of tracking agency compliance with Executive Order 13164 and Equal Employment Opportunity Commission (EEOC) guidance. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/24d*<br>*Delete/destroy three years after compliance report is filed or when no longer needed for reference.*<br>*(N1-GRS-04-2 item 1d)* |
| **25** | **EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES [1400-713].**<br>Forms: SF-278. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-18. Essential (Vital): Legal and financial rights records. Exclusions: Electronic master files and data bases created to supplement or replace the records covered by this item are not authorized for disposal (submit SF-111 to NARA). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **25a** | EEO Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the BLM, by DOI, by EEOC, or by a U.S. Court. Location: WO, Centers, SO. | TEMPORARY. Cutoff when case file closed.<br>Use GRS 1/25a.<br>Destroy 4 years after resolution of case.<br>(N1-GRS-80-9 item 1) |
| **25b** | EEO Complaint Duplicate Files. Duplicate case files or documents pertaining to case files retained in the official discrimination complaint case files. Location: All. | TEMPORARY. Cutoff when case file closed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/25b*<br>*Destroy 1 year after resolution of case.*<br>*(NC1-64-77-10 item 26b)* |
| **25c** | EEO Preliminary and Background Files. Location: All. | See sub-items below. |
| **25c(1)** | Background records not filed in the official discrimination complaint case files. | TEMPORARY. Cutoff when case file closed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/25c(1)*<br>*Destroy 2 years after final resolution of case.*<br>*(N1-GRS-92-3 item 25c1)* |
| **25c(2)** | Records documenting complaints that do not develop into official discrimination complaint cases. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/25c(2)*<br>*Destroy when 2 years old.*<br>*(N1-GRS-92-3 item 25c2)* |
| **25d** | EEO Compliance Files. Location: WO, Centers, SO. | See sub-items below. |
| **25d(1)** | EEO Compliance Review Files. Reviews, background documents and correspondence relating to contractor employment practices. | TEMPORARY. Cutoff when case file closed.<br>Use GRS 1/25d(1).<br>Destroy when 7 years old.<br>(NC1-64-77-10 item 26d1) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **25d(2)** | EEO Compliance Reports. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/25d(2).<br>Destroy when 3 years old.<br>(NC1-64-77-10 item 26d2) |
| **25e** | EEO Employee Housing Requests. Forms requesting the BLM assistance in housing matters, such as rental or purchase.<br>Location: WO, Centers, SO. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/25e*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-10 item 26e)* |
| **25f** | EEO Employment Statistics Files. Record copies of employment statistics relating to race and sex. Exclusions: Electronic master files and databases created to supplement or replace these records.<br>Location: All. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/25f.<br>Destroy when 5 years old.<br>(NC1-64-77-10 item 26f) |
| **25g** | EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, EEO Act of 1972, and any pertinent later legislation; and BLM EEO Committee meeting records including minutes and reports. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/25g.<br>Destroy when 3 years old or when superseded or obsolete, whichever is applicable.<br>(NC1-64-77-10 item 26g) |
| **25h** | EEO Affirmative Action Plans (AAPs). | See sub-items below. |
| **25h(1)** | AAP Consolidated Files. Headquarters EEO Office copy of consolidated AAPs. Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/25h(1).<br>Destroy 5 years from date of plan.<br>(NC-64-76-4 item 27a) |
| **25h(2)** | AAP Feeder Plans to Consolidated AAPs. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/25h(2).<br>Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.<br>(NC-64-76-4 item 27b) |
| **25h(3)** | AAP On-Site Review Reports. Record copies. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/25h(3).<br>Destroy 5 years from date of report.<br>(N1-GRS-83-2 item 1) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **25h(4)** | Affirmative Action Accomplishment Annual Reports. Record copies. Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/25h(4).<br>Destroy 5 years from date of report.<br>(N1-GRS-83-4 item 26h4) |
| **26** | **PERSONNEL COUNSELING FILES [1400-700].**<br>Confidentiality: Non- public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. | See sub-items below. |
| **26a** | Personnel Counseling Files. Reports of interviews, analyses, and related records. Location: WO, Center, SO Personnel Offices. | TEMPORARY. Cutoff upon termination of counseling.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/26a*<br>*Destroy 3 years after cutoff.*<br>*(NC1-64-77-10 item 27a)* |
| **26b** | Alcohol and Drug Abuse Program Files. Records created in planning, coordinating, and directing an alcohol and drug abuse program. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/26b*<br>*Destroy when 3 years old.*<br>*(NC1-64-77-10 item 27b)* |
| **27** | **ALTERNATIVE DISPUTE RESOLUTION (ADR) FILES.**<br>Alternative Dispute Resolution (ADR) is any procedure, conducted by a neutral third party that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, mini trials, arbitration and use of ombudsman. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees.<br>[NOTE: This schedule does not apply to: 1. Administrative grievance files, 2. Adverse action files, 3. Formal and informal equal employment opportunity proceedings, 4. Traditional EEO counseling or other records included in the EEO file when a person chooses to go directly to ADR, or 5. Private party claims or EEOC's involvement with federal sector claims of non-EEOC employees against other federal agencies. These records are covered by other items in GRS 1. This schedule does not apply to ADR records that are produced as part of an agency's primary mission.] | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **27a** | General Files: General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency's overall ADR program. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/27a*<br>*Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.*<br>*(N1-GRS-03-2 item a)* |
| **27b** | Case Files: Records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence. | TEMPORARY. Cutoff when case file is closed.<br>Use GRS 1/27b.<br>Destroy 3 years after settlement is implemented or case is discontinued.<br>(N1-GRS-03-2 item b) |
| **28** | **LABOR MANAGEMENT RELATIONS FILES [1400-711].** Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: All. | See sub-items below. |
| **28a** | Labor Management Relations General and Case Files. Correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups. | See sub-items below. |
| **28a(1)** | Office Negotiating Agreement. | TEMPORARY. Cutoff upon expiration of agreement.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/28a(1)*<br>*Destroy 5 years after cutoff.*<br>*(NC1-64-77-10 item 29a1)* |
| **28a(2)** | Other Offices. | TEMPORARY. Cutoff EOFY.<br>Use GRS 1/28a(2).<br>Destroy when superseded or obsolete.<br>(NC1-64-77-10 item 29a2) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **28b** | Labor Arbitration General and Case Files. Correspondence, forms, and background papers relating to labor arbitration cases. | TEMPORARY. Cutoff upon final resolution of case.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/28b*<br>*Destroy 5 years after cutoff.*<br>*(NC1-64-77-10 item 29b)* |
| **29** | **TRAINING FILES [1400-410].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-76. Location: All. Exclusions: Records of formally established schools which train employees in specialized program areas, such as law enforcement and national defense. | See sub-items below. |
| **29a** | General Files of the BLM-Sponsored Training. Exclusions: General subject files relating to training (Schedule 23/1a), reference copies of training catalogs which may be destroyed when no longer needed, and record copy of manuals, syllabuses, textbooks and other training aids developed by the BLM (Schedule 1/29p). | See sub-items below. |
| **29a(1)** | Files relating to Establishment and Operation of Training Courses and Conferences. Includes correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives. Forms: SF-182. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/29a(1)*<br>*Destroy when 5 years old or 5 years after completion of a specific training program.*<br>*(NC1-64-77-10 item 30b1)* |
| **29a(2)** | Background and Working Files. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/29a(2)*<br>*Destroy when 3 years old.*<br>*(NC1-64-77-10 item 30b2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **29b** | Employee Training - Other Than the BLM. Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or nongovernment institutions. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/29b*<br>*Destroy when 5 years old or when superseded or obsolete, whichever is sooner.*<br>*(NC1-64-77-10 item 30c)* |
| **29c-o** | Reserved | |
| **29p** | Training Aids and Indexes - Record Copies. One record copy of each training aid (and related index) from the originating office. Consists of training manuals, syllabuses, textbooks or other aids developed by the BLM for training purposes. Forms: BLM 1400-87. Exclusions: Audiovisual training aids (Schedule 21/28, 29, 31) and reference copies of training aids and training catalogs which may be destroyed when no longer needed. Location: All. | See sub-items below. |
| **29p(1)** | Training Aids Relating Specifically to the BLM Policies, Programs, or Activities. | PERMANENT. Cutoff EOFY in which issued.<br>Use BLM 1/29p(1).<br>Transfer one copy to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 5 years old (e.g., transfer 1980-84 files in 1990).<br>(NC1-49-85-2, 1/30a(1))<br>(Exception to GRS 1/29)<br>ERA disposition authority:<br>DAL-0049-2011-0006-0001 |
| **29p(2)** | Training Aids Relating to General Management and Administrative Activities. | TEMPORARY. Cutoff EOFY in which issued.<br>Use BLM 1/29p(2).<br>Transfer one copy to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-85-2, 1/30a(2))<br>(Exception to GRS 1/29) |
| **30** | **ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, AND ADVERSE ACTION FILES [1400-750].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-78. Essential (Vital): Legal and financial rights records. Exclusions: Copies of reprimand letters filed in the OPF. Location: WO, Center, SO Personnel Offices. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30a** | Employee Grievance Files (5 CFR 771). Records relating to grievances raised by the BLM employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. | TEMPORARY. Cutoff when case file is closed.<br>Use GRS 1/30a.<br>Destroy 5 years after case is closed.<br>(N1-GRS-92-1 item 30a) |
| **30b** | Employee Adverse Action Case Files (5 CFR 752) and Performance-Based Action (5 CFR 432). Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-force, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records. Exclusion: Letters of reprimand which are filed in the OPF. | TEMPORARY. Cutoff when case file is closed.<br>Use GRS 1/30b.<br>Destroy 5 years after case closed.<br>(N1-GRS-92-1 item 30b) |
| **31** | **PERSONAL INJURY (ACCIDENT) CASE FILES [1400-810].**<br>Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, including volunteer-related incidents, whether or not a claim for compensation was made. Forms: DI-134, and reference copies of CA-1, 2-8, 16, 17, 20; OWCP-1500. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-13. Essential (Vital): Legal and financial rights records. Location: All. Exclusions: Copies in Employee Medical Folder (Schedule 1/21) and copies submitted to Department of Labor; OSHA files (Schedule 1/34); motor vehicle accident files (Schedule 10/5); tort claim files (Schedule 6/10a). | TEMPORARY. Cutoff on termination of compensation or when deadline for filing a claim has passed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/31*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-86-4 item 32)* |
| **32** | **EMPLOYEE MERIT PROMOTION CASE FILES [1400-335].**<br>Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, interview records, and evaluations of the candidates. Forms: SF-171, 171a, 172, 2817; BLM 1400-68, 68a, 86, 86a. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO Personnel Offices. | TEMPORARY. Cutoff when the personnel action is completed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/32*<br>*Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.*<br>*(N1-GRS-79-2 item 1)* |
| **33** | **EMPLOYMENT EXAMINATION AND CERTIFICATION FILES [1400-337].**<br>Forms: SF-39, 39A. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: WO, Center, SO Personnel Offices. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **33a** | Delegated Agreements and related records. Created under the authority of 5 USC 1104 between OPM and agencies allowing for the examination and certification of applicants for employment. | TEMPORARY. Cutoff upon termination of agreement.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33a*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-86-1 item 34)* |
| **33b** | Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations. Such correspondence, includes, but not limited to, correspondence from Congress, White House, and the general public, and correspondence regarding accommodations for holding examinations and shipment of test materials. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33b*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-85-2 item 34a)* |
| **33c** | Correspondence or notices received from eligible indicating a change in name, address, or availability | TEMPORARY. Cutoff when registry or inventory updated.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33c*<br>*Destroy 90 days after updating the appropriate record in the registry or inventory.*<br>*(N1-GRS-02-1 item 33c)* |
| **33d** | Test Material Stock Control. Stock control records of examination test material including running inventory of test material in stock. | TEMPORARY. Cutoff when test is superseded or obsolete.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33d*<br>*Destroy when cutoff.*<br>*(N1-GRS-85-2 item 34b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **33e** | Application Record Card. Forms: OPM 5000a, or equivalent. | TEMPORARY. Cutoff after examination.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33e*<br>*Destroy no later than 90 days after cutoff.*<br>*(N1-GRS-85-2 item 34c)* |
| **33f** | Examination Announcement Case Files. Correspondence regarding examination requirements, final version of announcement(s) issued, subsequent amendments to announcement(s), public notice documentation, rating schedule, job analysis documentation, record of selective and quality rating factors, rating procedures, transmutation tables, and other documents associated with the job announcement(s) and the development of the register/inventory or case examination (Schedule 1/7a). | TEMPORARY. Cutoff EOFY after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33f*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-02-1 item 33f)* |
| **33g** | Register or inventory of Eligibles. Documenting eligibility of an individual for federal jobs. Forms: OPM 5001c or equivalent. | TEMPORARY. Cutoff EOFY in which the register of inventory is terminated.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33g*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-02-1 item 33g)* |
| **33h** | Letters to applicants denying transfer of eligibility Forms: OPM Form 4896 or equivalent. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33h*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-85-2 item 34f)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **33i** | Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing. | TEMPORARY.<br>Use GRS 1/33i.<br>Destroy when 6 months old.<br>(N1-GRS-85-2 item 34h) |
| **33j** | Lost or Exposed Test Material Case Files. Records showing the circumstances of loss, nature of the recovery action and correction action required. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33j*<br>*Destroy 5 years after cutoff.*<br>*(N1-GRS-85-2 item 34i)* |
| **33k** | Cancelled and ineligible applications for positions filled from a register or inventory. Such documents include Optional Form (OF) 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33k*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-02-1 item 33k)* |
| **33l** | Eligible applications for positions filled from a register or inventory, including OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format. Forms: SF-59; OPM 648 or equivalent. | See sub-items below. |
| **33l(1)** | On active register or inventory. | TEMPORARY. Cutoff after termination of the register or inventory (except for those applications that may be brought forward to a new register or inventory, if any).<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33l(1)*<br>*Destroy 90 days after cutoff.*<br>*(N1-GRS-02-1 item 33l1 [el-one])* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **33l(2)** | On inactive register or inventory. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33l(2)*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-02-1 item 33l2 [el-two])* |
| **33m** | Ineligible or incomplete applications for positions filled by case examining. Such documents include OF 612, resumes, supplemental forms, whether hard copy or electronic format. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33m*<br>*Destroy 2 year after cutoff.*<br>*(N1-GRS-02-1 item 33m)* |
| **33n** | Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official. Such documents include OF 612, resumes, supplemental forms, and attachments, whether in hard copy or electronic format. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33n*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-02-1 item 33n)* |
| **33o** | Requests for Prior Approval. Of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status. Forms: SF-59; OPM 648 or equivalent. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33o*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-85-2 item 34k)* |
| **33p** | Certificate Files. All papers upon which the certification was based; The list of eligibles screened for the vacancies, ratings assigned, availability statement, the certificate of eligibles that was issued to the selecting official, the annotated certificate of eligibles that was returned from the selecting official, and other documentation material designated by the examiner for retention. Forms: SF-39, 39a, or equivalent. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33p*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-02-1 item 33p)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **33q** | Certification request control index. Certificate control log system. Records of information (e.g. receipt date, series, and grade of position, duty station, etc.) pertaining to requests for lists of eligibles from a register or inventory. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33q*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-02-1 item 33q)* |
| **33r** | Displaced Employee Program (DEP) and Interagency Placement Program (IPP) application and registration sheet. | TEMPORARY. Cutoff upon expiration of employee's DEP eligibility.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33r*<br>*Destroy upon cutoff.*<br>*(N1-GRS-85-2 item 34n)* |
| **33s** | DEP control cards, if maintained. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33s*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-85-2 item 34o)* |
| **33t** | Reports of audits of delegated examining operations. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/33t*<br>*Destroy 3 years after date of the report.*<br>*(N1-GRS-85-2 item 34p)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **34** | **OCCUPATIONAL INJURY AND ILLNESS FILES [1112].** Reports and logs maintained as prescribed in 29 CFR 1960 and OSHA Pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment. Includes volunteer occupational injury and illness reports. Forms: OSHA 100, 101, 102, 200; DI-134, or equivalents. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-13. Location: WO, Center, SO Personnel Offices. | TEMPORARY. Cutoff EOFY. Use DRS 1.2B, DAA-0048-2013-0001-0005. Destroy 7 years after cutoff. - - - - - - - - - - - - - - - - - - - - - - - *Former Authority: GRS 1/34 Destroy when 5 years old. (N1-GRS-87-6 item 35)* |
| **35** | **HEALTH BENEFITS REQUESTS DENIED UNDER SPOUSE EQUITY [1400-890].** Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: All. NOTE: Pursuant to Subchapter S17 of the FEHB Handbook enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment. | See sub-items below. |
| **35a** | Health Benefits Denied - Not Appealed. | TEMPORARY. Cutoff EOFY of denial. Use DRS 1.2A, DAA-0048-2013-0001-0004. Destroy 3 years after cutoff. - - - - - - - - - - - - - - - - - - - - - - - *Former Authority: GRS 1/35a Destroy 3 years after denial. (N1-GRS-88-2 item 1a)* |
| **35b** | Health Benefits Denied - Appealed to OPM for Reconsideration. | See sub-items below. |
| **35b(1)** | Appeal Successful - Benefits Granted. | TEMPORARY. Use GRS 1/35b(1). Create enrollment file in accordance with Subchapter S17 of the FEHB Handbook. (N1-GRS-88-2 item 1b1) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **35b(2)** | Appeal Unsuccessful – Benefits Denied. | TEMPORARY. . Cutoff EOFY of denial.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/35b(2)*<br>*Destroy 3 years after denial.*<br>*(N1-GRS-88-2 item 1b2)* |
| **36** | **FEDERAL WORKPLACE DRUG TESTING PROGRAM FILES [1400-792].**<br>Drug testing program records created under Executive Order 12564 and PL 100-71, Section 503 (101 Stat. 468). Forms: OMB 9999-0023. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO Personnel Offices. Exclusions: Consolidated statistical and narrative reports including annual reports to Congress as required by Pub. L. 100-71, 503(f). Also excludes disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by Schedule 1/30b, and any records covered by items 36a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s)). (N1-GRS-98-1 Notes 1 and 2) | See sub-items below. |
| **36a** | Drug Test Plans and Procedures. The BLM copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions. Exclusions: Documents filed in record sets of formal issuances (directives, procedural handbooks, operating manuals, and the like) (Schedule 16/1a). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36a*<br>*Destroy when 3 years old or when superseded, obsolete.*<br>*(N1-GRS-98-2 item 6)* |
| **36b** | Employee Acknowledgement of Notice Forms. Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested. | TEMPORARY. Cutoff when employee separates from testing-designated position.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36b*<br>*Destroy when cutoff.*<br>*(N1-GRS-90-2 item 36b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36c** | Drug Test Selection and/or Scheduling Files. Records relating to the selection of specific employees and/or applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36c*<br>*Destroy when 3 years old.*<br>*(N1-GRS-90-2 item 36c)* |
| **36d** | Drug Test Specimens Collection and Handling Files. | See sub-items below. |
| **36d(1)** | Permanent Record Books. Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected. | TEMPORARY. Cutoff upon date of last entry.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36d(1)*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-90-2 item 36d1)* |
| **36d(2)** | Chain of Custody Files. Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36d(2)*<br>*Destroy when 3 years old.*<br>*(N1-GRS-90-2 item 36d2)* |
| **36e** | Drug Test Results. Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36e(1)** | Positive results. | See sub-items below. |
| **36e(1)(a)** | Employees. | TEMPORARY. Cutoff when employee leaves agency.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36e(1)(a)*<br>*Destroy when employee leaves the agency or when 3 years old, whichever is later.*<br>*(N1-GRS-98-1 item 36e2a)* |
| **36e(1)(b)** | Applicants not accepted for employment. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36e(1)(b)*<br>*Destroy when 3 years old.*<br>*(N1-GRS-98-1 item 36e2b)* |
| **36e(2)** | Negative results. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/36e(2)*<br>*Destroy when 3 years old.*<br>*(N1-GRS-98-1 item 36e1)* |
| **37** | **DONATED LEAVE PROGRAM CASE FILES [1400-630].** Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records. Forms: OF-630a. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Essential (Vital): Legal and financial rights records. Location: All. | TEMPORARY. Cutoff EOFY in which file is closed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/37*<br>*Beginning in January 1994, destroy 1 year after cutoff.*<br>*(N1-GRS-92-5 item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **38** | **WAGE SURVEY FILES [1400-530].**<br>Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Essential (Vital): Legal and financial rights records. Exclusions: Authorized wage schedules and wage survey recapitulation sheets. Location: All. | TEMPORARY. Cutoff after completion of second succeeding wage survey.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/38*<br>*Destroy after cutoff.* |
| **39** | **RETIREMENT ASSISTANCE FILES [1400-830].**<br>Correspondence, memoranda, annuity estimates, and other records used to assist retiring employee or survivors claim insurance or retirement benefits. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Essential (Vital): Legal and financial rights records. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 2.5, item 020, DAA-GRS-2014-0004-0003.<br>Destroy 1 year after date of separation or transfer, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/39*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-7 item 21b)* |
| **40** | **HANDICAPPED INDIVIDUALS APPOINTMENT CASE FILES [1400-302].**<br>Case files containing position title and description; fully executed SF-171; medical examiner's report; a brief statement explaining accommodation of impairment; and other documents related to previous appointment, certification, and/or acceptance or refusal, created in accordance with FPM 306-11, subchapter 4-2. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Essential (Vital): Legal and financial rights records. Location: All. | TEMPORARY. Cutoff on date of approval or disapproval of case.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/40*<br>*Destroy 5 years after cutoff.*<br>*(N1-GRS-93-2 item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **41** | **PAY COMPARABILITY RECORDS [1400-551].**<br>Records created under implementation of the Federal Employees Pay Comparability Act including written narratives and computerized transaction registers documenting use of retention, relocation, and recruitment bonuses, allowances, and supervisory differentials and case files consisting of requests for and approval of recruitment and relocation bonuses and retention allowances. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Essential (Vital): Legal and financial rights records. Location: All. | TEMPORARY. Cutoff on date of approval or upon completion of the relevant service agreement or allowance, whichever is later.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/41.*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-96-2)* |
| **42** | **ALTERNATE WORKSITE RECORDS** (See Schedule 1/51)<br><br>**Note**: This GRS item was entered in BLM Schedule as item 51 since there was already an existing item 42 that is a BLM disposition authority. | For Volunteer Personnel Files, see duplicate item below. |
| **42** | **VOLUNTEER PERSONNEL FILES [1114].**<br>Documenting the administration and operation of the volunteer program and the activities of individuals or organized groups who voluntarily and without compensation or reimbursement provide personal services to BLM. Authority: FPM 308 and 370 DM 308. Forms: SF-50, 171, 171a, 2817; OF-301; BLM 1114-1, 2, 4, 5, 5a; 1400-109. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS- 79. Essential (Vital): Legal and financial rights records. Exclusions: Volunteer personal injury files (Schedule 1/31); volunteer-related motor vehicle accident files (Schedule 10/5); volunteer action plans (Schedule 16/19). Location: All. | See sub-items below.<br><br>For Alternate Worksite Records, see item 51. |
| **42a** | Volunteer Official Personnel Folders. Personnel files as described in FPM 308.7-6d containing volunteer application, services agreement, performance evaluation, certificate of appreciation, correspondence, and related material. | TEMPORARY. Cutoff EOFY in which services are terminated.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 1/42a*<br>*Destroy 3 years after cutoff.*<br>*(N1-49-90-6, 1/41a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **42b** | Volunteer Program Administrative Files. General correspondence, annual reports, and other material documenting the routine administration, internal procedures, and general activities of the volunteer program. Forms: BLM 1114-7. Excludes volunteer action plans. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 1/42b*<br>*Destroy 2 years after cutoff.*<br>*(If filed as general subject files, use BLM 23/1a.)*<br>*(N1-49-90-6, 1/41b)* |
| **43** | **FIRE EXPERIENCE AND QUALIFICATIONS FILES [9215].**<br>Files which document the qualifications of the BLM personnel to perform jobs associated with the fire management program. Authority: 42 USC 1856a. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-76. Essential (Vital): Legal and financial rights records. Location: All offices with fire management responsibilities. | See sub-items below. |
| **43a** | Files which document the qualifications of the BLM personnel to perform jobs associated with the fire management program. | TEMPORARY. Cutoff when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 1/43*<br>*Destroy when cutoff.*<br>*(N1-49-90-6, 1/43)* |
| **43b** | Incident Qualification and Certification System (IQCS) Fire Experience and Qualification Electronic Files.<br>Data base that contains the emergency response experience and qualification records of emergency responders. After five years of inactivity on a responder record, the record is identified to be in an archive status and will continue to be maintained at the agency. The record can be reactivated as needed in IQCS. Extant records are to be migrated to any new qualifications system upon IQCS System decommission. | TEMPORARY.<br>Cutoff individual responder records after five years.<br>Use DAA-0049-2013-0001-0001.<br>Delete any records in archive status that are inactive for 25 consecutive years.<br>(DAA-0049-2013-0001, 1) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **44** | **Records documenting capture of institutional and specialized knowledge.**<br>Includes status updates on current and pending assignments, contact information for sources, and other job-related information an office may choose to obtain from a departing employee.<br>Exclusion: Formal oral histories recorded with an employee before his/her departure are not covered by this item. These must be scheduled separately by the agency. | TEMPORARY. Cutoff EOFY.<br>Use GRS 2.5, item 030, DAA-GRS-2014-0004-0004<br>Destroy when no longer required for business use. |
| **45-50** | **Reserved** | |
| **51** | **ALTERNATIVE WORKSITE RECORDS**. | See sub-items below. |
| **51a** | Approved requests or applications. To participate in an alternative worksite program; agreements between the agency and the employee; and records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act. Forms: DOI Form 3547 | TEMPORARY. Cutoff at end of employee's participation in the program.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/42a*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-97-1 item 1a)* |
| **51b** | Unapproved requests. | TEMPORARY. Cutoff when request is rejected.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/42b*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-97-1 item 1b)* |
| **51c** | Forms and other Records. Generated by the agency or the participating employee evaluating the alternative worksite program. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 1/42c*<br>*Destroy when 1 year old, or when no longer needed, whichever is later.*<br>*(N1-GRS-97-1 item 1c)* |

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Schedule 2 - Payrolling and Pay Administration Records

## Introduction

The Department of the Interior Business Center is the payroll office for the Bureau of Land Management (BLM) and, as such, is the office of record for most BLM payroll records. The exceptions, which the BLM must maintain, are: (1) overtime approvals, and leave slips, created outside of the electronic timekeeping system (2) retirement assistance records, and (3) wage survey files.

Payrolling and pay administration records pertain to disbursement to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it EXCLUDES:

(a) retirement records (SF-2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management (OPM);
(b) files maintained in agency space for audit by the General Accounting Office (GAO) under 31 USC 3529(c);
(c) records relating to tax withholding, savings bonds, fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs, and
(d) Office of Management and Budget (OMB) files reflecting agency personnel needs and problems.

Any records created prior to January 1, 1921, must be offered to NARA for appraisal before an agency may apply these disposition instructions.

Payroll documents required by the Comptroller General (CG) for site audit are segments of the accountable officers' accounts (Schedule 6). In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the U.S. which have not been settled or adjusted by the GAO unless the BLM has written approval of the CG, as required by 44 USC 3309. Most civilian pay accounts are prepared and maintained in accordance with Title 6 - Pay. Leave, and Allowances and incorporated in the GAO Policy and Procedures Manual for Guidance of Federal Agencies.

In the payrolling process different types of records are accumulated. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave record used to submit data to the payroll system. Information is posted to this record from more detailed records kept by time and attendance clerks located throughout the BLM. Depending on the type of system in operation, this leave record may be a hard-copy input form or it may be a wholly electronic input.

Other records incidental to the payroll process are employee requests for tax withholding; employee requests for Thrift Savings Plan deductions; savings bond records; and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payroll function.

Schedule 2 - Payrolling and Pay Administration Records

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **INDIVIDUAL EMPLOYEE PAY RECORD [1400-600].** Confidentiality: Non-public record category 2; Privacy Act System DOL-1. Location: All. | See sub-items below. |
| **1a** | Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system. | TEMPORARY.<br>Use GRS 2/1a.<br>Update elements and/or entire records as required.<br>(N1-GRS-92-4 item 1a) |
| **1b** | Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form. Exclusions: copies in the individual OPFs (Schedule 1/1). | TEMPORARY.<br>Use GRS 2/1b.<br>Transfer to National Personnel Records Center (NPRC). NPRC destroys when 56 years old.<br>(N1-GRS-92-4 item 1b) |
| **2** | **NON-CURRENT PAYROLL FILES [1400-600].** Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine readable form. Confidentiality: Non-public record category 2; Privacy Act System DOL-1. Location: WO, Center, SO Personnel. | TEMPORARY. Cutoff end of pay year.<br>Use GRS 2/2.<br>Destroy 15 years after cutoff.<br>(N1-GRS-92-4 item 2) |
| **3-5** | **Reserved** | |
| **6** | **LEAVE APPLICATION FILES [1400-600].** Requests and approvals of leave, including any supporting documentation. Forms: SF-71, or equivalent. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Location: All. Exclusions: Donated leave program files (Schedule 1/37), leave slips attached to timesheets (Schedule 2/7). | See sub-items below. |
| **6a** | If Timecard, or Equivalent, Initialed by Employee. | TEMPORARY.<br>Use GRS 2/6a.<br>Destroy at end of following pay period.<br>(N1-GRS-92-4 item 6a) |
| **6b** | If Timecard, or Equivalent, Not Initialed by Employee. | TEMPORARY. Cutoff EOCY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/6b*<br>*Destroy after GAO audit or 3 years after cutoff, whichever is sooner.*<br>*(N1-GRS-92-4 item 6b)* |

Schedule 2 - Payrolling and Pay Administration Records

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7** | **TIME AND ATTENDANCE SOURCE RECORDS [1341].** All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards; flextime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be either machine readable or paper form. Forms: OF-288, 1130; BLM 1340-1, 2, 14, 15; 1341-1; 1400-64. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85, DOL-1. Essential (Vital): Rights and interests records. Location: All. | TEMPORARY. Cutoff EOCY. Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/7*<br>*Destroy after GAO audit or when 6 years old, whichever is sooner.*<br>*(N1-GRS-92-4 item 7)* |
| **8** | **TIME AND ATTENDANCE INPUT RECORDS [1341].** Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor. Forms: OF-288, 1130; BLM 1340-1, 2, 14, 15; 1341-1; 1400-64. Confidentiality: Non-public record category 2; Privacy Act Systems Interior/OS-85, DOL-1. Essential (Vital): Rights and interests records. Location: All. | TEMPORARY. Cutoff EOCY. Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/8*<br>*Destroy after GAO audit or when 6 years old, whichever is sooner.*<br>*(N1-GRS-92-4 item 8)* |
| **9** | **LEAVE RECORD [1400-600].** Confidentiality: Non-public record category 2; Privacy Act Systems Interior/OS-85, DOL-1. | See sub-items below. |
| **9a** | Record of Employee Leave prepared upon transfer or separation. File on left side of OPF. Forms: SF-1150. | Rescinded per GRS Transmittal 24 (See GRS 2.5, item 040).<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*See GRS 1/1.*<br>*(GRS 2/9a)*<br>*(N1-GRS-92-4 item 9a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9b** | Creating Agency Copy, when maintained. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 2.5, item 020, DAA-GRS-2014-0004-0003.<br>Destroy 1 year after date of separation or transfer, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/9b*<br>*Destroy when 3 years old.*<br>*(N1-GRS-92-4 item 9b)* |
| **10-12** | **Reserved** | |
| **13** | **TAX FILES [1341].**<br>Confidentiality: Non-public record category 2; Privacy Act Systems Interior/OS-85, DOL-1. | See sub-items below. |
| **13a** | Employee Withholding Allowance Certificate. Forms: IRS Form W-4 and state equivalents. | TEMPORARY. Cutoff after superseded or obsolete or upon separation of employee.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/13a*<br>*Destroy 4 years after cutoff.*<br>*(N1-GRS-92-4 item 13a)* |
| **13b** | Agency copy of Employee Wages and Tax Statements maintained by agency or payroll processor. Forms: IRS Form W-2 and state equivalents. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/13b*<br>*Destroy when 4 years old.*<br>*(N1-GRS-92-4 item 13b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13c** | Agency copy of Employer Reports of Federal Tax Withheld with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor. Forms: IRS Form W-3. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2B, DAA-0048-2013-0001-0005.<br>Destroy 7 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/13c*<br>*Destroy when 4 years old.*<br>*(N1-GRS-92-4 item 13c)* |
| **14** | **SAVINGS BOND PURCHASE FILES [1341].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. | See sub-items below. |
| **14a** | U.S. Savings Bond Authorization for Purchase and Request for Change. Forms: SB-2152, SF-1192 or equivalent. | TEMPORARY.<br>Use GRS 2/14a.<br>Destroy when superseded or after separation of employee.<br>(N1-GRS-92-4 item 14a) |
| **14b** | Bond Registration Files. Issuing agent's copies of bond registration stubs. | TEMPORARY.<br>Use GRS 2/14b.<br>Destroy 4 months after date of issuance of bond.<br>(N1-GRS-92-4 item 14b) |
| **14c** | Bond Receipt and Transmittal Files. Receipts for and transmittals of U.S. Savings Bonds. | TEMPORARY.<br>Use GRS 2/14c.<br>Destroy 4 months after date of issuance of bond.<br>(N1-GRS-92-4 item 14c) |
| **15** | **COMBINED FEDERAL CAMPAIGN AND OTHER ALLOTMENT AUTHORIZATIONS [1341].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. | See sub-items below. |
| **15a** | Authorization for Individual Allotment to the Combined Federal Campaign. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/15a*<br>*Destroy after GAO audit or when 3 years old, whichever is sooner.*<br>*(N1-GRS-92-4 item 15a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **15b** | Other Authorizations, such as union dues and savings. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/15b*<br>*Destroy after GAO audit or when 3 years old, whichever is sooner.*<br>*(N1-GRS-92-4 item 15b)* |
| **16** | **THRIFT SAVINGS PLAN ELECTION FORM [1341].**<br>Form authorizing deduction of employee contribution to the Thrift Savings Plan. Forms: TSP-1. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Location: WO, Center, SO Personnel Offices. | TEMPORARY. Cutoff when superseded or after separation of employee.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/16*<br>*Destroy when cutoff.*<br>*(N1-GRS-92-4 item 16)* |
| **17** | **DIRECT DEPOSIT SIGN-UP FORM [1341].**<br>Forms: SF-1199a. Confidentiality: Non-public record category 2. Location: WO, Center, SO Personnel Offices. | TEMPORARY. Cutoff when superseded or after separation of employee.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/17*<br>*Destroy when cutoff.*<br>*(N1-GRS-92-4 item 17)* |
| **18** | **PAYROLL LEVY AND GARNISHMENT FILES [1345].**<br>Official Notice of Levy or Garnishment, change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back taxes or other debts of federal employees. Forms: SF-2805; IRS Form 668a or equivalent. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Essential (Vital): Rights and interests records. Location: Finance (Centers). | TEMPORARY. Cutoff when garnishment is terminated.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/18*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-92-4 item 18)* |
| **19-21** | **Reserved** | |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **22** | **PAYROLL SYSTEM REPORTS [1341].**<br>Confidentiality: Non- public record category 2; Privacy Act System Interior/OS-85, DOL-1. | See sub-items below. |
| **22a** | Error Reports, Ticklers, System Operation Reports. | TEMPORARY. Cutoff when related actions are completed or when no longer needed.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/22a*<br>*Destroy when related actions are completed or when no longer needed, not to exceed 2 years.*<br>*(N1-GRS-92-4 item 22a)* |
| **22b** | Reports and Data Used for Agency Workload and/or personnel management purposes. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/22b*<br>*Destroy when 2 years old.*<br>*(N1-GRS-92-4 item 22b)* |
| **22c** | Reports Providing Fiscal Information on Agency Payroll | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/22c*<br>*Destroy after GAO audit or when 3 years old, whichever is sooner.*<br>*(N1-GRS-92-4 item 22c)* |
| **23** | **PAYROLL CHANGE FILES [1341].**<br>Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85, DOL-1. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **23a** | Copies subject to GAO audit. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/23a*<br>*Destroy after GAO audit or when 3 years old, whichever is sooner.*<br>*(N1-GRS-92-4 item 23a)* |
| **23b** | All Other Copies. | TEMPORARY.<br>Use GRS 2/23b.<br>Destroy 1 month after end of related pay period.<br>(N1-GRS-92-4 item 23b) |
| **24** | **PAYROLL CORRESPONDENCE [1341].**<br>Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments. Confidentiality: Non-public record category 2. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/24*<br>*Destroy when 2 years old.*<br>*(N1-GRS-92-4 item 24)* |
| **25-27** | **Reserved** | |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **28** | **RETIREMENT FILES [1400-831].**<br>Reports, registers, and other control documents, and other records relating to retirement. Forms: SF-2807 or equivalent. Exclusions: Retirement documents filed in the individual OPFs (Schedule 1/1). Confidentiality: Non-public record category 2. | TEMPORARY. Cutoff when records are removed or discontinued (e.g. employee separated/transferred, register/list superseded, position discontinued, etc.).<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>• For records not specific to an agency separation initiative: GRS 2.5, item 010, DAA-GRS-2014-0004-0001. Destroy when no longer required for business use.<br>• For records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs. GRS 2.5, item 011, DAA-GRS-2014-0004-0002. Destroy 2 years after date of program closure, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 2/28*<br>*For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.*<br>*(N1-GRS-92-4 item 28)* |
| **29** | **PAYROLL MASTER PAY RECORD (MICROFORM) [1341].**<br>Microfiche copies of employee pay history. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85, DOL-1. Location: WO, Center, SO Personnel | TEMPORARY.<br>Use BLM 2/29.<br>Destroy when 10 years old.<br>(NC1-49-76-1, G/2) |

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## Introduction

Procurement and supply records document the acquisition of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The basic procurement files reflect a considerable range of procedure, from simple, small purchases to complicated prime contractor and subcontractor operations.

Any records created prior to 1895 must first be offered to the National Archives and Records Administration (NARA) for appraisal before applying the disposal instructions. Frequently, copies of procurement documents become integral parts of other files, such as project files of various types or general subject files pertaining to program operations; such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files of which they are a part.

The General Accounting Office (GAO) no longer requires agencies to maintain a separate file of contracts for site audit. The Bureau of Land Management (BLM) contract files maintained in the contracting officer's office are accessible to GAO auditors and have generally been used by them in the past.

When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules which would have authorized destruction of the records prior to the time when the claim is finally resolved unless the agency has received written approval from the GAO (44 USC Section 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

Records documenting procurement and supply are largely standardized by various regulations of the Comptroller General and the Administrator of General Services. The physical arrangement of the transaction files themselves differs in the various agencies, however. In all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, initiating requisition, invoices, and correspondence. Other copies of these documents made for expediting and other administrative purposes are scattered throughout the inspection, shipping, expediting, and other units of the agency procurement organization.

Other files related to the procurement and supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with Government-wide programs. They also include local requisition and stock inventory files and other minor supply papers. Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released - conditionally or with recapture clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed prior to the disposal of title papers, since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties which were sold by the Government. In many instances, lands acquired by the Government are disposed of in different size parcels, and if the Government retains the title to any portion the title evidence should be retained.

This schedule does not apply to Interior Department records relating to the public domain (see Schedule 4) or to the title opinion files of the Department of Justice.

This schedule includes some of the common agency records relating to grant programs. Since many Federal agencies conduct grant programs which document projects contracted between the agency and an outside party, these records are included as an adjunct to the procurement and supply records.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **REAL PROPERTY RECORDS [1531].**<br>Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). Exclusions: Records relating to property acquired prior to January 1, 1921 (contact NARA), Real Property and Accountability and Utilization Files (Schedule 4/5), Patent and Other Conveyance Files (Schedule 4/7), Acquired Land and Interests in Land Files (Schedule 4/13). | See sub-items below. |
| **1a** | Records relating to Property Acquired after 12/31/1920 other than abstract or certificate of title. | TEMPORARY.<br>Use GRS 3/1a.<br>Dispose 10 years after unconditional sale or release by the BLM of conditions, restrictions, mortgages or other liens. |
| **1b** | Abstract or Certificate of Title. | TEMPORARY.<br>Use GRS 3/1b.<br>Transfer to purchaser after unconditional sale or release by BLM of conditions, restrictions, mortgages, or other liens. |
| **2** | **GENERAL CORRESPONDENCE FILES [1531].**<br>Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/2*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-5 item 3)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **ROUTINE PROCUREMENT TRANSACTION FILES [1510].**<br>See BLM Manuals 1510, 1511, and Federal Acquisition Regulations (FAR) for further detail. Contracts, requisitions, purchase orders, leases, equipment rental offers, cooperative assistance agreements, advertising orders, bond and surety records, credit card and uniform draw-down records including correspondence and related papers regarding award, administration, receipt, inspection and payment (other than those covered in Items 1 and 12). Forms: SF-2, 2a-b, 18, 24-26, 28, 30, 33-36, 44a-d, 99, 119, 145-145, 145b, 252, 254, 255, 269-275, 279, 294-5, 308, 344, 424, 1093, 1411, 1442; OF-286, 294, 296, 297, 336, 347, 348; DI-1886; BLM 1103-1, 1510-5, 6, 7, 10, 17, 18, 18a, 20, 30, 36, 42, 44, 45, 45a, 47, 48, 53, 55-60; 1511-1, 2; 1520-54; 9130-3; OAS-20. Confidentiality: Non-public record category 3; Privacy Act Systems Interior/LLM-23, GSA-2, GSA-3, and GSA-4. Essential (Vital): Rights and interests records. Location: All. Exclusions: Copies filed in related resource improvement job or project files (Schedule 17/13) and contracts under appeal (Schedule 3/15). NOTE: Given the complexities of the rules on procurement, please involve procurement officials when deciding which of the subitems to apply to a particular series of records. Unique procurement files are not covered by this schedule. With the standardization of the Government-wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF-115 to NARA. | See sub-items below. |
| **3a** | Procurement or Purchase Organization Copies and Related Papers. | See sub-items below. |
| **3a(1)** | Transactions dated on or after July 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"). | See sub-items below. |
| **3a(1)(a)** | Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000. | TEMPORARY. Cutoff EOFY of final payment or cancellation.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3a(1)(a)*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-GRS-95-4 item 3a1a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3a(1)(b)** | Transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000. | TEMPORARY. Cutoff EOFY of final payment or cancellation.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3a(1)(b)*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-95-4 item 3a1b)* |
| **3a(2)** | Transactions dated earlier than July 3, 1995. | See sub-items below. |
| **3a(2)(a)** | Transactions that utilize other than small purchase procedures and all construction contracts exceeding $2,000. | TEMPORARY. Cutoff EOFY of final payment or cancellation.<br>Use GRS 1.1, item 010, DAA-GRS-2013-0003-0001.<br>Destroy 6 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 1.1, item 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3a(2)(a)*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-GRS-95-4 item 3a2a)* |
| **3a(2)(b)** | Transactions that utilize small purchase procedures and all construction contracts at or below $2,000. | TEMPORARY. Cutoff EOFY of final payment or cancellation.<br>Use GRS 1.1, item 010, DAA-GRS-2013-0003-0001.<br>Destroy 6 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 1.1, item 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3a(2)(b)*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-95-4 item 3a2b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3b** | Procurement Transaction Obligation Copies. | TEMPORARY.<br>Rescinded per GRS Transmittal 23 (nonrecord).<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3b*<br>*Destroy when funds are obligated.* |
| **3c** | Procurement Transaction Reference Copies. Other copies of records described above used by component elements of a procurement office for administrative purposes. | TEMPORARY.<br>Use GRS 1.1, item 011, DAA-GRS-2013-0003-0002.<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 1.1, item 011 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3c*<br>*Destroy upon termination or completion.*<br>*(NC1-64-77-5 item 4c)* |
| **3d** | Data Submitted to Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to FPDS. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3d*<br>*Destroy or delete when 5 years old.*<br>*(N1-GRS-87-8 item 4d)* |
| **4** | **SUPPLY MANAGEMENT FILES [1520].**<br>Files of reports on supply requirements and procurement matters submitted for supply management purposes other than those incorporated in case files or other files of a general nature).<br>Confidentiality: Non-public record category 2. Location: All.<br>Exclusions: Records incorporated in case files or other files of a general nature. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4a** | Copies Received from Other Units for internal purposes or for transmission to staff agencies. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/4a*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-5 item 5a)* |
| **4b** | Copies in Other Reporting Units, and related working documents. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/4b*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-5 item 5b)* |
| **5** | **SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES [1510].**<br>Forms: SF-18, 19, 21, 26, 30, 33-35, 119, 1442; BLM 1510-5. See BLM Manual 1510. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-23. Essential (Vital): Rights and interests records. Location: All. | See sub-items below. |
| **5a** | Successful Bids and Proposals. | TEMPORARY. File with related contract case file. Cutoff EOFY of final payment.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/5a*<br>*Destroy with related contract case file (Schedule 3/3).*<br>*(NC1-GRS-81-2 item 6a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5b** | Solicited and Unsolicited Unsuccessful Bids and Proposals. | See sub-items below. |
| **5b(1)** | Small Purchases as defined in FAR, 48 CFR 13. | TEMPORARY. Cutoff EOFY of date of award or final payment, whichever is later.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/5b(1)*<br>*Destroy 1 year after cutoff.*<br>*(NC1-GRS-81-2 item 6b1)* |
| **5b(2)** | Transactions above the small purchase limitations in 48CFR13. | See sub-items below. |
| **5b(2)(a)** | When filed separately from contract case files. | TEMPORARY. Cutoff EOFY when the related contract is completed.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/5b(2)(a)*<br>*Destroy when cutoff.*<br>*(NC1-GRS-81-2 item 6b2a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5b(2)(b)** | When filed with contract case files. | TEMPORARY. Cutoff EOFY of final payment.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/5b(2)(b)*<br>*Destroy with related contract case file (Schedule 3/3).*<br>*(NC1-GRS-81-2 item 6b2b)* |
| **5c** | Canceled Solicitations Files. | See sub-items below. |
| **5c(1)** | Formal Solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation. | TEMPORARY. Cutoff EOFY of date of cancellation.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/5c(1)*<br>*Destroy 5 years after cutoff.*<br>*(NC1-GRS-81-2 item 6c1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5c(2)** | Unopened Bids. | TEMPORARY. Cutoff EOFY of receipt of bid.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/5c(2)*<br>*Do not file. Return to bidder.*<br>*(NC1-GRS-81-2 item 6c2)* |
| **5d** | Acceptable Bidders Lists or Card Files. | TEMPORARY.<br>Use GRS 3/5d.<br>Destroy when superseded or obsolete. (NC1-GRS-81-2 item 6d) |
| **6** | **PUBLIC PRINTER FILES [1550].**<br>Records relating to requisitions on the Printer, and all supporting papers. | See sub-items below. |
| **6a** | Printing Procurement Unit Copy of requisition, invoice, specifications, and related papers. | TEMPORARY. Cutoff EOFY of completion or cancellation of requisition.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/6a*<br>*Destroy 3 years after cutoff.*<br>*(NC1-64-77-5 item 7a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6b** | Accounting Copy of Requisition. | TEMPORARY. Cutoff EOFY after period covered by related account.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/6b*<br>*Destroy 3 years after cutoff. (NC1-64-77-5 item 7b)* |
| **7** | **NON-PERSONNEL REQUISITION FILES [1510/1550].** Requisitions for non-personnel services, such as duplicating, laundry, binding, and other services. Forms: SF-1, 1a-c; GPO-1026b, 1815, 2511, 2511a; DI-550; BLM 1510-18, 18a; 1556-1. Confidentiality: Non-public record category 2. Location: All. Exclusions: Records associated with accountable officers accounts (Schedule 6) and copies maintained in printing, binding, and duplicating project files (Schedule 13/2). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/7*<br>*Destroy when 1 year old. (NC1-64-77-5 item 8)* |
| **8** | **INVENTORY REQUISITION FILES [1523].** Requisitions for supplies and equipment for current inventory. Forms: SF-344. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **8a** | Stockroom Copy. | TEMPORARY. Cutoff EOFY of completion or cancellation of requisition.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/8a*<br>*Destroy 2 years after cutoff. (NC1-64-77-5 item 9a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8b** | All Other Copies. | TEMPORARY.<br>Use GRS 3/8b.<br>Destroy when 6 months old.<br>(NC1-64-77-5 item 9b) |
| **9** | **INVENTORY FILES [1523].**<br>Confidentiality: Non-public record category 2. Location: All.<br>Exclusions: Stores Accounting Work Papers (Schedule 8/4). | See sub-items below. |
| **9a** | Inventory Lists. Forms: BLM 1520-7, 9, 22 | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/9a*<br>*Destroy 2 years from date of list.*<br>*(NC1-64-77-5 item 10a)* |
| **9b** | Inventory Cards. Forms: OF-131; BLM 1520-24 | TEMPORARY. Cutoff EOFY of discontinuance of item or removal of equipment from BLM control, or after stock balance is transferred to new card or new classification.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/9b*<br>*Destroy 2 years after cutoff.*<br>*(NC1-64-77-5 item 10b)* |
| **9c** | Report of Survey Files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS. Forms: OF-289; DI-103, 103a. | TEMPORARY. Cutoff EOFY of date of survey action or date of posting medium.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/9c*<br>*Destroy 2 years after cutoff.*<br>*(NC1-64-77-5 item 10c)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10** | **TELEPHONE RECORDS.**<br>Telephone statements and toll slips. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-36. Location: All. | TEMPORARY. Cutoff EOFY of period covered by related account.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/10*<br>*Destroy 3 years after cutoff.*<br>*(NC1-64-77-5 item 11)* |
| **11** | **CONTRACTOR'S PAYROLL FILES [1510].**<br>Contractor's payrolls (construction contracts) submitted in accordance with Department of Labor regulations, with related certifications, anti-kickback affidavits, and other related papers. Forms: SF-98, 98a, 1093. Confidentiality: Non-public record category 2; Privacy Act Systems Interior/LLM-23 and GSA-2. Location: All. | TEMPORARY. Cutoff EOFY of completion of contract unless contract performance is subject of enforcement action.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 050, DAA-GRS-2013-0003-0003<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/11*<br>*Destroy 3 years after cutoff.*<br>*(NC1-64-77-5 item 12)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12** | **TAX EXEMPTION FILES [1510].**<br>Tax exemption certificates and related papers. Forms: SF-1094, 1094a. Confidentiality: Non- public record category 2; Privacy Act System Interior/LLM-23. Location: All. | TEMPORARY. Cutoff EOFY of period covered by related account.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/12*<br>*Destroy 3 years after cutoff.*<br>*(NC1-64-77-5 item 13)* |
| **13** | **UNSUCCESSFUL GRANT APPLICATION FILES [1510].**<br>Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-23. Location: WO, Centers, SO. Exclusions: Successful grant applications (Schedule 3/3). | TEMPORARY. Cutoff EOFY of rejection or withdrawal.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.2, item 021, DAA-GRS-2013-0008-0006<br>Destroy 3 years after final action is taken on file.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/13*<br>*Destroy 3 years after cutoff.*<br>*(NC1-GRS-81-2 item 14a)* |
| **14** | **GRANT ADMINISTRATIVE FILES [1510].**<br>Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program. Confidentiality: Non-public record category 2. Location: WO, Centers, SO. Exclusions: Grant case files, which include accepted applications among many other documents, substantive correspondence and subject files relating to grant programs, and final product files (submit SF-115 to NARA). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.2, item 010, DAA-GRS-2013-0008-0007<br>Destroy 3 years after final action is taken on the file.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/14*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-5 item 17b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **15** | **CONTRACT APPEALS CASE FILES [1510].**<br>Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-23. Essential (Vital): Rights and interests records. Location: WO, Centers, SO. | See sub-items below. |
| **15a** | Records Created Prior to 10/01/1979. | TEMPORARY.<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/15a*<br>*Destroy 6 years, 3 months after final action on decision.* |
| **15b** | Records Created After 09/30/1979. | TEMPORARY. Cutoff EOFY after final action on decision.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/15b*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-87-9 item 19b)* |
| **16** | **CONTRACTOR'S STATEMENT OF CONTINGENT OR OTHER FEES [1510].**<br>Filed separately from the contract case file and maintained for enforcement or report purposes. Forms: SF-119 or statement. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-23. Location: All. | TEMPORARY. Cutoff EOFY when superseded or obsolete.<br>Use DRS 1.3C, DAA-0048-2013-0001-0012.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/16*<br>*Destroy when superseded or obsolete.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **17** | **SMALL AND DISADVANTAGED BUSINESS UTILIZATION FILES [1510].**<br>Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by PL 95-507. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-23. Location: WO, Centers, SO. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/17*<br>*Destroy when 3 years old.*<br>*(N1-GRS-87-14 item 1)* |
| **18** | **FEDERAL ACTIVITIES INVENTORY REFORM (FAIR) ACT RECORDS** (created under OMB Circular A-76, Performance of Commercial Activities).<br>Records documenting implementation of OMB Circular No. A-76, Performance of Commercial Activities. These records are created and maintained in paper and electronic formats and include but are not limited to inventories, reviews, consultations, summary reports, commercial activity codes, challenges, appeals, decisions, planning documents, public announcements, Federal Register notices, standard and streamlined competition documents, accountability statements, cost calculations, and performance measures.<br>NOTE: Procurement files related to Circular No. A-76 solicitations are scheduled under GRS 3, Item 3a, Routine Procurement Files.] | See sub-items below. |
| **18a** | Circular No. A-76 case files/studies maintained by office having primary responsibility. | TEMPORARY. Cutoff EOFY when action is completed.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/18a*<br>*Transfer to FRC 3 years after cutoff. FRC destroys 6 years after cutoff.*<br>*(N1-GRS-05-2 item 18a)* |
| **18b** | Circular No. A-76 records maintained by other offices, including information copies and background material. | TEMPORARY. Cutoff EOFY upon completion of study.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/18b*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-05-2 item 18b)* |

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Schedule 4 - Property Use and Disposal Records

## Introduction

This schedule incorporates the records described in General Records Schedule (GRS) 4 and adds the property use and disposal records that are unique to the Bureau of Land Management (BLM).

Because the public lands and their resources are government property, this schedule covers most of the records associated with carrying out the BLM mission. These mission-related records involve:

1. Land Transfers. Records associated with the transfer of public lands are the patents, other conveyances, and acquisitions files. Related records include the land status records that document the ownership and availability of the public lands

2. Land Use. Records associated with the use of resources include material sales, wild horse and burro adoptions, use permits and leases, rights-of-way, and water rights files. Related records include resource inventories and studies and land classification and withdrawal files.

3. Planning and Environment. Records that document the planning for multiple-use and environmental quality include resource management and environmental planning files.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office (GAO) without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under the General Services Administration (GSA) regulations:

a. SF-114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, other notices of sale, invoices, and sales slips.

b. SF-120, Report of Excess Personal Property, and SF-121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF-120 to report excess personal property to the regional GSA offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, GSA, which consolidates the data.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **PROPERTY DISPOSAL CORRESPONDENCE FILES [1527/1533].**<br>Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 4/1*<br>*Destroy when 2 years old.*<br>*(GRS 4, 1952, item 4)* |
| **2** | **EXCESS PERSONAL PROPERTY REPORTS [1527/1529].**<br>Forms: SF-120, 120a, 121, 122, 123, 123a, 126, 126a;<br>BLM 1520-34, 45. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 4/2*<br>*Destroy when 3 years old.*<br>*(GRS 4, 1952, item 5)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **SURPLUS PERSONAL PROPERTY SALE CASE FILES, [1527].**<br>Documenting sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. Authority: 40 U.S.C. 484. Forms: SF-97, 114, 114a-f, 150, 151; OF-15, 16, 17, 20, 1114b. Confidentiality: Non-public records Category 2. | See sub-items below. |
| **3a** | Transactions of more than $25,000. | TEMPORARY. Cutoff after final payment.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 4/3a*<br>*Destroy 6 years after cutoff.*<br>*(N1-GRS-87-11, item 6a)* |
| **3b** | Transactions of $25,000 or less. Location: All. | TEMPORARY. Cutoff after final payment.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 4/3b*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-87-11, item 6b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4** | **REAL PROPERTY DISPOSAL CASE FILES [1533].** Records necessary or convenient for the use of real property sold, donated, or traded to nonfederal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes. Confidentiality: Non-public record category 2. Location: All. Exclusions: Real property accountability case files maintained by the Service Center real property management office (Schedule 4/5), case files on disposal of surplus real and related personal property and excess property reports (submit SF-115). | TEMPORARY.<br>Use GRS 4/4.<br>Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. |
| **5** | **REAL PROPERTY ACCOUNTABILITY AND UTILIZATION FILES [1530].** Documentation required by GSA during BLM ownership or after property is released conditionally with recapture clauses, such as reservation of fissionable material, water rights, or other restrictions. Authority: 40 U.S.C. 483. Forms: BLM 1530-1, 2, 9, 17-21. Confidentiality: Non-public record category 2. Exclusions: Land acquisition files (Schedule 4/13) and land sale files (Schedule 4/7). | See sub-items below. |
| **5a** | Real Property Case Files. Individual case files for each property and/or building owned by the BLM. Location: Centers. | TEMPORARY. Cutoff EOFY in which property is sold or released unconditionally.<br>Use BLM 4/5a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 10 years after cutoff.<br>(NC1-49-85-2, 4/20b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5b** | Real Property Accountability Files. Documents used to maintain current data on individual properties, including real property inventories. Files are updated whenever additional properties are acquired or when changes occur to existing properties. Confidentiality: Non-public record category 2. Location: Centers, SO, FO. | TEMPORARY. Cutoff when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>Use DRS 1.3C, DAA-0048-2013-0001-0012.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 4/5b*<br>*Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.*<br>*(N1-49-90-1, 4/5b)* |
| **5c** | Real Property Utilization Survey Reports. Reports contain narrative information on whether or not specific BLM properties are being used for their intended purposes and are sometimes accompanied by photographs of the property. Reports are prepared by FO and sent to SO and Centers. Centers file one copy in the real property case file (item 5a) and forwards remaining copies to WO and GSA. Location: WO, Centers, SO, FO. | TEMPORARY. Cutoff when superseded by new report.<br>Use DRS 1.3C, DAA-0048-2013-0001-0012.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 4/5c*<br>*Destroy when replaced by new report.*<br>*(N1-49-90-1, 4/5c)* |
| **6** | **TIMBER SALES, MATERIAL SALES, FREE-USE PERMITS.**<br>The BLM is authorized to dispose of timber and mineral and vegetative resources on the public lands. The issuance of a contract or free-use permit gives the permittee or operator the right to extract, process, stockpile and remove materials. Authority: 43 CFR 3600, 5400. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-16. Essential (Vital): Legal and Financial Rights Records. | See sub-items below. |
| **6a** | Timber Sale Contract Files [5400]. Case files containing timber sale plans, profiles, exhibits, bid invitation, bids, evidence of sale, bid acceptance, bonds, correspondence and other material documenting the sale from initiation through contract termination and release, including protest and appeal documentation. Arranged by contract number; timber sales are not serialized. Essential information is entered into the timber and material sales data base (item 6d). Forms: BLM 1140-2, 3, 4, 6, 7, 8; 1822-3, 4; 5400-1, 2; 5420-2; 5430-1; 5440-9, 10; 5450-3, 3a, 4, 9, 11-13, 15-17, 19-22; 5460-3, 4-5, 10, 15-18; 5470-3, 4; 5480-1, 2-5. Location: FOs with delegated responsibility. Exclusions: Minor forest products material sales (item 6c), related easements (Schedule 4/13); sale plans (Schedule 4/20); operator ratings (Schedule 4/21); timber road construction projects (Schedule 17/14). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6a(1)** | Timber Sale Contract Case Files. Record-copy case files. | TEMPORARY. Cutoff EOFY in which the sale terminates, the bond is released, and appeal rights are exhausted.<br>Use BLM 4/6a(1).<br>Transfer to FRC 2 years after cutoff. FRC destroys 19 years after cutoff.<br>(NC1-49-85-2, 4/6b(1)) |
| **6a(2)** | Timber Sale Field Files. Containing duplicates of timber sale documents used for on-the-ground reference by the contracting officer's representative. | TEMPORARY.<br>Use BLM 4/6a(2).<br>Destroy when contract is terminated and bond is released.<br>(NC1-49-85-2, 4/6b(2)) |
| **6b** | Mineral Material Sale and Free Use Authorization Files [3600]. Serialized case files, arranged by number, documenting the sale and free use of common-variety minerals (e.g., sand and gravel, soil, stone, petrified wood), including competitive sales and community pit and common-use area sales and permits. May contain bid documents. Essential information is entered into the timber and material sales data base (item 6d). Forms: BLM 3600-4, 5, 6. Location: FOs with delegated responsibility. Exclusions: Copies of sale forms used for accounting purposes (Schedule 6/1a). | TEMPORARY. Cutoff EOFY in which sale is terminated and appeal rights are exhausted.<br>Use BLM 4/6b.<br>Transfer to FRC 4 years after cutoff. FRC destroys 10 years after cutoff.<br>(NC1-49-85-2, 4/6c) |
| **6c** | Vegetal and Minor Forest Product Material Sale and Free Use Authorization Files [5450, 5510]. Documenting the sale and free use of vegetation (e.g., hay, ferns, cacti, jojoba) and minor forest products (e.g., firewood, Christmas trees, trees, poles, burls, posts, etc.). Arranged by sale or permit number; these sales and permits are not serialized. Essential information is entered into the timber and material sales data base (item 6d). Forms: BLM 5440-13; 5450-1, 5, 5a; 5510-1. Location: FOs with delegated responsibility. Exclusions: Christmas tree tags and copies of sale forms used for accounting purposes (Schedule 6/1a). | TEMPORARY. Cutoff EOFY in which sale is terminated and appeal rights are exhausted.<br>Use BLM 4/6c.<br>Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.<br>(NC1-49-85-2, 4/6d(1), (2)) |
| **6d** | Timber and Material Sales Data Base. Electronic file that contains timber, vegetative, and mineral disposal data from 1977. Provides volumes, products, financial data, and user identification. Produces periodic reports, including statistical reports for Congress at end of FY. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. Note: Records in this system will eventually transition in their entirety to the new target system. See Timber Sale Information System (TSIS), item 6e. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6d(1)** | Timber and Material Sales Data Base Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item 6d(2)(a)). Consists of the concept of operations, official record designation documentation (a.k.a. records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: Centers | TEMPORARY. Cutoff EOFY in which the data base is transferred to a new system.<br>Use BLM 4/6d(1).<br>Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.<br>(N1- 49-90-1, 4/6d1) |
| **6d(2)** | Timber and Material Sales Data Base System Documentation. | See sub-items below. |
| **6d(2)(a)** | Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: Centers. | TEMPORARY.<br>Use BLM 4/6d(2)(a).<br>Destroy or delete upon authorized destruction of master file (item 6d(4)).<br>(N1-49-90-1, 4/6d(2)(a)) |
| **6d(2)(b)** | Data Verification and Quality Control Files Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item 6d(1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: Centers. | TEMPORARY. Cutoff EOFY in which documentation is created.<br>Use BLM 4/6d(2)(b).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-90-1, 4/6d(2)(b)) |
| **6d(3)** | Timber and Material Sales Data Base Software Application software necessary to use or maintain the master data base. Location: Centers. | TEMPORARY.<br>Use BLM 4/6d(3).<br>Delete upon authorized destruction of the master file (item 6d(4)).<br>(N1-49-90-1, 4/6d(3)) |
| **6d(4)** | Timber and Material Sales Data Base Master Data File. Magnetic master created by copying to tape all data in the data base at the time of migration to the target system. Location: Centers. Replaced by Timber Sale Information System (TSIS), see Item 6e. | TEMPORARY.<br>Use BLM 4/6d(4).<br>Delete after the data base is replaced by a new system and all data has been transferred to the new system.<br>(N1-49-90-1, 4/6d(4)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6d(5)** | Timber and Material Sales Data Base Backup Tapes. Electronic file of data created periodically by copying to tape all data in the data base and retained in case the master is damaged or inadvertently erased. Location: Centers. | TEMPORARY. Cutoff when the identical records have been captured in a subsequent backup file or transferred to NARA.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8a*<br>*Delete when replaced by a subsequent security backup file.*<br>*(N1-GRS-95-2, item 8a)* |
| **6d(6)** | Timber and Material Sales Data Base Input/Source Documentation. Data entry sheets, nonrecord copies of case file documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Location: FOs. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 010, (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item 6d(4)), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |
| **6d(7)** | Timber and Material Sales Data Base Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations. | TEMPORARY.<br>Use BLM 4/6d(7).<br>Destroy or delete when no longer needed for current business.<br>(N1-49-90-1, 4/6d(7)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6e** | **TIMBER SALE INFORMATION SYSTEM (TSIS)**<br>This system supports timber sale accounting, management, and activity tracking and tracking of Special Forest Product (SFP) sales and permits. TSIS provides direct support to BLM Mission Goals 2.4.01 and 2.4.02 related to managing the use of forest and woodland products in the Public Domain (PD) and in the Oregon and California lands (O&C). TSIS is the sole automated process to track timber sale and special forest product activity and accomplishments, and it is the sole source for validation of timber sale and special forest product revenues in the BLM's financial system. This system was previously known as the Timber and Material Sales Database and scheduled under N1-049-90-1, 4/6d(4), which is superseded by schedule item 6e(1). | See sub-items below. |
| **6e(1)** | Master File. The master file contains documentation about Timber Purchasers/Contractors (individual, partnership, corporate), Contact Person(s) for timber purchaser/contractor, and awarded permits (individual or contractor) of Special Forest Products. Data includes information about sales volumes and revenues. | PERMANENT. Cutoff every 5 years.<br>Use BLM 4/6e(1).<br>Transfer a copy of the master file to NARA upon approval of this schedule along with the technical documentation in accordance with 36 CFR 1235.44-50. Thereafter, transfer a copy every 5 years along with the current technical documentation.<br>(N1-049-09-3, 1a)<br>ERA disposition authority: Pending: to be established. |
| **6f** | **FOREST VEGETATION INFORMATION SYSTEM (FORVIS)**<br>The Forest Vegetation Information System (FORVIS) is a system for storage, retrieval, and analysis of data about forestlands. The system provides data management and analytical capabilities for inventorying and monitoring vegetation on forested uplands. The focus of the system is the management of attribute data about vegetation polygons and associated land management events. FORVIS is used in conjunction with the Timber Sales Information System (TSIS) to support the BLM Forest and Woodlands Management Program.<br>The system allows three data collection processes or levels of data describing vegetation. The sources are (1) photo interpretation, (2) walk-through survey, and (3) plot measurements (stand examinations). FORVIS allows broad, general vegetation descriptions where funds and resource value is low. It also allows more detailed descriptions of species attributes, forest structure, and understory vegetation where the resource values warrant. Additionally, when plot measurements are taken, projections of temporal change and vegetation treatment effects are possible through links to the U. S. Forest Service's Forest Vegetation Simulator and Stand Visualization System. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **6f(1)** | Master File. The system contains information about current vegetation for specific sites. The data is used to assess and classify current conditions, potential vegetation, and site productivity. It is used to generate various models, including those that show projections and scenarios about forest growth, forest structure, and wildlife habitat. The system is also used to quantify forest products, develop silviculture, plan forest restoration treatments, and record treatment and disturbance events. | PERMANENT. Cutoff every 5 years.<br>Use BLM 4/6f(1).<br>Transfer a copy of the master file to NARA upon approval of this schedule along with the technical documentation in accordance with 36 CFR 1235.44-50. Thereafter, transfer a copy every 5 years along with the current technical documentation.<br>(N1-049-09-10, 1a)<br>ERA disposition authority: Pending: to be established. |
| **7** | **PATENT AND OTHER CONVEYANCE FILES [1860].** Documenting serialized applications filed under the various land laws for acquisition of title to public lands, including any related contest or appeal actions. The BLM maintains the records of title evidence by which tracts of public domain lands have passed from federal to non-federal ownership. Since 1785, numerous laws have been passed governing the disposition of public lands. Some of these laws involved cash and credit sales, military bounty land warrants, homesteads, grants to states, grants to railroad corporations, and public sales. In addition, states were allowed by law, under certain conditions, to select tracts of vacant public domain. Since 1908, each patent application case was given a serial number, and then when title was transferred to the applicant, the case was given a patent number. Authority: 43 CFR 1860. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Note: Prior to 1968, all permanent patent case files were transferred via the BLM Washington Office to the National Archives in Washington, D.C. In 1968, the Regional Archives began accepting these records. However, some files maybe at Regional Archives after a review of these records was conducted. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **7a** | Patent Applications, Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant. Forms: BLM 2520-1; 2540-1; 2620-1; 2650-1; 2740-1. Exclusions: Pending patent applications (Schedule 4/16). Location: SO.<br>Airport Applications [2640]<br>Carey Act Applications [2610]<br>Color-of-Title Applications [2540]<br>Desert Land Applications [2520]<br>Homestead Applications [2510]<br>Indian Allotment Applications [2530]<br>Land Exchange Applications [2200]<br>Mineral Patent Applications [2550, 3820, 3860]<br>Native Allotments/Selections [2560, 2650]<br>Public Land Sale Applications [2710]<br>Railroad Applications [2630]<br>Recreation and Public Purpose [2740]<br>Scrip Applications [2610]<br>Small Tract Applications [2710]<br>State Grant Applications [2620]<br>Indemnity Lands [2620]<br>School Lands [2620]<br>Swamp Lands [2625]<br>Townsite Applications [2560, 2760] | PERMANENT. Cutoff EOFY in which the application is rejected or withdrawn.<br>Use BLM 4/7a.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-85-2, 4/7a(1))<br>ERA disposition authority: DAL-0049-2011-0006-0002. |
| **7b** | Land Entries Allowed but Subsequently Canceled or Relinquished. Serialized case files, arranged by number, documenting applications on which entries were allowed but were subsequently canceled or relinquished prior to patent issuance. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a. Location: SO. | PERMANENT. Cutoff EOFY in which entry is canceled or relinquished.<br>Use BLM 4/7b.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-85-2, 4/7b)<br>ERA disposition authority: DAL-0049-2011-0006-0003. |
| **7c** | Patent Issued Files. Case files, arranged by patent number. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-1, 2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **7c(1)** | Patent Issued Official Case Files. Includes patents and deeds issued, corrected, supplemented, amended, canceled, or reverted, quiet title, patent contests, title resolution, and recordable disclaimers of interest cases. Location: SO. | PERMANENT. Cutoff EOFY in which patent is issued, amended, supplemented, canceled, or reverted. Establish compliance files for patents requiring limited or in perpetuity reversionary clauses.<br>Use BLM 4/7c(1).<br>Transfer entire file to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-85-2, 4/7c(1, 3), 7e)<br>ERA disposition authority:<br>DAL-0049-2011-0006-0004: Patent Issuance Files.<br>DAL-0049-2011-0006-0005: Corrected, Supplemented, Amended, or Cancelled Patent Files.<br>DAL-0049-2011-0006-0006: Contest Files. |
| **7c(2)** | Patent Compliance Case Files. Consists of duplicate documents from the original patent issued case file and record copies of compliance reports for patents requiring limited or in perpetuity reversionary clauses. Documenting periodic inspection of patented lands for compliance with the legal requirements, including R&PP, Airport, and Cagey Act patents. Location: FOs with delegated responsibility. | TEMPORARY. Cutoff when compliance no longer required.<br>Use BLM 4/7c(2).<br>Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff.<br>(NC1-49-85-2, 4/7c(2)) |
| **7c(3)** | Patents Issued Bound Copies. Paper copies of patents, clear lists, and equivalent title documents bound in volumes of 250.<br>Location: SO. | PERMANENT.<br>Use BLM 4/7c(3).<br>Transfer to NARA when no longer needed for reference purposes.<br>(NC1-49-85-2, 4/7c(4))<br>ERA disposition authority:<br>DAL-0049-2011-0006-0027. |
| **7c(4)** | Patent Registers. Documenting serial number, type of case, and patent number. Includes patent contest logs. Forms: BLM 1274-1.<br>Location: SO. | PERMANENT. Cutoff EOFY in which the register is no longer needed for control purposes.<br>Use BLM 4/7c(4).<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff.<br>(N1-49-90-1, 4/7c(4))<br>ERA disposition authority:<br>DAL-0049-2011-0002-0011. |

| Item | Record Series Description | Disposition Authority |
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| **7d** | Townsite Trustee Files. Case files, arranged by townsite number, containing copies of deeds issued, contest docket and related financial receipts and disbursement documents, trustee proceedings, plats, field notes, and tract books. Note: A townsite is an area of public lands which has been segregated for disposal as an urban development, often subdivided into blocks, which are further subdivided into town lots. Location: SO. | PERMANENT. Cutoff EOFY in which townsite is closed.<br>Use BLM 4/7d.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-85-2, 4/7d)<br>ERA disposition authority: DAL-0049-2011-0006-0028. |
| **8** | **WILD HORSE & BURRO (WH&B) ADOPTION FILES [4710].**<br>The BLM is responsible for placing healthy excess wild horses and burros in private maintenance with qualified individuals who pay an adoption fee. Title to the animals is conveyed to the eligible adopters at the end of 1 year of humane private maintenance. Authority: 43 CFR 4700. Exclusions: The following WH&B-related files are covered under other schedule items: study and research files (Schedule 4/11); herd management area planning and appeal files (Schedule 4/20); mailing lists (Schedule 13/4a); public affairs adoption event files (Schedule 14/4); formal directives files (Schedule 16/1); advisory board files (Schedule 16/8d); program policy, direction, and decision files (Schedule 16/20); memoranda of understanding (Schedule 16/16); law enforcement files (Schedule 18/30); general correspondence and recurring reports (Schedule 23/1a); nonrecord working files, background materials, and reference collections which may be destroyed when no longer needed. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **8a** | WH&B Titled Adoption Case Files, Individual or Group. Nonserialized case files documenting adoptions that result in title to the animal being transferred by the BLM to the adopter. Consists of private maintenance and care agreement, application, screening checklist, certificate of title, title eligibility letter, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, and request for replacement animals with vet's statement. Includes additional compliance documentation such as reports of inhumane treatment, investigation reports, compliance checks, inspections, photos/videos, notice of need for corrective action letter, citations, maintenance and care agreement letter, cancellation of agreement letter, record of repossession of animal, notice of violation, decision letter, Information on Right of Appeal Form 1842-1. If case results in litigation, includes arrest records, prosecution records, and court records. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: BLM 1370-41; 1842-1; 4710-9, 9a, 10, 12, 12a, 18, 19, 19a. Confidentiality: Public record category 1B and non-public record category 2; Privacy Act System Interior/LLM-28. Essential (Vital): Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location where animals are maintained. | TEMPORARY. Cutoff EOFY in which title is issued.<br>Use BLM 4/8a.<br>Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff.<br>(N1-49-98-1, 4/8a) |
| **8b** | WH&B Untitled Adoption Case Files. Non-serialized case files documenting approved adoptions for which a request for title was never received. Consists of private maintenance and care agreement, application, screening checklist, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, request for replacement animals with vet's statement, and request to terminate agreement. May include additional compliance documentation as described in Titled Cases (item 8a) above. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: 4710-9, 9a, 10, 19, 19a. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-28. Essential (Vital): Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location where animals are maintained. | TEMPORARY. Cutoff EOFY in which adoption approved.<br>Use BLM 4/8b.<br>Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff.<br>(N1-49-90-1, 4/8b) |

| Item | Record Series Description | Disposition Authority |
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| **8c** | WH&B Applications Which Do Not Result in Adoption. Consists of application, screening checklist, and related maps and correspondence. Documents are filed alphabetically by applicant name. Forms: 4710-10. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-28. Location: Office receiving the application. | TEMPORARY. Cutoff EOFY in which received.<br>Use BLM 4/8c.<br>Destroy 1 year after cutoff.<br>(N1-49-90-1, 4/8c) |
| **8d** | WH&B Duplicate Adoption Case Files. Nonrecord copies of adoption documents. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-28. Location: Offices other than the office of jurisdiction. | TEMPORARY. Cutoff EOFY in which adoption approved.<br>Use BLM 4/8d.<br>Destroy 1 year after cutoff.<br>(N1-49-90-1, 4/8d) |
| **8e** | WH&B Animal Preparation Case Files. Documenting the physical examination, freezemarking, and treatment of animals in preparation for private maintenance by adopters. Consists of lab tests, certificate of veterinarian, veterinarian treatment records, health certificates, and other preparation records. Note: Duplicate copies are provided to adopters. Documents filed by date. Forms: USDA VS 10-11; BLM 4710-14, 15, 17. Confidentiality: Public record category 1B. Location: Preparation center of origin. | TEMPORARY. Cutoff EOFY.<br>Use BLM 4/8e.<br>Destroy 3 years after cutoff.<br>(N1-49-90-1, 4/8e) |
| **8f** | WH&B Animal Shipping Case Files. Consists of bill of lading, shipping manifest, vehicle inspections, instructions to truck driver, diagram of trailer, hauling permits/licenses. Documents are filed by date. Forms: SF-1103; BLM 4710-16. Confidentiality: Non-public record category 2. Location: Preparation center of origin. | TEMPORARY. Cutoff EOFY.<br>Use BLM 4/8f.<br>Destroy 3 years after cutoff.<br>(N1-49-90-1, 4/8f) |
| **8g** | WH&B Animal Training Facility Case Files. Consists of agreements with prisons or other training facility, training evaluation forms, training certificates, daily training record. Confidentiality: Non-public record category 2. Location: Office that negotiated the agreement. | TEMPORARY. Cutoff EOFY in which agreement is terminated.<br>Use BLM 4/8g.<br>Destroy 3 years after cutoff.<br>(N1-49-90-1, 4/8g) |
| **8h** | WH&B Adoption Data Bases. Data bases that support the wild horse and burro adoption program maintained on personal computers, containing information derived from hard copy records authorized for destruction. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-28. Location: Offices using the data base. | TEMPORARY.<br>Rescinded by GRS Transmittal 23<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3*<br>*Delete after the expiration of the retention period for the hard copy file, or when no longer needed, whichever is later.* |
| **8i** | Electronic Versions of Wild Horse and Burro Records Created by Electronic Mail and Word processing Applications. | TEMPORARY.<br>Use BLM 4/8i.<br>Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating.<br>(N1-49-98-1, 4/8i) |

| Item | Record Series Description | Disposition Authority |
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| **8j** | **WILD HORSE AND BURRO PROGRAM SYSTEM (WHBPS)**<br>The Wild Horse and Burro Program System was developed in 1984 to maintain information on specific animals captured and offered for adoption and on people who have adopted wild horses and burros. The system was expanded to include information on habitat areas where herds exist on public land, and on holding and preparation facilities where excess animals are marked, provided with veterinary care, and made available for adoption. The WHBPS enables BLM to implement the requirements of the Wild Free-Roaming Horse and Burro Act of 1971 (Public Law 92-195), as amended. | See sub-items below. |
| **8j(1)** | Master File. The system contains information on the care animals are receiving, any changes in location of the animals, and documentation about the passage of animal title to the adopter. It also provides data that allows assessment of the short-term and long-term effects on public lands where wild horses and burros graze. | PERMANENT. Cutoff every 5 years.<br>Use BLM 4/8j(1).<br>Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50.<br>Thereafter, transfer a copy every 5 years, along with the current technical documentation.<br>(N1-049-09-4, 1a)<br>ERA disposition authority: Pending: to be established. |
| **9** | **LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE.**<br>Documenting legal disputes between BLM and individuals, organizations, or local governments concerning property use and disposition, which cannot be identified with an individual case, plan, or specific action. Authority: 43 CFR 1840, 1850. Confidentiality: Non-public record category 2. Essential (Vital): Legal and Financial Rights Records. Exclusions: Litigation related to specific cases. Disposition of case-related protests, appeals, civil actions, and litigation documents is governed by the disposition authorized for the related case file. | See sub-items below. |
| **9a** | Litigation and Civil Action Case Files. Subdivide case files by subject if volume warrants. Location: WO program office or SO of origin. | TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision issued.<br>Use BLM 4/9a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(N1-49-90-1, 4/9a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9b** | Litigation and Civil Action Reference Files. Copies retained for administrative or reference purposes. Location: WO, AFO. | TEMPORARY.<br>Use BLM 4/9b.<br>Destroy when obsolete or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/9b) |
| **10** | **LAND STATUS AND USE FILES [1275].**<br>Records that portray ownership of public lands and availability of those lands for entry and use under the various public land laws. The public land records began with the Ordinance of 1785 which authorized the Treasury Department to survey and auction public domain land as a source of revenue. The tract books system was established around 1800. Tract books were designed primarily for the maintenance of a permanent reference by State or Territory, meridian, township, range, section and subdivisions, of all transactions involving surveyed public lands. Because the tract books were badly worn and mutilated, establishment and installation of a new records system began in 1956. The new system, which consisted of master title plats, use plats, historical indexes, and control document indexes, eventually replaced the tract book system (except in the Eastern States). Authority: 43 CFR 1813. Forms: BLM 1275-3, 4; 1810-4. Confidentiality: Public record category 1A. Essential (Vital): Legal and Financial Rights Records. Location: Masters and control files created and maintained by each SO; duplicates in AFO. | See sub-items below. |
| **10a** | Master Title Plat (MTP) Masters. Includes supplemental MTP Masters. Record-copy paper, vellum, or mylar plats that provide a composite of the survey plats of a township on which is shown ownership and land status. MTPs depict lands granted to states, acquired lands, lands patented with reservations to the U.S., public domain lands with surface and subsurface rights noted, withdrawals, classifications, and rights-of-way. In most state offices, MTPs are captured on microform (items 10f). | PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions.<br>Use BLM 4/10a.<br>Transfer to FRC upon cutoff.<br>FRC will transfer to NARA 12 years after cutoff.<br>(NC1-49-85-2, 17/1a(1))<br>ERA disposition authority: DAL-0049-2011-0006-0018. |
| **10b** | Supplemental Use Plat Masters. Includes supplemental Use Plat Masters. Record-copy paper, vellum, or mylar plats, that show land ownership, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. Use plats are copies of the MTPs which reflects, in addition to the ownership and other restrictive data, land use leases, licenses, and permits. In most state offices, Use Plat Masters are captured on microform (item 10f). | PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions.<br>Use BLM 4/10b.<br>Transfer to FRC upon cutoff.<br>FRC will transfer to NARA 12 years after cutoff.<br>(NC1-49-85-2, 17/1b(1))<br>ERA disposition authority: Pending: to be established. |

| Item | Record Series Description | Disposition Authority |
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| **10c** | Historical Index (HI) Masters. Record-copy paper narrative, that provides in chronological order a summary and index of all past and present actions which have affected the title, use, or availability of public lands and resources as illustrated on the MTPs and use plats. In most state offices HI masters are captured on microform (item 10f). | PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions.<br>Use BLM 4/10c.<br>Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff.<br>(NC1-49-85-2, 17/4a(1))<br>ERA disposition authority: DAL-0049-2011-0006-0019. |
| **10d** | Tract Book Masters. Master guide to the history of all actions related to disposition and use of the public lands. The notation of tract books was discontinued when the new status records (MTPs, Use Plats, His) were installed. | PERMANENT. Cutoff upon installation of microform status records.<br>Use BLM 4/10d.<br>Transfer immediately upon cutoff to FRC. FRC will transfer to NARA 12 years after cutoff.<br>(NC1-49-85-2, 17/1c)<br>ERA disposition authority: Pending: to be established. |
| **10e** | Control Document Index (CDI) Masters. Paper copies of land title and use documents that have affected the status of public lands. Arranged by state, meridian, township, and range. In most state offices, CDI masters are captured on microform (item 10f). | TEMPORARY.<br>Use BLM 4/10e.<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(NC1-49-85-2, 17/4c) |
| **10f** | Land Status Microform (MTPs, HIs, CDIs, etc.). Microform masters and duplicate film or fiche. | TEMPORARY.<br>Use BLM 4/10f.<br>Destroy when no longer needed for duplicating or other administrative or reference purposes.<br>(NC1-49-85-2, 17/1a(2), 1b(2), 4a(2), 4b) |
| **10g** | Land Status Working Files and Reference Copies. Paper copies of documents retained only for reference and administrative use. | TEMPORARY.<br>Use BLM 4/10g.<br>Destroy when superseded, obsolete, or no longer needed for reference purposes.<br>(NC1-49-85-2, 17/4c) |
| **10h** | Land Status Control Files. Correspondence, reports, BLM Form 1810-4, and other records that document requests for status, completion of projects, or other administrative actions. | TEMPORARY.<br>Use BLM 4/10h.<br>Destroy when superseded, obsolete, or no longer needed for control purposes.<br>(N1-49-90-1, 4/10h) |

| Item | Record Series Description | Disposition Authority |
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| **10i** | Metzker County Atlases. Title and use information created by original land office on Metzker County Atlases. | PERMANENT. Cutoff upon installation of new records.<br>Use BLM 4/10i.<br>Transfer directly to NARA.<br>(NN1-171-77, I/5)<br>ERA disposition authority:<br>Pending: to be established. |
| **11** | **RESOURCES INVENTORY, STUDY, SURVEY AND MAPPING FILES [1610, 2020, 2060, 3030, 3060, 4400, 5200, 6600, 7100, 7200, 7300, 8110, 8210, 8310, 8410, 8510, 8520, 9300].**<br>Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. Authority: 43 CFR 1610.4-3.<br>Confidentiality: Public record category 1B, except archaeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 2. Exclusions: Land survey files (Schedule 17/14); Geographic Information System data layers (Schedule 20/52); electronic resources inventories (Schedule 20/53); and hazardous materials files (Schedule 18/33). | See sub-items below. |
| **11a** | Resources Inventory, Study, or Survey Case Files. Arranged by case number or site name. Documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; copies of final maps and study reports containing summary and conclusions; and related papers of value to the historical account of the project. May include annotated aerial photos, still photos, other original data that are only partially duplicated in the resultant reports and maps. Includes grazing allotment files. Forms: BLM 4413-1. Location: FOs with delegated responsibility. | PERMANENT. Cutoff EOFY in which the effort is completed. Screen each file to identify and destroy all duplicates, other nonrecord materials, and short-term documents.<br>Use BLM 4/11a.<br>Transfer to FRC 3 years after cutoff. FRC transfers to NARA 25 years after cutoff.<br>(N1-49-90-1, 4/11a)<br>ERA disposition authority:<br>DAL-0049-2011-0002-0001. |

| Item | Record Series Description | Disposition Authority |
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| **11b** | Resources Inventory, Study, or Survey Working Files and Reference Materials. Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final reports or maps and minor administrative documents collected during the project but not necessary to ensure history of the study. Includes duplicate or "dummy" inventory, study, and survey case files and duplicate well logs. Location: All. Forms: BLM 3030-2; 4410-1, 1a, 2; 4411-1; 4412-19, 24, 41; 5200-1, 2, 4, 4a, 5; 6602-1, 2-7, 9, 9a; 6630-4; 7230-3, 4; 8110-1, 2-5; 8310-8; 8400-1, 4-6. | TEMPORARY. Cutoff when no longer needed for revision or reference.<br>Use BLM 4/11b.<br>Transfer to FRC immediately upon cutoff. FRC destroys 25 years after cut-off.<br>(N1-49-90-1, 4/11b) |
| **11c** | Resources Inventory, Study, or Survey Final Maps and Reports. Published final maps, atlases, overlays, reports. | See sub-items below. |
| **11c(1)** | Resources Inventory, Study, or Survey Final Report and Map Masters. Exclusions printer's copy (Schedule 13/2a) or other copies retained for duplicating. Location: FOs. | See sub-items below. |
| **11c(1)(a)** | Reports. One record copy of each edition, revision, or variant of each published final report and related indexes. | PERMANENT. Cutoff EOFY in which the reports are published or released.<br>Use BLM 4/11c(1)(a).<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.<br>(N1-49-90-1, 4/11c(1)(a))<br>ERA disposition authority: DAL-0049-2011-0002-0018. |
| **11c(1)(b)** | Maps. One record copy of each edition, revision, or variant of each published final map, atlas, overlay, and related indexes (in map or other form). | PERMANENT. Cutoff EOFY in which the maps are published or released.<br>Use BLM 4/11c(1)(b).<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.<br>(N1-49-90-1, 4/11c(1)(b))<br>ERA disposition authority: DAL-0049-2011-0002-0019. |
| **11c(2)** | Resources Inventory, Study, or Survey Final Report and Map Reference Copies. Reference copies of published reports and maps. Location: AFO. | TEMPORARY.<br>Use BLM 4/11c(2).<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(N1-49-90-1, 4/11c(2)) |

| Item | Record Series Description | Disposition Authority |
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| **11d** | Resource Samples, Museum Property, and Related Reports. Location: SO, FOs. | See sub-items below. |
| **11d(1)** | Resource Samples. Mineral, vegetable, animal, water, soil, and other natural resource samples obtained from exploration or examination. Includes herbariums. Exclusions: Drinking water samples and water quality testing files (Schedule 17/21) and artifacts which are museum property (item 11d(2)). | TEMPORARY.<br>Use BLM 4/11d(1).<br>Destroy when analysis is completed and report is approved, or when no longer needed for reference or display purposes.<br>(N1-49-90-1, 4/11d(1)) |
| **11d(2)** | Museum Property. An organized assemblage of objects collected according to some rational scheme and retained so they can be preserved, studied, or interpreted for public benefit. Consists of prehistoric and historic objects (shards, bones, tools, fossils), artifacts, works of art, and natural history specimens obtained from excavation or other collection activity. | Museum property is treated as personal property. See 411 DM 1-3 and BLM Manual 8142.<br>(N1-49-90-1, 4/11d(2)) |
| **11d(3)** | Resource Samples Analysis Reports. Reference copies of reports based on detailed analyses and tests of sample materials or museum property, including geochemical, isotopic, hydrologic, archaeologic, paleontologic, and petrographic analyses reports. Forms: BLM 3890-1. Exclusions: copies filed in the related case or project file. | TEMPORARY.<br>Use BLM 4/11d(3).<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/11d(3)) |
| **11e** | Well Logs and Directional Surveys. Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells. Forms: BLM 3980-6. | TEMPORARY.<br>Use BLM 4/11e.<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/11e) |
| **12** | **ENVIRONMENTAL POLICY ACT FILES [1790].**<br>Documenting BLM compliance activities that are required by the National Environmental Policy Act of 1969 (NEPA). Authority: 42 U.S.C. 4321. Confidentiality: Public record category 1B, except documents still in progress and prior to release for comments which are non-public record category 2.<br>- **Categorical Exclusion Files**. There are no statutory, regulatory, or manual requirements to document a categorical exclusion review. However, such documentation may be filed in the appropriate case or project file, in the decision record or in other authorizing documents.<br>- **Environmental Documents - Record Copies**. The official file copies of BLM environmental documents and supporting records are retained by the originating office. Generally they are filed in and disposed with the case, project, or plan file to which they relate.<br>- **Environmental Documents - Other Copies**. The records described below consist of other copies of environmental documents retained for reference and administrative use.<br>General Guidance (See H-1790-1). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **12a** | Environmental Review Reference Files. These are reference copies; record copies are filed in the related case/project/plan files. Location: AFO. | See sub-items below. |
| **12a(1)** | Environmental Assessment (EA). A concise public report and supporting documents prepared for proposed actions that (1) are not exempt from NEPA, (2) have not been categorically excluded, (3) have not been covered in an existing RMP/EIS or other environmental analysis, and (4) do not normally or obviously require an EIS. An EA may be prepared for any action at any time to assist in planning and decision-making. | TEMPORARY.<br>Use BLM 4/12a(1).<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/12a(1)) |
| **12a(2)** | Findings of No Significant Impact (FONSI). Documenting the reasons why an action, not otherwise excluded by NEPA, will not have significant impact on the human environment and for which an EIS will not be prepared. | TEMPORARY.<br>Use BLM 4/12a(2).<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/12a(2)) |
| **12a(3)** | Environmental Notice of Intent (NOI). A public notice that an EIS will be prepared and considered. The notice describes the proposed action and possible alternatives, the proposed scoping process, and identity of the person to contact about the proposed action and EIS. | TEMPORARY.<br>Use BLM 4/12a(3).<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/12a(3)) |
| **12a(4)** | Decision Record (DR) and Record of Decision (ROD). Detailed written statements prepared to document a decision following an EA or a ROD prepared to document the decision following an EIS. The statement explains the alternatives considered, the alternative or portions of an alternative selected, any mitigating measures, and - in the case of a ROD - the environmentally preferred alternative. | TEMPORARY.<br>Use BLM 4/12a(4).<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/12a(4)) |
| **12a(5)** | Environmental Impact Statement (EIS) Reference Files. Detailed written statements and supporting documents prepared when a proposed action - including a proposed policy or legislative recommendation - is projected to have a significant impact on the quality of the human environment. Contains references copies of the final published statement. | TEMPORARY.<br>Use BLM 4/12a(5).<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/12a(5)) |
| **12b** | Other Agency Environmental Document Review Files. Location: FOs with delegated responsibility. | See sub-items below. |
| **12b(1)** | When the BLM is the Lead Agency. | TEMPORARY. Cutoff EOFY in which review completed.<br>Use BLM 4/12b(1).<br>Transfer to FRC 1 year after cutoff. FRC destroys 5 years after cutoff.<br>(N1-49-90-1, 4/12b(1)) |

| Item | Record Series Description | Disposition Authority |
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| **12b(2)** | When the BLM is not the Lead Agency. Information copies received from the lead agency. | TEMPORARY. Cutoff EOFY in which review is completed.<br>Use BLM 4/12b(2).<br>Destroy 2 years after cutoff.<br>(N1-49-90-1, 4/12b(2)) |
| **12c** | Environmental Policy Act Report Files. Authority: 381 DM 9, Appendix 1, ESM 96-3 (DOI). Consist of consolidated and feeder versions of: 1) EIS Status and Progress Reports. Submitted quarterly by SO to WO on previous quarter and projected future accomplishments; and 2) EA Summary Reports. Submitted annually by SO to WO on total EAs completed and FONSIs approved. | TEMPORARY. Filed as general correspondence under subject code 1790 and dispose of accordingly.<br>See BLM 23/1a. |
| **13** | **ACQUIRED LAND AND INTERESTS IN LAND FILES.** Title papers and related documentation of BLM acquisitions by condemnation, purchase, donation, exchange, or otherwise. Authority: 43 CFR 2100, 2200. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Patent files (Schedule 4/7) and acquisition of water rights files (Schedule 4/17). Location: SO and FO with delegated responsibility. | See sub-items below. |
| **13a** | Land Exchange Proposals [2200]. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name; informal proposals are not serialized. Confidentiality: Non-public record category 2. | TEMPORARY. Cutoff EOFY in which final decision is made to drop or reject the proposal.<br>Use BLM 4/13a.<br>Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.<br>(NC1-49-85-2, 4/20a) |
| **13b** | Acquired Land Title Case Files [2100]. Serialized case files, arranged by number, documenting acquisitions by BLM via gift, purchase, condemnation, or other means, including acquisitions from defunct agencies, such as Federal Farm Mortgage Corporation (FFMC) and Farmers Home Administration (FmHA). Includes any related appeal documents and maps. Forms: BLM 2060-2, 3; 3060-1, 2; 9300-8, 9a. Confidentiality: Public record category 1B | PERMANENT. Cutoff EOFY in which the BLM acquired ownership.<br>Use BLM 4/13b.<br>Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-85-2, 4/20c)<br>ERA disposition authority: DAL-0049-2011-0006-0007. |
| **13c** | Easement Case Files [2100]. Serialized case files, arranged by number, documenting rights acquired by BLM via negotiation or condemnation to use non-BLM lands. Some rights are obtained in perpetuity; others are short term. Includes any related appeal documents and maps. Forms: BLM 2100-2, 3-7; 2130-8, 9; 9300-8, 9a. Location: FO. | TEMPORARY. Cutoff EOFY in which all rights terminate.<br>Use BLM 4/13c.<br>Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff.<br>(NC1-49-76-3, B/10) |

| Item | Record Series Description | Disposition Authority |
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| **13d** | Acquired Land and Interests in Land Working Files and Reference Material. Reference copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and nonrecord copies of documents related to acquired land and interests in land not described elsewhere. | TEMPORARY.<br>Use BLM 4/13d.<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(NC1-49-85-2, 4/20d-e) |
| **14** | **GRAZING AND OTHER LAND-USE LEASE AND PERMIT FILES.**<br>Documenting authorizations issued by the BLM for use of the public lands for grazing and other non-mineral resources for a specific period of time. Authority: 43 CFR 2910, 2920, 4130, 8730. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions Pending applications (Schedule 4/16) and mineral leases and permits (Schedule 4/22 - 4/30). Location: FOs with delegated responsibility. | See sub-items below. |
| **14a** | Grazing Authorization Files [4130]. See BLM Handbook H-4010-1 for filing instructions. | See sub-items below. |
| **14a(1)** | Grazing Operator Case Files. Lease or permit operator case files documenting authorizations by the BLM to graze livestock on public lands. Consists of the application, approved lease or permit, maps, billing documents, preference history, and related correspondence. Arranged by grazing record number or operator name; grazing leases and permits are not serialized. See BLM H-4010-1 for information on moving preference right documentation to new lessee file. Forms: BLM 1370-37; 4110-1, 2; 4112-2; 4120-10; 4130-1, 1a, 1b, 2, 2a, 3, 3a, 4, 5; 4190-1, 3; 4210-1. Exclusions: Rejected or withdrawn applications (item 14d); allotment unit files (Schedule 4/11a), range improvement projects (RIPS) (Schedule 17/13d), and unauthorized use files (Schedule 18/31). | PERMANENT. Cutoff EOFY in which the authorization terminates and appeal rights are exhausted.<br>Use BLM 4/14a(1).<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/14a(1))<br>ERA disposition authority: DAL-0049-2011-0002-0003. |
| **14a(2)** | Grazing Appeal Case Files. Case files containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Arranged by appeal number; grazing appeals are not serialized. Forms: BLM 1842-1, 2; 1850-1, 2, 3. | When appeal rights are exhausted and/or final decision issued, file with the related operator file (item 14a(1)) or unauthorized use file (Schedule 18/31), as appropriate, and dispose of accordingly.<br>(N1-49-90-1, 4/14a(2)) |

| Item | Record Series Description | Disposition Authority |
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| **14a(3)** | **RANGELAND ADMINISTRATION SYSTEM (RAS)**<br>The Rangeland Administration System (RAS) provides grazing administrative support and management reports for the BLM and the public. RAS is an electronic database which serves as an electronic calendar for issuance of approximately 18,000 applications and 2,400 grazing authorizations (Permits, Leases, and Exchange-of-Use Agreements) per year. The system provides access to the public online (http //www.blm.gov/ras/) and creates approximately 30,000 grazing bills per year. BLM uses RAS to provide distribution information to the Collections and Billings System (CBS) for tracking, collecting, and distributing grazing receipts. Additionally, the system maintains electronic files about allotments, authorizations, and grazing bill history.<br>Reports generated in RAS primarily contain two types of information, allotment information and operator information. Metadata regarding allotments includes allotment identification, size, amount of private, state and public land administered, amount of forage use authorized, both active and suspended, for all operators using the allotment, proportion of forage in the allotment produced on public land, existence of an allotment management plan and identification of the grazing operator(s). Metadata regarding operators includes authorization number, name, address and date the authorization was issued, including expiration date, allotments used by operator, kind and number of livestock, and period of use and forage amount authorized for use by the operator. The public website for RAS allows users to generate a variety of on-demand reports, including Allotment Information, Allotment Master, Authorized Use by Allotment, Operator Information, Permits Schedule Information, and Public Land Statistics. | See sub-items below. |
| **14a(3)(a)** | Master File. The Rangeland Administration System (RAS) provides online public access to grazing allotment and operator information for Federal lands in the Public Land States of the Western United States. The system serves as an electronic calendar for issuance of applications and grazing authorizations (Permits, Leases, and Exchange-of-Use Agreements), grazing bills, and reports about allotments, authorizations, and grazing bill history. | PERMANENT. Cutoff every 5 years.<br>Use BLM 4/14a(3)(a).<br>Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50. Thereafter, transfer a copy every 5 years, along with the current technical documentation.<br>(N1-049-09-7, 1a)<br>ERA disposition authority: Pending: to be established. |

| Item | Record Series Description | Disposition Authority |
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| **14b** | Land-Use Permits Approved Case Files [2920, 2930]. Case files documenting authorizations to use public lands up to 3 years, if the use involves little or no land improvement, construction, or investment, or if the investment can be amortized within the terms of the permit. Includes advertising and movie-making permits; cultural use permits; recreation use permits. A permit conveys no possessory interest. It is renewable at the discretion of the authorized officer and may be revoked so that the land can be made available for another use. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and any related material. Arranged by serial or permit number. Some permits are serialized; others are not. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2920-1; 2930-1, 2; 3060-1, 2; 8370-1, 2; DI-1928. Exclusions: Rejected or withdrawn applications (item 14d); artifact collections and reports from cultural resource use permits (Schedule 4/11d(2-3)), grazing permits (item 14a), and other land-use leases (item 14c). | TEMPORARY. Cutoff EOFY in which permit terminates and appeal rights are exhausted.<br>Use BLM 4/14b.<br>Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff.<br>(N1-49-90-1, 4/14b) |
| **14c** | Land-Use Leases Approved Case Files [2910, 2912]. Serialized case files, arranged by number, documenting authorizations to use public lands when substantial construction, development, or land improvements are involved, and large amounts of capital may be invested (e.g., airport leases, recreation and public purpose leases, occupancy leases, etc.). A lease conveys a possessory interest and is revocable only within its terms. Leases are issued for the length of time necessary to amortize the capital investment in the land. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and related material. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2910-1; 2912-1; 3060-1, 2. Exclusions: Rejected or withdrawn applications (item 14d); grazing leases/permits (Schedule 4/14a(1)). | See sub-items below. |
| **14c(1)** | Recreation and Public Purpose Leases Approved Case Files. | PERMANENT. Cutoff EOFY in which lease terminates and appeal rights are exhausted.<br>Use BLM 4/14c(1).<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff.<br>(NC1-49-76-3, B/13)<br>ERA disposition authority: Pending: to be established. |
| **14c(2)** | Land-Use Leases Approved Case Files - All Other. Includes airport leases, Small Tract Act leases, Mining Claim Occupancy Act leases, and Alaska fur farm leases. | TEMPORARY. Cutoff EOFY in which lease terminates and appeal rights are exhausted.<br>Use BLM 4/14c(2).<br>Transfer to FRC 2 years after cutoff. FRC destroys 30 years after cutoff.<br>(N1-49-90-1, 4/14c(2)) |

| Item | Record Series Description | Disposition Authority |
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| **14d** | Grazing and Other Land-Use Applications Rejected or Withdrawn. Case files, arranged by number, documenting applications for leases or permits that are rejected by the BLM or withdrawn by the applicant. | TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant.<br>Use BLM 4/14d.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-76-3, B/16) |
| **14e** | **RECREATION MANAGEMENT INFORMATION SYSTEM (RMIS)**<br>RMIS is a web-based BLM internal application that aggregates information pertaining to BLM land used for public recreation purposes. In addition to information about recreational use, authorizations, and designations, RMIS provides data for visitation estimates, recreation site descriptions, and details about recreation permits and leases. This information is used for a variety of purposes, including providing details for Public Land Statistics, the Chief Financial Officer's Report, and various external publications, such as Public Lands, Public Rewards. In addition, information is used at the field level to document recreation activities and authorizations at the recreation site, recreation management area, and/or Field Office level. Information is used for NEPA documentation and reviewing trends in recreation use. This system is accessible only to BLM employees within the firewall. This information is entered into the system by an end user (authorized BLM Employee). The oldest data in the system dates back to fiscal year 1999, and new data is entered daily. Records are dated from 1999 - present. | See sub-items below. |
| **14e(1)** | Master File. The information collected in the database produces specific and aggregated information about the number of visitors, special recreation permits issued, participation in specific recreational activities, public land acres, area designation acres, national landscape conservation system units, recreation site details, off-highway vehicle designation acreage, associated planning documents, partnerships and agreements, special recreation permits, and contact information for the overseeing BLM office. | PERMANENT. Cutoff EOFY.<br>Use BLM 4/14e(1).<br>Transfer full dataset and one public use version to NARA upon approval of this schedule under 36 CFR 1235.44-50, or whatever standards are in place at the time of the transfer. A full copy of the dataset, containing subsequent changes and additions as well as unchanged data, should be transferred to NARA every three years to replace the previously transferred dataset.<br>(N1-049-09-9, 1)<br>ERA disposition authority: Pending: to be established. |

| Item | Record Series Description | Disposition Authority |
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| **15** | **RIGHTS-OF-WAY AND RECIPROCAL-USE FILES [2800].** BLM is responsible for evaluating and processing right-of-way applications, issuing right-of-way authorizations, and monitoring and terminating right-of-way grants. Authority: 43 CFR 2800. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Forms: SF-299; BLM 1323-1, 2; 1842-1, 2; 1850-1, 3; 2060-2; 2800-4, 14-17. Exclusions: Pending applications (Schedule 4/16). Location: SO, FOs with delegated responsibility. | See sub-items below. |
| **15a** | Right-of-Way Grant Case Files. Serialized case files, arranged by number, documenting the BLM authorization to cross public lands via roads, highways, railroads, tramways, pipelines, power lines, communication lines, waterways, or other facilities, including rights granted under 44 LD 513. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material. | PERMANENT. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted.<br>Use BLM 4/15a.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff.<br>(NC1-49-85-2, 4/22a)<br>ERA disposition authority: DAL-0049-2011-0006-0008. |
| **15b** | Reciprocal-Use and License Agreement Case Files. Serialized case files, arranged by number, documenting agreements by the BLM and other parties for the reciprocal use of roads and rights-of-way, including rights granted under Oregon and California (O&C) revested use agreements. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material. | TEMPORARY. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted.<br>Use BLM 4/15b.<br>Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff.<br>(NC1-49-76-3, B/9 and 12) |
| **15c** | Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting individual applications for rights-of-way or license and use agreements that were subsequently rejected by the BLM or withdrawn by the applicant. Consists of application, evidence of rejection or withdrawal, any appeal documents, correspondence, and related material. | TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant.<br>Use BLM 4/15c.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-76- 3, B/16) |

| Item | Record Series Description | Disposition Authority |
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| **15d** | **LANDS AND REALTY AUTHORIZATION MODULE (LRAM)**<br>The Lands and Realty Authorization Module (LRAM) generates and manages land and realty action records and billing information for all Rights-of-Way and other public lands and realty authorizations. The system includes special use authorizations, leases, permits and communication site rental calculations. Section 302 of the Federal Land Policy and Management Act of 1976 (FLPMA) provides the BLM's authority to issue leases and permits for the use, occupancy, and development of the public lands. Leases and permits are issued for purposes such as a commercial filming, advertising displays, commercial or noncommercial croplands, apiaries, livestock holding or feeding areas not related to grazing permits and leases, harvesting of native or introduced species, temporary or permanent facilities for commercial purposes (does not include mining claims), residential occupancy, ski resorts, construction equipment storage sites, assembly yards, oil rig stacking sites, mining claim occupancy if the residential structures are not incidental to the mining operation, and water pipelines and well pumps related to irrigation and non-irrigation facilities. The regulations establishing procedures for the processing of these leases and permits are found in 43 Code of Federal Regulations (CFR) 2920. | See sub-items below. |
| **15d(1)** | Master File. The Lands and Realty Authorization Module (LRAM) generates and manages land and realty action records and billing information for all Rights-of-Way and other public lands and realty authorizations. The system includes special use authorizations, leases, permits and communication site rental calculations. | PERMANENT. Cutoff every 5 years.<br>Use BLM 4/15d(1).<br>Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50.<br>Thereafter, transfer a copy every 5 years, along with the current technical documentation.<br>(N1-049-09-15, 1a)<br>ERA disposition authority: Pending: to be established. |
| **16** | **LAND AND MINERAL PENDING APPLICATION CASE FILES.**<br>Serialized case files, arranged by number, documenting various types of applications for the acquisition or use of public lands or resources that are awaiting adjudication by the BLM. Consists of an application, correspondence, maps, and other related material. Authority: 43 CFR 1820. Forms: SF-299; BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2; 2093-1; 2520-1; 2530-1; 2540-1; 2620-1; 2650-1; 2740-1; 2910-1; 2912-1; 2920-1; 3060-1, 2; 3100-11, 11a, 11b; 3200-24; 3440-1; 3510-1; 9300-8, 9a. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Location: SO, FOs with delegated responsibility. | When case is adjudicated, dispose of in accordance with disposition instructions for that specific case type.<br>(N1-49-90-1, 4/16) |

| Item | Record Series Description | Disposition Authority |
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| **17** | **WATER RIGHTS PERMITS [7250].**<br>Water rights permits that are issued to BLM by State water agencies for use of water. Arranged by permit number. Confidentiality: Non-public record category 2. Essential (Vital): Legal and Financial Rights Records. | See sub-items below. |
| **17a** | Water Rights Permit Case Files. Case files arranged by State control number; water rights permits are not serialized. Location: FOs with delegated responsibility. | TEMPORARY. Cutoff EOFY in which all rights terminate.<br>Use BLM 4/17a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 5 years after cutoff.<br>(NC1-49-85-2, 4/24) |
| **17b** | Water Rights Permit Reference Copies. Duplicate copies of permits retained for reference. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/17b.<br>Destroy when all rights terminate.<br>(N1-49-90-1, 4/17b) |
| **17c** | Water Rights Location Reference Maps. Created and retained for reference. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/17c.<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(N1-49-90-1, 4/17c) |
| **18** | **LAND WITHDRAWAL, CLASSIFICATION, RESERVATION, DETERMINATION, AND DESIGNATION FILES [2070, 2300, 2400, 3020].**<br>Documenting actions to formally withdraw, classify, reserve, determine, or designate specific areas of federal land for such purposes as disposal, mineral prospecting and leasing, petroleum reserves, oil shale reserves, waterpower, reservoir sites, military use, and special area designations, such as National Natural Landmarks, National Historic Landmarks, Critical Habitat Areas, National Recreation Trails, Biosphere Reserves, World Heritage Sites, National Wild and Scenic Rivers, National Historic Trails, National Scenic Trails, National Conservation Areas, National Recreation Areas, Areas of Critical Environmental Concern, Research National Areas, Wilderness Areas, Experimental Ecological Reserves, Wildlife Reserves, etc. Contains initial orders and subsequent revocations or cancellations and any related appeal actions and maps. Authority: 43 CFR 2070, 2300, 2400. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **18a** | Withdrawal, Classification, and Designation Informal Proposal Case Files. Documenting informal proposals for classification or withdrawal, which do not subsequently result in a formal application. Arranged by proponent name; informal proposals are not serialized. Location: FOs. | TEMPORARY. Cutoff after final decision is made to drop the proposal.<br>Use BLM 4/18a.<br>Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.<br>(NC1-49-85-2, 4/25a) |
| **18b** | Withdrawal, Classification, and Designation Case Files. Serialized case files arranged by number. Includes any related appeal documents and maps. Forms: BLM 2060-2; 2093-1; 3060-1, 2. Location: SO. | See sub-items below. |
| **18b(1)** | Withdrawal, Classification, and Designation Formal Order Approved Case Files. Documenting applications or initiatives that result in issuance of a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order. Consists of the application or initiative, narrative justification for the proposed action, land and mineral reports, copies of the order as published in the Federal Register, record copy of the final order or designation, copies of press releases or other evidence of publicity, and documentation of subsequent modifications, reductions, amendments, etc. | PERMANENT. Cutoff upon issuance of Order.<br>Use BLM 4/18b(1).<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff.<br>(NC1-49-85-2, 4/25b(1))<br>ERA disposition authority: DAL-0049-2011-0006-0009. |
| **18b(2)** | Withdrawal, Classification, or Designation Applications or Initiatives Unapproved Case Files. Documenting applications or initiatives that do not result in a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order. | TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant or proponent.<br>Use BLM 4/18b(2).<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-76-3, B/16) |
| **18c** | Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures (KGS), Known Geothermal Resource Areas (KGRA), Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of National Areas, Occurrences of Non-Leasable Minerals and Materials, Waterpower Designation Areas. Location: SO. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **18c(1)** | Withdrawal, Classification and Designation Final Reports and Maps. Record copies. | See sub-items below. |
| **18c(1)(a)** | Reports. One record copy of each final report. | PERMANENT. Cutoff EOFY in which published.<br>Use BLM 4/18c(1)(a).<br>Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(N1-49-90-1, 4/18c(1)(a))<br>ERA disposition authority: DAL-0049-2011-0002-0004. |
| **18c(1)(b)** | Maps. One record copy of each edition, revision, or variant of each final map. | PERMANENT. Cutoff EOFY in which published.<br>Use BLM 4/18c(1)(b).<br>Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(N1-49-90-1, 4/18c(1)(b))<br>ERA disposition authority: Pending: to be established. |
| **18c(2)** | Withdrawal, Classification and Designation Intermediate Materials. Preliminary, intermediate, and prefinal drawings and other materials that are created and reviewed in preparation of final reports and maps. | TEMPORARY. Cutoff EOFY in which published.<br>Use BLM 4/18c(2).<br>Destroy 1 year after cutoff.<br>(N1-49-90-1, 4/18c(2)) |
| **18d** | Known Geologic Structure (KGS) Background Files [3022]. Case files, arranged by field name, containing background and reference information regarding the determination of known geologic structures (KGS) on lands administered by BLM. Note: Official KGS Determination case files are permanent (item 18b(1)); KGS final maps are permanent (item 18c(1)). Consists of working copies of geologic reports, first discovery reports, location plats and maps, first production memos, correspondence, and related papers, which provide a history of each KGS determination from original boundary definition through additions or deletions and revocation. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/18d.<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/18d) |
| **18e** | River Basin Working Files and Reference Materials. Case files, arranged by river basin name. Technical waterpower and storage data regarding specific streams or basins published by Bureau of Reclamation, Corps of Engineers, Federal Energy Regulatory Commission (FERC), state water agencies and private irrigation districts. Contains information regarding water resources planning, construction descriptions and status, water rights, land status, water supply, geology, and hydrology data. Includes copies of open-file reports, USGS publications, and news clippings. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/18e.<br>Review annually to destroy items that are obsolete or no longer needed for reference.<br>(N1-49-90-1, 4/18e) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **18f** | Waterpower Project Reference Material and Working Files [2329]. Working files, arranged by project number, containing reference copies of FERC documents regarding power project withdrawals. Contains proposed power plan, FERC reports, judgments, and orders, withdrawal notices, construction descriptions, evaluations, maps, and related material. Note: official waterpower withdrawal case files are permanent (item 18b(1)). Location: Centers, SO, FOs. | TEMPORARY. Cutoff EOFY in which project is completed or the withdrawal is revoked.<br>Use BLM 4/18f.<br>Destroy 1 year after cutoff.<br>(N1-49-90-1, 4/18f) |
| **18g** | Application Review Files [2329/3730/3811]. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified, withdrawn, determined, or designated for specific purposes. Consists of papers regarding the review of FERC applications under Natural Gas Policy Act (NGPA) and Section 24 of Federal Power Act, and applications from other federal agencies or from other BLM offices (see 18 CFR 270-275). Essential (Vital): Legal and Financial Rights Records. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Location: District Offices, New Mexico; Casper District Office, Wyoming; Montana State Office; Utah State Office; Colorado State Office. | See sub-items below. |
| **18g(1)** | Paper Records. | TEMPORARY. Cutoff EOFY in which well is plugged and/or abandoned.<br>Use BLM 4/18g(1).<br>Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-90-1, 4/18g(1)) |
| **18g(2)** | Microfilm/Microfiche Records. | TEMPORARY. Cutoff EOFY in which all records on film are closed.<br>Use BLM 4/18g(2).<br>Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-90-1, 4/18g(2)) |
| **18g(3)** | NGPA Well Determination Reference Files. Determination made by jurisdictional agency (BLM) under NGPA consisting of location formation, operator, NGPA section, and data of determination used for entering data into the NGPA electronic tracking system (NGPASYS). A copy is also filed in the NGPA application file. | TEMPORARY.<br>Use BLM 4/18g(3).<br>Destroy when no longer needed for reference and/or re-search.<br>(N1-49-90-1, 4/18g(3)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **18h** | Withdrawal, Classification, and Designation Registers, Ledgers and Indexes. Usually card files containing information on township and range, site withdrawals, power site reserves, power restorations, modifications, and interpretations. Includes Off-Road Vehicle Designation Registers and other registers and indexes related to withdrawal, classification, and designation areas. Location: SO, FOs. | PERMANENT. Transfer with the related records. (N1-49-90-1, 4/18h) |
| **19** | **RESOURCE MANAGEMENT PLAN (RMP) FILES [1610].** Plans to guide and control management actions and the development of subsequent, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. Authority: 43 CFR 1610. Confidentiality: Public record category 1B, except that plans and EISs still in progress prior to release for comments and information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 2. Exclusions: Resource activity plans (Schedule 4/20). | See sub-items below. |
| **19a** | RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by the BLM, the BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant of each published final RMP/EIS, map, atlas, overlay and all related indexes (in map or other form). Location: FOs with delegated responsibility. See item 19c for working files and reference copies. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **19a(1)** | RMP Case Files. Consists of:<br>- **Management Situation Analysis (MSA)**. A concise, written analysis of resource occurrence, condition, and opportunities.<br>- **Notice of Intent (NOI)**. A public notice that a planning document will be prepared and analyzed. Notice describes the planning action, alternatives, the scoping process, potential issues, the preliminary planning criteria, and the identity of the person to contact about the proposed plan.<br>- **Draft Plan and Draft Environmental Impact Statement (EIS)**. A single document containing a proposed RMP and alternatives, including a "no action" alternative, together with a draft EIS which analyzes the impacts of those alternatives.<br>- **Proposed Plan and Final EIS**. A single document containing a proposed Plan and alternatives considered together with a final EIS.<br>- **Approved Plan/Record of Decision (AP/ROD)**. Single document containing the legal record of decision describing the alternative, any mitigating measures and identifies the environmentally preferred alternative and, in a separate section, contains the approved plan in its entirety.<br>- **Resource Objectives and Monitoring Plan (ROMP)**. An interdisciplinary monitoring plan to determine how the objectives in the RMP and subsequent site-specific plans are to be achieved.<br>- **Planning Protests. Protests to Proposed Plan and Proposed Plan Amendments** filed in writing with the Director. Protesters must have standing to protest and must file within a 30 day protest period.<br>- **Draft Plan Amendment**. Single document containing draft plan amendment and alternatives, including a "no action" alternative, together with either a draft EIS or draft EA that analyzes the environmental effects of the alternatives.<br>- **Proposed Plan Amendment**. Single document containing proposed plan amendment and alternatives considered together with either a Final EIS or Final EA. | PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other nonrecord materials, and short-term documents.<br>Use BLM 4/19a(1).<br>Transfer remaining permanent materials to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff.<br>(N1-49-90-1, 4/19a(1))<br>ERA disposition authority: DAL-0049-2011-0002-0005. |
| **19a(2)** | RMP Maps, Overlays, and Related Indexes. One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form). | PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other nonrecord materials, and short-term documents.<br>Use BLM 4/19a(2).<br>Transfer remaining permanent record to FRC when the related plans (4/19a) are transferred. FRC transfers to NARA 12 years after cutoff.<br>(N1-49-90-1, 4/19a(2))<br>ERA disposition authority: DAL-0049-2011-0002-0013. |

| Item | Record Series Description | Disposition Authority |
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| **19b** | RMP Public Participation Case Files. Record copies that document public involvement in the BLM planning process. Used in the development of RMPs and for any subsequent protests concerning the plans. Consists of public participation plans, mailing lists, notices, registers of attendees at public participation activities, and public comments. Forms: BLM 1600-16. Location: FOs with delegated responsibility. | TEMPORARY. Cutoff EOFY in which final plan and maps are published or released.<br>Use BLM 4/19b.<br>Transfer to FRC 1 year after cutoff. FRC destroys 20 years after cutoff.<br>(N1-49-90-1, 4/19b) |
| **19c** | RMP Working Files and Reference Material. Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to RMPs. Includes duplicate or "dummy" RMP case files and reference copies of published plans and maps. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/19c.<br>Destroy 1 year after final plan and maps are published or released, or when no longer needed for revision or reference.<br>(N1-49-90-1, 4/19c) |
| **19d** | RMP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3. | When appeal rights are exhausted and/or final decision issued, file with the related RMP file and dispose of accordingly (item 4/19a(1)).<br>(N1-49-90-1, 4/19d) |
| **20** | **RESOURCE ACTIVITY PLAN (RAP) RECORDS [1610].** Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. Authority: 43 CFR 1610. Confidentiality: Public record category 1B, except that information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 2. Location: FOs with delegated responsibility. Mining claim files now 4/22. | See sub-items below. |
| **20a** | RAP (Long Range) Files. Documenting the development, implementation, and monitoring of long-range and/or continuing planning activities for grazing allotments, animal damage and pest control, caves, cultural and archaeological resources, fire control and prescribed burning, flood plain, forestry and timber, natural history, paleontology, recreation, wild horses and burros, wildlife habitat, wilderness, and other public land resources. Forms: BLM 4190-2; 6780-1, 2; 8300-1, 2. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **20a(1)** | RAP Case Files. Includes related planning maps, overlays, and photos. Documenting various planning activities, such as identification of issues, development of planning criteria, identification of information needs and sources, analysis of management situation, environmental analysis, socioeconomic analysis, summaries of public involvement and critical public issues, formulation of alternatives and estimates of their effects, selection of preferred alternatives, and subsequent monitoring and evaluation of the plan's implementation efforts. | PERMANENT. Cutoff when all planned activity is completed or when replaced by new plan.<br>Use BLM 4/20a(1).<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff.<br>(NC1-49-85-2, 4/26a(1)(a))<br>ERA disposition authority: DAL-0049-2011-0006-0010. |
| **20a(2)** | RAP Final Report Masters. Record copies of the final reports of resource activity planning statements that BLM prepares once an RMP is approved. | PERMANENT. Cutoff EOFY in which the plan is published or released.<br>Use BLM 4/20a(2).<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.<br>(N1-49-90-1, 4/20a(2))<br>ERA disposition authority: DAL-0049-2011-0002-0006. |
| **20b** | RAP (Short Range) Case Files. Includes related planning maps, overlays, and photos. Documenting the development, implementation, and monitoring of plans of 1 to 5 years duration, such as normal year fire plans, annual timber sale plans, transportation plans, sign plans, and other short-term plans.<br>Forms: BLM 9110-6, 6a, 7, 8, 8a; 9130-3, 4. | TEMPORARY. Cutoff EOFY in which all the planned activity is completed or when plan is replaced by another plan.<br>Use BLM 4/20b.<br>Destroy 3 years after cutoff.<br>(NC1-49-85-2, 4/26a(2)) |
| **20c** | RAP Working Files and Reference Materials. Reference copies of official documents; notes, drafts, preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to activity plans that are not described elsewhere. Includes duplicate or "dummy" activity plan case files and reference copies of final plans. | TEMPORARY.<br>Use BLM 4/20c.<br>Destroy when superseded, obsolete, or no longer needed for reference or when 3 years old, whichever is later.<br>(NC1-49-85-2, 4/26a(1)(b-c)) |
| **20d** | RAP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3. | When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly (items 4/20a(1) or 4/20b).<br>(N1-49-90-1, 4/20d) |

| Item | Record Series Description | Disposition Authority |
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| **21** | **QUALIFICATIONS, BOND, AND SURETY FILES [1811 et al.].** | See sub-items below. |
| **21a** | **QUALIFICATIONS AND SURETY FILES [1811 et al.].** Reference copies arranged by individual or corporate name. Consists of copies of surety or performance bonds, articles of incorporation, power-of-attorney, operator ratings. Forms: SF-25, 25a-b, 28, 34, 35; BLM 1822-3, 4; 3000-4, 4a; 3104-3, 5, 8a; 3200-19; 5450-19, 20-22. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-23. Exclusions: Qualifications documents for federal oil and gas leases which are no longer required (H-3101-1, 47 FR 8544). Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/21a.<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(NC1-49-85-2, 4/28)<br>(Previously BLM 4/21) |
| **21b** | **BOND FILES.**<br>Oil and Gas Lease/Exploration Bond Case Files (3100) or Geothermal Lease/Exploration Bond Case Files (3200). Original office records arranged by individual or corporate name. Consists of personal or surety bonds, riders, powers-of-attorney, and security instruments. Authority 43 CFR 3100 or 43 CFR 3200. Forms: BLM 3000-4, 3000-4A. Confidentiality: Non-public record category 2, Privacy Act System Interior/LLM-23. Location: SO, FO. | TEMPORARY. Cutoff EOFY in which the period of bond liability is terminated by the BLM, and terms and conditions of the notice of intent or permit have been met.<br>Use BLM 4/21b.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(N1-049-10-2, 4/21)<br>(Exception to GRS 1.1, item 010, GRS-2013-0003-0001) |
| **22** | **MINING CLAIMS UNDER THE GENERAL MINING LAWS [3800].**<br>BLM is responsible for the administration of the mining laws on all public lands, both surveyed and unsurveyed. This involves encouraging and protecting the rights of the mining claimant in prospecting, exploring for and developing locatable minerals on the public land; prohibiting the abuse of the mining laws; ensuring that mineral patent applicants comply with applicable laws and regulations; and preventing the unnecessary and undue degradation from operations under the mining laws to other resource values on the public lands. Authority: 43 CFR 3800. Confidentiality: Public record category 1A and 1B, except some files may contain proprietary- confidential information which is non-public record category 2; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Mineral patents (Schedule 4/7), Mining Claim Occupancy Act leases (Schedule 4/14c), Files containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (Schedule 4/29d) prior to transfer. | See sub-items below. |
| **22a** | Mining Claim Recordation (MCR) Files [3833]. Claims filed with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment decisions and related papers. Forms: BLM 3814-4; 3830-1; 3842-3; 3890-3, 4. Location: SO | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **22a(1)** | MCR Files Filmed. | See sub-items below. |
| **22a(1)(a)** | MCR Case Files. | TEMPORARY. Return to record title holder after filming.<br>(NC1-49-81-1, B/24a) |
| **22a(1)(b)** | MCR Microform Masters. | TEMPORARY. Cutoff EOFY in which the case is closed.<br>Use BLM 4/22a(1)(b).<br>Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff.<br>(N1-49-90-1, 4/22a(1)(b)) |
| **22a(1)(c)** | MCR Microform Reference Copies. | TEMPORARY.<br>Use BLM 4/22a(1)(c).<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(NC1-49-81-1, B24c) |
| **22a(2)** | MCR Files Not Filmed. Serialized case files, arranged by number, that are not filmed. Includes deferment of assessment work files not filmed. | TEMPORARY. Cutoff EOFY in which the case is closed.<br>Use BLM 4/22a(2).<br>Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff.<br>(N1-49-90-1, 4/22a(2)) |
| **22a(3)** | MCR General Files. Mining claim correspondence, arranged by subject, that does not relate to a specific claim or serialized case file. | TEMPORARY. Cutoff EOFY.<br>See BLM 23/1a. |
| **22b** | Mining Claim Validity Examination Case Files [3891]. Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid claims are recognized and invalid ones eliminated. Includes contest and appeal documentation. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3060-1, 2. Location: SO, FOs with delegated responsibility.<br>Note: Documents containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (item 4/29d) prior to transfer. | TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision is issued.<br>Use BLM 4/22b.<br>Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff.<br>(N1-49-90-1, 4/22b) |

| Item | Record Series Description | Disposition Authority |
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| **22c** | Mining Claim Surface Management Case Files [3802, 3809]. Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices and plans of operations filed by the mining claimant or operator. Consists of the plan or notice, related maps, diagrams, environmental assessment, bond if required, evidence of approval or rejection, contests or appeals, notices of noncompliance, evidence of compliance and noncompliance, and related correspondence. Although surface management case files are an extension of the MCR files (item 22a), they receive a different serial number that is unrelated to the MCR file. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3814-1. Location: FOs with the delegated responsibility.<br>Note: Documents containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (item 4/29d) prior to transfer. | TEMPORARY. Cutoff EOFY in which the operations are completed and reclamation is accepted.<br>Use BLM 4/22c.<br>Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff.<br>(N1-49-90-1, 4/22c) |
| **23** | **SIMULTANEOUS OIL & GAS (SIMO) DRAWING FILES.** Authority: 43 CFR 3112 (1987 edition). Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-3.<br>23a. SIMO Lists. Official file containing lists of lands available and results lists for SIMO filings for manual and automated drawings. Location: SO. (N1-49-90-1, 4/23a)<br>23b(1). SIMO Applications. Forms submitted to Wyoming SO by applicants, and used as source documents to the automated drawing data base, then filmed. (NC1-49-85-2, 4/21d(2))<br>23b(2). SIMO Lists. Lists of lands available for SIMO filings submitted to Wyoming SO by other BLM SOs. (N1-49-90-1, 4/23b(2))<br>23c. SIMO Electronic Data Base Application. Location: Centers. Destroyed 1988 at Centers. (NC1-49-85-1, Q/23)<br>23d(1). SIMO Drawings Results. Printouts of "winners" selected randomly by computer. Location: WYSO. (N1-49-90-1, 4/23d(1))<br>23d(2). SIMO Microform Masters. Created at Centers for WYSO. Location: WYSO. (NC1-49-85-2, 4/21d(1))<br>23d(3). SIMO Microform Reference Copies. Created at Centers for WYSO. Location: WYSO. (N1-49-90-1, 4/23d(3))<br>23d(4). SIMO Computer Tapes. Location: Centers. (N1-49-90-1, 4/23d(4))<br>23e. SIMO Data Base Documentation. Data system and file specifications, code books, record layouts, user guides, output specifications, and final reports relating to the SIMO data base. Location: Centers (destroyed 1988). (N1-GRS-07-4 item 11a1) | The SIMO program was discontinued 12/22/87 and all records were eligible for disposal EOFY 2013. |

| Item | Record Series Description | Disposition Authority |
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| **24** | **MINERAL LEASE SALE FILES [3000].** Documenting the planning, conduct, and evaluation of competitive mineral lease sales and providing a history of each sale from tract selection through bid acceptance or rejection. Authority: 43 CFR 3120, 3220, 3420, 3515, 3525, 3535, 3545, 3555, 3564, 3574. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Location: SO. Exclusions: Documentation regarding approved competitive leases which is filed in each lease case file (Schedule 4/27-30) and video recordings used to verify oral bids in the event of discrepancies (Schedule 21/20). | See sub-items below. |
| **24a** | Mineral Lease Sale History Case Files. Non-serialized case files containing tract selection recommendations, maps, sale notices, stipulations, address lists, estimates of resource values for each parcel, sale minutes, bidder registration, bid abstracts, results lists, summary reports, and related sale material. | TEMPORARY. Cutoff EOFY in which the final determination of bid acceptance or rejection is made.<br>Use BLM 4/24a.<br>Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-90-1, 4/24a) |
| **24b** | Mineral Lease Sale and Tract Evaluation Final Report and Map Masters. Record-copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, isopach maps, and the geological, geophysical, and engineering data supporting the evaluation, and (2) the results of post-sale evaluations of tract evaluation and technical data effectiveness and a comparison of sale bids with pre-sale estimates. | PERMANENT. Cutoff EOFY in which the study or sale is completed.<br>Use BLM 4/24b.<br>Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff.<br>(N1-49-90-1, 4/24b)<br>ERA disposition authority: DAL-0049-2011-0002-0016. |
| **24c** | Nominations not Accepted. Nominations for parcels unavailable for leasing (i.e., closed to leasing, no minerals available, in an existing lease, etc.). Files will include copies of nomination and/or agency response. Responses may be in the form of telephone record(s) or letter(s). In cases where a nomination includes both parcels accepted and parcels not accepted, file records in the Mineral Lease Sale History Case File and follow disposition (item 24a). | TEMPORARY.<br>Use BLM 4/24c.<br>Destroy when records are 6 months old or when no longer needed for reference, whichever is longer.<br>(N1-49-99-1, 4/24c) |
| **24d** | Electronic Versions of Mineral Lease Sale Records Created by Electronic Mail and Word processing Applications. | TEMPORARY.<br>Use BLM 4/24d.<br>Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating.<br>(N1-49-99-1, 4/24d) |

| Item | Record Series Description | Disposition Authority |
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| **25** | **EXPLORATION AND PROSPECTING PERMIT OR LICENSE CASE FILES [3150, 3209, 3410, 3500].** Authority: 43 CFR 3150, 3209, 3410, 3500. Forms: BLM 3000-4a; 3104-5; 3150-4, 4a, 5; 3200-9, 10, 19; 3504-4; 3510-1. Confidentiality: Public record category 1B, except some files may contain proprietary- confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Location: FOs with delegated responsibility. | See sub-items below. |
| **25a** | Exploration and Prospecting Permit/License Applications Approved. Serialized case files, arranged by number, documenting the search for evidence of oil and gas, geothermal, coal, oil shale, and other mineral resources. The search requires physical presence upon the lands and may result in damage to the lands or the resources. No lease or application for permit to drill (APD) is required by the BLM. Consists of the application, approved permit or license, notice of intent, exploration plan, maps, notice of completion, and related correspondence.<br>Note: Documents containing significant geologic data may be copied and placed in the appropriate geologic and production reference files (items 4/27c, 28c, 29d) prior to transfer. | TEMPORARY. Cutoff EOFY in which the authorization terminates, required rehabilitation of the affected lands is accepted by the BLM, and appeal rights are exhausted.<br>Use BLM 4/25a.<br>Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff.<br>(N1-49-90-1, 4/25a) |
| **25b** | Exploration and Prospecting Permit/License Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant. | TEMPORARY. Cutoff EOFY in which application is rejected or withdrawn.<br>Use BLM 4/25b.<br>Destroy 3 years after cutoff.<br>(N1-49-90-1, 4/25b) |
| **26** | **COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING ORDER FILES [3180, 3280].** BLM is responsible for the development of federal oil, gas, and geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The records described below document the establishment and monitoring of communitization and unitization agreements, state spacing orders, and subsurface gas storage agreements in order to avoid waste of oil, gas, and geothermal resources and to protect correlative rights. Communitization brings together leases sufficient for the granting of well permits under applicable state spacing requirements. Unitization consolidates separate leases into a single consolidated unit for the purposes of operating and allocating costs and benefits on a basis as defined in the agreement or plan. Authority: 43 CFR 3180, 3280. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **26a** | Communitization or Unitization Agreement Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the agreements approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by applicant) and any related appeal documents. Location: SO. | TEMPORARY. Cutoff EOFY in which the agreement is terminated or the application is rejected by the BLM or withdrawn by applicant and appeal rights are exhausted.<br>Use BLM 4/26a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>NOTE: RDRB approval required.<br>(NC1-49-76-3, B/13 and 16) |
| **26b** | Communitization or Unitization Agreement Operations Lease and Well Files. Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour maps, cross sections, logs, and other related scientific and technical data regarding the agreement area and production activity. Case files are subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some cases, the SO retains responsibility). | See sub-items below. |
| **26b(1)** | Indian Agreements. Agreements regarding leases belonging to Indians for which the BLM has minerals management responsibilities. | PERMANENT. Cutoff EOFY in which agreement terminates and appeal rights are exhausted.<br>Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c).<br>Use BLM 4/26b(1).<br>Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/26b(1))<br>ERA disposition authority: DAL-0049-2011-0002-0008. |

| Item | Record Series Description | Disposition Authority |
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| **26b(2)** | Federal Agreements. Agreements regarding leases on land for which the federal government holds the mineral interests | TEMPORARY. Cutoff EOFY in which agreement terminates and appeal rights are exhausted.<br>Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c).<br>Use BLM 4/26b(2).<br>Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.<br>NOTE: RDRB approval required.<br>(N1-49-90-1, 4/26b(2)) |
| **27** | **OIL AND GAS LEASING FILES [3100].**<br>The BLM is responsible for the development of federal oil and gas resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3100. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non- public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Exclusions: lease or permit applications (Schedule 4/16), exploration permits (Schedule 4/25), oil and gas agreements (Schedule 4/26). | See sub-items below. |
| **27a** | Oil and Gas Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1. Location: SO. | TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted.<br>Use BLM 4/27a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-76-3, B/13 and 16) |

| Item | Record Series Description | Disposition Authority |
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| **27b** | Oil and Gas Operations Lease and Well Files. This series is comprised of the two major file types described below - the lease operations file and the related well files which document the production, safety, and environmental activities on the lease area. Lease and well files are filed together, with the well jackets (folders) placed directly behind the related lease file folder. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1; 3160-3, 4, 5, 8, 9, 10, 11, 12, 13, 15, 16, 17. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).<br>- **Lease Operations Case File**. A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.<br>- **Well Files**. A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease operations case file. The well file contains the application for permit to drill (APD), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data, including monthly reports of operation. | See sub-items below. |
| **27b(1)** | Oil and Gas Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to American Indians for which the BLM has minerals management responsibilities. | PERMANENT. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 27c).<br>Use BLM 4/27b(1).<br>Transfer lease and well files to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/27b(1))<br>ERA disposition authority: DAL-0049-2011-0002-0009. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **27b(2)** | Oil and Gas Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. This series also includes acquired land leases, such as Federal Farm Mortgage Corp (FFMC) and Farmers Home Administration (FmHA) leases transferred to the BLM by quit claim. | TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 27c).<br>Use BLM 4/27b(2).<br>Transfer lease and well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.<br>NOTE: RDRB approval required.<br>(N1-49-90-1, 4/27b(2)) |
| **27c** | Oil and Gas Geologic and Production Reference Files. Documents copied from terminated oil and gas operations files, which have repetitive and multiple applications in support of the federal leasing program. Examples include sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e). | TEMPORARY.<br>Use BLM 4/27c.<br>Destroy when no longer needed to support the federal leasing program or for other reference purposes.<br>(N1-49-90-1, 4/27c) |
| **27d** | Oil and Gas Drainage Investigation Working Files. Case files containing duplicate documentation of investigation of allegation that lands are being drained of oil or gas by wells on adjacent land. Note: Record copies of drainage documents are filed in the related lease or well file (item 27b). Location: FOs with delegated responsibility. | TEMPORARY.<br>Use BLM 4/27d.<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(N1-49-90-1, 4/27d) |
| **27e** | Oil and Gas Development Map Masters. Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area. Information is obtained from lessee and operator reports, oil scouting services and publications, and from internal sources. Location: SO, FO that produces the masters | PERMANENT. Cutoff EOFY in which the map is redrafted or completed.<br>Use BLM 4/27e.<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/27e)<br>ERA disposition authority: Pending: to be established. |
| **27f** | Oil and Gas Field Files (Reference). Case files, arranged by field name, containing primarily reference copies of reports, maps, well records, and other technical information on oil and gas fields involving federal, Indian, private, and state lands. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/27f.<br>Review annually and destroy documents no longer needed for reference.<br>(N1-49-90-1, 4/27f) |

| Item | Record Series Description | Disposition Authority |
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| **27g** | Individual Well Records (IWR) and Scout Tickets (Reference). Sheets and card forms showing when and by whom the well was drilled, depth, owner or operator, and drilling results with some related geologic data. Prepared from lessee reports or scouting publications or purchased from commercial firms. Forms: BLM 3160-14, 14a, 14b. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/27g.<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(N1-49-90-1, 4/27g) |
| **27h** | Oil and Gas State Lease and Well Reference Copies. Convenience copies of documents regarding oil and gas leases issued by a State agency and retained by the BLM for reference. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/27h.<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(N1-49-90-1, 4/27h) |
| **27i** | **OIL AND GAS PRODUCTION ACCOUNTABILITY REVIEW FILES.**<br>Oil and gas production accountability reviews are completed to ensure that oil and gas production on Public and Tribal lands is properly reported to the federal government. | See sub-items below. |
| **27i(1)** | Oil And Gas Production Accountability Review Files – Federal Lands.<br>Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as reports, logs, state commission documents, field maps, diagrams, and documentation of violations. | TEMPORARY. Cutoff EOFY in which the review is completed.<br>Use DAA-0049-2013-0002-0001.<br>Transfer completed review files to FRC 3 years after cutoff. FRC destroys 8 years after cutoff.<br>(DAA-0049-2013-0002, 1.1) |
| **27i(2)** | Oil And Gas Production Accountability Review Files – Indian Trust Lands.<br>Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as reports, logs, state commission documents, field maps, diagrams, and documentation of violations. | PERMANENT. Cutoff EOFY in which the review is completed.<br>Use DAA-0049-2013-0002-0002.<br><u>Non-Electronic Textural Records</u>. Transfer completed review files to FRC 3 years after cutoff. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other such actions.<br><u>Electronic Records</u>. Transfer to NARA 3 years after cutoff.<br>(DAA-0049-2013-0002, 1.2)<br>ERA disposition authority: Pending: to be established. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **28** | **GEOTHERMAL LEASING FILES [3200].** Geothermal resources are depletable subsurface reservoirs of energy composed of: (1) products of natural geothermal processes including indigenous steam, hot water, and hot brine; (2) steam, other gases, hot water and hot brine resulting from artificial introduction of water, gas, or other fluids into geothermal formations; (3) heat or other associated energy found in geothermal formations; (4) any byproducts derived from geothermal processes. The BLM is responsible for the development of federal geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3200. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non- public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25); geothermal agreements (Schedule 4/26). | See sub-items below. |
| **28a** | Geothermal Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and the applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24. Location: SO and some FOs. | TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted.<br>Use BLM 4/28a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-76-3, B/13 and 16) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **28b** | Geothermal Operations Lease and Well Files. This record series is comprised of two major case types that are described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24; 3260-2, 3-5. Location: Office with the delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).<br>- **Lease Operations Case File**. A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, reports of lease surveys and resurveys, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.<br>- **Well Files**. A separate case file is established for each well drilled under provisions of the lease in order to document the supervision of operations on the well. Well folders are arranged by well number behind the related lease operations case file. They contain application for permit to drill (APD), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, well test reports, reports of operations, injection plans, injection reports and surveys, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data. | See sub-items below. |
| **28b(1)** | Geothermal Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to Indians for which the BLM has minerals management responsibilities. | PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 28c).<br>Use BLM 4/28b(1).<br>Transfer lease and well files to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/28b(1))<br>ERA disposition authority: Pending: to be established. |

| Item | Record Series Description | Disposition Authority |
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| **28b(2)** | Geothermal Operations Lease and Well Files - Federal.<br>Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. | TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 28c).<br>Use BLM 4/28b(2).<br>Transfer lease and well files to FRC 3 years after cutoff. FRC destroys 75 years after cutoff.<br>NOTE: RDRB approval required.<br>(N1-49-90-1, 4/28b(2)) |
| **28c** | Geothermal Geologic and Production Reference Files. Documents copied from terminated geothermal operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e). | TEMPORARY.<br>Use BLM 4/28c.<br>Destroy when no longer needed to support the geothermal leasing program or for other reference purposes.<br>(N1-49-90-1, 4/28c) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **29** | **SOLID MINERAL LEASING FILES [3400, 3500].** The BLM is responsible for development of federal coal and other solid mineral resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. The BLM also delineates potential coal tracts, analyzes environmental impacts of leasing, and appraises tract values. Mineral materials are disposed of by contract of sale or free use permit under 43 CFR 3600. Minerals such as gold, silver, quicksilver, and hard rock minerals are leasable on acquired lands only. Solid leasable mineral commodities include coal, phosphate, sodium potassium, sulfur in Texas and Louisiana, gilsonite, and hard rock minerals on acquired lands. Also included are minerals, which are leased under special leasing acts, including asphalt in Oklahoma; gold, silver and quicksilver in confirmed private land grants; certain minerals in National Park Service areas; reserved minerals on certain lands which were patented to the State of California for park or other purposes; certain minerals in the White Mountains National Recreation Area, Alaska; and sand and gravel on certain lands which were patented to the State of Nevada. Authority: 43 CFR 3400, 3500. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration and prospecting permits (Schedule 4/25); mineral material sales (Schedule 4/6b). | See sub-items below. |
| **29a** | Solid Mineral Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and related appeal documents. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3510-2; 3520-7; 3730-1. Location: SO and some FOs. | TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted.<br>Use BLM 4/29a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-76-3, B/13 and 16) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **29b** | Solid Mineral Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the lease area. Consists of lease instrument and assignments, operating agreements, decisions, mining plans, environmental assessment, reclamation plans, lease inspection and production verification reports, and related correspondence. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3520-7; 3730-1. Location: Office with delegated responsibility - usually FOs (in some states, responsibility retained by SO). | See sub-items below. |
| **29b(1)** | Solid Mineral Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities. | PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 29d).<br>Use BLM 4/29b(1).<br>Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/29b(1))<br>ERA disposition authority: DAL-0049-2011-0002-0010. |
| **29b(2)** | Solid Mineral Lease Operations Case Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. | TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 29d).<br>Use BLM 4/29b(2).<br>Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.<br>NOTE: RDRB approval required.<br>(N1-49-90-1, 4/29b(2)) |
| **29c** | Mine Maps and Abandonment Reports - Indian and Federal. Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings detailing method of abandonment, surface reclamation, closure of surface openings, and compliance with lease stipulations. | PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted.<br>Use BLM 4/29c.<br>Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/29c)<br>ERA disposition authority: DAL-0049-2011-0002-0017. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **29d** | Solid Minerals Geologic and Production Reference Files. Documents copied from terminated solid mineral operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/29d.<br>Destroy when no longer needed to support the federal leasing program or for other reference purposes.<br>(N1-49-90-1, 4/29d) |
| **30** | **OIL SHALE LEASING FILES [3900].**<br>Oil shale is a fine-textured sedimentary rock containing organic matter that can yield oil and hydrocarbon gas by destructive distillation. The BLM is responsible for the development of federal oil shale resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 30 U.S.C. 181, 301-306, 351-359. Confidentiality: Public record category 1B, except some files may contain certain proprietary/confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25). | See sub-items below. |
| **30a** | Oil Shale Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Location: SO. | TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted.<br>Use BLM 4/30a.<br>Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-76-3, B/13 and 16) |
| **30b** | Oil Shale Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related material. Case files may be subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30b(1)** | Oil Shale Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities. | PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item 30d).<br>Use BLM 4/30b(1).<br>Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/30b(1))<br>ERA disposition authority: Pending: to be established. |
| **30b(2)** | Oil Shale Lease Operations Case Files - Federal Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. | TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item 30d).<br>Use BLM 4/30b(2).<br>Transfer to FRC 3 years after cutoff. FRC destroys 75 years after cutoff.<br>NOTE: RDRB approval required.<br>(N1-49-90-1, 4/30b(2)) |
| **30c** | Oil Shale Lease Operations Maps. Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc. Location: SO, FOs. | See sub-items below. |
| **30c(1)** | Oil Shale Final Maps | PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted.<br>Use BLM 4/30c(1).<br>Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff.<br>(N1-49-90-1, 4/30c(1))<br>ERA disposition authority: Pending: to be established. |
| **30c(2)** | Oil Shale Intermediate and Pre-Final Maps and Plats. | TEMPORARY.<br>Use BLM 4/30c(2).<br>Destroy when superseded by later version.<br>(N1-49-90-1, 4/30c(2)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30d** | Oil Shale Geologic and Production Reference Files. Documents copied from terminated oil shale operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs. | TEMPORARY.<br>Use BLM 4/30d.<br>Destroy when no longer needed to support the federal leasing program or for other reference purposes.<br>(N1-49-90-1, 4/30d) |
| **31** | **SERIALIZED CASE FILE INDEXES.**<br>Alphabetical paper indexes to serialized case files. Authority: 43 CFR 1813, 1821, 3833. Confidentiality: Public record category 1A and 1B; Privacy Act System Interior/LLM-32. Location: SO. | PERMANENT. Cutoff when no longer needed for control purposes or when fully automated.<br>Use BLM 4/31.<br>Transfer to FRC 5 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-85-2, 23/7a)<br>ERA disposition authority: DAL-0049-2011-0006-0026. |
| **32** | **SERIAL REGISTER PAGES AND LOGS [1274].**<br>The serial register was created on July 1, 1908, as a digest of each public land case. The serial pages document a brief history of each case and are used as a control to prevent duplication of case file serial numbers. Typed paper masters were discontinued in 1984, after which serial pages were produced electronically by case recordation systems. Authority: 43 CFR 1813, 1821, 3833. Forms: BLM 1274-1, 18. Confidentiality: Public record category 1A; Privacy Act System Interior/LLM-32. Exclusions: Case recordation systems that produce serial pages (see Schedule 30). Location: Masters created and maintained by SO; duplicates by AFO. | See sub-items below. |
| **32a** | Serial Pages and Logs Not Filmed. Record-copies that were never filmed to archival standards in accordance with 36 CFR 1230. Arranged by number in book form with removable pages. | PERMANENT. Cutoff EOFY in which the masters are no longer needed for control purposes or when fully automated.<br>Use BLM 4/32a.<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff.<br>(NC1-49-86-2, 1a)<br>ERA disposition authority: DAL-0049-2011-0008-0001. |
| **32b** | Serial Pages and Logs Filmed. Record copies filmed to archival standards in accordance with 36 CFR 1230. | TEMPORARY.<br>Use BLM 4/32b.<br>Destroy upon verification of the microfilm.<br>(NC1-49-86-2, 1b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **32c** | Microform Masters. | PERMANENT. Cutoff EOFY in which filmed.<br>Use BLM 4/32c.<br>Transfer silver original and one copy to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff.<br>(NC1-49-86-2, 1c)<br>ERA disposition authority: DAL-0049-2011-0008-0002. |
| **32d** | Microform Duplicates. | TEMPORARY.<br>Use BLM 4/32d.<br>Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.<br>(N1-49-90-1, 4/32d) |
| **33** | **GENERAL LAND OFFICE RECORDS AUTOMATION SYSTEM (GLORAS)**<br>The General Land Office Records Automation System (GLORAS) is a web site, database, and image server that provides public online access to land patents, survey plats, field notes and other land status or conveyance records for western Public Lands States. Federal Land Patents document information regarding the initial transfer of land titles from the Federal government to individuals. Several types of Federal Land Patents have been issued to individuals from 1820 to present for various purposes, including Cash Entry, Homestead and Military Warrant. Users may search for and retrieve metadata and document images, and place orders on-line for certified copies of land patents. Metadata includes Patentee, Assignee, Warrantee, Widow and/or Heir, together with the transaction date and Legal Land Description. The site contains approximately five million Federal land title records. Although GLORAS does not currently contain every Federal title record issued for the Public Land States, the respective states are continually working to scan and upload BLM's collection. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **33a** | Master File. The General Land Office Records Automation System (GLORAS) provides online public access to Federal land conveyance records for the western Public Land States including Federal Land Patents, survey plats, field notes, Land Status Records, and Control Document Index Records. | PERMANENT. Cutoff every 5 years.<br>Use BLM 4/33a.<br>Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50.<br>Thereafter, transfer a copy every 5 years, along with the current technical documentation.<br>(N1-049-09-5, 1a)<br>ERA disposition authority: Pending: to be established. |
| **34** | **LEGACY REHOST SYSTEM (LR2000)**<br>The LR2000 is an electronic system of information pertaining to the use and availability of Federal public lands and as a record of transfers of title to and from the Federal Government administered by the BLM. LR2000 is a centralized source of land status information such as ownership, surface management agency, use authorizations (permits, rights-of-way, mining claims, mineral leases, etc.), and segregation (withdrawals, classifications, etc.).<br>LR2000 encompasses 9 subsystems:<br>**Case Recordation** - land and mineral title, use authorization, and withdrawal cases.<br>**Legal Land Description** - describes land in accordance with a cadastral or special survey.<br>**Mining Claim Recordation System** - unpatented mining claims recorded with BLM.<br>**Status** - historical data of title cases, withdrawals, and classifications.<br>**Cadastral Survey Field Note Indexing System**<br>**Bond and Surety System**<br>**Master Name System** - contains name and addresses.<br>**Serial Number Automation Module (SNAM)** - generates serial numbers associated to Case Recordation and Mining Claim Recordation.<br>**National Oil & Gas Lease Sale module**. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **34a** | Master File. The content of the LR2000 system and its modules includes land survey information and documentation of actions taken, abstracted from BLM case files, including case files information from ownership and authorization records, property rights and use permits affecting public lands, survey information, federal land and mineral ownership information, withdrawals, classifications and determinations, and bonding information. The database contains the names, addresses, interest relationships and percent interest for individuals, government entities, entrepreneurs, and other business entities holding permits, leases, or other authorizations to use public lands. | PERMANENT. Cutoff every 5 years.<br>Use DAA-0049-2013-0004-0001. Transfer a copy along with a public use version to NARA immediately, in accordance with NARA transfer instructions applicable at the time of transfer. Thereafter, transfer a copy every 5 years to NARA along with a public use version that fully supersedes the previous accession.<br>(DAA-0049-2013-0004, 1)<br>ERA disposition authority: Pending: to be established. |

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Schedule 5 - Budget Preparation, Presentation, and Apportionment Records

**Introduction**

Budget and apportionment records include the various files accumulated in the course of formulating the budget for submission to the Office of Management and Budget (OMB) and Congress; in defending requests for funds before both bodies; and after enactment of an appropriation bill, ensuring that the funds are used in such a way as to suffice for the appropriate period of time. The funds are made available to the Bureau of Land Management (BLM) by OMB, usually in quarterly portions, and the BLM must indicate and justify regularly to OMB the proposed rate of expenditure. After the funds have been made available to the BLM, its own controls over the funds are in expenditure accounting records (Schedule 7), and detailed information relative to expenditures is contained in the accountable officers' accounts (Schedule 6). Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before applying the disposition instructions.

Budget records are normally created at all levels of the BLM. They show proposals from all operating levels as well as the BLM-wide and DOI-wide coordinating work done by formally organized budget offices. The records consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared by BLM then forwarded to the Department budget officer.

The nature of the budget presentation itself is standardized by OMB which prescribes format and procedures. The internal reports and papers which support the budget and are used in its preparation vary from agency to agency. The budget submission, a record copy of which is usually designated by BLM, is a duplicate of the set of papers submitted to OMB. These include summary statements of appropriations and expenditures, statements of contract authorizations, and statements of receipts as well as narrative summary statements which highlight the principal features of the BLM requests and immediately related supporting documents. The narrative presents the policies and the programs of the BLM which the budgetary requests are to support. In addition to the summaries, the submission includes schedules of obligations and statements pertaining to each type of appropriation and fund under which the BLM operates. OMB requires additional supporting data pertaining to objects of expenditure, particular programs, and figures based on the cost of various type of service operations, such as personnel and payrolling activities.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **BUDGET CORRESPONDENCE FILES [1670, 1690].**<br>Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule. Confidentiality: Non-public record category 2. Location: All. Exclusions: Files relating to the BLM policy and procedure maintained in formally organized budget offices. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 5/1.*<br>*Destroy when 2 years old.*<br>*(GRS 5, 1952, items 1 and 3)* |
| **2** | **BUDGET BACKGROUND FILES [1670, 1690].**<br>Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices. Confidentiality: Non-public record category 2. Location: All. Exclusions: BLM budget estimates, justifications, and annual work plans (AWP) (Schedule 5/12). | TEMPORARY. Cutoff at EOFY covered by the budget.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 5/2.*<br>*Destroy 1 year after cutoff.*<br>*(NC1-GRS-81-13 item 2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **BUDGET REPORTS FILES [1682, 1690].**<br>Periodic reports on the status of appropriation accounts and apportionment. Forms: SF-133, 225; BLM 1681-6. Confidentiality: Non-public record category 2. | See sub-items below. |
| **3a** | Annual report (end of fiscal year). Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 5/3a.*<br>*Destroy when 5 years old.*<br>*(GRS 5, 1952, item 5a)* |
| **3b** | All other reports. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 5/3b.*<br>*Destroy 3 years after cutoff.*<br>*(NC-64-75-2 item 5b)* |
| **4** | **BUDGET APPORTIONMENT FILES [1690]**<br>Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation. Forms: SF-132. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 5/4.*<br>*Destroy 2 years after cutoff.*<br>*(GRS 5, 1952, item 6)* |
| **5-10** | **Reserved** | |
| **11** | **BUDGET POLICY FILES [1670]**<br>Correspondence and subject files maintained by Headquarters Budget Office, documenting the BLM policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for the BLM programs. Note: record copies of budget directives are maintained by Headquarters Directives Office. Confidentiality: Non-public record category 2. Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use BLM 5/11.<br>Transfer to FRC 4 years after cutoff. FRC destroys 8 years after cutoff.<br>(NC1-49-85-2, 5/1) |
| **12** | **BUDGET ESTIMATES, JUSTIFICATIONS, AND ANNUAL WORK PLAN FILES [1670, 1680]**<br>Includes ADP and telecommunications 5-year procurement plans. Forms: BLM 1680-13; 1681-2, 3, 3a, 5. Confidentiality: Non-public record category 2. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12a** | Budget Estimates and Justifications Consolidated Files. Maintained by Headquarters Budget Office. Consists of appropriation language sheets, narrative statements, annual work plans, and related schedules and data. Location: WO. | PERMANENT. Cutoff EOFY for which planned.<br>Use BLM 5/12a.<br>Transfer to FRC 3 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 12 years old (e.g., transfer 1980-1984 in 1997).<br>(NC1-49-85-2, 5/2a)<br>ERA disposition authority: DAL-0049-2011-0006-0011 |
| **12b** | Budget Estimates and Justifications Files -Originating Office Submissions. | See sub-items below. |
| **12b(1)** | Budget Estimates and Justifications Files - Headquarters Office Copies. Other than the Headquarters Budget Office official collection (item 12a). Location: WO. | TEMPORARY. Cutoff EOFY covered by the budget.<br>Use BLM 5/12b(1).<br>Destroy 3 years after cutoff.<br>(NC1-49-85-2, 5/2b(1)) |
| **12b(2)** | Budget Estimates and Justifications Files - Field Office Copies. Location: AFO. | TEMPORARY. Cutoff EOFY covered by budget.<br>Use BLM 5/12b(2).<br>Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.<br>(NC1-49-85-2, 5/2b(2)) |

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## Introduction

This schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office (GAO). Any records created prior to January 1, 1921, must be offered to the NARA for appraisal before applying these disposition instructions.

Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer, who receives monies owed to the federal government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to GAO since he/she accomplishes the actual payment of public monies to proper federal creditors; and (c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

Disbursements for most civilian Government agencies are made by the Chief Disbursing Officer of the Treasury, who heads the Division of Disbursement of the Bureau of Government Financial Operations within the Department of Treasury. Since July 1949, disbursements have been made for most agencies on the basis of certified schedules, with the detailed vouchers transferred to GAO from the agency or held in agency space if a site audit was involved. This procedure was extended and confirmed by GAO General Regulation No. 115, issued January 29, 1952, which promulgated a standard form voucher and schedule of payment (SF-1166 and SF1167) for use by all agencies, effective July 1, 1952, and formally eliminated the transfer of vouchers to the Chief Disbursing Officer of the Treasury.

This schedule includes records held for on-site audits conducted by GAO, as described in Item 1a of this schedule. Under an on-site audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in the Bureau of Land Management (BLM) space for GAO auditors. Section 5 of the Post Office Department Financial Control Act of 1950 and Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that an audit shall be conducted at the site) require agencies to retain these records, which are under GAO cognizance. GAO has given general authority to agencies, if the records are no longer required for administrative purposes, to transfer all audited records and any unaudited records more than 1 full fiscal year old to Federal Records Centers. However, to transfer unaudited accountable officers' accounts less than 1 year old, permission must be obtained from the Director, Records Management, GAO. Because the records previously transferred to GAO are retained in the agency, some agencies have eliminated the creation of memorandum copies as described in Item 1b of this schedule.

Records relating to the availability, collection, and custody of funds include (1) appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. The BLM copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **ACCOUNTABLE OFFICERS FILES [1300].** | See sub-items below. |
| **1a** | Accountable Officers Original or Ribbon Copies.<br>Accountable officers accounts maintained by the BLM for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers. Since the BLM is operating under an integrated accounting system approved by GAO, certain required documents that support vouchers and/or schedules are included in site audit records. These records document only the basic financial transaction, money received, and money paid out or deposited in the course of operating the BLM. Exclusions: the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documents not involved in an integrated system (covered by succeeding items in this schedule), copies of forms which may be filed in related case files, commercial passenger transportation and freight records (Schedule 9), payroll records (Schedule 2). Site audit records include, but are not limited to, the forms described below. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-22. Essential (Vital): Rights and interests records.<br>Location: All. Forms: **BLM** 1113-1, 1310-5, 1310-11, 1310-17, 1310-19, 1310-19A, 1323-1, 1323-2, 1370-8, 1370-9, 1370-10, 1370-12, 1370-13, 1370-14, 1370-16, 1370-18, 1370-21, 1370-26, 1370-29, 1370-32, 1370-35, 1370-37, 1370-39, 1370-41, 1370-42, 1370-43, 1370-44, 1370-45, 1371-16, 1371-17, 1371-21, 1371-22, 1371-23, 1372-2, 1374-1, 1380-5, 1380-6, 1380-7, 1380-8, 1380-9, 1520-42, 1520-54, 5450-10, 5450-10a, 5450-10b, 1370-38; **SF**-215, 224, 1012, 1034, 1036, 1038, 1047, 1069, 1080, 1081, 1096, 1097, 1098, 1113, 1129, 1143, 1145, 1154, 1156, 1164, 1166, 1185, 1218, 1219, 1220, 1221; **GSA**-2957; **OF**-1114, 1114a, 1114b; **TD**-1664; | TEMPORARY. Cutoff EOFY at end of period covered by account. Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/1a*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-GRS-91-3)*<br><br>NOTE: Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians. |
| **1b** | Accountable Officers Files - Memo Copies. Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule. Exclusions: freight records (Schedule 9), payroll records (Schedule 2). Forms: SF-1048, 1050, and memo copies of other forms listed under Item 1a above. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-22. Location: All. | TEMPORARY. Cutoff EOFY covered by account.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 011, DAA-GRS-2013-0003-0002<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/1b*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-86-3, item 1b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1c** | Records supporting compilation of agency financial statements and related audit, and all records of all other reports.<br>Includes records such as:<br>- schedules and reconciliations prepared to support financial statements;<br>- documentation of decisions re accounting treatments and issue resolutions;<br>- audit reports, management letters, notifications of findings, and recommendations;<br>- documentation of legal and management representations and negotiations;<br>- correspondence and work papers; and<br>- interim, quarterly and other reports. | TEMPORARY. Cutoff EOFY after completion of audit or closure of financial statement/ accounting treatment/issue.<br>Use GRS 1.1, item 020, DAA-GRS-2013-0003-0011.<br>Destroy 2 years after cutoff. |
| **2** | **GAO EXCEPTIONS FILES [1300].**<br>GAO notices of exception, formal or informal, and related correspondence. Forms: SF-1100. Confidentiality: Non-public record category 2. Location: All | TEMPORARY. Cutoff after exception has been reported as cleared by GAO.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/2*<br>*Destroy 1 year after cutoff.* |
| **3** | **CERTIFICATES SETTLEMENT FILES [1300].**<br>Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.<br>Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **3a** | Certificates Covering Closed Account, Supplemental and Final Balance Settlements. | TEMPORARY. Cutoff on date of settlement.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/3a*<br>*Destroy 2 years after cutoff.*<br>*(GRS 6, 1952, item 3a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3b** | Certificates Covering Period Settlements. | TEMPORARY. Cutoff when subsequent certificate of settlement is received.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/3b*<br>*Destroy when cutoff.*<br>*(GRS 6, 1952, item 3b)* |
| **4** | **GENERAL FUND FILES [1310].**<br>Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Schedule 6/1.<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-22. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/4*<br>*Destroy when 3 years old.*<br>*(NC174-105, item 5)* |
| **5** | **ACCOUNTING ADMINISTRATIVE FILES [1300].**<br>Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. Location: All. | See sub-items below. |
| **5a** | Files used for workload and personnel management purposes. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/5a*<br>*Destroy when 2 years old.*<br>*(NC-64-77-11, item 5a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5b** | All other files. | TEMPORARY. Cutoff EOFY. Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/5b*<br>*Destroy when 3 years old.*<br>*(NC-64-77-11, item 5b)* |
| **6** | **FEDERAL PERSONNEL SURETY BOND FILES [1384].** Copies of surety bonds, power-of-attorney forms, designations of accountable officers and agents, and related documents. Forms: OF-211. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-22. Location: All. | See sub-items below. |
| **6a** | Bond and Attached Power of Attorney - Official Copies. | See sub-items below. |
| **6a(1)** | Bonds Purchased Before 01/01/1956. | TEMPORARY.<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/6a(1)*<br>*Destroy 15 years after bond becomes inactive.* |
| **6a(2)** | Bonds Purchased After 12/31/1955. | TEMPORARY.<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/6a(2)*<br>*Destroy 15 years after end of bond premium period.* |
| **6b** | Bond Files - Other. Includes other copies of bonds, designations of accountable officers and agents, and related documents. Location: All. | TEMPORARY.<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/6b*<br>*Destroy when bond becomes inactive or after the end of the bond premium period.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7** | **GASOLINE SALES TICKETS [1376].**<br>Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/7*<br>*Destroy after GAO audit or when 3 years old, whichever is sooner. (NC-64-77-11, item 7)* |
| **8** | **TELEPHONE TOLL TICKETS [1376].**<br>Originals and copies of toll tickets filed in support of telephone toll call payments. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-36. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/8*<br>*Destroy after GAO audit or when 3 years old, whichever is sooner. (NC-64-77-11, item 8)* |
| **9** | **TELEGRAMS.**<br>Originals and copies of telegrams files in support of telegraph bills. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/9*<br>*Destroy after GAO audit or when 3 years old, whichever is sooner.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10** | **ADMINISTRATIVE CLAIMS FILES [1380].**<br>Includes tort claims. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-22. Essential (Vital): Rights and interests records. | See sub-items below. |
| **10a** | Administrative Claims Against the U.S. Records relating to claims against the U.S. for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded. Exclusions: claims covered by sub-item 10c below. Location: WO, Center, SO tort claims office. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/10a*<br>*Destroy when 6 years, 3 months old.*<br>*(N1-GRS-87-13 item 1a)* |
| **10b** | Administrative Claims by the U.S. Subject to the Federal Claims Collection Standards and 28 USC 2415 or 31 USC 3716(c)(1). Records relating to claims for money or property that were administratively determined to be due and owing to the U.S. and that are subject to the Federal Claims Collection Standards (4 CFR Chapter II). Exclusions: claims covered by sub-item 10c below. | See sub-items below. |
| **10b(1)** | Claims Paid in Full. Or by means of a compromise agreement pursuant to 4 CFR 103. Location: WO, Center, SO tort claims office. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/10b(1)*<br>*Destroy when 6 years, 3 months old.*<br>*(N1-GRS-87-13 item 1b(1))* |
| **10b(2)** | Claims for Which Collection Action has been Terminated under 4 CFR 104. Location: Center. | See sub-items below. |
| **10b(2)(a)** | Claims for which the Government's right to collect was not extended. Location: WO, Center, SO tort claims office. | TEMPORARY.<br>Use GRS 6/10b(2)(a).<br>Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.<br>(N1-GRS-87-13 item 1b2a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10b(2)(b)** | Claims for which the Government is entitled (per 28 USC 2415) to additional time to initiate legal action. Location: WO, Center, SO tort claims office. | TEMPORARY. Cutoff at the end of the extended period.<br>Use DRS 1.3C, DAA-0048-2013-0001-0012.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/10b(2)(b)*<br>*Destroy 3 months after cutoff.*<br>*(N1-GRS-87-13 item 1b(2)(b))* |
| **10b(3)** | Claims Not Owed to U.S. Claims which the agency administratively determines are not owed to U.S. after collection activity was initiated. Location: WO, Center, SO tort claims office. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/10b(3)*<br>*Destroy when 6 years, 3 months old.*<br>*(N1-GRS-87-13 item 1b(3)* |
| **10c** | Administrative Claims Affected by Court Order or Subject to Litigation Proceedings. Location: WO, Center, SO tort claims office. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>Records cannot be destroyed until the court order is lifted and litigation is concluded.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/10c*<br>*Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.*<br>*(N1-GRS-87-13 item 1c)* |
| **10d** | Reference Copies of Claims. Reference copies of tort claims maintained by FOs or by offices other than that of the tort claims officer. Location: All. | TEMPORARY. Destroy when claim is settled. (NARA approval not required.) |
| **11** | **WAIVER OF CLAIMS FILES [1380].**<br>Records relating to waiver of claims of the U.S. against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-22. Essential (Vital): Rights and interests records. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11a** | Waivers of Claims Approved. Agencies may approve amounts not aggregating to more than $500 or GAO may approve any amount. Location: All. | TEMPORARY. Cutoff EOFY in which the waiver was approved.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/11a*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-GRS-88-1 item 11a)* |
| **11b** | Waivers of Claims Denied. Location: Center Finance. | TEMPORARY. Cutoff and handle in accordance with related claims files.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/11b*<br>*Destroy with related claims filed in accordance with Schedule 6/10b and 10c.*<br>*(N1-GRS-88-1 item 11b)* |

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## Introduction

Expenditure accounting records are the ledgers and related documents maintained by all Federal agencies to show in summary fashion how their funds, appropriated and nonappropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also as a primary source of data for top management concerned with agency solvency, expenditures, and program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them is a group of subsidiary ledgers and documents further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and thereby provide a safeguard against overexpenditure by operating officials. The allotment ledgers are general controls over expenditures, and they, in turn, summarize and are supported by more detailed controls that normally take the form of project or job orders that authorize exact and specific expenditures.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups.

a. Copies of various obligation or expenditures documents, such as vouchers and schedules, that flow through the ledger unit for posting, and
b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source of the data included in the basic apportionment reports to the OMB and the Department of the Treasury and overall reports of agency fiscal condition which may be required by the General Accounting Office (GAO) (Schedules 6 and 8). The adequacy for audit purposes of the general ledger accounts is normally considered by GAO auditors to be indicative of the agency's entire accounting system and the reliability of its financial data. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration for appraisal before an agency may apply these disposition instructions.

When a claim is filed by or against the Government, records relating to the claim should be retained without regard to the otherwise applicable records retention schedules that would have authorized destruction of the records prior to the time when the claim is finally resolved, unless the agency has received written approval from GAO (44 USC 3309 and 62 Comp. Gen. 42 (1982)). A claim is finally resolved: (1) when it is disallowed and the time for appealing the denial or instituting suit on the claim has expired; or (2) when it is allowed and paid or the amount offered in compromise is accepted and paid; or (3) when the amount found due and owing proves uncollectible because time limits for collecting the indebtedness through legal proceedings or by way of setoff have expired.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| 1 | **EXPENDITURE ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES [1310].** Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY. Use DRS 1.3A, DAA-0048-2013-0001-0010. Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 7/1*<br>*Destroy when 2 years old.*<br>*(GRS 7, 1952, item 1)* |
| 2 | **GENERAL ACCOUNTING LEDGERS [1310].** General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary. Forms: OF-1014, 1014a. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY. Use DRS 1.3B, DAA-0048-2013-0001-0011. Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 7/2*<br>*Destroy 6 years, 3 months after the close of the fiscal year involved.*<br>*(NC1-GRS-83-5, item 1)* |
| 3 | **APPROPRIATION ALLOTMENT FILES [1312].** Allotment records showing status of obligations and allotments under each authorized appropriation. Forms: OF-1015, 1101. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY. Use DRS 1.3B, DAA-0048-2013-0001-0011. Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 7/3*<br>*Destroy 6 years, 3 months after the close of the fiscal year involved.*<br>*(NC1-GRS-83-5, item 2)* |
| 4 | **EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES [1310].** Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule. Forms: SF-108; OF-1016, 1016b, 1017c, 1017g. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4a** | Original records. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 7/4a*<br>*Destroy when 3 years old.*<br>*(NC-64-75-2, item 4a)* |
| **4b** | Copies. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 7/4b*<br>*Destroy when 2 years old.*<br>*(NC-64-75-2, item 4b)* |
| **5** | **PAYMENTS-IN-LIEU-OF-TAXES (PILT) FILES [1373/1881].** Records documenting payments made to units of local governments in lieu of taxes to ameliorate the fiscal burden of tax-exempt public land within their boundaries. Confidentiality: Public record category 1A. | See sub-items below. |
| **5a** | PILT Files - Headquarters and Center Finance Copies. Location: WO, Center Finance. | TEMPORARY. Cutoff EOFY.<br>Use BLM 7/5a.<br>Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-85-2, 7/11a) |
| **5b** | PILT Files - Other Copies. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use BLM 7/5b.<br>Destroy 5 years after cutoff.<br>(NC1-49-85-2, 7/11b) |

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Schedule 8 - Stores, Plant, and Cost Accounting Records

## Introduction

Specialized stores, plant, and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. These records, which reflect the net monetary worth of an agency and its assets, are periodically reconciled with the supply data found in stock inventory records, but they do not include procurement papers. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before an agency may apply these disposition instructions.

a. Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to document the monetary worth of such materials. Completed copies of material movement documents show custody, and stores accounting data are normally reviewed and consolidated by means of records and returns submitted to agency headquarters. There the information is used for procurement planning, budget, and other management purposes. These records do not include records reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary data on plant value are also available in pertinent ledger accounts.

b. Plant Accounting. These records document principal characteristics of each item of physical plant and equipment, including real property. They constitute primarily a type of inventory control, but in addition are a principal source of data on the capital investment in physical plant (as distinguished from maintenance or operating costs) and other items not normally represented in a store or stock inventory system. Summary data on plant value are also maintained.

c. Cost Accounting. These records are designed to show accumulated data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel, are ultimately integrated into the accounts concerned with operating and program costs. Material cost information is collected by posting requisitions for material or procurement documents to intermediate records, and labor cost information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are used in evaluating economy of agency operation and in preparing budget estimates.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **PLANT, COST, AND STORES GENERAL CORRESPONDENCE FILES [1520, 1530, 1320].**<br>Correspondence files of units responsible for plant, cost, and stores accounting operations. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/1*<br>*Destroy when 2 years old.*<br>*(GRS 8, 1952, item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2** | **STORES INVOICE FILES [1520].**<br>Invoices or equivalent papers used for stores accounting, including receiving reports. Exclusions: Stores invoices (also Schedule 4/2). Forms: DI-102; SF-44. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 040, DAA-GRS-2013-0003-0012<br>Destroy when 3 years old.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/2*<br>*Destroy when 3 years old.*<br>*(NC-64-75-2, item 3)* |
| **3** | **STORES ACCOUNTING FILES [1520].**<br>Stores accounting returns and reports. Confidentiality: Non-public record category 2. Location: All. Exclusions: Stores control files (Schedule 8/8), stores accounting records (also Schedule 4/2). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 040, DAA-GRS-2013-0003-0012<br>Destroy when 3 years old.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/3*<br>*Destroy when 3 years old.*<br>*(NC-64-75-2, item 4)* |
| **4** | **STORES ACCOUNTING BACKGROUND FILES [1520].**<br>Working files used in accumulating stores accounting data. Exclusions: Stores accounting records (also Schedule 4/2). Forms: DI-104; BLM 1520-2, 3, 4, 5, 6. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 040, DAA-GRS-2013-0003-0012<br>Destroy when 3 years old.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/4*<br>*Destroy when 2 years old.*<br>*(GRS 8, 1952, item 5)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5** | **PLANT ACCOUNTING FILES [1530].**<br>Plant account cards and ledgers, other than those pertaining to structures. Forms: BLM 1520-7, 9, 24; DI-1866. Confidentiality: Non-public record category 2. Location: All. Exclusions: Personal property inventory files (Schedule 3/9a), plant accounting records (also Schedule 4/2), and real property accountability/utilization files (Schedule 4/5). | TEMPORARY. Cutoff EOFY when item is withdrawn from plant account.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 040, DAA-GRS-2013-0003-0012<br>Destroy when 3 years old.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/5*<br>*Destroy 3 years after cutoff.*<br>*(GRS 8, 1952, item 6)* |
| **6** | **COST ACCOUNTING REPORTS [1320].**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: cost accounting files as part of general fund files (Schedule 6/4). | See sub-items below. |
| **6a** | Copies in Units Receiving Reports. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 040, DAA-GRS-2013-0003-0012<br>Destroy when 3 years old.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/6a*<br>*Destroy when 3 years old.*<br>*(NC-64-75-2, item 7a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6b** | Copies in Reporting Units and related working papers. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 040, DAA-GRS-2013-0003-0012<br>Destroy when 3 years old.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/6b*<br>*Destroy when 3 years old.*<br>*(NC-64-75-2, item 7b)* |
| **7** | **COST REPORT DATA FILES [1330].**<br>Ledgers, forms, and electronic records used to accumulate data for use in cost reports. Confidentiality: Non-public record category 2. Location: All. Exclusions: cost accounting files as part of general fund files (Schedule 6/4). | See sub-items below. |
| **7a** | Ledgers and forms. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 040, DAA-GRS-2013-0003-0012<br>Destroy when 3 years old.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/7a*<br>*Destroy when 3 years old.*<br>*(NC-64-75-2, item 8a)* |
| **7b** | Automated records | See sub-items below. |
| **7b(1)** | Detail cards. | TEMPORARY.<br>Rescinded per GRS Transmittal 23<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/7b(1)*<br>*Destroy when 6 months old.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7b(2)** | Summary cards. | TEMPORARY.<br>Rescinded per GRS Transmittal 23<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/7b(2)*<br>*Destroy when 6 months old.* |
| **7b(3)** | Tabulations. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>Rescinded per GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 8/7b(3).*<br>*Destroy when 1 year old.* |
| **8** | **STORES CONTROL FILES [1520].**<br>Forms and workpapers documenting loans and returns. Exclusions: Control files (also Schedule 4/2). Authority: 29 CFR 1910, 1926. Forms: DI-105, OF-290, BLM 1520-8. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-9. Location: All. | TEMPORARY.<br>Use BLM 8/8.<br>Destroy when property returned to stock.<br>(NC1-49-85-2, 8/5a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9** | **PROPERTY, PLANT AND EQUIPMENT (PP&E) AND OTHER ASSET ACCOUNTING.**<br>Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency's annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&E, such as:<br>- purchase orders and contracts<br>- invoices<br>- appraisals<br>- costing and pricing data<br>- transactional schedules<br>- titles<br>- transfer, acceptance and inspection records<br>- asset retirement, excess and disposal records<br>- plant account cards and ledgers pertaining to structures<br>- correspondence and work papers<br>Forms: BLM 1520-61 Exclusion: Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places), are not authorized for disposal. Agencies must submit a records schedule to NARA to cover these records or apply an existing schedule. | TEMPORARY. Cutoff after asset is disposed of and/or removed from agency's financial statement.<br>Use GRS 1.1, item 030, DAA-GRS-2013-0003-0004.<br>Destroy 2 years after cutoff. |

Schedule 9 - Travel and Transportation Records

## Introduction

This schedule covers records documenting the movement of goods and persons under government orders. The records include bills of lading, transportation requests, transportation vouchers, per diem vouchers, travel authorizations, and all supporting documentation, including those prescribed by Title 5 of the General Accounting Office (GAO) Policy and Procedures Manual. Record copies of all travel, transportation, and freight documents used to support payments become components of accountable officers' accounts (Schedule 6). Disposition for commercial transportation and freight site audit records is covered by item 1 of this schedule. Individual, noncommercial, reimbursable travel site audit records are covered by Schedule 6, Items 1a, 10, or 11. Some copies become accounting posting media which are covered by Schedule 7, Item 4.

a. Movement of Goods. The key record is the government bill of lading (GBL), of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for government employees. Offices shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

b. Movement of Persons. The movement of persons is documented by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The two primary copies of travel orders are the administrative copy maintained by the transportation unit controlling the authorization of travel and the copy used for encumbrance of funds. Vouchers documenting cash advances for travel purposes are covered by Schedule 6, Item 1a, only after the advance has been properly liquidated and can be included in a settled fiscal account. Unliquidated cash advances for travel purposes are covered by Schedule 6, Item 10.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| 1 | **COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION FILES [1382, 1545].** Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-21. Essential (Vital): Legal and financial rights records. Forms: SF- 1012, 1103, 1103a, 1104, 1109a, 1109, 1113a, 1156, 1169, 1170, 1186, 1203, 1203a, 1204, 1205; OF-144, 189, 199, 1121. Location: All. Exclusions: Lost or damaged shipment files (Schedule 4/2a); finance copies (Schedule 6/1a); individual employee travel case files (Schedule 9/4b), non-federally funded travel (Schedule 9/6), federal employee transportation subsidy records (Schedule 9/7). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1a** | Commercial Freight and Passenger Transportation Original Vouchers and Supporting Documents. Covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents. Exclusions: those items covered by item 1b. Location: Centers. | TEMPORARY. Cutoff EOFY after the period of the account. Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/1a*<br>*Destroy 6 years after cutoff.*<br>*(N1-GRS-91-3, item 1a)* |
| **1b** | Commercial Freight and Passenger Transportation Records. Covering payments for which: 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment in involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition arises, such as detection of overcharge, that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period. Location: Centers. | TEMPORARY. Cutoff EOFY when associated condition is investigated and/or settled. Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/1b*<br>*Destroy when 10 years old.*<br>*(N1-GRS-91-3, item 1b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1c** | Commercial Freight and Passenger Transportation Files - Issuing Office Copies. Copies of Government or commercial bills of lading, commercial passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents. Location: All. | TEMPORARY. Cutoff EOFY after the period of the account.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/1c.*<br>*Destroy 6 years after cutoff.*<br>*(N1-GRS-91-3, item 1c)* |
| **1d** | Commercial Passenger Transportation Vouchers – Obligation Copies. Location: All. | TEMPORARY. Cutoff EOFY when funds are obligated.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/1d.*<br>*Destroy when funds are obligated.*<br>*(N1-GRS-91-3, item 1e)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1e** | Unused Ticket Redemption Forms. Location: All. | TEMPORARY. Cutoff EOFY when the transaction is completed.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/1e*<br>*Destroy 3 years after cutoff.*<br>*(N1-GRS-98-2, item 8)* |
| **2** | **LOST OR DAMAGED SHIPMENTS FILES [1545].**<br>Schedules of valuables shipped, correspondence, reports, and other records relating to administration of the Government Losses in Shipment Act. Forms: SF-361, 362, 364. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/2*<br>*Destroy when 6 years old.*<br>*(N1-GRS-91-3, item 2)* |
| **3** | **NONCOMMERCIAL, REIMBURSABLE TRAVEL FILES [1382].**<br>Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel. Forms: SF-1012, 1038, 1156, 1156a, 1157, 1164; OF-68; DI-1020; memorandum copies of BLM 1380-1, 6, 7, 8, 9. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-21. Exclusions: Individual employee travel case files (Schedule 9/4b), finance copies (Schedule 6/1a), non-federally funded travel (Schedule 25/5), and federal employee transportation subsidy records (Schedule 9/7). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3a** | Travel Administrative Office Files. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/3a*<br>*Destroy when 6 years old.*<br>*(N1-GRS-91-3, item 3a)* |
| **3b** | Obligation Copies. Location: All. | TEMPORARY.<br>Use GRS 1.1, item 011, DAA-GRS-2013-0003-0002.<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/3b*<br>*Destroy when funds are obligated.*<br>*(N1-GRS-91-3, item 3b)* |
| **4** | **TRAVEL AND TRANSPORTATION GENERAL FILES [1382, 1545].**<br>Forms: OF-1120. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-21. Location: All. Exclusions: Finance copies (Schedule 6/1a). | See sub-items below. |
| **4a** | Routine Administrative Records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel and transportation, and freight functions, not covered elsewhere in this schedule. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/4a*<br>*Destroy when 2 years old.*<br>*(N1-GRS-91-3, item 4a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4b** | Travel and Transportation Accountability Files documenting the issue or receipt of accountable documents. Includes individual employee travel case files, containing copies of per diem vouchers and related receipts, maintained by Field Offices for accountability purposes. Forms: SF-1012, 1038, 1156, 1157, 1164; OF-199, 1120; DI-1020; 1380-6, 7, 8, 9. Exclusions: Copies attached to charge card statements (Schedule 3/3). | TEMPORARY. Cutoff after all entries are cleared.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/4b*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-91-3, item 4b)* |
| **5** | **OFFICIAL PASSPORT FILES [1774].**<br>Records relating to official passports. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-21.<br>Essential (Vital): Legal and financial rights records. Location: WO.<br>Note: Official passports should be returned to the Department of State upon expiration or upon separation of the employee. | See sub-items below. |
| **5a** | Official Passport Application Files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations. | TEMPORARY. Cutoff on separation of the bearer or when 3 years old, whichever is sooner.<br>Use DRS 1.3C, DAA-0048-2013-0001-0012.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/5a*<br>*Destroy when cutoff.*<br>*(N1-GRS-91-1, item 5a)* |
| **5b** | Official Passport Annual Reports. Reports to the Department of State concerning the number of official passports issued and related matters.<br>Note: Does not pertain to copies of the annual report held by the Department of State. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/5b*<br>*Destroy when 1 year old.*<br>*(N1-GRS-91-1, item 5b)* |
| **5c** | Official Passport Registers. Registers and lists of agency personnel who have official passports. | TEMPORARY. Cutoff when superseded or obsolete.<br>Use DRS 1.3C, DAA-0048-2013-0001-0012.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/5c*<br>*Destroy when cutoff.*<br>*(N1-GRS-98-2, item 9)* |
| **6** | **Reserved** | |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7** | **FEDERAL EMPLOYEE TRANSPORTATION SUBSIDY RECORDS.**<br>Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies (e.g., Transportation Fringe Benefit Program). Authority: P.L. 103-172, 105-178. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-21. Essential (Vital): Legal and financial rights records. | TEMPORARY. Cutoff EOFY. Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 9/7*<br>*Destroy when 3 years old.*<br>*(N1-GRS-97-2, item 7)* |
| **8-10** | **Reserved** | |
| **11** | **NON-FEDERALLY FUNDED TRAVEL [1382].** | See Schedule 25, item 5. |
| **12** | **FEDERAL EMPLOYEE TRANSPORTATION SUBSIDY RECORDS.** | See item 7 above. |

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Schedule 10 - Motor Vehicle and Aircraft Maintenance and Operation Records

## Introduction

The records in this schedule pertain to the management, maintenance, and operation of motor vehicles and aircraft used in the Bureau of Land Management (BLM).

41 CFR 101-34 prescribes policies and procedures. Standard Form 82, which is an annual motor vehicle report required by the Federal Acquisition Service , General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers BLM records pertaining to the daily use and operation of the vehicles and aircraft.

In general, records pertaining to motor vehicles and aircraft reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to Federal Acquisition Service ( SF 82, Agency Report of Motor Vehicle Data); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the government in accident claims against it. The records themselves consist of service logs and reports, repair and maintenance check-off sheets, cost ledgers, and claims correspondence and forms.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **MOTOR VEHICLE CORRESPONDENCE FILES [1525].**<br>Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-10. Location: AFO | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/1*<br>*Destroy when 2 years old.*<br>*(GRS 10, 1952, item 1)* |
| **2** | **MOTOR VEHICLE OPERATING AND MAINTENANCE FILES [1525].**<br>Authority: 40 USC 471. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-10. Location: AFO. | See sub-items below. |
| **2a** | Motor Vehicle Operating Files. Including gas and oil consumption, dispatching, and scheduling. Forms: OF-108, 200; BLM 1520-10, 27, 28, 28a, 35, 35a, 42, 43; DI-125. Exclusions: Aircraft use files (see Schedule 10, item 8). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 10/2a.*<br>*Destroy when 1 year old.*<br>*(NC1-49-85-2, 10/2a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2b** | Motor Vehicle Maintenance Files. Including certificates of origin, assignment and acquisition documents, warranty information, odometer repairs, work orders for service and repair, and related correspondence. Forms: OF-30; GSA- 2529; BLM 1520-23, 36, 43, 51, 54, 102a, 102v. | TEMPORARY. Cutoff EOFY after vehicle leaves BLM custody.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/2b*<br>*Destroy when 1 year old.*<br>*(GRS 10, 1952, item 2b)* |
| **3** | **MOTOR VEHICLE COST FILES [1525].**<br>Motor vehicle ledger and work sheets providing cost and expense data. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY after discontinuance of ledger or date of work sheet.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/3*<br>*Destroy 3 years after cutoff.*<br>*(GRS 10, 1952, item 3)* |
| **4** | **MOTOR VEHICLE REPORT FILES [1525].**<br>Reports on motor vehicles, other than accident, operating, and maintenance reports. Forms: SF-82; DI-122, 126. Confidentiality: Non-public record category 2. Location: All. Exclusions: Accident, operating, and maintenance reports. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/4*<br>*Destroy 3 years after cutoff.*<br>*(GRS 10, 1952, item 4)* |
| **5** | **MOTOR VEHICLE ACCIDENT CASE FILES [1112, 1525].**<br>Records of motor vehicle accidents, maintained by transportation offices. Forms: SF-91, 91a, 94, 95, 96; OF-26; DI-134, 135; CA-1. Confidentiality: Non-public record category 2; Privacy Act System, LLM-13. Essential (Vital): Rights and interest records. Location: All. Exclusions: Personal injury files (Schedule 1/31); tort claims (Schedule 6/10). | TEMPORARY. Cutoff EOFY after case is closed.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/5*<br>*Destroy 6 years after cutoff.*<br>*(GRS 10, 1952, item 5)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6** | **MOTOR VEHICLE RELEASE FILES [1525].**<br>Records of transfer, sale, donation, or exchange of vehicles. Forms: SF-97, 97a. Essential (Vital): Rights and interests records. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY after vehicle leaves the BLM custody.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/6*<br>*Destroy 4 years after cutoff.*<br>*(NARA memo 10/20/1955)* |
| **7** | **MOTOR VEHICLE OPERATOR FILES [1525].**<br>Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, road test examiner files, and related correspondence. Forms: SF-47; OF-346; BLM 1112-2, 1520-10. Confidentiality: Non-public record category 2; Privacy Act System LLM-10. Location: All. Exclusions: Operator ID files (Schedule 11/4). | TEMPORARY. Cutoff EOFY after separation of employee or after rescission of authorization to operate government-owned vehicle, whichever is sooner.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/7*<br>*Destroy 3 years after cutoff.* |
| **8** | **AIRCRAFT USE FILES [9400].**<br>Case files, arranged by date of flight then flight number, that contain the flight request and schedule, evidence of approval(s), justification for using government aircraft, cost analysis, hazard analysis, and related aircraft use documentation. Includes summary reports of aircraft use and activity. Authority: OMB Circulars A-76 and A-126; OAS Operational Procedures Memorandum 93-7. Forms: BLM 9400-1a; OAS-2, 23. Confidentiality: Non-public record category 2; Privacy Act System LLM-8. Location: Point of origin - usually the DO. Exclusion: The BLM copies of recurring reports to OAS (Schedule 23/1a). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 10/8.*<br>*Destroy 2 years after cutoff.*<br>*(N1-49-96-4, 10/8)* |
| **9** | **ROUTINE AIRCRAFT OPERATIONS.**<br>Records that pertain to the day-to-day operation of aircraft operated by Federal agencies. Included are records documenting departures, takeoffs, and destinations, passengers on board, requests for flights, flight orders, aircraft flight logs, flight plans, and similar records. | NOTE: See duplicate item number below for Aircraft Accident Files.<br><br>TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/9*<br>*Destroy when 2 years old.*<br>*(N1-GRS-04-6, item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9** | **AIRCRAFT ACCIDENT FILES [9430].**<br>Office of Aircraft Services (OAS) accident forms and related documents. Authority: OMB Circulars A-76 and A-126. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-13. Essential (Vital): Rights and interest records. Location: NIFC. Exclusion: Reference copies in field offices which may be destroyed when no longer needed, and Aviation Safety Committee minutes (Schedule 16/12b(1)(b)). | NOTE: See duplicate item number above for Routine Aircraft Operations.<br><br>See sub-items below. |
| **9a** | Aircraft Accident Alerts, Safety Alerts, and Initial and Preliminary Reports. Forms: OAS-25, 77, 78, and related documents. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 10/9a.*<br>*Destroy 1 year after cutoff.*<br>*(N1-49-90-9, 10/11a)* |
| **9b** | Aircraft Hazard and Incident-Malfunction Reports. Forms: OAS-34, 34a, 34b, and related documents. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 9b.*<br>*Destroy 3 years after cutoff.*<br>*(N1-49-90-9, 10/11b)* |
| **9c** | Aircraft Final Accident Reports. Forms: OAS-79 series. | TEMPORARY. Cutoff EOFY when file is closed.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 10/9c.*<br>*Transfer to FRC 3 years after cutoff. FRC destroys 7 years after cutoff.*<br>*(N1-49-90-9, 10/11c)* |
| **10** | **LOGISTICAL SUPPORT FOR FLIGHT OPERATIONS**<br>Records that document logistical support relating to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Also included are comments on regulations, directives or other publications that relate to logistics matters, program and budget information, management improvement reports, cost reduction reports, and requests for substantive information that relate to logistics matters. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/10*<br>*Destroy when 6 years old or when superseded, whichever is later.*<br>*(N1-GRS-04-06, item 2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11** | **GENERAL AIRCRAFT MAINTENANCE AND MODIFICATIONS RECORDS.**<br>Records relating to fleet-wide general maintenance activities, modifications, or improvements designed to meet programmed requirements (as opposed to maintenance activities performed on a specific aircraft; see item 12 for records relating to maintenance activities involving specific aircraft). Included are records related to servicing, manufacturing, rebuilding and testing of equipment and classifying the condition status of materiel, non-technical correspondence that pertains to aircraft maintenance and related organizational matters and overhaul and rework projects as well as technical correspondence pertaining to aircraft, aircraft components, engines, propellers, instruments, accessories, and their maintenance. Also included in this category are maintenance manuals for aircraft that have been customized from the standard production model design in order to meet agency-specific needs or manuals that have been annotated and are different from those issued by the manufacturer. Additionally, this category includes preventive maintenance records; aircraft inventories that account for the aircraft held by, or assigned to, an agency or agency component, especially as counted and classified into categories; and bulletins that direct a one-time inspection to determine whether a given condition exists and specify what action should be/has been taken. | See sub-items below. |
| **11a** | Recordkeeping copies of maintenance manuals for unique or customized aircraft. | PERMANENT. Cutoff EOFY.<br>Use GRS 10/11a.<br>Transfer to the National Archives in 5-year blocks after they become superseded or obsolete.<br>(N1-GRS-04-6, item 3a)<br>ERA disposition authority:<br>Pending: to be established |
| **11b** | All other records. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/11b.*<br>*Destroy when 6 years old or when superseded or obsolete, whichever is later.*<br>*(N1-GRS-04-6, item 3b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12** | **INDIVIDUAL AIRCRAFT MAINTENANCE AND AIRFRAME MODIFICATIONS RECORDS.**<br>Records relating to maintenance activities performed on specific aircraft. Included are aircraft logbooks, aircraft engine records, inspection and maintenance records, preventive maintenance inspections, diagnostic checkouts, spot check inspections, and maintenance requests. Also included are records relating to configuration change to a specific aircraft that is a material change, modification, or an alteration in the characteristics of the equipment. | TEMPORARY. Cutoff EOFY after aircraft disposal or clearance of related equipment from the program.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/12*<br>*Destroy 6 years after cutoff.*<br>*(N1-GRS-04-6, item 4)* |
| **13** | **RECORDS REQUIRED FOR ACCIDENT/INCIDENT REPORTS.**<br>Records requested by authorities conducting the investigation of accidents/incidents involving aircraft used by Federal agencies, including leased aircraft used by Federal agencies. | TEMPORARY. Cutoff EOFY after completion of investigation and preparation of required reports.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 10/13*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-04-6, item 5)* |

Schedule 11 - Space and Maintenance Records

## Introduction

This schedule provides for the disposal of all copies, wherever located in the Bureau of Land Management (BLM), of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (GSA) or similar agency, as directed by law and regulations (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings, identification credentials and related accountable records, requests for building and equipment services, and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the BLM.

This schedule does not cover: (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); or, (b) records of procurement and supply (Schedule 3). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **SPACE AND MAINTENANCE GENERAL CORRESPONDENCE FILES [1535].**<br>Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 11/1*<br>*Destroy when 2 years old.*<br>*(N1-GRS-96-1, item 1c)* |
| **2** | **SPACE FILES [1535].**<br>Records relating to allocation, utilization, and release of space under BLM control, and related reports to GSA. Confidentiality: Non-public record category 2. Exclusions: Space procurement files (Schedule 3/3). Location: All. | See sub-items below. |
| **2a** | Building plan files, surveys, and other records utilized in BLM space planning, assignment, and adjustment. Forms: GSA-2957 (reference copies). Essential (Vital): Rights and interests records. | TEMPORARY. Cutoff EOFY after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 11/2a*<br>*Destroy 2 years after cutoff.*<br>*(GRS 11, 1952, item 2a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2b** | Correspondence with and reports to staff agencies relating to agency space holdings and requirements. Forms: SF-81; BLM 1530-10. | See sub-items below. |
| **2b(1)** | BLM Reports to GSA. SF-81, Request for Space, and related documents. Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 11/2b(1)*<br>*Destroy when 2 years old.*<br>*(GRS 11, 1952, item 2b(1))* |
| **2b(2)** | Copies in Subordinate Reporting Units. And related workpapers. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 11/2b(2)*<br>*Destroy when 1 year old.*<br>*(GRS 11, 1952, item 2b2)* |
| **3** | **DIRECTORY SERVICE FILES [1540].**<br>Correspondence, forms, and other records relating to the compilation of directory service listings. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-58. Location: All. | TEMPORARY.<br>Use GRS 11/3.<br>Destroy 2 months after issuance of listing.<br>(GRS 11, 1952, item 3) |
| **4** | **CREDENTIAL FILES [1540].**<br>Identification credentials and related papers. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-58. Essential (Vital): Rights and interests records. Location: All. Exclusions: property passes (18/13) | See sub-items below. |
| **4a** | Identification Credentials. Cards, badges, parking permits, photos, the BLM permits to operate motor vehicles and property, dining room and visitor passes, and other identification credentials. Forms: OF-7, 55; DI-131. | TEMPORARY.<br>Use GRS 11/4a.<br>Destroy credentials 3 months after return to issuing office.<br>(GRS 11, 1952, item 4a) |
| **4b** | Credentials Receipts, Indexes, Lists, Accountable Files. Forms: BLM 1100-3. | TEMPORARY. Cutoff after all listed credentials are accounted for.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 11/4b*<br>*Destroy after cutoff.*<br>*(GRS 11, 1952, item 4b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5** | **BUILDING AND EQUIPMENT SERVICE FILES [1535].**<br>Requests for building and equipment maintenance services.<br>Confidentiality: Non-public record category 3. Forms: OF-12.<br>Location: All. Exclusions: fiscal copies (Schedule 6/1). | TEMPORARY. Cutoff after work is performed or requisition is canceled.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 11/5*<br>*Destroy 3 months after cutoff.*<br>*(GRS 11, 1952, item 5)* |

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Schedule 12 - Communications Records

## Introduction

The principal records documenting communication functions include messenger service data; telecommunications service control and operational records; long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; copies of penalty mail reports; and records relating to private delivery service, such as the United Parcel Service (UPS).

This schedule covers communications records wherever located in the Bureau of Land Management (BLM). Item 4, telephone use records, has been reserved pending development of disposition standards acceptable to both the General Services Administration (GSA) and the General Accounting Office (GAO). Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before applying the disposition instructions in this schedule.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **MESSENGER SERVICE FILES [1542].**<br>Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.<br>Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 12/1.<br>Destroy when 2 months old.<br>(NC1-64-77-9, item 1) |
| **2** | **COMMUNICATION GENERAL FILES [1290].**<br>Forms: SF-145, 145b. Confidentiality: Non-public record category 2. Location: All. Exclusions: Radio frequency authorizations and logs (item 9). | See sub-items below. |
| **2a** | Correspondence and Related Records pertaining to internal administration and operation. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/2a*<br>*Destroy when 2 years old.*<br>*(NC1-64-77-9, item 2a)* |
| **2b** | Telecommunications General Files. Including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/2b*<br>*Destroy when 3 years old.*<br>*(NC1-64-77-9, item 2b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2c** | Telecommunications Statistical Reports. Including cost and volume data. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/2c*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-9, item 2c)* |
| **2d** | Telecommunications Voucher Files. | See sub-items below. |
| **2d(1)** | Telecommunications Vouchers, Bills, Invoices. Reference copies and related records. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC:<br>GRS 1.1, item 011<br>DAA-GRS-2013-0003-0002<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/2d(1)*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-9 item 2d1)* |
| **2d(2)** | Telecommunications Installation, Change, Removal, and Servicing of Equipment Files. Forms: SF-145. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/2d(2)*<br>*Destroy when 3 years old or 1 year after audit, whichever is sooner.*<br>*(NC1-64-77-9, item 2d2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2e** | Telecommunications Services Agreements Case Files. Copies of agreement documents with background data and other records relating to agreements for telecommunications services. Also called Telecommunications Site Agreement Case Files. | TEMPORARY. Cutoff after expiration or cancellation of agreement.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/2e*<br>*Destroy 2 years after cutoff.*<br>*(NC1-64-77-9, item 2e)* |
| **3** | **TELECOMMUNICATIONS OPERATIONAL FILES [1290].** Forms: SF-14; OF-151, 152, 153, 187, 191. Confidentiality: Non-public record category 2. Location: All. Exclusions: Radio frequency authorizations and logs (item 11). Electronic files and databases created to supplement or replace the records covered by this item are not authorized for disposal under the GRS (submit SF-115 to NARA). | See sub-items below. |
| **3a** | Telecommunications Message Registers, Logs, Performance Reports, Daily Load Reports. And related or similar records. | TEMPORARY.<br>Use GRS 12/3a.<br>Destroy when 6 months old.<br>(NC1-64-77-9, item 3a) |
| **3b** | Telecommunications Incoming/Outgoing Messages. Copies of incoming and original copies of outgoing messages, including Standard Form (SF) 14, Telegraphic Message maintained by communications offices or centers. Exclusions: copies maintained by the originating program office. | TEMPORARY.<br>Use GRS 12/3b.<br>Destroy when 2 months old.<br>(NC1-64-77-9, item 3b) |
| **4** | **TELEPHONE USE (CALL DETAIL) RECORDS [1293].** Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, GSA, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical or investigative follow-up. Included are originating number, destination number, destination city and state, date and time of use, duration of the use and the estimated or actual cost of the use. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-58. Exclusions: records accumulated in connection with substantive investigations and audits (Schedule 22/4, or 6/1), toll tickets (Schedule 3/10). Location: All.<br>NOTE: Records for those numbers associated with e-mail transmission may be deleted or destroyed as indicated above if the agency has ensured that the transmission data that is necessary for the intelligibility of the e-mail is preserved elsewhere. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/4*<br>*Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.*<br>*(N1-GRS-96-4)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5** | **POST OFFICE AND PRIVATE MAIL COMPANY FILES [1542].**<br>Post Office and private mail company (such as UPS and Federal Express) forms and supporting papers. Exclusions: records held by the USPS. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **5a** | Mail-Special Services. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts. | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/5a*<br>*Destroy when 1 year old.*<br>*(N1-GRS-87-2 item 1a)* |
| **5b** | Mail-Declared Value. Application for registration and certification of declared value mail. | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/5b*<br>*Destroy when 1 year old.*<br>*(N1-GRS-87-2 item 1b)* |
| **5c** | Mail-Improper Treatment. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail. | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/5c*<br>*Destroy when 1 year old.*<br>*(N1-GRS-87-2 item 1c)* |
| **6** | **MAIL AND DELIVERY SERVICE CONTROL FILES [1542].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-58. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6a** | Mail-Private Delivery. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as UPS. Exclusions: Both those covered by item 5 and those used as indexes to correspondence files. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/6a*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-9, item 6a)* |
| **6b** | Postage Reports. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds). | TEMPORARY.<br>Use GRS 12/6b.<br>Destroy when 6 months old.<br>(NC1-64-77-9, item 6b) |
| **6c** | Stamp Requisitions. Requisitions for stamps, exclusive of copies used as supporting documents to payment vouchers. | TEMPORARY.<br>Use GRS 12/6c.<br>Destroy when 6 months old.<br>(NC1-64-77-9, item 6c) |
| **6d** | Mail Handling Reports. Statistical reports and data relating to handling of mail and volume of work performed. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/6d*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-9, item 6d)* |
| **6e** | Mail Remittances. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to BLM by mail. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/6e*<br>*Destroy when 1 year old.*<br>*(NC1-64-77-9, item 6e)* |
| **6f** | Official Mail and Messenger Service Receipts. Records of and receipts for mail and packages received through the Official Mail and Messenger Service. | TEMPORARY.<br>Use GRS 12/6f.<br>Destroy when 6 months old.<br>(NC1-64-77-9, item 6f) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6g** | General Files. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations. | TEMPORARY. Cutoff EOFY or when superseded or obsolete, whichever is applicable.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/6g*<br>*Destroy when 1 year old or when superseded or obsolete, whichever is applicable.*<br>*(NC1-64-77-9, item 6g)* |
| **6h** | Mail Locator Cards, Directories, Indexes and other records relating to mail delivery to individuals. | TEMPORARY.<br>Use GRS 12/6h.<br>Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.<br>(NC1-64-77-9, item 6h) |
| **7** | **METERED MAIL FILES [1542].**<br>Official metered mail reports and all related papers.<br>Confidentiality: Non-public record category 2. Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/7*<br>*Destroy when 6 years old.*<br>*(NC1-64-77-9, item 7)* |
| **8** | **POSTAL IRREGULARITIES FILES [1542].**<br>Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.<br>Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff after completion of investigation.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 12/8*<br>*Destroy 3 years after cutoff.*<br>*(NC1-64-77-9, item 8)* |
| **9** | **RADIO COMMUNICATIONS FILES [1292].**<br>Authority: International Telecommunications Union (ITU) Radio Regulations and the Federal Communications Commission (FCC) Rules and Regulations and DM 377 Handbook. Confidentiality: Non-public record category 2. Essential (Vital): Legal and Financial rights records. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9a** | Radio Frequency Authorization Files. Includes radio frequency authorizations and frequency use agreements. Authorizations and use agreements are reviewed every 5 years. | TEMPORARY. Cutoff when superseded by a newer version or upon termination of the system.<br>Use DRS 1.4A.2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 12/9a*<br>*Destroy when replaced by a new authorization/agreement.*<br>*(NC1-49-85-2, 12/3a.)* |
| **9b** | Radio Logs. Forms: BLM 9120-1. | TEMPORARY. Cutoff end of each month.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 12/9b*<br>*Destroy 3 years after cutoff.*<br>*(NC1-49-85-2, 12/3b)* |
| **10** | **LIST SERVER, DISCUSSION GROUP AND NEWS GROUP RECORDS [1260]**.<br>Data bases whereby employees can share information on topics of interest to the group. Records consist of information made or received in connection with the transaction of public business, regardless of physical form or characteristics. Each BLM-originated discussion data base (including replicated date bases) must have a designated "owner" who has set up the group and/or sponsors the discussions that occur in the group. Confidentiality: Mixed - Public record category 1A and 1B and Non-public record category 2. | See sub-items below. |
| **10a** | Technical Forums in which participants pose technical questions and receive solutions from others in the group, or members may post helpful hints and suggestions that they have found works well in their office. | TEMPORARY. Retain while active.<br>Use BLM 12/10a.<br>Discard when no longer needed for reference.<br>(N1-49-00-1, 10a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10b** | Informal Forums where program area stakeholders exchange merits, consequences, developments, and ideas. | TEMPORARY.<br>Use BLM 12/10b.<br>Discard three years after an informal forum is no longer needed or issues have been resolved.<br>(N1-49-00-1, 10b) |

Schedule 13 - Printing, Binding, Duplication, and Distribution Records

**Introduction**

This schedule provides for the disposal of all copies, wherever located in the Bureau of Land Management (BLM), of records relating to printing, binding, duplication, and distribution, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions, and to record the production, distribution and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, and distribution matters. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions.

This schedule does not cover the record copy of printed materials (Schedule 16/17), records retained for on- site audit by the General Accounting Office (Schedule 6/1a), or memorandum copies of the accountable officers' accounts files (Schedule 6/1b).

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION ADMINISTRATIVE CORRESPONDENCE FILE [1550].**<br>Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents. Forms: BLM 1221-7. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 13/1*<br>*Destroy when 2 years old.*<br>*(GRS 13, 1952, item 2)* |
| **2** | **PRINTING, BINDING, DUPLICATING AND DISTRIBUTION PROJECT FILES [1550].**<br>Job or project files containing information relating to planning and execution of printing, binding, and distribution jobs. Forms: SF-1, 1a-c; GPO-1026b, 1815, 2511, 2511a, 3868; DI-14, 550, 1903; BLM 1310-5, 1510-18, 18a, 1556-1. Confidentiality: Non-public record category 2. Location: WO, Centers, SO. Exclusions: Master copies of the BLM publications (Schedule 16/17), extra copies of publications are nonrecord and may be destroyed when no longer needed. | See sub-items below. |
| **2a** | Printing, Binding, Duplicating, and Distribution Job Files. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents. Exclusions: Copies in nonpersonal requisitions files maintained for procurement purposes (Schedule 3/7), records relating to services obtained outside the agency. | TEMPORARY. Cutoff EOFY after completion of job.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 13/2a*<br>*Destroy 1 year after cutoff.*<br>*(GRS 13, 1952, item 3a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2b** | Printing, Binding, Duplicating, and Distribution Planning and Other Technical Matters Files. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 13/2b*<br>*Destroy when 3 years old.*<br>*(GRS 13, 1952, item 3b)* |
| **3** | **PRINTING, BINDING, DUPLICATING AND DISTRIBUTION CONTROL FILES [1550].**<br>Control registers pertaining to requisitions and work orders. Forms: BLM 1550-1. Confidentiality: Non-public record category 2. Location: WO, Centers, SO. | TEMPORARY. Cutoff EOFY in which compiled or after filling of register, whichever is applicable.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 13/3*<br>*Destroy 1 year after cutoff.*<br>*(GRS 13, 1952, item 4)* |
| **4** | **MAILING LISTS [1542].**<br>Correspondence, request forms, and card lists. Forms: BLM 1220-2, 1221-7. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-15. Location: All. . | See sub-items below. |
| **4a** | Mailing List Correspondence, Request Forms and other records relating to changes in mailing lists. | TEMPORARY.<br>Use GRS 13/4a.<br>Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.<br>(GRS 13, 1952, item 5a) |
| **4b** | Mailing List Card Lists. | TEMPORARY.<br>Use GRS 13/4b.<br>Destroy individual cards when canceled or revised.<br>(GRS 13, 1952, item 5b) |
| **5** | **JOINT COMMITTEE OF PRINTING (JCP) REPORTS FILES [1550].**<br>Reports to Congress and related records. Forms: JCP-2. Confidentiality: Non-public record category 2. | See sub-items below. |
| **5a** | Agency Report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage. Location: WO. | TEMPORARY.<br>Use GRS 13/5a.<br>Destroy when 3 years old.<br>(GRS 13, 1952, item 6a) |
| **5b** | Copies in Subordinate Reporting Units and related papers. Location: All. | TEMPORARY.<br>Use GRS 13/5b.<br>Destroy 1 year after date of report.<br>(GRS 13, 1952, item 6b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6** | **PRINTING AND DISTRIBUTION UNIT INTERNAL MANAGEMENT FILES [1550].**<br>Records relating to the internal management and operation of the printing and distribution unit. Confidentiality: Non-public record category 2. Location: WO, Centers, SO. | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 13/6*<br>*Destroy when 2 years old.*<br>*(GRS 13, 1952, item 7)* |

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Schedule 14 - Information Services Records

## Introduction

This schedule covers certain records pertaining to informational services performed by the Bureau of Land Management (BLM) offices in their day-to-day affairs and in their relations with the public; including records created in administering Freedom of Information Act (FOIA) and Privacy Act (PA) programs. Except as otherwise specified in individual items, it applies to copies of these records wherever located in the bureau. Item 4 applies only to files maintained in the office responsible for the operation of the informational activities of BLM. Items 11 through 15 describe the files accumulated in carrying out the provisions of the FOIA, and items 21 through 26 describe the files created in administering the provisions of the PA. Items 31 through 35 cover records created in response to requests for mandatory records declassification.

These records consist of inquiries, replies, and related correspondence; in the case of FOIA, PA, and mandatory declassification files, appeals, and other records; administrative background files for formal information releases; and records relating to inappropriate release of privileged information. Closely related records are covered by other schedules, such as records regarding budget presentation (Schedule 5) and printing, duplicating, and distribution records (Schedule 13). Records created prior to January 1, 1921, must be offered to NARA for appraisal applying this schedule.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **PUBLIC INFORMATION REQUESTS FILES [1120].**<br>Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research, and requests for and transmittals of publications, photos, and other informational literature. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 4.2, item 010, DAA-GRS-2013-0007-0001. Destroy when 90 days old, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/1.*<br>*Destroy when 3 months old.*<br>*(N1-GRS-98-2, item 10)* |
| **2** | **PUBLIC ACKNOWLEDGEMENT FILES [1120].**<br>Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 4.2, item 010, DAA-GRS-2013-0007-0001. Destroy when 90 days old, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/2.*<br>*Destroy 3 months after acknowledgment and referral.*<br>*(GRS 14, 1952, items 2 and 3)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **PRESS SERVICE FILES [1120].**<br>Press service teletype news, similar materials. Includes news clippings and "information only" copies of press releases and speeches from other offices. Forms: BLM 1120-7.<br>Confidentiality: Public record category 1A. Location: All.<br>Exclusions: Record copies of official news releases (Schedule 14/37). | TEMPORARY.<br>Use GRS 14/3.<br>Destroy when 3 months old. |
| **4** | **PUBLIC INFORMATION PROJECT FILES [1120].**<br>Informational services project case files maintained in formally designated information offices. Includes event plans, publicity plans, documentation of media coverage, advertising, copies of mailing lists, follow-up evaluations. Confidentiality: Non-public record category 2. Location: WO, SO, FO. | TEMPORARY. Cutoff after close of file or after completion of project.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/4*<br>*Destroy 1 year after cutoff.* |
| **5** | **PUBLIC COMMENDATION, COMPLAINT AND COMMENT FILES [1120].**<br>Confidentiality: Non-public record category 2. Exclusions: Those records on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records (Schedule 1). Location: All. | See sub-items below. |
| **5a** | Correspondence. Includes letters of commendation, complaint, criticism, and suggestion and replies thereto. Also includes customer comment cards and feedback received during customer focus group sessions. | TEMPORARY. Cutoff EOFY.<br>Use BLM 14/5a.<br>Destroy 1 year after cutoff or after being incorporated into program plans and customer feedback mechanisms, whichever is longer.<br>(N1-49-00-2, 14/5a)<br>(Exception to GRS 14/5)<br>(GRS 14, 1952, item 5) |
| **5b** | Customer Service Plans, Surveys, and Reports (final versions). | TEMPORARY. Cutoff EOFY in which finalized.<br>Use BLM 14/5b.<br>Destroy 5 years after cutoff.<br>(N1-49-00-2, 14/5b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5c** | Electronic Versions of Public Commendation, Complaint, and Comment Files Created by Electronic Mail and Wordprocessing Applications. | TEMPORARY.<br>Use BLM 14/5c.<br>Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating.<br>(N1-49-00-2, 14/5c)<br>(Exception to GRS 14/5) |
| **6** | **PUBLICATIONS INDEXES AND CHECKLISTS [1550].**<br>Bibliographies, checklists, and indexes of BLM publications and releases. Confidentiality: Public record category 1A. Location: All. Exclusions: Indexes and checklists relating to record sets scheduled as permanent (Schedule 16/17) and library indexes (Schedule 23/9). | TEMPORARY.<br>Use GRS 14/6.<br>Destroy when superseded or obsolete. |
| **7-10** | **Reserved** | |
| **11** | **FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES [1278].**<br>Files created in response to requests for information under FOIA consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of request record or copy thereof. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-71. Location: All. | See sub-items below. |
| **11a** | FOIA Requests Case Files. Case files, containing the request, reply, other correspondence, and supporting documents, arranged by request number. Exclusions: Official file copy of the records requested if filed herein (item 11b). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11a(1)** | Granting Access to All Requested Records. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/11a(1)*<br>*Destroy 2 years after date of reply.*<br>*(NC1-64-77-1 item 16a1)* |
| **11a(2)** | Responses to FOIA Requests. Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees. | See sub-items below. |
| **11a(2)(a)** | FOIA responses not appealed. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/11a(2)(a)*<br>*Destroy 2 years after date of reply.*<br>*(NC1-64-77-1 item 16a2a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11a(2)(b)** | FOIA responses appealed. | TEMPORARY. Cutoff EOFY.<br>Use GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Destroy as authorized under Schedule 14/12.*<br>*GRS 14/11a(2)(b)*<br>*(NC1-64-77-1 item 16a2b)* |
| **11a(3)** | Denying Access to All or Part of Records Requested. | See sub-items below. |
| **11a(3)(a)** | FOIA denials not appealed. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/11a(3)(a)*<br>*Destroy 6 years after date of reply.*<br>*(N1-GRS-87-4 item 16a3a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11a(3)(b)** | FOIA denials appealed. | TEMPORARY. Cutoff EOFY. Use GRS 4.2, item 020, DAA-GRS-2013-0007-0002. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Destroy as authorized under Schedule 14/12.*<br>*GRS 14/11a(3)(b)*<br>*(NC1-64-77-1 item 16a3b)* |
| **11b** | Official File Copy of Requested Records. | Rescinded per GRS Transmittal 24.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Dispose of in accordance with approved disposition instructions for the related records, or with the related FOIA request, whichever is later.*<br>*GRS 14/11b*<br>*(NC1-64-77-1 item 16b)* |
| **12** | **FOIA APPEALS FILES [1278].**<br>Files created in responding to administrative appeals under the FOIA for release of information denied by the BLM, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-69. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12a** | Correspondence and Supporting Documents. Exclusions: the file copy of the records under appeal if filed herein. | TEMPORARY. Cutoff on final determination by agency, on expiration of time in which a requester can file suit, or on final adjudication by the courts, whichever is later.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/12a*<br>*Destroy 6 years after cutoff.*<br>*(N1-GRS-87-4 item 17a; also Jean Keeting memo to file 3/21/1988)* |
| **12b** | Official File Copy of Records under Appeal. | Rescinded per GRS Transmittal 24.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Dispose of in accordance with approved disposition instructions for the related records or with the related FOIA request whichever is later.*<br>*GRS 14/12b*<br>*(NC1-64-77-1 item 17b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13** | **FOIA CONTROL FILES [1278].**<br>Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-71. Location: All. | See sub-items below. |
| **13a** | FOIA Control Registers or Listing. | TEMPORARY. Cutoff after date of last entry.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 040, DAA-GRS-2013-0007-0004.<br>Destroy or delete 5 years after date of last entry, final action by agency, or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/13a*<br>*Destroy 5 years after cutoff.*<br>*(NC1-64-76-3, item 11a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13b** | FOIA Control Files - Other. | TEMPORARY. Cutoff on final action by BLM or on final adjudication by courts, whichever is later.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 040, DAA-GRS-2013-0007-0004.<br>Destroy or delete 5 years after date of last entry, final action by agency, or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/13b*<br>*Destroy 5 years after cutoff.*<br>*(NC1-64-76-3, item 11b)* |
| **14** | **FOIA REPORTS FILES [1278].**<br>Recurring reports and one-time information requirements relating to the agency implementation of the FOIA. Exclusions: Annual reports to the Congress at the departmental or agency level. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 070, DAA-GRS-2013-0007-0006.<br>Destroy 2 years after date of report, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/14*<br>*Destroy when 2 years old.*<br>*(N1-GRS-98-2 item 11)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **15** | **FOIA ADMINISTRATIVE FILES [1278].**<br>Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/15*<br>*Destroy when 2 years old.*<br>*(N1-GRS-98-2 item 12)* |
| **16-20** | **Reserved** | |
| **21** | **PRIVACY ACT (PA) REQUEST FILES [1278].**<br>Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided under 5 USC 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of the records requested or copy thereof. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-57. Location: All. | See sub-items below. |
| **21a** | PA Request Correspondence and Support Documents. Exclusions: The official file copy of the records requested if filed herein. | See sub-items below. |
| **21a(1)** | Granting Access to All Requested Records. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/21a(1)*<br>*Destroy 2 years after date of reply.*<br>*(NC1-64-77-1 item 25a1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **21a(2)** | Responses to PA Requests. Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay reproduction fees. | See sub-items below. |
| **21a(2)(a)** | PA responses not appealed. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/21a(2)(a)*<br>*Destroy 2 years after date of reply.*<br>*(NC1-64-77-1 item 25a2a)* |
| **21a(2)(b)** | PA responses appealed. | TEMPORARY. Cutoff EOFY<br>Use GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Destroy as authorized under item 22 of this schedule.*<br>*GRS 14/21a(2)(b)*<br>*(NC1-64-77-1 item 25a2b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **21a(3)** | Denying Access to All or Part of Records Requested. | See sub-items below. |
| **21a(3)(a)** | PA denials not appealed. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/21a(3)(a)*<br>*Destroy 5 years after date of reply.*<br>*(NC1-64-77-1 item 25a3a)* |
| **21a(3)(b)** | PA denials appealed. | TEMPORARY. Cutoff EOFY<br>Use GRS 4.2, item 020, DAA-GRS-2013-0007-0002.<br>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Destroy as authorized under item 22 of this schedule.*<br>*GRS 14/21a(3)(b)*<br>*(NC1-64-77-1 item 25a3b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **21b** | Official File Copy of Requested Records. | Rescinded per GRS Transmittal 24.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Dispose of in accordance with approved disposition instructions for the related records, or with the related PA request, whichever is later.*<br>*GRS 14/21b*<br>*(NC1-64-77-1 item 25b)* |
| **22** | **PRIVACY ACT AMENDMENT CASE FILES [1278].** Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 USC 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 USC 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 USC 552a(g). Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-57. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **22a** | PA Requests to Amend Agreed to by the BLM. Includes individual's requests to amend and/or review refusal to amend, copies of the BLM replies thereto, and related materials. | TEMPORARY. Cutoff upon BLM's agreement to amend, or the approved disposition of the related subject's individual record, whichever is later.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 090, DAA-GRS-2013-0007-0007.<br>Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later.<br>Longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after the BLM's agreement to amend, whichever is later.*<br>*GRS 14/22a*<br>*(NC1-64-77-1 item 26a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **22b** | PA Requests to Amend Refused by the BLM. Includes individual's requests to amend and to review refusal to amend, copies of the BLM replies thereto, statement of disagreement, the BLM justification for refusal to amend the record, and related materials. | TEMPORARY. Cutoff on final BLM determination, final adjudication by courts, or the approved disposition of the related subject's individual record, whichever is later.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 090, DAA-GRS-2013-0007-0007.<br>Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later.<br>Longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by the BLM, or 3 years after final adjudication by courts, whichever is later.*<br>*GRS 14/22b*<br>*(NC1-64-77-1 item 26b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **22c** | PA Requests to Amend Appealed. Includes all files created in responding to appeals under the PA for refusal by any agency to amend a record. | TEMPORARY. Cutoff on final adjudication by courts, or the approved disposition of the related subject's individual record, whichever is later.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 090, DAA-GRS-2013-0007-0007.<br>Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later.<br>Longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 3 years after final adjudication by courts, whichever is later.*<br>*GRS 14/22c*<br>*(NC1-64-77-1 item 26c)* |
| **23** | **PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES [1278].**<br>Files maintained under provisions of 5 USC 552a(c) for accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or another agency, including forms showing subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable. Forms: DI-3710. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-57.<br>Location: All. | TEMPORARY.<br>Use GRS 4.2, item 050<br>Dispose of in accordance with the approved disposition instructions for related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.<br>(NC1-64-77-1 item 27)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/23 (no change in retention)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **24** | **PRIVACY ACT CONTROL FILES [1278].**<br>Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-57. Location: All. | See sub-items below. |
| **24a** | PA Control Registers or Listings. | TEMPORARY. Cutoff on date of last entry.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 040, DAA-GRS-2013-0007-0004.<br>Destroy or delete 5 years after date of last entry, final action by agency, or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/24a*<br>*Destroy 5 years after cutoff.*<br>*(NC1-64-77-1 item 28a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **24b** | PA Control Files - Other. | TEMPORARY. Cutoff on final action by BLM or final adjudication by courts, whichever is later.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 040, DAA-GRS-2013-0007-0004.<br>Destroy or delete 5 years after date of last entry, final action by agency or final adjudication by courts, as may apply, whichever is later; but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/24b*<br>*Destroy 5 years after cutoff.*<br>*(NC1-64-77-1 item 28b)* |
| **25** | **PRIVACY ACT REPORT FILES [1278].**<br>Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-57. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 070, DAA-GRS-2013-0007-0006.<br>Destroy 2 years after date of report, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/25*<br>*Destroy when 2 years old.*<br>*(N1-GRS-89-4 item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **26** | **PRIVACY ACT GENERAL ADMINISTRATIVE FILES [1278].**<br>Records relating to the general agency implementation of the PA, including notices, memoranda, routine correspondence, and related records. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/26*<br>*Destroy when 2 years old.*<br>*(N1-GRS-98-2 item 13)* |
| **27-30** | **Reserved** | |
| **31-35** | **MANDATORY REVIEW FOR DECLASSIFICATION FILES.**<br>Includes requests, appeals, control, reports, and administrative files. | The BLM does not maintain files related to EO 12356 that are described in Schedule 14/31-35 DRS DAA-0048-2013-0001. |
| **36** | **ERRONEOUS RELEASE FILES [1278].**<br>Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-57. Location: All. | See sub-items below. |
| **36a** | Files That Include the Official File Copy of the Released Records. | TEMPORARY.<br>Use GRS 4.2, item 060, DAA-GRS-2015-0002-0001.<br>Follow the disposition instructions approved for the released official file copy, or destroy 6 years after the erroneous release, whichever is later.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/36a*<br>*(N1-GRS-89-2 item 1a)*<br>*(no change in retention)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36b** | Files That Do Not Include the Official File Copy of the Released Records. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.2, item 061, DAA-GRS-2015-0002-0002.<br>Destroy 6 years after the erroneous release, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 14/36b*<br>*Destroy 6 years after erroneous release.*<br>*(N1-GRS-89-2 item 1b)* |
| **37** | **NEWS RELEASES, SPEECHES, COMMENTS MASTER FILES [1120].**<br>Record copies of official BLM news releases, speeches, addresses, comments and other public issuances, maintained by office of origin. Confidentiality: Public record category 1A. Location: All. Exclusions: Reference copies (Schedule 14/3), audiovisual records (Schedule 21). | PERMANENT. Cutoff EOFY.<br>Use BLM 14/37.<br>Transfer to FRC when 5 years old. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 in FY2005).<br>(NC1-49-85-2, 14/1) |
| **38** | **PERSONALLY IDENTIFIABLE INFORMATION EXTRACTS.**<br>System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.<br>Legal citation: OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet “Log and Verify.” | TEMPORARY.<br>Use GRS 4.2, item 130, DAA-GRS-2013-0007-0012.<br>Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate. |
| **39** | **PERSONALLY IDENTIFIABLE INFORMATION EXTRACT LOGS.**<br>Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date. | TEMPORARY.<br>Use GRS 4.2, item 140, DAA-GRS-2013-0007-0013.<br>Destroy when business use ceases. |

Schedule 15 - Housing Records

## Introduction

The housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing and quarters facilities within the continental United States for Federal employees and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of Federal installations or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices, but does not cover the headquarters or staff office files of the supervising agency, or the files of the Department of Housing and Urban Development, the Department of Health and Human Services, or the Department of Veterans Affairs pertaining to program operations in planning and financing housing facilities.

Maintenance records reflect repair and general upkeep of the housing project or units. Management involves the assignment and rental of units, rent collection and other fiscal operations, and overall supervision.

Certain housing records are subject to the provisions of other records schedules. Supply and fiscal files are covered by Schedules 3 and 6. Schedules 1, 2, 8, and 10 may also be involved. Many records of agent cashiers serving as housing rental managers are similar to those of other Federal accountable officers and are disposable under Schedule 6.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **HOUSING/QUARTERS CORRESPONDENCE FILES [1534].**<br>Correspondence files pertaining to the maintenance and management of housing projects. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/1*<br>*Destroy when 2 years old.*<br>*(GRS 15, 1953, item 1)* |
| **2** | **HOUSING/QUARTERS MAINTENANCE AND REPAIR FILES [1534].**<br>Maintenance and repair files for individual units. Confidentiality: Non-public record category 2. Location: SO, FO. | See sub-items below. |
| **2a** | Housing/Quarters Maintenance and Repair Summary Card or Ledger Account. | TEMPORARY. Cutoff EOFY in which unit is closed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/2a*<br>*Destroy 3 FYs following close of FY in which unit is closed to tenancy or leaves agency control.*<br>*(GRS 15, 1953, item 2a)* |

| | | |
|---|---|---|
| **2b** | Housing/Quarters Maintenance and Repair Work Orders, Requisitions, and Related Papers. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/2b*<br>*Destroy 3 FYs following close of FY in which work was done.*<br>*(GRS 15, 1953, item 2b)* |
| **3** | **HOUSING/QUARTERS MANAGEMENT FILES [1534].**<br>Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data. Forms: DI-1873. Confidentiality: Non-public record category 2. Location: Centers, SO, FO. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/3*<br>*Destroy when 2 years old.*<br>*(GRS 15, 1953, item 3)* |
| **4** | **HOUSING/QUARTERS LEASE FILES [1534].**<br>Copies of leases, renewals, termination notices, and related documents. Forms: DI-1871, 1872, 1874, 1876, 1878, 1879, 1880, 1881, 1882; BLM 1530-15, 16. Confidentiality: Non-public record category 2. Location: Centers, SO, FO. | TEMPORARY. Cutoff EOFY lease terminates.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/4*<br>*Destroy 3 FYs following close of the FY in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later.*<br>*(GRS 15, 1953, item 4)* |
| **5** | **HOUSING/QUARTERS ASSIGNMENT AND VACANCY CARDS [1534].**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-9. Location: Centers, SO, FO. | See sub-items below. |
| **5a** | Housing/Quarters Assignment Individual Tenant Cards. | TEMPORARY. Cutoff when tenant vacates unit.<br>Use DRS 1.2D, DAA-0048-2013-0001-0009.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/5a*<br>*Destroy when cutoff.*<br>*(GRS 15, 1953, item 5a)* |

| | | |
|---|---|---|
| **5b** | Housing/Quarters Assignment Individual Housing Unit Cards. | TEMPORARY. Cutoff EOFY unit is closed.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/5b*<br>*Destroy 3 FYs after close of FY in which unit is closed to tenancy or leaves agency control.*<br>*(GRS 15, 1953, item 5b)* |
| **6** | **HOUSING/QUARTERS INVENTORY FILES [1534].** Furnishing inventory files pertaining to items included in furnished units. Forms: DI-1875. Confidentiality: Non-public record category 2. Location: Centers, SO, FO. | TEMPORARY. Cutoff EOFY inventory is superseded.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/6*<br>*Destroy 3 FYs after cutoff.*<br>*(GRS 15, 1953, item 6)* |
| **7** | **HOUSING/QUARTERS APPLICATION FILES [1534].** Exclusions: copies in lease files (see item 4 above). Forms: DI-1871, 1872. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-9. Location: Centers, SO, FO. | See sub-items below. |
| **7a** | Housing/Quarters Rejected Application Files. | TEMPORARY. Cutoff EOFY application rejected.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/7a*<br>*Destroy 1 year from date of rejection.*<br>*(GRS 15, 1953, item 7a)* |
| **7b** | Housing/Quarters Application Files - Other. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 15/7b*<br>*Destroy when 2 years old.*<br>*(GRS 15, 1953, item 7b)* |

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Schedule 16 - Administrative Management Records

## Introduction

This schedule provides for the disposition of records relating to administrative management activities, excluding records of operating personnel, budget, accounting, and printing functions, which are covered by other records schedules. Included within the scope of the schedule are disposable records created in the course of organizational planning, development, and simplification of procedures; records management activities; and administration of management improvement programs. Schedule 1 (items 12 and 13) provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs. Any records created prior to January 1, 1939, must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions.

The organizational locations and titles of administrative management units vary from agency to agency. They may be scattered at numerous levels or locations, or may be centralized. For the purposes of this schedule, the nomenclature standards set forth by the Senate Committee on Government Operation in Senate Report No. 245, 80th Congress, 1st session, are followed: the first organizational level within an agency is the bureau level; subordinate components are, successively, division, branch, section, and unit.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with, at least, division-wide and usually bureau-wide or agency-wide responsibilities or by a group of such persons or units in an agency, although its provisions are applicable to exactly comparable records of agencies without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in Field Offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them is of continuing value. Files with archival value are covered by all or parts of Items 1, 8, and 15-20 of this schedule. These records include organizational charts and reorganization studies, functional statements, delegations of authority, and agency histories. However, related temporary or ephemeral materials include working papers that do not have a direct bearing on the transaction, intermediate drafts of documents and worksheets that do not represent significant basic steps in the preparation of final drafts, letters or memoranda of transmittal and acknowledgment, routing slips, and extra copies of documents.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **DIRECTIVES FILES [1221].**<br>The BLM directives system is comprised of both temporary and permanent directives. Temporary directives consist of Instruction Memorandums, Information Bulletins, and Program Notes which are in effect for a short period of time. The BLM manual system is a permanent record of written policy and procedural instructions consisting of directives indexes (DDBs), manual sections, manual supplements, handbooks, and handbook supplements. Authority: 41 CFR 201. Forms: BLM 1220-1, 2; 1221-1, 2, 4, 8, 9, 9A-B, 12, 13, 17. Confidentiality: Public record category 1B and Non-public record category 2. Exclusions: BLM manual distribution change requests (Schedule 13/4) and reference copies of directives which may be destroyed when no longer needed. Location: All. | See sub-items below. |
| **1a** | Directives Masters. Case files containing one copy of each directive with the related clearance sheet. Maintained by the individual or staff responsible for directives control and distribution in the originating office. | PERMANENT. Cutoff EOFY in which issued.<br>Use BLM 16/1a.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 block in FY2005).<br>(NC1-49-94-2, 16/1a)<br>(Exception to GRS 16/1a)<br>ERA disposition authority: DAL-0049-2011-0007-0001 |
| **1b** | Directives Case Files. | See sub-items below. |
| **1b(1)** | Administrative Directives Case Files. Documenting aspects of the development of a BLM administrative program directive related to routine administrative functions (e.g., payroll, procurement, personnel, property, vehicles, budget, forms, reports, mail, printing, uniforms, etc.). Maintained by the originating office. | TEMPORARY.<br>Use BLM 16/1b(1).<br>Destroy when issuance is superseded, canceled, or no longer needed for reference.<br>(NC1-49-90-3, 16/1b)<br>(Exception to GRS 16/1b) |
| **1b(2)** | Mission-Related Directives Case Files. Documenting aspects of the development of a BLM mission-related program directive (e.g., lands, minerals, range, forestry, wildlife, soil-water-air, recreation, resource protection). May include documents described in Schedule 16/20. Maintained by the originating office. | PERMANENT. Cutoff EOFY.<br>Use BLM 16/1b(2).<br>Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-94-2, 16/1b(2))<br>ERA disposition authority: DAL-0049-2011-0007-0002 |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1c** | Directives Index Data Base. A data base that provides an index to numbered BLM temporary directives (instruction memorandums and information bulletins). The data base is used to locate sources of the BLM policy and information issued via the formal directives system. Exclusions: input/source records (Schedule 20/2), security backup tapes (Schedule 20/8), software (Schedule 20/10). Location: WO, Centers, SO. | Rescinded by GRS Transmittal 23<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3*<br>*Delete after the expiration date of the related instruction memorandum or information bulletin or when no longer needed, whichever is later.* |
| **2** | **RECORDS DISPOSITION FILES [1220].**<br>Descriptive inventories, disposal authorizations, schedules, and reports. Includes records inventory project files. Forms: SF-115, 115a, 135, 135a, 258; DI-1904, 1905, and related documentation. Confidentiality: Non-public record category 2. Location: All.<br>**Note: Although this item has a temporary retention, it is suggested all documents under item 2a be kept indefinitely for reference purposes.** | See sub-items below. |
| **2a** | Records Disposition Program Basic Documentation. Basic documentation of records description and disposition programs, such as SF-115s, Request for Records Disposition Authority; SF-135 and SF-135a, Records Transmittal and Receipt; SF-258, Agreement to Transfer Records to National Archives of the United States; and related documents. Related documents include shelf lists, notices of location changes, notices of intent to destroy, and destruction notices. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2a(1)** | SF-115s that have been Approved by NARA. | TEMPORARY. Cutoff when superseded.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>**See Note in item 2 series description above.**<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.1, item 020, DAA-GRS-2013-0002-0007.<br>Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/2a(1)*<br>*Destroy 2 years after cutoff.*<br>*(N1-GRS-98-2 item 16)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2a(2)** | Other records. | TEMPORARY. Cutoff when related records are destroyed or transferred to the National Archives, whichever is applicable.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>**See Note in item 2 series description above.**<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.1, item 020, DAA-GRS-2013-0002-0007.<br>Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/2a(2)*<br>*Destroy 6 years after cutoff.*<br>*(N1-GRS-98-2 item 17)* |
| **2b** | Records Disposition Program Routine Correspondence and Memoranda. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.1, item 020, DAA-GRS-2013-0002-0007.<br>Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/2b*<br>*Destroy when 2 years old.*<br>*(N1-GRS-98-2 item 18)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **FORMS FILES [1223].**<br>Maintained by office issuing the form. Forms: SF-83, 152, 360; OF-13, 13a, 13b, 13c; BLM 1223-7. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **3a** | Forms Masters. One copy of each form created by the BLM with related instructions and documentation showing the inception, scope, and purpose of the form. | TEMPORARY. Cutoff when related form is discontinued, superseded, or canceled.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.1, item 040, DAA-GRS-2013-0002-0009.<br>Destroy 3 years after form is discontinued, superseded, or cancelled, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/3a*<br>*Destroy 5 years after cutoff.*<br>*(NC1-GRS-81-4 item 1)* |
| **3b** | Forms background materials, requisitions, specifications, processing data, registers, and control files. | TEMPORARY.<br>Use GRS 4.1, item 040, DAA-GRS-2013-0002-0009.<br>Destroy 3 years after form is discontinued, superseded, or cancelled, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/3b.*<br>*Destroy when related forms are discontinued, superseded, or canceled.*<br>*(NC1-64-77-8 item 4b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4** | **RECORDS HOLDINGS FILES [1220].**<br>Statistical reports of agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. Forms: SF-203. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **4a** | Records Held by Offices that Prepare Reports on Agency-wide Records Holdings. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/4a*<br>*Destroy when 3 years old.*<br>*Rescinded per GRS Transmittal 24.* |
| **4b** | Records Held by Other Offices. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/4b*<br>*Destroy when 1 year old.*<br>*Rescinded per GRS Transmittal 24* |
| **5** | **ADMINISTRATIVE MANAGEMENT PROJECT CONTROL FILES [1200].**<br>Memoranda, reports, and other records documenting assignments, progress, and completion of projects. Confidentiality: Non-public record category 2. Location: All. Exclusions: Administrative and management improvement plans/surveys/studies/projects (Schedule 16/19). | TEMPORARY. Cutoff EOFY in which project is closed.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/5*<br>*Destroy 1 year after cutoff.*<br>*(NC1-64-77-8 item 7)* |
| **6** | **REPORTS CONTROL FILES [1222].**<br>Case files maintained for each BLM report created or proposed, including public use reports. Included are clearance forms, copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements. Forms: SF-83; OF-101; OMB 83. Confidentiality: Non-public record category 2. Location: WO. | TEMPORARY. Cutoff when report is discontinued.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/6*<br>*Destroy 2 years after cutoff.*<br>*(NC1-GRS-80-7 item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7** | **RECORDS MANAGEMENT RECORDS [1220].**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: Records inventory project files (Schedule 16/2); Tracking and Control Records (GRS 4.1, item 010); Forms Management (GRS 4.1, item 040) | See sub items below |
| **7a** | **RECORDS MANAGEMENT PROGRAM RECORDS**<br>Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include:<br>• providing oversight of entire records management program<br>• transferring, destroying, and retrieving records<br>• inventorying records and conducting records surveys<br>• scheduling records<br>• providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with files plans and other records management questions)<br>• conducting records "clean out" days<br>• conducting special projects<br><br>Records include:<br>• agency records management program surveys or evaluations<br>• reports of surveys or evaluations<br>• reports of corrective action taken in response to agency program surveys or evaluations<br>• disposal authorizations, schedules, and reports<br>• records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority)<br>• SF 135, Records Transmittal and Receipt<br>• OF 11, Reference Request<br>• Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States | TEMPORARY. Cutoff EOFY. Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.1, item 020, DAA-GRS-2013-0002-0007.<br>Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/7*<br>*Destroy when 6 years old.*<br>*(N1-GRS-98-2 item 19)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7b** | **VITAL OR ESSENTIAL RECORDS** | See sub items below |
| **7b(1)** | **VITAL OR ESSENTIAL RECORDS PROGRAM RECORDS.**<br>Records involved in planning, operating, and managing the agency's vital or essential records program. Includes:<br>● Essential (Vital) records inventories<br>● Essential (Vital) records cycling plans<br>● results of tests, surveys, or evaluations<br>● reports of corrective action taken in response to agency Essential (Vital) records tests | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For Records at FRC prior to 10/1/2014:<br>GRS 4.1, item 030, DAA-GRS-2013-0002-0008<br>Destroy 3 years after project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use. |
| **7b(2)** | **COPIES OF ESSENTIAL (VITAL) RECORDS.**<br>Copies of agency records deemed essential to restore agency functions in case of emergency**.** | TEMPORARY.<br>Use GRS 4.1, item 031, DAA-GRS-2013-0002-0015.<br>Destroy when superseded by the next cycle. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| 8 | **RESERVED (See the table below for Committee and Conference Files moved to Schedule 26)** | |

| Record Series Description | Old Schedule | New Schedule |
|---|---|---|
| Internal Committee Files relating to Establishment, Organization, Membership, and Policy. | 16/8a | 26/1b |
| Records Created by Internal Committees. Committee Agendas, Minutes, Final Reports and related records documenting the accomplishments of official boards and committees. Exclusions: Those maintained by the sponsor or Secretariat. | 16/8b(1) | 26/1b |
| Records Created by Internal Committees. Committee Records - Other. | 16/8b(2) | 26/1b |
| Records Maintained by Agency Committee Management Officers for Committees Established Under the Federal Advisory Committee Act. Including copies of charters, membership lists, agendas, meeting notes, policy statements, and material required to be available for public information. Forms: SF-248, 248a, 249, 249a, 250. | 16/8c | 26/2a |
| Interagency or Advisory Committee Case Files. Maintained by the office of committee origin. Consists of records relating to committee establishment, organization, membership, and policy and records created by the committee, such as agendas, minutes, and final reports. Exclusions: Records relating to committee evaluations (Schedule 22/2). | 16/8d(1) | FACA 26/2a<br><br>Not FACA 26/5 |
| Interagency or Advisory Committee Files - Other. | 16/8d(2) | 26/2b |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9** | **INFORMATION RESOURCES MANAGEMENT (IRM) FEASIBILITY STUDIES [1280].**<br>Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff when study completed or canceled.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1. item 011<br>DAA-GRS-2013-0005-0007<br>Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/9*<br>*Destroy 5 years after cutoff.*<br>*(N1-GRS-81-7 item 1)* |
| **10** | **MICROFORM INSPECTION FILES [1276].**<br>Documenting the inspection of microform records, as required by 36 CFR 1230. Confidentiality: Non-public record category 2. Location: WO, Centers, SO. | See sub-items below. |
| **10a** | Microform Inspection Inventories, Logs, and Reports documenting the inspection of permanent records. Exclusions: copy of logs and reports attached to the SF-135 when records are transferred to a Federal records center or SF-258 when records are transferred to the National Archives of the United States (Schedule 16/2) (N1-GRS-91-4 item 1 Note), inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed (submit SF-115 to NARA). | TEMPORARY.<br>Use GRS 4.1, item 020, DAA-GRS-2013-0002-0007.<br>Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/10a.*<br>*Destroy 1 year after the records are transferred to NARA.*<br>*(N1-GRS-91-4 item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10b** | Microform Inspection Inventories, Logs, and Reports documenting the inspection of temporary records. | TEMPORARY.<br>Use GRS 4.1, item 020, DAA-GRS-2013-0002-0007.<br>Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/10b.*<br>*Destroy when 2 years old or when superseded, whichever is later.*<br>*(N1-GRS-98-2 item 22)* |
| **11** | **IRM TRIENNIAL REVIEW FILES [1282].**<br>Reports required by GSA concerning reviews of IRM practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.<br>Confidentiality: Non-public record category 2. Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use GRS 16/11.<br>Destroy when 7 years old.<br>(N1-GRS-87-15 item 1) |
| **12** | **INFORMATION COLLECTION BUDGET (ICB) FILES [1222].**<br>Reports required by OMB under the Paperwork Reduction Act about the number of hours the public spends fulfilling the BLM reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations. Confidentiality: Non-public record category 2. Location: WO, Centers, SO. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/12*<br>*Destroy when 7 years old.*<br>*(N1-GRS-87-16 item 1)* |
| **13** | **FEDERAL REGISTER DOCUMENTS [1760].**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: reference copies (which may be destroyed when no longer needed), files documenting the development, clearance, and processing of proposed and final rules for publication in the Federal Register (Schedule 16/15). (N1-GRS-87-17 item 1 Note) | See sub-items below. |
| **13a** | Federal Register Meeting and other Announcement Notices.<br>Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 USC 552b(e)(3); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the CFR. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/13a*<br>*Destroy when 1 year old.*<br>*(N1-GRS-87-17 item 1a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13b** | Federal Register Semiannual Regulatory Agenda Notices. Files documenting the processing of semiannual regulatory agenda. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/13b*<br>*Destroy when 2 years old.*<br>*(N1-GRS-87-17 item 1b)* |
| **14** | **MANAGEMENT CONTROL RECORDS.**<br>Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, federal agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Confidentiality: Non-public record category 2. | See sub-items below. |
| **14a** | Management Control Policy, Procedures and Guidance. Copies of internal directives maintained by the BLM's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews. Location: WO, Centers, SO. | TEMPORARY. Cutoff when superseded.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/14a*<br>*Destroy when superseded.*<br>*(N1-GRS-91-5 item 1a)* |
| **14b** | Management Control Plans. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123. Location: WO, Centers, SO. | TEMPORARY. Cutoff when plan superseded.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/14b*<br>*Destroy when superseded.*<br>*(N1-GRS-91-5 item 1b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **14c** | Risk Analyses. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions. Location: WO, Centers, SO. | TEMPORARY. Cutoff closed files annually.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/14c*<br>*Destroy after next review cycle.*<br>*(N1-GRS-91-5 item 1c)* |
| **14d** | Annual Reports and Assurance Statements. Created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress. Location: WO. | TEMPORARY. Cutoff closed files annually.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/14d*<br>*Destroy after next reporting cycle.*<br>*(N1-GRS-91-5 item 1d)* |
| **14e** | Tracking Files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews. Location: WO, Centers, SO. | TEMPORARY. Cutoff when report is completed.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 16/14e*<br>*Destroy 1 year after cutoff.*<br>*(N1-GRS-98-2 item 23)* |
| **14f** | Review Files. Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A- 123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan. Note: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f(2). This item applies only to copies maintained as internal reviews. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **14f(1)** | Review Files maintained by Office with Responsibility for Coordinating Internal Control Functions. Location: WO. | TEMPORARY. Cutoff when no further corrective action is necessary.<br>Use GRS 16/14f(1).<br>Destroy 5 years after cutoff.<br>(N1-GRS-91-5 item 1f1) |
| **14f(2)** | Review Files - Copies Maintained by Other Offices as Internal Reviews. Location: WO, Centers, SO. | TEMPORARY. Cutoff when no further corrective action is necessary.<br>Use GRS 16/14f(2).<br>Destroy 1 year after cutoff.<br>(N1-GRS-91-5 item 1f2) |
| **15** | **LEGISLATION AND REGULATION PROPOSAL FILES [1750/1760].**<br>Authority: 135 DM 2; 461 DM 1-3; 200 DM 1.5; 210 DM 1.1.<br>Confidentiality: Non-public record category 2. | See sub-items below. |
| **15a** | Legislation or Regulation Proposal Case Files. Maintained by Headquarters Office of Legislation and Regulatory Management. Consists of legislative and regulatory proposals that affect the BLM, review comments, analyses, recommendations, and related documents. Location: WO. | PERMANENT. Cutoff end of each session of Congress.<br>Use BLM 16/15a.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 6-year blocks when most recent records are 13 years old (e.g., transfer 1981- 1986 in 2000).<br>(NC1-49-85-2, 16/21a)<br>ERA disposition authority: DAL-0049-2011-0006-0016 |
| **15b** | Legislation and Regulation Reference Copies. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use BLM 16/15b.<br>Destroy 2 years after cutoff or when no longer needed for reference.<br>(NC1-49-85-2, 16/21b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **16** | **MEMORANDA OF UNDERSTANDING (MOU) FILES [1786].**<br>Documenting the relationships between BLM and other parties for purposes of mutual assistance activities, in which no obligation or exchange of federal funds, products, or services is involved. Includes documentation for MOU instruments, cooperative management agreements, sustained yield agreements, and National Level or International Agreements. Authority: Various; see BLM Manual 1786.03 for listing. Confidentiality: Non-public record category 2. Location: All. Exclusions: Cooperative assistance agreements (Schedule 3/3), range improvement agreements (Schedule 17/21), nondisclosure agreements (Schedule 18/25). | See sub-items below. |
| **16a** | MOU Masters. Case files maintained by the office having signatory authority for the instrument. | PERMANENT. Cutoff EOFY in which the instrument is terminated or canceled.<br>Use BLM 16/16a.<br>Transfer to FRC when 1 year old. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old (e.g., transfer 1980-84 block in 1995).<br>(NC1-49-85-2, 16/22a)<br>ERA disposition authority: DAL-0049-2011-0006-0017 |
| **16b** | MOU Reference Copies. | TEMPORARY. Cutoff EOFY in which instrument is terminated or canceled.<br>Use BLM 16/16b.<br>Destroy 1 year after cutoff or when no longer needed.<br>(NC1-49-85-2, 16/22b) |
| **16c** | MOU Index. | PERMANENT. Transfer with the related MOU masters.<br>(see item 16a above)<br>(N1-49-90-3, 16/22c) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **17** | **PUBLICATIONS BY BLM [1550].**<br>Published reports, books, pamphlets, booklets, brochures, and other BLM publications (or the last manuscript report if not published). Consists of BLM technical notes, Public Land Statistics, and other BLM published scientific and technical reports and releases not described elsewhere. Authority: Title 44 U.S. Code; DM 314. Forms: BLM 1165-22, 36, 60, 61, 63-73. Confidentiality: Public record category 1A and Non-public record category 2. Location: All. Exclusions: Reference copies of publications (which may be destroyed when no longer needed), printing project or job files (Schedule 13/2), BLM directives masters (Schedule 16/1), published maps (Schedule 17/1d), resources inventories, studies, and surveys (4/18). | See sub-items below. |
| **17a** | Publications Masters. One record copy from the originating office of each published report, book, pamphlet, booklet, brochure, technical note, or other BLM publication. | PERMANENT. Cutoff EOFY in which issued.<br>Use BLM 16/17a.<br>Transfer to FRC in 5-year blocks when the most recent records are 5 years old (e.g., transfer FY90-94 block in FY2000). FRC transfers to NARA when most recent records are 10 years old.<br>(NC1-49-85-2, 16/2)<br>ERA disposition authority: DAL-0049-2011-0006-0013 |
| **17b** | Publications Case Files. Related to (a) above which document aspects of the development of the publication. | TEMPORARY.<br>Use BLM 16/17b.<br>Destroy when no longer needed for reference.<br>(N1-49-90-3, 16/31b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **18** | **ORGANIZATION AND HISTORY FILES [1210/1701].** Authority: Various; see BLM Manual 1211.03 for listing. Confidentiality: Non-public record category 2. Exclusions: BLM history publications (Schedule 16/17). | See sub-items below. |
| **18a** | Organization Charts, Boundary Location Files, and Reorganization Studies. | See sub-items below. |
| **18a(1)** | Organization, Reorganization, and Boundary Location Case Files. Providing graphic illustrations and detailed descriptions of the arrangement and administrative structure of functional units of the BLM. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the BLM programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps showing regional boundaries and headquarters of decentralized offices or that show the geographic extent or limits of the BLM programs and projects. Location: WO, Centers, SO, FO. | PERMANENT. Cutoff EOFY in which prepared.<br>Use BLM 16/18a(1).<br>Transfer to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old (e.g., FRC transfers the 1990-94 block in 2005).<br>(N1-49-90-3, 16/41a(1))<br>ERA disposition authority: DAL-0049-2011-0003-0001 |
| **18a(2)** | Organization, Reorganization, and Boundary Location Reference Copies. Location: All. | TEMPORARY.<br>Use BLM 16/18a(2).<br>Destroy when superseded, obsolete or no longer needed for reference.<br>(NC1-49-85-2, 16/13b) |
| **18b** | BLM Histories. | See sub-items below. |
| **18b(1)** | History Project Case Files. Narrative BLM histories including oral history projects prepared by BLM the historians or public affairs officers or by private historians under contract to the BLM. Some background materials, such as interviews with past and present personnel, generated during the research stage may also be selected for permanent retention. Exception: copies of the BLM documents made for convenient reference. Location: WO, Centers, SO, FO. | PERMANENT. Cutoff EOFY in which project is completed.<br>Use BLM 16/18b(1).<br>Transfer paper records to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old (e.g., FRC transfers the 1990-94 block in 2005). Transfer audio and videotapes directly to NARA when 10 years old.<br>(N1-49-90-3, 16/41c(1))<br>ERA disposition authority: DAL-0049-2011-0003-0002 |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **18b(2)** | History Documents - Reference Copies. Location: All. | TEMPORARY.<br>Use BLM 16/18b(2).<br>Destroy when superseded, obsolete or no longer needed for reference.<br>(NC1-49-85-2, 16/13b) |
| **19** | **ADMINISTRATIVE AND MANAGEMENT IMPROVEMENT PLAN, SURVEY, STUDY, AND PROJECT CASE FILES.**<br>Case files documenting cost reduction, personnel utilization, and other management improvement projects. May include inventories of personnel, forms, or administrative files, workload studies, position management evaluations, administrative task force files, reports and files of other administrative non-committee work groups. Includes management team minutes and reports, safety plans, volunteer action plans. Authority: 235 DM 3. Confidentiality: Non-public record category 2. Location: All. Exclusions: Program evaluations, audits and reviews (Schedule 22/2), organizational studies (Schedule 16/18a), ADP 5-year procurement plans (Schedule 5/12), electronic system documentation (Schedule 20/11), records of streamlining teams and other teams established to review processes and procedures (Schedule 22/2), reference copies of administrative and management improvement plans/surveys/studies/projects which may be destroyed when no longer needed. | TEMPORARY. Cutoff EOFY in which plan, survey, study, or project is implemented or completed.<br>Use BLM 16/19.<br>Transfer to FRC 3 years after cutoff. FRC destroys 7 years after cutoff.<br>(NC1-49-85-2, 16/5) |
| **20** | **PROGRAM POLICY, DIRECTION, AND DECISION CASE FILES.**<br>Case files, arranged by program activity name, containing documentation of major policy and other decisions that are not documented in a mission-related directives case file (Schedule 16/1b(2)). These files provide a complete history of the major events, approvals, changes in program direction, and other important actions. May contain documents described in Schedule 16/1b(2)). Authority: 44 USC 3101; 36 CFR 1220.30. Confidentiality: Non-public record category 2. Location: WO, Centers, SO. Exclusions: WO Budget Office policy files (Schedule 5/11). | PERMANENT. Cutoff EOFY or if accumulation is limited, cutoff every 5 years.<br>Use BLM 16/20.<br>Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(NC1-49-94-2, 16/43)<br>ERA disposition authority: DAL-0049-2011-0007-0003 |

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Schedule17 - Cartographic, Aerial Photographic, Architectural, Engineering, and Cadastral Survey Records

## Introduction

This schedule incorporates the cartographic, aerial photographic, architectural, and engineering records that are described in General Records Schedule 17 and adds records of a similar nature that are unique to the Bureau of Land Management (BLM).

1. Cartographic Records. These are graphic representations at reduced scale of selected cultural and physical features of the surface of the earth and other planetary bodies. They include maps, charts, photomaps, atlases, cartograms, globes, and relief models. Related records are those records that form an integral part of the map making process, such as field survey notes, geodetic controls, map history case files, source materials, indexes, and findings aids.

2. Remote Sensing Records. Remote sensing technology produces aerial photographs and other forms (e.g., digital) of visual images of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of evaluation, measuring, or mapping the cultural and/or physical features of the landscape. Related tabular and graphic indexes necessary for the proper identification and retrieval of these records are also produced. Conventional aerial photographs taken from aircraft represent direct film images from cameras; other forms of imagery, such as those from satellites, sometimes require a conversion or alteration of sensor data from digital, electronic, or computerized forms to photographic or videographic images.

3. Architectural and Engineering Records. Official record copies of architectural and engineering records are filed in the official project file for the structure being designed and built on public lands. Other copies may be maintained for reference. Typical BLM projects include the design and construction of roads, trails, bridges, buildings, water catchments, fences, and other permanent or long-term structures. Other project files document the design and construction of temporary structures and resource improvements such as discing, chaining, burning, planting, or seeding of public lands.

4. Cadastral Survey Records. The survey records described in this schedule are the hard copy documentation for all types of land surveys (township surveys, dependent and independent surveys, supplemental surveys, agricultural surveys, homestead surveys, mineral surveys, etc.). A cadastral survey is an official survey that creates, marks, defines, retraces or reestablishes the boundaries and subdivisions of the public and federal interest lands. An official survey is one which has the field notes approved, the plat accepted, and the record filed in the proper BLM office.

Federal agencies create or receive cartographic, aerial photographic, architectural, and engineering design records in connection with their official activities. Many of these records have continuing historical value after they are no longer being used by the agency. Guidelines for identifying and scheduling the records of continuing value are now provided in "Managing Cartographic and Architectural Records: An Instructional Guide." The Guide must be used in conjunction with the General Records Schedule to ensure proper disposition of all cartographic, aerial photographic, architectural, and engineering design records held by an agency.

This schedule relates to cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering drawings. Cartographic and aerial photographic records created before January 1, 1950, and architectural or engineering drawings created before January 1, 1921, must be brought to the attention of the National Archives and Records Administration (NARA) before applying the disposition instructions in this schedule.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **CARTOGRAPHIC RECORDS NOT DESCRIBED ELSEWHERE [9160].**<br>Authority: Various; see BLM Manual 9160 for listing.<br>Confidentiality: Non-public record category 2. Location: All.<br>Exclusions: Cartographic records created prior to January 1, 1950, must be offered to NARA before applying the disposition instructions in this schedule. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1a** | Cartographic Records Prepared During Intermediate Stages of Publication. Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plates negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published maps, and similar items whose informational content is duplicated by final published map. | TEMPORARY.<br>Use GRS 17/1.<br>Destroy when no longer needed for revision.<br>(N1-GRS-88-5 item 1) |
| **1b** | Map History Case Files and Source Materials. Files that chronologically document the planning, surveying, field work, and production and revision of specific maps and files that contain or describe the sources of information for specific maps, including map specifications, location diagrams, notes kept by the cartographers who made the maps, maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers that show the origin and spelling of place names. | PERMANENT. Cutoff EOFY in which map is completed.<br>**UNSCHEDULED**<br>To be scheduled through the Department Records Schedules (DRS) |
| **1c** | Manuscript and Annotated Map Masters. Hand-drawn maps (generally in pencil, ink, or colors on paper or tracing cloth); maps made with adhesive types of shading, symbols, or letter; and maps that bear significant manuscript annotations, changes, or additions. Included are maps that have been compiled in the office for administrative use, for research, or for exhibits and wall displays; original topographic plane table sheets, terrain sketches, and nautical depth-sounding sheets derived from field observations and surveys; final manuscript smooth sheets and fair sheets that show survey results; maps annotated with field survey information; initial hand-drawn photogrammetric stereo plottings from aerial photos; and proof sheets or overlays that bear annotations resulting from field checking or verification of survey data or that are annotated to show the sources of information used on the map. | PERMANENT. Cutoff EOFY in which the map is no longer needed for reproduction or updating.<br>**UNSCHEDULED**<br>To be scheduled through the Department Records Schedules (DRS) |
| **1d** | Published Map Masters. Maps, charts, cartograms, and atlases that have been printed, photographed, or reproduced in multiple copies whether for limited or general distribution. These may be in single-sheet or bound-form. Consists of one copy of each published map, atlas, portfolio, and photomap produced by BLM, including edition and variant, and all related indexes (in map or other form). *Note: Most, if not all, of BLM's Surface Management Edition (SME) maps and Recreation Maps (RAG), etc. are printed through Denver BLM and on to USGS to be printed. USGS routes a copy of each map to NARA directly from the printer. As long as this is the case, BLM offices do not need to send another copy of these maps to NARA.* | PERMANENT. Cutoff EOFY in which the map is printed and approved for distribution.<br>Use BLM 17/1d.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff.<br>(NN-171-77, M/15)<br>ERA disposition authority:<br>Pending: to be established |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2** | **REMOTE SENSING RECORDS [9162].**<br>Records of remote sensor information systems that provide photographic imagery after conversion or transferral of information from the raw data, exclusive of nonphotographic sensor records such as microwave, radiometer, thermal infrared, thermal ultraviolet, and nonimagery radar. Remote sensing technology covers aerial photographs and other forms of visual images (e.g., digital) of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of evaluation, measuring, or mapping the physical features of the landscape. Related tabular and graphic indexes necessary for proper identification and retrieval of these records are also produced. Authority: Various; see BLM Manual 9160 for listing. Confidentiality: Non-public record category 2. Exclusions: All aerial photographic records created prior to January 1, 1950, must be offered to NARA. | See sub-items below. |
| **2a** | Aerial Photo Duplicate Negatives Unannotated. Duplicate copy negatives, internegatives, rectified negatives, glass plate negatives, and related indexes. Location: All. | TEMPORARY. Destroy when no longer needed for agency use. Duplicate nonrecord. |
| **2b** | Aerial Photo Prints Unannotated and Related Indexes. When original film negatives exist. Location: All. | TEMPORARY. Destroy when no longer needed for agency use. Duplicate nonrecord. |
| **2c** | Aerial Photo Original or Master Negatives and Related Indexes. Location: All. | PERMANENT.<br>Use BLM 17/2c.<br>1) Field Offices cutoff EOFY in which flight is completed and the originals are received and transfer to the Service Center Photo Lab 1 year after cutoff. 2) When no longer needed for reproduction, Service Center Photo Lab transfers to FRC. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer 1980-1984 records in 2005).<br>(NC1-49-85-2, 17/16a)<br>ERA disposition authority: DAL-0049-2011-0006-0020 |
| **2d** | Aerial Photo Prints and Duplicated Negatives Which Are Annotated. Location: All. | PERMANENT OR TEMPORARY<br>Use disposal authority for the annotated information (e.g., aerial photos annotated with natural resource inventory data are disposed of under Schedule 4/11a).<br>(NC1-49-85- 2, 17/16b(1) and c(1)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2e** | Satellite Imagery Raw Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes obtained by BLM from outside sources (e.g., EOSAT and SPOT) for conversion to a film base. Location: NOC. | **UNSCHEDULED** |
| **2f** | Satellite Imagery Conversion Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes which have been converted to a film base. Location: NOC. | **UNSCHEDULED** |
| **2g** | Conversion Data Film. Created from the data tapes Location: NOC. | **UNSCHEDULED** |
| **2h** | Satellite Imagery Prints. Developed from film and distributed by NOC to Field Offices upon request. Location: AFO. | **UNSCHEDULED** |
| **3** | **ARCHITECTURAL DRAWINGS OF TEMPORARY STRUCTURES AND BUILDINGS OR OF BUILDINGS NOT CRITICAL TO BLM MISSION [9100].** Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 2. Location: All. Exclusions: Copies in construction project or job files (Schedule 17/12). | TEMPORARY. Cutoff when superseded or after the structure or object has been retired from service.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 17/3*<br>*Destroy when cutoff.*<br>*(N1-GRS-98-2 item 24)* |
| **4** | **ELECTRICAL, PLUMBING, HEATING, OR AIR CONDITIONING SYSTEMS DRAWINGS [9100].** Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff when superseded or after the structure or object has been retired from service.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 17/4*<br>*Destroy when cutoff.*<br>*(N1-GRS-98-2 item 25)* |
| **5** | **CONTRACT NEGOTIATION DRAWINGS [9100].** Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects or drawings superseded by final working and/or as built drawings. Authority: Various; see BLM Manual 9100. Confidentiality: Non- public record category 2. Location: All. Exclusions: Copies in contract case files (Schedule 3/3). | TEMPORARY.<br>Use GRS 17/5.<br>Destroy when the final working/as-built drawings have been produced<br>(N1-GRS-98-2 item 26) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6** | **SPACE ASSIGNMENTS PLANS [9100].**<br>Outline floor plans indicating occupancy of a building. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 2. Location: All. Exclusions: Copies in space assignment case files (Schedule 11/2A). | TEMPORARY. Cutoff when superseded or after the structure or object has been retired from service.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 17/6*<br>*Destroy when cutoff.*<br>*(N1-GRS-98-2 item 27)* |
| **7** | **Reserved** | |
| **8** | **ENGINEERING DRAWINGS OF ROUTINE MINOR PARTS [9100].**<br>Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 2. Location: AFO. | TEMPORARY. Cutoff when superseded or after the structure or object has been retired from service.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 17/8*<br>*Destroy when cutoff.*<br>*(N1-GRS-98-2 item 28)* |
| **9** | **ENGINEERING DRAWINGS REFLECTING MINOR MODIFICATIONS [9100].**<br>Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 2. Location: AFO. | TEMPORARY. Cutoff when superseded or after the structure or object has been retired from service.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 17/9*<br>*Destroy when cutoff.*<br>*(N1-GRS-98-2 item 29)* |
| **10** | **PAINT PLANS AND SAMPLES [9100].**<br>Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance, and plans and samples for painting appliances, elevators, and other mechanical parts of all buildings. Authority: Various; see BLM Manual 9100. Confidentiality: Non- public record category 2. Location: AFO. Exclusions: Paint plans and samples for interior and exterior walls of buildings significant for historical, architectural, or technological reasons (submit SF-115 to NARA). (N1-GRS-88-5 item 10 Note) | TEMPORARY. Cutoff when superseded or after the structure or object has been retired from service.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 17/10*<br>*Destroy when cutoff.*<br>*(N1-GRS-98-2 item 30)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11** | **ENGINEERING SURVEY FIELD NOTES.**<br>Location: SO, FO. | Use disposition authority for related project file (Schedule 17/13a and 13b).<br>(NC1-49-85-2, 17/9) |
| **12** | **CONSTRUCTION PROJECT ARCHITECTURAL & ENGINEERING DRAWINGS, REFERENCE COPIES.**<br>Copies of drawings, plans, specifications used for reference in planning future projects. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 2. Location All. | TEMPORARY.<br>Use BLM 17/12.<br>Destroy when no longer needed for administrative or reference purposes.<br>(NN-171-77, M/28) |
| **13** | **CONSTRUCTION PROJECTS AND RESOURCE IMPROVEMENT PROJECTS (RIPS) FILES [1740, 9150].**<br>Arranged by project or job (RIPS/JDR) number. Authority: Various; see BLM Manuals 9100 and 1740 for listing. Forms: BLM 1310-11; 1323-1; 1740-1; 1742-1; 1744-1; 4120-6, 7, 8, 9; 5700-3, 4, 5, 6; 7410-16. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-2. Essential (Vital): Legal and financial rights records. Location: FO. Exclusions: Contracting Officer's copy of related contract files (Schedule 3/3). | See sub-items below. |
| **13a** | Construction and Resource Improvement Project Files and Maps for Permanent or Long-Term Structures or Appurtenances. Documentation of the construction and/or development of airports and heliports, bridges, buildings, recreation sites, roads, trails, reservoirs, dams, guzzlers, wells, other water catchments, and other permanent or long-term structures or appurtenances to land. Includes pesticide applications and any other projects involving the use of hazardous materials. May include reference copies of pertinent contract documentation. | PERMANENT. Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership.<br>Use BLM 17/13a.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff.<br>(NC1-49-85-2, 22/2a)<br>ERA disposition authority: DAL-0049-2011-0006-0023 |
| **13b** | Construction and Resource Improvement Project Files and Maps for Temporary Structures or Appurtenances. Consists of documentation of seeding, planting, chaining, discing, burning, fire rehabilitation (green stripping) and other public land improvement projects that do not result in permanent or long-term structures or appurtenances to the land or do not involve the use of hazardous materials. May include reference copies of pertinent contract documentation. | TEMPORARY. Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership.<br>Use BLM 17/13b.<br>Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-96-5, 17/13b) |
| **13c** | Drinking Water Testing Files [9184]. Documenting water quality testing conducted by or for the BLM in accordance with 40 CFR 141.33. | See sub-items below. |
| **13c(1)** | Non-public Water System Files. | TEMPORARY. File within the related project file and dispose accordingly.<br>(NC1-49-85-2, 4/26d(1)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13c(2)** | Public, Community, and Noncommunity Water System Files if Testing, Reporting, and Recordkeeping Done by BLM. | See sub-items below. |
| **13c(2)(a)** | Bacterial Analyses, Variances, Exceptions. Note: Data summaries may be kept in lieu of test results. | TEMPORARY. Cutoff EOFY.<br>Use BLM 17/13c(2)(a).<br>Destroy 5 years after cutoff.<br>(NC1-49-85-2, 4/26d(2)(a)) |
| **13c(2)(b)** | Chemical Analyses, Sanitary Surveys. Note: Data summaries may be kept in lieu of test results. | TEMPORARY. Cutoff EOFY.<br>Use BLM 17/13c(2)(b).<br>Transfer to FRC 5 years after cutoff. FRC destroys 10 years after cutoff.<br>(NC1-49-85-2, 4/26d(2)(b)) |
| **13c(2)(c)** | Record of Violations and Measures Taken to Correct Violations. | TEMPORARY. Cutoff EOFY in which violation is corrected.<br>Use BLM 17/13c(2)(c).<br>Destroy 3 years after cutoff.<br>(NC1-49-85-2, 4/26d(2)(c)) |
| **13c(3)** | Public, Community, and Noncommunity Water System Files if Testing, Reporting, and Recordkeeping Done by Enforcement Authority or Laboratory Approved by the Enforcement Authority. | TEMPORARY. Destroy immediately.<br>The BLM is not required to retain report or duplicate records.<br>(NC1-49-85-2, 4/26d(3)) |
| **13d** | **RANGELAND IMPROVEMENT PROJECT SYSTEM (RIPS)**<br>The Rangeland Improvement Project System (RIPS) tracks range improvement funds collected by BLM from fees paid by those who graze their livestock on BLM land. It also provides management data regarding range improvements such as spring developments, cattle guards, exclosures, and others. The Federal Land Policy and Management Act of 1976 (43 USC 1701-1784) states that the funds are to be used for projects such as fencing, weed control, and water development that benefit rangeland resources, including wildlife, watersheds, and livestock. In 1993, the General Accounting Office reported to Congress that BLM's range improvement project database was incomplete and inaccurate, which lead to further development of the RIPS system to better record and track range improvement projects on BLM administered lands. Instruction Memorandum 2001-27 established a policy that all projects must be entered into RIPS, excluding projects regarding facility asset management, abandoned mine lands, HazMat, natural resource damage assessment, and threatened and endangered species. This policy also established the use of fee-for-service (FFS) codes to link RIPS projects to BLM financial systems. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13d(1)** | Master File. Rangeland Improvement Project System (RIPS) tracks range improvement funds collected by BLM and provides management data regarding range improvements such as spring developments, cattle guards, exclosures, and others. It links RIPS projects to BLM financial systems. | PERMANENT. Cutoff every 5 years.<br>Use BLM 4/13d(1).<br>Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50.<br>Thereafter, transfer a copy every 5 years, along with the current technical documentation.<br>(N1-049-09-11, 1a)<br>ERA disposition authority: Pending: to be established. |
| **14** | **CADASTRAL SURVEY FILES [9600].**<br>Hard copy documentation for all types of cadastral surveys (original surveys, dependent and independent resurveys, townsite surveys, supplemental surveys, agricultural surveys, homestead entry surveys, mineral surveys, etc.). Authority: 43 CFR 9180. Forms: BLM 9180-27, 28; 9600-2, 3, 4, 6, 13-18, 21, 27, 29, 30. Essential (Vital): Legal and financial rights records. Exclusions: Geologic and geophysical survey records (Schedule 4/18); Cadastral Survey Field Notes System (Schedule 20/67); Legal Land Description (LLD) System (Schedule 30/7); Geographic Coordinate Data Base (GCDB) (Schedule 30/9). | See sub-items below. |
| **14a** | Cadastral Survey Requests. BLM Form 9600-4 or equivalent. Confidentiality: Non-public record category 2. Location: WO, SO, FO. | See sub-items below. |
| **14a(1)** | Cadastral Survey Requests Approved. Requests which result in an official survey. | PERMANENT<br>File within survey group file (item b) and dispose of accordingly.<br>(NC1-49-85-2, 17/31a(1)) |
| **14a(2)** | Cadastral Survey Requests Unapproved. | TEMPORARY. Cutoff EOFY in which request is received.<br>Use BLM 17/14a(2).<br>Destroy 5 years after cutoff.<br>(NC1-49-85-2, 17/31a(2)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **14b** | Cadastral Survey Group, Mineral Survey, Supplemental Plat, and Amended Protraction Diagram (APD) Files. Case files, arranged by group or mineral survey number, township and range, or APD number which document original surveys, re- surveys, supplemental surveys, supplemental plats, and APDs. Consists of the request or application, approval, order, special instructions, assignment instructions, original or amended location notices, costs, and other related documentation. Confidentiality: Public record category 1B. Location: WO, SO. | PERMANENT. Cutoff EOFY in which survey is accepted or the date of final decision on any appeal.<br>Use BLM 17/14b.<br>Transfer to FRC 1 year after cutoff. FRC will transfer to NARA when records are 75 years old.<br>(N1-49-96-5, 17/14b)<br>ERA disposition authority: Pending: to be established |
| **14c** | Survey Field Notes and Plats. | See sub-items below. |
| **14c(1)** | Survey Pocket Field Tablets. Rough field notes from which the official notes and plats are prepared. Confidentiality: Non-public record category 2. Location: SO, FO. | TEMPORARY. Cutoff EOFY in which official notes and plats are accepted.<br>Use BLM 17/14c(1).<br>Destroy 2 years after cutoff.<br>(NC1-49-85-2, 17/31c(1)) |
| **14c(2)** | Survey Field Notes and Plats Originals. Official field notes and plats showing (1) lines surveyed, established, retraced, surveyed, (2) direction and length of lines, (3) relation to adjoining survey, (4) boundary description, and (5) area of each parcel subdivided. Confidentiality: Public record category 1A. Location: WO, SO. | PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM.<br>Use BLM 17/14c(2).<br>Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff.<br>(N1-49-96-5, 17/14c2)<br>ERA disposition authority: Pending: to be established |
| **14c(3)** | Survey Field Notes and Plats in Microform. Masters, duplicates, security copies and related microform indexes. Confidentiality: Public record category 1A. Location: All. | TEMPORARY.<br>Use BLM 17/14c(3).<br>Destroy when superseded, replaced, or no longer needed for duplicating, security, or other administrative or reference purposes.<br>(NC1-49-85-2, 17/31c(3) and d(2)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **14d** | Cadastral Survey Finding Aids. Both hard copy and microform copies. Confidentiality: Public record category 1A. Location: WO, SO, FO. | See sub-items below. |
| **14d(1)** | Segregation Diagrams. Indicating land areas not covered by claims or patents. | PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM.<br>Use BLM 17/14d(1).<br>Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff.<br>(N1-49-96-5, 17/14d1)<br>ERA disposition authority:<br>Pending: to be established |
| **14d(2)** | Section Corners Found. Indicating location of existing corners and survey marker type and condition. | TEMPORARY.<br>Use BLM 17/14d(2).<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(NC1-49-85-2, 17/32b) |
| **14d(3)** | District Connecting Sheets. Indicating location and identification of mining claims by survey number or claim name. | TEMPORARY.<br>Use BLM 17/14d(3).<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(NC1-49-85-2, 17/32c) |
| **14d(4)** | U.S. Mineral & Location Monuments. A reference to field notes and plats documenting survey monument establishment, description, and location. | PERMANENT. Cutoff when no longer needed for reference.<br>Use BLM 17/14d(4).<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 records in 1998).<br>(NC1- 49-85-2, 17/32d)<br>ERA disposition authority:<br>Pending: to be established |
| **14d(5)** | Protraction Diagrams and Amended Protraction Diagrams. Plan of survey for unsurveyed areas, including original diagrams and any subsequent amendments arranged by diagram number. | PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM.<br>Use BLM 17/14d(5).<br>Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff.<br>(N1-49-96-5, 17/14d5)<br>ERA disposition authority:<br>Pending: to be established |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **14e** | Mineral Surveyor Files. Documenting the qualifications of private surveyors who survey for and are compensated by private parties. Surveyor must pass a federal exam, be bonded, and have approval through appointments by the BLM. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-6. Location: WO, SO. | TEMPORARY. Cutoff EOFY in which appointment terminates. Use BLM 17/14e.<br>Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff.<br>(NC1-49-85-2, 17/33) |

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## Introduction

This schedule incorporates security and protective services records described in General Records Schedule 18 and adds records of a similar nature that are unique to the Bureau of Land Management (BLM).

BLM has authority for enforcement of all laws and regulations pertaining to the use, management, and development of public lands and resources under its jurisdiction. Security and protective services records include various files documenting efforts to control and protect classified information; to protect government land and facilities from unauthorized entry, sabotage, loss, pollution, and fire; to ensure the adequacy of protective measures at privately owned facilities given security cognizance by the government; and to determine loyalty and fitness of individuals employed by, or seeking employment from the government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are selected files of offices having Government-wide or agency-wide responsibility for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

Records documenting certain administrative actions relating to security and protective services are authorized for disposal by GRS 18, Items 1-28. The BLM additions to Schedule 18 are identified in this schedule following the GRS items. They include:

1. Internal BLM Policies, Procedures, and Plans. These are BLM-specific policies, procedures, and plans for security and protective services program that are not documented in a numbered directive.

2. Law Enforcement. The primary records of law enforcement originate with the special agents and rangers, who conduct criminal investigations, apprehend violators, patrol public land areas, and prepare reports of those activities. The LAWNET electronic system supports the law enforcement program.

3. Trespass. Trespass activities involve investigation of reports of unauthorized use of or harm to lands, resources, or other property and the collection of compensation for any losses or injuries suffered as a result. Documentation of trespass investigations are contained in the trespass case files.

4. Fire. Fire management involves developing fire techniques and prevention methods and managing the fire suppression and fire use programs. Fire records in this schedule include reports, project packages, dispatch records, resource orders, review reports, and an electronic initial attack management system.

5. Hazardous Materials. Hazardous materials management activities include inventorying hazardous materials sites on public lands, investigating reports of incidents of suspected contamination, and documenting site clean-up. Records in this schedule include incident reports, site files, and the public information repository and administrative records.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1-7** | **CLASSIFIED AND TOP SECRET DOCUMENTS AND RELATED RECORDS.** | The BLM does not maintain classified or top secret files.<br>See DRS 1.1A, DAA-0048-2013-0001-0001;<br>DRS 1.1B, DAA-0048-2013-0001-0002; and<br>DRS 1.1C, DAA-0048-2013-0001-0003 |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8** | **SECURITY AND PROTECTIVE SERVICES ADMINISTRATIVE CORRESPONDENCE FILES [9260].** Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. Confidentiality: Non-public record category 2. Location: All. Exclusions: Bureauwide policy documents at program office (Schedule 16/20). | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001. Destroy 3 years after cutoff. - - - - - - - - - - - - - - - - - - - - - - - - *Former Authority: GRS 18/8 Destroy when 2 years (GRS 18, 1960, item 9)* |
| **9** | **FACILITIES SURVEY AND INSPECTION FILES (GOVERNMENT-OWNED FACILITIES) [1530].** Records of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Authority: 40 USC 483. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001. Destroy 3 years after cutoff. - - - - - - - - - - - - - - - - - - - - - - - - *Former Authority: GRS 18/9 Destroy when 3 years old or upon discontinuance of facility, whichever is sooner. (GRS 18, 1960, item 10)* |
| **10** | **FACILITIES SURVEY AND INSPECTION FILES (PRIVATELY-OWNED FACILITIES) [1530].** Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related documents. Authority: 40 USC 483. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY. Use DRS 1.1B, DAA-0048-2013-0001-0002. Destroy 7 years after cutoff. - - - - - - - - - - - - - - - - - - - - - - - - *Former Authority: GRS 18/10 Destroy when 4 years old or when security cognizance is terminated, whichever is sooner. (GRS 18, 1960, item 11)* |
| **11** | **INVESTIGATIVE FILES.** Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organization elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Authority: 40 USC 438. Forms: BLM 1112-3, 4; 1273-3. Confidentiality: Non- public record category 2. Location: All. Exclusions: Investigative files related to law enforcement (Schedule 18/30); trespass (Schedule 18/31); forest fires (Schedule 18/32); hazardous materials sites (Schedule 18/33). | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001. Destroy 3 years after cutoff. - - - - - - - - - - - - - - - - - - - - - - - - *Former Authority: GRS 18/11 Destroy when 2 years old. (GRS 18, 1960, item 12)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12** | **PROPERTY PASS FILES [1520].**<br>Property pass files, authorizing removal of property or materials. Forms: OF-7, DI-1934. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff after expiration or revocation.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/12*<br>*Destroy 3 months after cutoff.*<br>*(GRS 18, 1960, item 13)* |
| **13** | **GUARD ASSIGNMENT FILES.** | The BLM does not maintain these records.<br>See DRS 1.1A, DAA-0048-2013-0001-0001. |
| **14** | **POLICE FUNCTIONS FILES.** | The BLM does not maintain these records.<br>See DRS 1.1A, DAA-0048-2013-0001-0001; GRS 18, 1960, item 15b |
| **15** | **PERSONAL PROPERTY ACCOUNTABILITY FILES [1520].**<br>Files relating to accountability for personal property lost or stolen. Forms: DI-103; OF-289. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-09. Location: All. | See sub-items below. |
| **15a** | Ledger Files. | TEMPORARY. Cutoff on final entry.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/15a*<br>*Destroy 3 years after cutoff.*<br>*(GRS 18, 1960, item 16a)* |
| **15b** | Reports, Loss Statements, Receipts, and other documents relating to lost and found articles. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/15b*<br>*Destroy when 1 year old.*<br>*(GRS 18, 1960, item 16b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **16** | **KEY ACCOUNTABILITY FILES [1520].**<br>Files relating to accountability for keys issued. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-09. Location: All. | See sub-items below. |
| **16a** | For Areas Under Maximum Security.<br>***Note: The BLM does not usually maintain these records.*** | |
| **16b** | For Other Areas. | TEMPORARY. Cutoff after turn-in of key.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/16b*<br>*Destroy 6 months after cutoff.*<br>*(GRS 18, 1960, item 17)* |
| **17** | **VISITOR CONTROL FILES [1102].**<br>Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. Authority: 40 USC 483. Forms: BLM 1100-1, 8360-1, 8360-5. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **17a** | For Areas Under Maximum Security.<br>***Note: The BLM does not usually maintain these records.*** | |
| **17b** | For Other Areas. | TEMPORARY. Cutoff after final entry or after date of document, as appropriate.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/17b*<br>*Destroy 2 years after cutoff.*<br>*(GRS 18, 1960, item 18)* |
| **18** | **FACILITIES CHECKS FILES.** | The BLM does not maintain these records.<br>See DRS 1.1A, DAA-0048-2013-0001-0001; GRS 18, 1960, item 19b |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **19** | **GUARD SERVICE CONTROL FILES.** | The BLM does not maintain these records.<br>See DRS 1.1A, DAA-0048-2013-0001-0001; DRS 1.1C, DAA-0048-2013-0001-0003 |
| **20** | **GUARD LOGS AND REGISTERS.** | The BLM does not maintain these records.<br>See DRS 1.1A, DAA-0048-2013-0001-0001 |
| **21** | **SECURITY CLEARANCE ADMINISTRATIVE SUBJECT FILES [1400-732].**<br>Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule. Confidentiality: Non-public record category 2. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/21*<br>*Destroy when 2 years old.*<br>*(NC1-GRS-80-1 item 22)* |
| **22** | **PERSONNEL SECURITY CLEARANCE FILES [1400-732].**<br>Personnel security clearance case files created under OPM procedures and regulations and related indexes maintained by personnel security offices. Authority: FPM 732. Forms: SF-85, 85a, 86. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-14. Essential (Vital): Legal and financial rights records. Location: WO, Center, SO Personnel Offices. | See sub-items below. |
| **22a** | Personnel Security Clearance Case Files. Documenting the processing of investigations on federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance. Exclusions: Copies of investigative reports furnished by the investigating agency. | TEMPORARY. Cutoff after separation or transfer of employee, or after contract relationship expires, or upon notification of death, whichever is applicable.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/22a*<br>*Destroy upon notification of death or not later than 5 years after cutoff.*<br>*(NC1-GRS-80-1 item 23a)* |
| **22b** | Personnel Security Clearance Investigative Reports. And related documents furnished to agencies by investigative organizations for use in making security/suitability determinations. | TEMPORARY.<br>Use GRS 18/22b.<br>Destroy in accordance with investigating agency instructions.<br>(NC1-GRS-80-1 item 23b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **22c** | Personnel Security Case File Indexes. | TEMPORARY.<br>Use GRS 18/22c.<br>Destroy with related case file.<br>(NC1-GRS-80-1 item 23c) |
| **23** | **PERSONNEL SECURITY CLEARANCE STATUS FILES [1400-732].**<br>Lists or rosters showing the current security clearance status of individuals. Authority: FPM 732. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-14. Location: WO, Center, SO Personnel Offices. | TEMPORARY. Cutoff when superseded or obsolete.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/23*<br>*Destroy when cutoff.*<br>*(NC1-GRS-80-1 item 24)* |
| **24** | **SECURITY VIOLATIONS CASE FILES [1278, 1400-732].**<br>Case files relating to investigations of alleged violations of Executive Orders, laws, and BLM regulations for the safeguarding of proprietary/confidential information. Authority: Various; see BLM Manual 1278; FPM 732. Forms: OF-117, 118. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-14. Essential (Vital): Legal and Financial rights records. | See sub-items below. |
| **24a** | Security Violations Case Files Referred to Department of Justice (DOJ) or to the Department of Defense (DOD). Files relating to alleged violations of a sufficiently serious nature that they are referred to DOJ for prosecutive determination. Exclusions: Files held by DOJ or DOD offices responsible for making such determinations. Location: WO, Centers, SO. | TEMPORARY.<br>Use GRS 18/24a.<br>Destroy 5 years after close of case.<br>(NC1-GRS-81-8 item 1a) |
| **24b** | All Other Files. Exclusions: Documents in OPFs (Schedule 1/1). Location: All. | TEMPORARY.<br>Use GRS 18/24b.<br>Destroy 2 years after completion of final action.<br>(N1-GRS-98-2 item 31) |
| **25** | **CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS** | The BLM does not maintain these records.<br>See GRS 4.2, item 121, DAA-GRS-2015-0002-0003 |
| **26** | **EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES [1170, 1273].**<br>Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule. Confidentiality: Non-public record category 2. Location: All. Exclusions: Program records (Schedule 16/20). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/26*<br>*Destroy when 2 years old.*<br>*(GRS 18, 1960, item 27)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **27** | **EMERGENCY PLANNING CASE FILES [1170, 1273].**<br>Accumulated by offices responsible for preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents. Includes evacuation plans and disaster recovery plans. Authority: Various; see BLM Manuals 1170, 1273. Confidentiality: Non-public record category 2. Location: All. Exclusions: Bureau-wide policy (Schedule 16/20), permanent directives system (Schedule 16/1), safety plans (Schedule 16/19), and master copy of published plan (Schedule 16/17).<br>NOTE: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives by submission of an SF 115 to NARA. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives by submission of an SF 115. (Implied in NC1-GRS-81-1 item 1a) | TEMPORARY. Cutoff on issuance of a new plan or directive (i.e., when superseded).<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/27*<br>*Destroy 3 years after cutoff.*<br>*(NC1-GRS-81-1 item 1b)* |
| **28** | **EMERGENCY OPERATIONS FILES [1170, 1273].** | See sub-items below. |
| **28a** | Test Files. Files accumulating from tests conducted under BLM emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports. Authority: Various; see BLM Manuals 1170, 1273, 1278. Confidentiality: Non-public record category 2. Location: All. Exclusions: Emergency Planning Consolidated or Comprehensive Reports of Operations Tests (see item 28b) | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 18/28*<br>*Destroy when 3 years old.*<br>*(NC1-GRS-81-1 item 4)* |
| **28b** | Emergency Planning Consolidated or Comprehensive Reports of Operations Tests. Reflecting the BLM-wide results of tests conducted under emergency plans. Location: WO. | TEMPORARY. Cutoff EOFY in which report is completed.<br>Use BLM 18/28b.<br>Transfer to FRC 5 years after cutoff. Destroy 25 years after cutoff.<br>(N1-49-96-3, 18/28b) |
| **29** | **NATIONAL DEFENSE EXECUTIVE RESERVE (NDER) CASE FILES.** | The BLM does not maintain these records.<br>See NC1-GRS-87-10 item 1a/1b |
| **30** | **LAW ENFORCEMENT FILES [9260].**<br>Files created by activities authorized by Section 303(a) and 303(c) of the Federal Land Policy and Management Act of 1976. Authority: 43 USC 1733; 43 CFR 9260. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-18. Essential (Vital): Legal and financial rights records. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30a** | Law Enforcement Criminal Investigation Case Files. Documenting investigations and arrests concerning alleged violation of federal land laws. Consists of incident report, reports of investigation, field investigative contacts, photos, photo logs, evidence, evidence logs, and related correspondence. Also includes the incident reports and related printouts that are generated by the LAWNET data base (item 30d). Forms: BLM 9260-1, 2-10, 13, 13a, 16, 17, 18, 18a, 18b. Location: Offices with law enforcement officers: SO, FOs. | TEMPORARY. Cutoff EOFY in which the case is settled or closed.<br>Use BLM 18/30a.<br>Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-85-2, 18/12a(2)) |
| **30b** | Law Enforcement Patrol Logs. Forms: BLM 9260-15, 16, 17 (formerly 8360-7), 8360-5. Location: Offices with law enforcement rangers - usually FOs. | TEMPORARY. Cutoff EOFY.<br>Use BLM 18/30b.<br>Transfer to FRC 5 years after cutoff. FRC destroys 15 years after cutoff.<br>(NC1-49-85-2, 18/12a(1)) |
| **30c** | Law Enforcement Activity Reports. Recurring reports of law enforcement activities. Consists of Uniform Crime Reports, DOI Law Enforcement Incident Reports, Drug Enforcement Activity Reports, Weekly Reports of Special Agents, and Significant Activity Reports. Also includes reports generated by the electronic LAWNET data base (item 30d), which include Activity Reports, Law Enforcement Officer Report, ARPA Report, Case Log, NIBRS printouts, and DOI Law Enforcement Incident Reports. Forms: BLM 9260-12. | See sub-items below. |
| **30c(1)** | Law Enforcement Activity Feeder Reports. Submitted by offices with law enforcement authority to Headquarters - usually FO reports to SO who forwards to WO. LAWNET data base (item 30d) will eventually eliminate the need for these reports. Location: SO, FOs. | TEMPORARY. Cutoff EOFY.<br>Use BLM 18/30c(1).<br>Destroy 3 years after cutoff.<br>(N1-49-96-3, 18/30c(1)) |
| **30c(2)** | Law Enforcement Activity Consolidated Reports. Headquarters law enforcement office copies. Location: WO. | TEMPORARY. Cutoff EOFY.<br>Use BLM 18/30c(2).<br>Destroy 5 years after cutoff.<br>(N1-49-96-3, 18/30c(2)) |
| **30d** | LAWNET Data Base. Electronic file that contains information concerning incidents of crime occurring on the public lands, including date, time, and location of the incident; the name, address, telephone number and description of any associated victims, witnesses, complaints, offenders, and arrestee; type of incident; quantity, description, and ownership of any affected property; description of any vehicles involved, action taken, disposition; and the BLM officers involved in the incident. LAWNET will replace the Field Office activity feeder reports (item 30c(1)) and uniform crime reports. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/20); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30d(1)** | LAWNET Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item 30d(2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC. | TEMPORARY. Cutoff EOFY in which the LAWNET data base is certified as an official agency records system.<br>Use BLM 18/30d(1).<br>Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-96-3, 18/30d(1)) |
| **30d(2)** | LAWNET System Documentation. Record copies. | See sub-items below. |
| **30d(2)(a)** | Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, - and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC. | TEMPORARY.<br>Use BLM 18/30d(2)(a).<br>Destroy or delete upon authorized destruction of the master file (item 30d(4)).<br>(N1-49-96-3, 18/30d(2)(a)) |
| **30d(2)(b)** | Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item 30d(1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC. | TEMPORARY. Cutoff EOFY in which documentation is created.<br>Use BLM 18/30d(2)(b).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-96-3, 18/30d(2)(b)) |
| **30d(3)** | LAWNET Software. Application software necessary to use or maintain the master LAWNET System. The master copies of the software are maintained by the LAWNET system administrator at NIFC; user copies of software distributed to all BLM law enforcement officers. Location: NIFC and Field Offices with law enforcement officers: SO, FOs. | TEMPORARY.<br>Use BLM 18/30d(3).<br>Delete when superseded by newer version or upon authorized destruction of the master file (item 30d(4)).<br>(N1-49-96-3, 18/30d(3)) |
| **30d(4)** | LAWNET Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system. Location: NIFC. | TEMPORARY.<br>Use BLM 18/30d(4).<br>Delete when LAWNET is replaced by and data transitioned into a new system and the new system is certified as an official agency records system.<br>(N1-49-96-3, 18/30d(4)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30d(5)** | LAWNET Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NIFC. | TEMPORARY.<br>Cutoff when the identical records have been deleted, or replaced by a subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 051<br>DAA-GRS-2013-0006-0008<br>Destroy when cutoff,<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8b*<br>*Delete when cutoff.*<br>*(N1-GRS-95-2 item 8b)* |
| **30d(6)** | LAWNET Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include field notes, patrol logs, emergency event reports, and narratives imported from word processing documents. Forms: 9240-1, 1a. Location: Offices with law enforcement officers: SO, FOs. | TEMPORARY.<br>Use GRS 4.3, item 010<br>DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item 30d(4)), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30d(7)** | LAWNET Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper. Excludes outputs that may become a part of official law enforcement files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items 30a, 30b, and 30c above). Location: Headquarters law enforcement, NIFC, and offices with law enforcement officers: SO, FOs. | TEMPORARY.<br>Cutoff when superseded or obsolete.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/30d(7)*<br>*Destroy or delete when no longer needed for current business.*<br>*(N1-49-96-3, 18/30d(7))* |
| **31** | **TRESPASS INVESTIGATIVE FILES [9230].**<br>Case files documenting the unlawful and/or unwarranted entrance, use, destruction, and possession of the BLM facilities, lands, or resources. Contains the initial report of unauthorized use, trespass investigation report, notice of trespass, location maps and other land status and location data, damage assessment, notice to remove structures, certificate of livestock count, notice of impoundment, trespass bond, record of interviews and phone conversations, field notes, sketch maps, measurements, scale tickets, bills/invoices, reimbursable project log, and related photos, correspondence, and other documents. Authority: 43 CFR 9230. Forms: BLM 1323-1; 4150-1, 2; 9230-1, 8-10, 14, 24; 9239-1.Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-19. Essential (Vital): Legal and financial rights records. Exclusions: Record copies of financial documents related to collection of compensation (Schedule 6/1a); trespass registers (Schedule 23/8). Location: FOs. | TEMPORARY. Cutoff EOFY in which case is settled or abandoned.<br>Use BLM 18/31.<br>Transfer to FRC 1 year after cutoff. FRC destroys 51 years after cutoff.<br>(NC1-49-76-3, B/19) |
| **32** | **FIRE MANAGEMENT FILES [9210].**<br>Authority: 43 CFR 9210. Confidentiality: Non-public record category 2; passenger manifests are Privacy Act System Interior/BLM-8. Exclusions: Fire experience and qualifications files (Schedule 1/43); fire plans (Schedule 4/20); aircraft accident and use files (Schedule 10/8-9); and control burn and fire rehabilitation project files (Schedule 17/13). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **32a** | Individual Fire Report. Reports on individual wildland fires with information on location, extent, causes, dates, and times, suppression strategy, resources used, costs, fire effects, and other information needed to plan and manage fire and to access its effects on natural resources. Forms: FS 5100-29 and DI-1202 | PERMANENT. Cutoff EOCY in which the report is submitted. Use BLM 18/32a.<br>Hold in host unit for 20 years. Transfer to NARA when 20 years old. Depending on local practice, and at the option of the host unit, Individual Fire Reports may be maintained and transferred with the Fire Package Incident History File (item 32b below).<br>(N1-095-05-2/1,<br>Supersedes N1-49-96-3, 18/32a and N1-095-02-1).<br><br>ERA disposition authority:<br>DAL-0049-2014-0001-0001.<br>(Previous ERA disposition authority:<br>DAL-0049-2011-0004-0001) |
| **32b** | Fire Package – Incident History File. Records documenting significant events, actions taken, lessons learned, and other information with long-term value for managing natural resources on Federal lands, such as fire narrative reports, final incident situation summary reports, entrapment reports, transition plans, Final Statement of Costs, Wildland Fire Situation Analyses (WFSA), delegations of authority tied to WFSAs, Fire Behavior Analyst Reports, raw weather data not captured elsewhere, news releases, photos and infrareds necessary to document resource impact and lessons learned, fire progression maps and final fire perimeter maps.<br><br>This series may also include records relating to joint operations and/or mutual aid, copies of Incident reports and analyses prepared by agencies other than the Incident Management Team or host unit, records documenting significant interactions with communities affected by the Incident; and selected reports or notes pertaining to high-level management and security issues that have not been incorporated into the fire narrative.<br><br>For incidents involving use of wildland fire for resource management purposes, also includes Wildland Fire Implementation Plans (Stages I, II and III), or equivalents, with the records listed above. | PERMANENT: Cutoff EOCY in which the Incident is closed. Use BLM 18/32b.<br>Maintain the host unit for three years after cutoff or until no longer needed. Transfer to the FRC 3 years after cutoff. Transfer to NARA when 20 years old.<br>(N1-095-05-2/2)<br>Supersedes N1-095-02-1.<br><br>ERA disposition authority:<br>DAL-0049-2014-0001-0002.<br><br>Note: Records subject to litigation or other business need may be retained past the retention period until file is closed and cutoff. |

| Item | Record Series Description | Disposition Authority |
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| **32c** | Fire Package – Incident Administrative Records. Records documenting the administrative and operational actions taken in the management of the incident, such as internal briefings, interim status summary reports (except final), inspection checklists, unit logs, worksheets, inventories, T-cards, resource orders, demobilization plans and checkout, cost estimates, agreements, fire behavior messages and forecasts, raw weather data captured elsewhere safety reports and accident logs, firing plans, individual unit narratives, photos without long- term value, and similar records pertaining to logistics, resources, air operations, safety, and demobilization which document decisions and activities with near-term importance, claims, payments, and litigation support. | TEMPORARY. Cutoff EOCY in which the Incident is closed.<br>Use BLM 18/32c.<br>Maintain on the host unit for three years after cutoff or until no longer needed. Transfer to the FRC 3 years after cutoff. FRC destroys seven years after cutoff.<br>(N1-095-05-2/3) |
| **32d** | Manifests. Arranged by incident number. Forms: SF-245; ICS 259-1 through 16, ICS 260-1 and 2. Location: NIFC, AFO's. | TEMPORARY. Cutoff EOCY.<br>Use BLM 18/32d.<br>Transfer to FRC 3 years after cutoff. Destroy 7 years after cutoff.<br>(N1-49-96-3, 18/32d) |
| **32e** | Fire Board of Review Reports and Supporting Documentation. Files which document investigations by the BLM or another agency of how a fire was managed. If the review is of a BLM fire, a copy of the report shall be filed with the official BLM fire report (item 32a). Location: NIFC, AFOs. | TEMPORARY. Cutoff EOCY. If litigation involved, cutoff EOCY in which the final decision is reached and all appeal rights are exhausted.<br>Use BLM 18/32e.<br>Transfer to FRC 3 years after cutoff. Destroy 7 years after cutoff.<br>(N1-49-96-3, 18/32e) |
| **32f** | **Initial Attack Management System (IAMS).**<br>A BLM-wide electronic fire management decision support system that provides the fire manager critical decision support information upon which to base initial attack decisions. IAMS provides real time remotely-sensed weather data coupled with lightning detection and a fire management-specific geographic information system. The system includes the NIFC and Alaska Fire Service initial attack management systems into a single system. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/20); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. | See sub-items below. |
| **32f(1)** | IAMS Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item 32f(2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC. | TEMPORARY. Cutoff EOFY in which the IAMS is certified as an official records system.<br>Use BLM 18/32f(1).<br>Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-96-3, 18/32f(1)) |

| Item | Record Series Description | Disposition Authority |
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| **32f(2)** | IAMS System Documentation. Record copies. | See sub-items below. |
| **32f(2)(a)** | Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC | TEMPORARY.<br>Use BLM 18/32f(2)(a).<br>Destroy or delete upon authorized destruction of the master file (item 32f(4)).<br>(N1-49-96-3, 18/32f(2)(a)) |
| **32f(2)(b)** | Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item 32f(1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC | TEMPORARY. Cutoff EOFY in which documentation is created.<br>Use BLM 18/32f(2)(b).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-96-3, 18/32f(2)(b)) |
| **32f(3)** | IAMS Software. Application software necessary to use or maintain the master IAMS System. The master copies of the software are maintained by NIFC; user copies of software distributed to SO and FO. Location: NIFC, SO, FO. | TEMPORARY.<br>Use BLM 18/32f(3).<br>Delete when superseded by newer version or upon authorized destruction of the master file 32f(4).<br>(N1-49-96-3, 18/32f(3)) |
| **32f(4)** | IAMS Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system. Location: NIFC | TEMPORARY.<br>Use BLM 18/32f(4).<br>Delete when IAMS is replaced by and data transitioned into a new system and the new system is certified as an official agency records system.<br>(N1-49-96-3, 18/32f(4)) |

| Item | Record Series Description | Disposition Authority |
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| **32f(5)** | IAMS Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NIFC | TEMPORARY.<br>Cutoff when the identical records have been deleted, or replaced by a subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 051, DAA-GRS-2013-0006-0008<br>Destroy when cutoff,<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8b*<br>*Delete after cutoff.*<br>*(N1-GRS-95-2 item 8b)* |
| **32f(6)** | IAMS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Includes weather data. Location: NIFC, SO, FO. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to electronic medium and verified or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item 32f(4)), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |

| Item | Record Series Description | Disposition Authority |
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| **32f(7)** | IAMS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper (printouts), microform, or an electronic storage medium (diskettes, disks, tapes). Excludes outputs that may become a part of official fire management files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items 32a, 32b, 32d, 32e, 32f above). Location: May be found at all organizational levels. | TEMPORARY.<br>Cutoff when superseded or obsolete.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/32f(7)*<br>*Destroy or delete when no longer needed for current business.*<br>*(N1-49-96-3, 18/32f(7))* |
| **32g** | Fire Dispatch Audio Tapes. Tapes including fire season dispatch activities and year-round flight following (required aircraft check-in for non point-to-point flights). Exclusions: Tapes which include flight following only (10/8). Tapes which include aircraft accidents (10/9). Tapes which include fire accidents/incidents (18/32). Location: AFOs. | TEMPORARY. Cutoff EOCY.<br>Use BLM 18/32g.<br>Destroy or erase/reuse 1 year after cutoff. If needed, tapes may be saved as reference copies for training purposes.<br>(N1-49-99-3, 18/32g) |
| **32h** | Electronic Versions of Fire Management Records. Created by electronic mail and word processing applications and used solely to generate the recordkeeping copy of the records covered by the other items in this schedule item 32. Location: AFOs. | See Schedule 20, items 13 & 14<br>Previously N1-49-99-3, 18/32h, superseded by N1-095-05-2/4a & 4b. |
| **32i** | **Fire Equipment and Development Files (9216).**<br>Records include equipment development projects for fire engines and pumpers, including construction drawings, electrical schematics, parts lists, assembly diagrams and operation manuals for BLM wildland fire engines, water tenders, slip-on pumper units and other related fire equipment. Some records are produced or stored in electronic formats (including Computer-Aided Design [CAD] or Portable Document Format [PDF]). Note: Records for fire equipment reassigned to another BLM service area should be transferred with that equipment. Confidentiality: Non-public record category 2. Exclusions: contracts and acquisitions actions for equipment products (Schedule 3/3) and property inventory files (Schedule 4/5). A small volume of legacy records (paper) may be stored at BLM's state offices. Records are maintained by the Fire and Aviation Directorate, Division of Fire Operations, NIFC. | TEMPORARY. Cutoff when the equipment is taken out of service, sold, or donated.<br>Use BLM 18/32i.<br>Destroy within 4 years from cutoff.<br>(N1-049-09-1/1) |
| **32j** | **FireCode System.**<br>FireCode is a web-accessible application that tracks wildland fires for the five wildland fire bureaus and assigns a unique 4-digit alpha-numeric character to each wildland fire, which is used in the accounting code as a project number. This unique code allows all responding agencies to use that project number within their accounting string to link obligations to a single fire. A component of NIFC External Network-General Support System (NIFCeNET/GSS). Location: NIFC. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **32j(1)** | Master File. The database contains the unique code assigned to a specific fire name, legal location, map coordinate information, jurisdictional agency, date and source of ignition, approximate size, and name of individual entering the data into the system. | PERMANENT. Cutoff every 5 years.<br>Use BLM 18/32j(1).<br>Transfer a copy of the master file to NARA immediately, along with the technical documentation, in accordance with 36 CFR 1235.44-50. Thereafter, transfer a copy every 5 years, along with the current technical documentation.<br>(N1-049-09-2/1a)<br>ERA disposition authority: Pending: to be established. |
| **32k** | **Wildland Fire Management Information System (WFMI).**<br>WFMI Master Files. Modules include Lightning, Weather, Unit Identifiers, and Fire Reporting.<br>WFMI provides wildland fire managers access to four web-based modules that share a common structure: Lightning, Weather, Unit Identifiers, and Fire Reporting. Lightning and weather data is also provided by agreement to the National Oceanic and Atmospheric Administration, National Climatic Data Center, Western Regional Climate Center (WRCC) for long term storage. A component of NIFC External Network-General Support System (NIFCeNET/GSS). | See sub-items below. |
| **32k(1)** | Lightning Module. The Lightning module provides access to lightning strike data captured by commercial sensors throughout the U.S. and used by the federal and state fire community. | TEMPORARY.<br>Use BLM 18/32k(1).<br>Delete when 90 days old.<br>(N1-049-09-17/1a) |
| **32k(2)** | Weather Module. The Weather module performs two functions. It provides access to observational weather data from remote automatic weather stations (RAWS). The module also provides metadata records of the installation and maintenance dates for each weather station or sensor. The information is available to WFMI users in tabular and graphical format. The observational weather data and the station metadata are distributed to multiple downstream clients including the WRCC. | See sub-items below. |
| **32k(2)(a)** | Data describing weather conditions generated from stations. | TEMPORARY.<br>Use BLM 18/32k(2)(a).<br>Delete when 90 days old.<br>(N1-049-09-17/1b(1)) |
| **32k(2)(b)** | Weather station metadata. Provides a record of each weather station including the installation and maintenance dates for the weather station and each sensor. | TEMPORARY. Cutoff when station is discontinued.<br>Use BLM 18/32k(2)(b).<br>Delete when no longer needed for administrative and legal purposes or agency use.<br>(N1-049-09-17/1b(2)) |

| Item | Record Series Description | Disposition Authority |
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| **32k(3)** | Unit Identifiers Module. The Unit Identifiers module consists of a listing of the identifiers (codes) that are used to uniquely identify the organizational units within the federal and state government that are involved in wildland fire management including BLM, National Park Service (NPS), Bureau of Indian Affairs (BIA), U.S. Fish and Wildlife Service (FWS) and USDA Forest Service (USFS). The codes are input by agency personnel. | TEMPORARY.<br>Use BLM 18/32k(3).<br>Delete when no longer needed for reference, administrative and legal purposes or agency use, whichever is longer.<br>(N1-049-09-17/1c) |
| **32k(4)** | Fire Reporting Module. The Fire Reporting module is a web-accessible source for the fire reports submitted by four DOI agencies; Bureau of Indian Affairs (BIA), BLM, Bureau of Reclamation (USBR), and National Park Service (NPS). The dates of accumulated data are as follows: BIA, NPS, and BLM, 1972 to present, and US Bureau of Reclamation (host unit for some wildland fires), 2005-present, BLM, NPS, and BLM fire reports are complete beginning with 1972 fires. There are some fire reports from earlier years as well. | PERMANENT. Cutoff at end of each calendar year.<br>Use BLM 18/32k(4).<br>Transfer full dataset for the lengthiest accumulated date range of report to NARA upon approval of this schedule under 36 CFR 1235.44-50, or whatever standards are in place at the time of the transfer. For subsequent transfers to NARA, transfer the latest full dataset of fire reports dating from the initial year of reporting to the year just ended<br>(N1-049-09-17/1d)<br>ERA disposition authority: Pending: to be established. |
| **32L** | **Joint Fire Science Grant Case Files. [9270]**<br>Records documenting the DOI Joint Fire Science grant program, administered by the BLM -NIFC. Typical case files include but are not limited to, incoming and outgoing correspondence and memoranda, research proposals and projects for fire- and fuels-related research. Confidentiality: Non-public Record Category 2; Privacy Act Systems Interior/BLM-31, BLM-35. Exclusions: grant-funded final reports, contracts and acquisition actions for equipment products (Schedule 3/3) and property inventory files (Schedule 4/5). Authority: Department of the Interior and Related Agencies Appropriations Act 1998. Location: NIFC. | See sub-items below. |
| **32L(1)** | Funded Proposals. These records reflect a complete history of each funded proposal from the date a proposal is funded until the research is complete and a final report is received by the program office. Funded proposal files consist of the proposal describing the research being conducted, peer review comments, correspondence relevant to the proposal, and the final report. Some of the documentation is derived from the Joint Fire Science Program grant-tracking database (item 32L(3) below). A typical research proposal project lasts 3 to 5 years. Grants are funded from between $25,000 up to $500,000. This program is funded by DOI and USDA Forest Service. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **32L(1)(a)** | Final reports provided by the grantee, for significant funded projects as selected by JFSP managers using one or more of the following criteria:<br>• Observational data of ongoing value,<br>• Information that pertains to the development or modification of special equipment or modeling processes that have ongoing value,<br>• Information that documents criteria, methods, and materials used for electronic tools, instrumentation, and computer applications where this information may inform and guide future science projects,<br>• Information gathered or produced, that is unique or irreplaceable;<br>• Research that results in significantly altered basic assumptions or approaches taken by the wildland fire and restoration community,<br>• Information that support decisions and actions that have a substantial impact on important public policy or private sector decisions;<br>• Research that is the subject of widespread national or international media attention and/or that results in significant social, political, or scientific controversy, or is the subject of extensive Congressional, DOI, or other government agency scrutiny or investigation. | PERMANENT. Cutoff EOFY in which the project closes.<br>Use BLM 18/32L(1)(a).<br>• Hardcopy Records. Transfer paper reports to the FRC one year after cutoff or when no longer needed locally, whichever is later. Offer to NARA 25 years after cutoff.<br>• Electronic Records. Transfer electronic files (along with a public-use copy) to NARA immediately for records on hand and at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.<br>(N1-049-10-1/1a)<br>ERA disposition authority: Pending: to be established.<br>(Exception to GRS 1.2, item 030, DAA-GRS-2013-0008-0003) |
| **32L(1)(b)** | All other final reports. | TEMPORARY. Cutoff EOFY in which the project closes.<br>Use BLM 18/32L(1)(b).<br>Destroy 6 years after cutoff.<br>(N1-049-10-1/1b)<br>(Exception to GRS 1.2, item 030, DAA-GRS-2013-0008-0003) |
| **32L(2)** | Funded Grant Case Files. Files documenting the history of each funded proposal from the date a proposal is made until the research is completed and a final report/product is received by the program office. Funded proposal files consist of the proposal describing the research being conducted, peer review comments, and correspondence relevant to the proposal. Files do not include Final Reports/Products. Some of the documentation is derived from the Joint Fire Science Program Grant Tracking Database (item 32L(4) below). A typical research proposal lasts from 3 to 5 years. Grants are funded from between $25,000 to $500,000. The program is funded by the Department of the Interior and the U.S. Department of Agriculture, U.S. Forest Service. | TEMPORARY. Cutoff EOFY in which the project closes.<br>Use BLM 18/32L(2).<br>Destroy 6 years after cutoff.<br>(N1-049-10-1/2)<br>(Exception to GRS 1.2, item 020, DAA-GRS-2013-0008-0001) |

| Item | Record Series Description | Disposition Authority |
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| **32L(3)** | Unfunded grant proposals. These records are proposals that are received under the request for announcement that are not selected for funding. Unfunded proposal files consist of the proposal describing the research proposed and a peer review with comments. | TEMPORARY. Cutoff EOFY in which request for announcement has closed.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>(N1-049-10-1/3)<br>(Previously GRS 3/13) |
| **32L(4)** | Joint Fire Science Program grant-tracking database master data file. The data in the tracking database date from 1998 to the present and include the initial proposal explaining the research project (received via an on-line application hosted on the BLM JFSP website) with applicant contact information. The database is used by the grant program office to track and query project information and allows the JFSP Governing Board access to all JFSP project information. Data includes external peer review of proposals, correspondence applicable to the proposals, funding decisions; and annual progress reports. One record is created for each project. | TEMPORARY.<br>Use BLM 18/32L(4).<br>Destroy/delete data when no longer needed for agency business.<br>(N1-049-10-1/4) |
| **33** | **HAZARDOUS MATERIALS PROGRAM FILES [1703].** Documenting BLM activities conducted in compliance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (RCRA). Authority: 42 USC 9601; 42 USCA 6921. Confidentiality: Information repository file and administrative record are public record category 1B; remaining files are Non-public record category 2; Privacy Act System Interior/BLM-18. Essential (Vital): Legal and financial rights records. Exclusions: Procurement's copy of related contracts (Schedule 3/3); leases involving hazardous materials (Schedule 4/21c); hazardous materials land inventories (Schedule 4/18); resource improvement project files involving the use of hazardous materials (Schedule 17/21); hazardous materials general correspondence (Schedule 23/1a); reference material and working files which may be destroyed when no longer needed. | See sub-items below. |
| **33a** | Initial Reports of Incident and Related Logs. | See sub-items below. |
| **33a(1)** | Record Copies. Location: Office responsible for investigating the report - usually FO. | See sub-items below. |
| **33a(1)(a)** | Unverified Reports. Reports which are determined to require no further action by the BLM. Reports are filed by assigned report number in a single folder for each FY. | PERMANENT. Cutoff EOFY.<br>Use BLM 18/33a(1)(a).<br>Transfer to FRC 5 years after cutoff. FRC offers to NARA 25 years after cutoff.<br>(N1-49-96-3, 18/33a(1)(a))<br>ERA disposition authority:<br>Pending: to be established. |

| Item | Record Series Description | Disposition Authority |
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| **33a(1)(b)** | Verified Reports. Reports requiring further action by the BLM. | Place in the site file (item 33b). (N1-49-96-3, 18/33a(1)(b)) |
| **33a(1)(c)** | Logs. Log used to issue and control incident report numbers. | TEMPORARY. Transfer a copy with the related unverified reports (item 33a(1)(a)) or the site files (items 33b(1) and 33d). Retain a copy for reference until no longer needed. (N1-49-96-3, 18/33a(1)(c)) |
| **33a(2)** | Other. Reports received via the hotline at NIFC or by other offices, copies of which are then forwarded to the responsible office. Location: NIFC, AFO. | TEMPORARY. Cutoff EOFY. Use BLM 18/33a(2). Destroy 5 years after cutoff. (N1-49-96-3, 18/33a(2)) |
| **33b** | Hazardous Materials Site Files (non-NPL sites). Case files, arranged by site number, containing all documentation related to specific sites. Consists of the verified initial report of incident, preliminary assessment, site investigation report, site maps and photos, ranking forms, record of interviews and telephone conversations, cost recovery documentation, reimbursable project log, EPA manifest document, contractor reports, other relevant contract information, and related correspondence or other materials documenting the history of the site from the initial report to completion of the removal and remedial actions and EPA approval. Forms: BLM 1323-1. Note: Privileged information concerning the site is filed in a separate folder behind the public site file and restricted from public access. | See sub-items below. |
| **33b(1)** | Record-Copy Non-NPL Site Files (also called Administrative Record). Location: Office responsible for site cleanup - usually FO. | PERMANENT. Cutoff EOFY in which removal and remedial actions have been completed and no longer needed by the BLM. Use BLM 18/33b(1). Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff. (N1-49-96-3, 18/33b(1)) ERA disposition authority: DAL-0049-2011-0004-0002. |
| **33b(2)** | Duplicate Site Files. Duplicate documentation maintained only for reference. Consists of copies maintained by other offices that may have some involvement in management of the site, such as the central repository for site evaluation reports maintained by the Centers. Location: Centers, SO, FO. | TEMPORARY. Use BLM 18/33b(2). Destroy when no longer needed for reference. (N1-49-96-3, 18/33b(2)) |

| Item | Record Series Description | Disposition Authority |
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| **33c** | Information Repository Files. Public reference files required by EPA for all National Priority List (NPL) sites where cleanup activities are expected to last for more than 45 days. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as general program information, copies of CERCLA and RCRA, contingency plan, Hazard Ranking System information, cooperative agreement, press releases, maps, fact sheets, and other information about the enforcement program. Location: FO. | TEMPORARY. Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA.<br>Use BLM 18/33c.<br>Destroy 3 years after cutoff.<br>(N1-49-96-3, 18/33c) |
| **33d** | Record-Copy NPL Site Files. (Also called Administrative Record) Public reference files required by EPA for all NPL sites. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as community relations plan, administrative order, engineering evaluation/cost analysis, action memo, remedial investigation/feasibility study and work plan, health and risk assessment reports, site sampling data and results, remedial action plan, public comments and responses, record of decision, and other documents considered or relied on in the selection of a response action at a NPL site. Location: FO. | PERMANENT. Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA and are no longer needed by the BLM.<br>Use BLM 18/33d.<br>Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff.<br>(N1-49-96-3, 18/33d)<br>ERA disposition authority: DAL-0049-2011-0004-0003. |
| **34** | **INFORMATION TECHNOLOGY (IT) SECURITY DATA (375 DM 19).**<br>The BLM IT Security Program assures that adequate security is provided for all Bureau-wide information collected, processed, transmitted, stored, or disseminated in general support systems, sensitive systems and major application systems. Authority: The Computer Security Act of 1987; the Federal Records Act of 1950 as amended; the Privacy Act of 1974; the Freedom of Information Act, as amended; the Paperwork Reduction Act; the Computer Fraud and Abuse Act of 1986; the Information Technology Management Reform Act of 1996; OMB A-130, Management of Federal Information Resources; DM 375.19, Information Technology Security; Departmental AIS Security Handbook; and BLM Automated Information Systems Security Handbook 1264-1. Forms: ASC-3, ASC-14, NI 1260-4, BLM 1264-3, 1264-4, 1264-5, 1264-6, 1264-7. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-58. Exclusions: Emergency Planning Case Files (Schedule 18/27). Location: All | See sub-items below. |
| **34a** | Statements of Responsibility (Signed original - filed on left side of OPF). Form: 1264-3 | TEMPORARY.<br>See GRS 1/10a |

| Item | Record Series Description | Disposition Authority |
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| **34b** | Statements of Responsibility Reference Copies. Location: Local IT Security Officer | TEMPORARY. Cutoff after separation or transfer of employee.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34b*<br>*Destroy 1 year after cutoff.*<br>*(N1-49-99-2, 18/34b)* |
| **34c** | Computer Security Incident Report. Used to document and report all IT security incidents (an incident is any event in which an IT system is attacked, intruded into, or threatened with an attack or intrusion). Incidents involving physical and personnel complaints and violations are reported to the local IT Security Officer, incidents involving IT resources that result in the loss of technology, fraud, compromise or disclosure of sensitive material are reported to the Bureau IT Security Manager. Based on the severity of the incident, the Bureau IT Security Program Manager will provide a copy of the report to the Departmental IT Security Manger. Form: DI-1974 | TEMPORARY. Cutoff EOFY in which incident occurs.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34c*<br>*Destroy 5 years after cutoff.*<br>*(N1-49-99-2, 18/34c)* |
| **34d** | Access to IT systems. Documentation of requests for access, changes to access, deletions of users and revocations. Forms: ASC-3, ASC-14, BLM 1264-4, 1264-5, and 1264-6. | TEMPORARY. Cutoff after separation or transfer of employee.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34d*<br>*Destroy 1 year after cutoff.*<br>*(N1-49-99-2, 18/34d)* |
| **34e** | Firewall Access Requests. Forms and supporting documentation for access through BLM's firewalls to the BLM's internal networks and systems. Form: 1264-7. | TEMPORARY. Cutoff EOFY upon termination of access.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34e*<br>*Destroy 1 year after cutoff.*<br>*(N1-49-99-2, 18/34e)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **34f** | Computer Room Sign-in Sheet. Documentation showing authorized entry to a computer installation by individuals who are not directly involved in managing or operating the computer installation. | TEMPORARY. Cutoff after last entry on sign-in sheet.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34f*<br>*Destroy 6 months after cutoff.*<br>*(N1-49-99-2, 18/34f)* |
| **34g** | IT Security Plans. Plans providing an overview of the security and privacy requirements of a General Support System (GSS), sensitive system or major application. The plans are designed to reduce the risk and magnitude of harm that could result from the loss, misuse or unauthorized access to or modification of information to the system. | TEMPORARY. Cutoff when superseded by newer version or upon termination of system.<br>Use DRS 1.4A.2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34g*<br>*Destroy when replaced by an updated plan.*<br>*(N1-49-99-2, 18/34g)* |
| **34h** | IT Contingency Plans. Site-specific plans for the GSS, sensitive systems, or major applications which document actions following a major disaster to ensure that all the IT resources needed for mission and business critical functions will be available. | TEMPORARY. Cutoff when superseded by newer version or upon termination of system.<br>Use DRS 1.4A.2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34h*<br>*Destroy when replaced by an updated plan.*<br>*(N1-49-99-2, 18/34h)* |
| **34i** | Risk Assessments. Evaluation of the IT assets and vulnerabilities of a GSS, sensitive system or major application system; identification of potential threats to the system; and proposed safeguards for the systems. | TEMPORARY. Cutoff when superseded by newer version or upon termination of system.<br>Use DRS 1.4A.2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34i*<br>*Destroy when replaced by an updated plan.*<br>*(N1-49-99-2, 18/34i)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **34j** | Electronic Versions of IT Security Records Created by Electronic Mail and Word processing Applications. | TEMPORARY. Cutoff when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/34j*<br>*Delete when cutoff.*<br>*(N1-49-99-2, 18/34j)* |
| **35** | **COMPUTER CENTURY CONVERSION (Y2K) ACTIVITIES [1117].**<br>Exclusions: Y2K documentation for a specific computer system (file and dispose of with specific system documentation); record copy of directives issued (Schedule 16/1a); record copy of Disaster Recovery Plan, Continuity of Operations Plan, Contingency Plan (Schedule 18/27); record copy of Memorandum of Understanding (Schedule 16/16); record copy of Interagency Agreement (Schedule 6/1a); Program Policy, Direction and Decision Records (Schedule 16/20). Confidentiality: Non-public record category 2. | See sub-items below. |
| **35a** | Y2K Policy and Planning Records. Records created or approved by the agency head or by the heads of program offices that document efforts taken to identify potential problems, assess risks, and implement strategies for agency Y2K compliance and contingency. Records may include reports outlining overall strategies, project plans, risk assessments, priority listings, disaster recovery plan/continuity of operations plan covering this time period, system identification criteria, minutes of meetings and discussions, checklists, and summary progress reports. | See sub-items below. |
| **35a(1)** | Recordkeeping copy maintained by office managing overall agency Y2K compliance effort. | TEMPORARY. Cutoff files at project completion.<br>Use BLM 18/35a(1).<br>Destroy 10 years after cutoff.<br>(N1-49-00-4, 18/35a(1)) |
| **35a(2)** | All other copies. | TEMPORARY. Cutoff at project completion.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/35a(2)*<br>*Destroy 3 years after cutoff.*<br>*(N1-49-00-4, 18/35a(2))* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **35b** | Y2K Administrative Records. Records associated with all administrative aspects of Y2K projects, including budgeting, resource allocation, logistics, unit level project management, feeder status and progress reports, status tracking documentation, system inventories, training and briefings and related materials. | TEMPORARY. Cutoff at completion of project.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/35b*<br>*Destroy 3 years after cutoff.*<br>*(N1-49-00-4, 18/35b)* |
| **35c** | Implementation Records. Records that document analyzing, modifying, testing, compliance, and verifying systems for Y2K compliance. Includes certificates of verification and approvals. | See sub-items below. |
| **35c(1)** | Summary records of the analysis of actions taken for specific systems. These records may include configuration and design analyses, application of selection criteria, changes made to system, revisions or additions to systems documentation, and final reports or audits of system status. Typically document justifications to repair, retire, or replace system in relation to Y2K concerns. | TEMPORARY. Cutoff files at project completion.<br>Use BLM 18/35c(1).<br>Destroy 10 years after cutoff.<br>(N1-49-00-4, 18/35c(1)) |
| **35c(2)** | Detailed records of the revision, testing, and validation of a specific system or group of systems. May include listings of potential problems, test plans, test data, test procedures and results, final validation results, and quality assurance reviews. | TEMPORARY. Cutoff at project completion.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/35c(2)*<br>*Destroy 3 years after cutoff.*<br>*(N1-49-00-4, 18/35c(2))* |
| **35d** | Electronic Versions of Y2K Records Created by Electronic Mail and Word processing Applications. | TEMPORARY. Cutoff when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 18/35d*<br>*Delete when cutoff.*<br>*(N1-49-00-4, 18/35d)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36** | **PROTECTION & RESPONSE INFORMATION SYSTEM (PRIS).**<br>PRIS consists of the following databases: Abandoned Mine and Site Cleanup Module (AMSCM) and CASHE and Safety Management Module (CSMM). Each of these modules has a separate reporting database to allow for better security and faster reporting access. Standard commercial off-the-shelf software is used for accessing, updating, querying, and reporting functions. The applications are only accessible from the Intranet for BLM users. Authority: 40 CFR Parts 260 to 265; 43 CFR 3400; 43 CFR 3500; 43 CFR 3800, 43 CFR 3809, 42 USC 9601; 43 USCA 6921; 40 USC 483. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is Non-public record category 2. Privacy Act System Interior/BLM-3; Privacy Act System Interior/BLM-18. Essential (Vital): Legal and Financial Rights Records. | See sub-items below. |
| **36a** | PRIS Bureau-Level System Documentation | See sub-items below. |
| **36a(1)** | Bureau-Level Documentation Necessary for Servicing and Interpreting the System. Technical description of the electronic records being described, consisting of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting system. Location: National Applications Division of IRM Support Services National Operations Center. | PERMANENT. Cutoff EOFY. Use GRS 3.1, item 050, DAA-GRS-2013-0005-0002. Transfer to NARA along with the System documentation and permanent electronic records for the Abandoned Mine and Site Cleanup Module (item 36b(2)(a) and 36b(4)).<br>(N1-049-08-2/1a)<br>(Previously GRS 20/11a(2))<br>ERA disposition authority: Pending: to be established. |
| **36a(2)** | All other Bureau-Level Documentation Necessary for Servicing and Interpreting the System. Technical description of the electronic records being described, consisting of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting system. Location: National Applications Division of IRM Support Services National Operations Center. | TEMPORARY. Cutoff when superseded by a newer version or upon termination of the system. Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>(N1-049-08-2/1b)<br>(Previously GRS 20/11a(1)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36a(3)** | Annual Data Verification and Quality Control Documentation. Sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. This information will be provided annually within the Operational Analysis (OA) document. Excludes quality assurance plans which are part of the project history files (item 36a(1)). In the event of litigation, these records may be required as evidence that the system is trustworthy, accurate, and reliable. Location: National Applications, Division of IRM Support Services National Operations Center. | TEMPORARY. Cutoff EOFY in which documentation is created. Use BLM 18/36a(3).<br>Hold for 2 years, then transfer to FRC. FRC Destroy 25 years after cutoff.<br>(N1-049-08-2/1c) |
| **36b** | **ABANDONED MINE AND SITE CLEANUP MODULE (AMSCM).**<br>AMSCM is the Bureau-wide inventory and tracking system for abandoned mines, hazardous waste sites and the Bureau's Environmental and Disposal Liability (EDL) sites. It provides decision-makers, managers, and staff with information about the Bureau's program to clean-up abandoned mine sites and contaminated sites on land it manages and helps them evaluate the effectiveness of the overall cleanup effort. It also contains the Bureau's Environmental Liability Sites which include abandoned mines, hazmat sites, abandoned and orphaned wells, and firing ranges. It incorporates the information needs of national, state and field personnel to track activities and status of individual sites. The data in AMSCM includes sites located on BLM managed public lands by site name, location, and information about the status of the cleanup. Authority: 43 CFR 3400, 43 CFR 3500, 43 CFR 3800, 43 CFR 3809, 42 USC 9601, 42 USCA 6921. Confidentiality: Information repository file and administrative record are public record category 1B; remaining files are Non-public record category 2. Privacy Act System Interior/BLM-18. Essential (Vital): Legal and financial rights records. | See sub-items below. |
| **36b(1)** | Project History. Record copies of files that document the conception, planning, and development and/or improvement of the AMSCM Project. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, in-reach and outreach plans, training plans, and other project history information of temporary value. Files are subdivided by subject as volume warrants. Location: National Applications, Division of IRM Support Services, National Operations Center. Exclusion: system documentation (item 36b(2)(a)). | TEMPORARY. Cutoff EOFY in which documentation is created. Use BLM 18/36b(1).<br>Hold for 2 years, then transfer to FRC. FRC destroys 25 years after cutoff.<br>(N1-049-08-2/2a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36b(2)** | Documentation. Record copies. | See sub-items below. |
| **36b(2)(a)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting system. Location: National Applications Division of IRM Support Services National Operations Center. | PERMANENT. Cutoff EOFY. Use GRS 3.1, item 050, DAA-GRS-2013-0005-0002. Transfer to the NARA with the Master Data/History files (item 36b(4) below). (N1-049-08-2/2b(1)) (Previously GRS 20/11a(2)) ERA disposition authority: Pending: to be established. |
| **36b(2)(b)** | Annual Data Verification and Quality Control Documentation. Sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. This information will be provided annually within the Operational Analysis (OA) document. Excludes quality assurance plans which are part of the project history files (item 36b(1)). In the event of litigation, these records may be required as evidence that the system is trustworthy, accurate, and reliable. Location: National Applications, Division of IRM Support Services National Operations Center. | TEMPORARY. Cutoff EOFY in which documentation is created. Use BLM 18/36b(2)(b). Hold for 2 years, then transfer to FRC. FRC destroys 25 years after cutoff. (N1-049-08-2/2b(2)) |
| **36b(3)** | Software. Software Application is web-based and maintained at the national level. Location: National Applications, Division of IRM Support Services National Operations Center. | TEMPORARY. Delete when superseded or obsolete. (Nonrecord). (See N1-049-08-2/2c) |
| **36b(4)** | Master Data/History Files. System is centralized and is not a distributed system. The master file is created by copying all data in the system to a removable medium. Location: National Applications, Division of IRM Support Services, National Operations Center. | PERMANENT. Cutoff EOFY. Use BLM 18/36b(4). Transfer complete data history file to NARA on an annual basis in accordance with 36 CFR 1228.270 or whatever standards are in effect at the time of the transfer. (Transfer made in concurrence with system documentation) (N1-049-08-2/2d) ERA disposition authority: Pending: to be established. |
| **36b(5)** | Backup Tapes. Content and logical layouts are identical to the master file and retained in case the master is damaged or inadvertently erased. Location: NOC. | TEMPORARY. Cutoff when the identical records have been captured in a subsequent backup file or transferred to NARA. Use DRS 1.4A.1, DAA-0048-2013-0001-0013. Destroy no later than 3 years after cutoff. (N1-049-08-2/2e) (Previously GRS 20/8a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36b(6)** | Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Excludes inputs that may become a part of a records series; the disposition of such inputs will be governed by the disposition authority for the series they are filed in. Location: SOs and FOs, | TEMPORARY.<br>Use GRS 4.3, item 010 DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>(N1-049-08-2/2f)<br>(Previously GRS 20/2a(4)) |
| **36b(7)** | Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of a record series; the disposition of such outputs will be governed by the disposition authority for the series they are filed in. Location: SOs and FOs. | TEMPORARY.<br>Cutoff when superseded or obsolete.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/19*<br>*Destroy when no longer needed for current business.*<br>*(N1-49-96-6, 20/19)*<br>*(N1-049-08-2/2g)* |
| **36c** | **CASHE & SAFETY MANAGEMENT MODULE (CSMM).** The Cashe & Safety Management Module (CSMM) contains findings reported on from inspections of BLM facilities and equipment. CSMM's initial data was converted from Microsoft Word documents with inconsistent formats. A complete record in CSMM consists of an inspection report of BLM facilities. Findings requiring corrective action are tracked and updated as completed. The cost of correcting these findings is also entered into CSMM. Major projects may require budgeting and work order processing. Authority: 40 USC 483. Confidentiality: Non-public record category 2. | See sub-items below. |
| **36c(1)** | Project History. Record copies of files that document the conception, planning, and development and/or improvement of the CSMM Project. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, in-reach and outreach plans, training plans, and other project history information of temporary value. Files are subdivided by subject as volume warrants. Location: National Applications, Division of IRM Support Services, National Operations Center. Exclusion: system documentation (item 36c(2)(a)). | TEMPORARY.<br>Use BLM 18/36c(1).<br>Destroy 3 years after system is decommissioned.<br>(N1-049-08-2/3a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36c(2)** | Documentation. Record copies. | See sub-items below. |
| **36c(2)(a)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: National Applications Division of IRM Support Services National Operations Center. | TEMPORARY. Cutoff when superseded by a newer version or upon termination of the system.<br>Use DRS 1.4A.2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>(N1-049-08-2/3b(1))<br>(Previously GRS 20/11a(1)) |
| **36c(2)(b)** | Annual Data Verification and Quality Control Documentation. Sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. This information will be provided annually within the Operational Analysis (OA) document. Excludes quality assurance plans which are part of the project history files (item 36c(1)). In the event of litigation, these records may be required as evidence that the system is trustworthy, accurate, and reliable. Location: National Applications, Division of IRM Support Services National Operations Center. | TEMPORARY.<br>Use BLM 18/36c(2)(b).<br>Destroy when no longer needed for audit or legal purposes, such as pending litigation.<br>(N1-049-08-2/3b(2)) |
| **36c(3)** | Software. Software Application is web-based and maintained at the national level. Location: National Applications, Division of IRM Support Services National Operations Center. | TEMPORARY.<br>Delete when superseded or obsolete. (Nonrecord).<br>(See N1-049-08-2/3c) |
| **36c(4)** | Master Data/History Files. System is centralized and is not a distributed system. The master file is created by copying all data in the system to a removable medium. Location: National Applications, Division of IRM Support Services, National Operations Center. | TEMPORARY. Cutoff EOFY in which final corrective action is completed.<br>Use BLM 18/36c(4).<br>Destroy when 25 years old.<br>(N1-049-08-2/3d) |
| **36c(5)** | Backup Tapes. Content and logical layouts are identical to the master file and retained in case the master is damaged or inadvertently erased. Location: NOC. | TEMPORARY. Cutoff when the identical records have been deleted, or replaced by a subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>(N1-049-08-2/3e)<br>(Previously GRS 20/8b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **36c(6)** | Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Excludes inputs that may become a part of a records series; the disposition of such inputs will be governed by the disposition authority for the series they are filed in. Location: SOs and FOs. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>(N1-049-08-2/3f)<br>(Previously GRS 20/2a(4)) |
| **36c(7)** | Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of a record series; the disposition of such outputs will be governed by the disposition authority for the series they are filed in. Location: SOs and FOs. | TEMPORARY.<br>Cutoff when superseded or obsolete.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/19*<br>*Destroy when no longer needed for current business.*<br>*(N1-49-96-6, 20/19)*<br>*(N1-049-08-2/3g)* |

## Introduction

This schedule provides disposal authorization for certain electronic records and for specified paper, microform, or other hard copy records that are integrally related to the electronic records.

This schedule applies to electronic records created or received by Federal agencies including those managed for agencies by contractors. It covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer. Disposition authority is provided for certain master files, including some tables that are components of data base management systems, and certain files created from master files for specific purposes. In addition, this schedule covers certain electronic records produced by end users in office automation applications. These disposition authorities apply to the categories of electronic records described in GRS 20, regardless of the type of computer used to create or store these records.

GRS 20 does not cover all electronic records. Disposition may not be carried out for electronic records not covered by GRS 20 unless authorized by a Standard Form (SF) 115, Request for Records Disposition Authority, that has been approved by the National Archives and Records Administration (NARA). The records covered by several items in this schedule are authorized for erasure or deletion when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. NARA cannot establish a more specific retention that would be appropriate in all applications. Each agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records in the GRS that are authorized for destruction when no longer needed.

Items 1a (in part), 2a, and 16 of this schedule apply to hard copy records used in conjunction with electronic files. Item 1 also covers printouts produced to test, use, and maintain master files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for the referenced electronic records whatever the medium in which such programs and documentation exist.

This schedule has been revised to expand the authority agencies have to apply previously approved schedules to electronic records; grant broader authority to agencies to dispose of hard copy records that have been converted to an electronic format; and provide disposition instructions for ad hoc printouts and for documentation associated with permanent electronic records. Additionally, because copies of system security records are now covered by GRS 24, item 5, a cross-reference has been provided for item 11b to that effect. The items affected by the revisions to this GRS 20 schedule are 2, 3, 3.1, 11, and 16.

Electronic versions of most records authorized for disposal elsewhere in the GRS may be deleted under the provisions of item 3 of GRS 20. See also 36 CFR Part 1234 for NARA regulations on electronic records management.

[NOTE: The term hard copy records or non-electronic records as used in this schedule includes, in addition to traditional textual files: still picture negatives, prints, slides, and transparencies; aerial photography, maps, charts, and drawings; motion picture film and analog videotape; and analog sound recordings.]

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **FILES/RECORDS RELATING TO THE CREATION, USE, AND MAINTENANCE OF COMPUTER SYSTEMS, APPLICATIONS, OR ELECTRONIC RECORDS.**<br>Location: All. Confidentiality: Non-public record category 2. | See sub-items below. |
| **1a** | Electronic Files or Records Created Solely to Test System Performance. As well as hard copy printouts and related documentation for the electronic files/records. | TEMPORARY. Cutoff when no longer needed for administrative, legal, audit, or other operational purposes.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020, DAA-GRS-2013-0005-0004<br>Destroy 3 years after control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/1a*<br>*Delete or destroy when cutoff.*<br>*(N1-GRS-95-2, item 1a)* |
| **1b** | Electronic Files or Records Used to Create or Update a Master File. Including, but not limited to, work files, valid transaction files, and intermediate input/output records. | TEMPORARY. Cutoff after information has been transferred to the master file and verified.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, item 020, DAA-GRS-2013-0001-0004<br>Destroy immediately after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/1b*<br>*Delete after cutoff.*<br>*(N1-GRS-87-5, item 1b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1c** | Electronic Files and Hard Copy Printouts Created to Monitor System Usage. Including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost- back files used to assess charges for system use. **Note**: These records may be needed in the event of litigation. | TEMPORARY. Cutoff when no longer needed for administrative, legal, audit, or other operational purposes.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 030, DAA-GRS-2013-0006-0003<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/1c*<br>*Destroy when no longer needed. (N1-GRS-95-2 item 1c)* |
| **1c(1)** | System, Application, and User Activity and Error Audit Logs and files created and used for managing and monitoring telecommunications systems. Includes web (Internet), FTP, and Firewall logs. Exclusions: individual disk and memory cache. Save daily and archive to tape or other storage media when necessary to save disk space. | TEMPORARY.<br>Use item 1c above.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/1c(1)*<br>*Destroy in weekly increments after 6 months. NARA approval not required. See GRS 20/1c. (N1-GRS-95-2 item 1c)* |
| **2** | **INPUT/SOURCE RECORDS.**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: Data verification files are scheduled under BLM 20/16. | See sub-items below. |
| **2a** | Hardcopy or analog input/source records.<br>Incorporated into an electronic system in their entirety or converted to an electronic format in their entirety. The types of input records that may be included are:<br>- hard copy forms used for data input<br>- hard copy documents that are scanned into an electronic recordkeeping system<br>- hard copy or analog still pictures, sound recordings, motion picture film, or video recordings that were previously scheduled as temporary. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2a(1)** | Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format. | Rescinded by GRS Transmittal 23. See item 2a(4) below.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(1)*<br>*Transfer to NARA in accordance with previously approved schedule.*<br>*(N1-GRS-07-4, item 2a1)* |
| **2a(2)** | Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion. | Rescinded by GRS Transmittal 23. See item 2a(4) below.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(2)*<br>*Transfer to NARA in accordance with previously approved schedule.*<br>*(N1-GRS-07-4, item 2a2)* |
| **2a(3)** | Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations). | Rescinded by GRS Transmittal 23. See item 2a(4) below.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(3)*<br>*Apply previously approved schedule.*<br>*(N1-GRS-07-4, item 2a3)* |
| **2a(4)** | Hard copy documents other than those covered by items 2(a)(1)-(3). | TEMPORARY.<br>Superseded by GRS Transmittal 23. See items 2a(4)(a), (b), and (c) below.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2a(4)(a)** | Hardcopy or analog input/source records previously scheduled as temporary used to create, update, or modify electronic records incorporated in their entirety into an electronic system. Not media neutral. Applies to hardcopy or analog records only. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001. Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use. |
| **2a(4)(b)** | Hardcopy or analog input/source records previously scheduled as permanent that are used to create, update, or modify electronic records and whose content is incorporated in its entirety into an electronic system in accordance with NARA's electronic records standards.<br>Exclusions: The following input records previously scheduled as permanent may not be destroyed when converted to an electronic format. The hardcopy must be transferred to NARA according to the agency's approved schedule.<br>- Hardcopy records that NARA has specifically designated as permanent records that must be transferred to NARA in hardcopy format. (36 CFR 1225.22(h)(2))<br>- Hardcopy records when the electronic versions do not meet NARA's electronic records standards.<br>- Hardcopy records that are not incorporated in their entirety into an electronic system.<br>- Original hardcopy still pictures, graphic materials/posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings.<br>Legal citations: 36 CFR 1225.22 (h)(2); 36 CFR 1225.24 (a)(1)<br>Not media neutral. Applies to hardcopy or analog records only. | TEMPORARY.<br>Use GRS 4.3, item 011, DAA-GRS-2013-0001-0002. Destroy 60 days after submitting notification to NARA per 36 CFR 1225.24(a)(1) and verification of successful conversion, but longer retention is authorized if required for business use. |
| **2a(4)(c)** | Hardcopy or analog input/source records not previously scheduled that are used to create, update, or modify electronic records and whose content is incorporated in its entirety into an electronic system.<br>Exclusions:<br>- Hardcopy records when the electronic versions do not meet NARA's electronic records standards.<br>- Hardcopy records that are not incorporated in their entirety into an electronic system.<br>- Original hardcopy still pictures, graphic materials/posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings: Both original hardcopy records and any electronic versions must be scheduled by an agency-specific schedule.<br>Not media neutral. Applies to hardcopy or analog records only. | TEMPORARY.<br>Use GRS 4.3, item 012, DAA-GRS-2013-0001-0003. Destroy immediately after approval of a schedule for the electronic records and after verification of successful conversion, but longer retention is authorized if required for business use. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2b** | Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes. | TEMPORARY. Cutoff when data have been entered into the master file or database and verified, and when no longer required to serve as backup.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, item 020, DAA-GRS-2013-0001-0004<br>Destroy immediately after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2b*<br>*Delete when cutoff.*<br>*(N1-GRS-87-5, item 2b)* |
| **2c** | Electronic records received from another agency and used as input/ source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency. | TEMPORARY. Cutoff when data have been entered into the master file or database and verified, and when no longer required to serve as backup.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, item 020, DAA-GRS-2013-0001-0004<br>Destroy immediately after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2c*<br>*Delete when cutoff.*<br>*(N1-GRS-87-5, item 2c)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2d** | Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database. | TEMPORARY. Cutoff after the necessary data have been incorporated into a master file. Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, item 020, DAA-GRS-2013-0001-0004<br>Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2d*<br>*Delete after cutoff.*<br>*(N1-GRS-87-5, item 2d)* |
| **3** | **ELECTRONIC RECORDS THAT REPLACE TEMPORARY HARD COPY RECORDS.**<br>Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously approved schedule explicitly excludes electronic records, an SF 115 must be submitted to NARA. None of the authorities provided below may be applied.) Confidentiality: Non-public record category 2. Location: All.<br>**NOTES**:<br>(1) Items 3(b)(1) and 3(b)(3) may be applied to electronic records consisting of information drawn from multiple previously scheduled hard copy series of administrative housekeeping records. In such instances, the electronic records must be retained for the longest retention period specified in the previously approved schedules.<br>(2) Disposition authorities included in Item 3 may be applied to copies of records maintained on agency web sites only in the case of administrative housekeeping records. These items may not be applied to web site copies of program records, which must be scheduled separately. | See sub-items below. |
| **3a** | Scanned images. | Rescinded by GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*TEMPORARY GRS 20/3a*<br>*Delete after the expiration of the retention period authorized for the hard copy records.*<br>*(N1-GRS-07-4, item 3a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3b** | Electronic formats other than scanned images. | See sub-items below. |
| **3b(1)** | Records covered by temporary items in the GRS other than GRS 1, Item 21 (Employee Medical Folders); GRS 1, Item 22 (Statistical Summaries); GRS 1, Item 25f (Equal Employment Opportunity Statistics Files); GRS 12, Item 3 (Telecommunications Operational Files); and GRS 18, Item 5 (Top Secret Accounting and Control Files)<br>--or--<br>Records covered by temporary items in an agency-specific schedule that pertain to administrative housekeeping activities. | Rescinded by GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3b(1)*<br>*Delete after the expiration of the retention period authorized for the hard copy records.*<br>*(N1-GRS-07-4, item 3b1)* |
| **3b(2)** | Records covered by GRS 1, Item 21 (Employee Medical Folders); GRS 1, Item 22 (Statistical Summaries); GRS 1, Item 25f (Equal Employment Opportunity Statistics Files); GRS 12, Item 3 (Telecommunications Operational Files); and GRS 18, Item 5 (Top Secret Accounting and Control Files). | Rescinded by GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3b(2)*<br>*Submit SF 115 to NARA.*<br>*(N1-GRS-07-4, item 3b2)* |
| **3b(3)** | Digital versions of temporary still pictures, sound recordings, motion picture film, and video recordings. | Rescinded by GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3b(3)*<br>*Delete after the expiration of the retention period authorized for the hard copy records.*<br>*(N1-GRS-07-4, item 3b3)* |
| **3b(4)** | Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records. | Rescinded by GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3b(4)*<br>*Delete after the expiration of the retention period specified in the previously approved schedule.*<br>*(N1-GRS-07-4, item 3b4)* |
| **3b(5)** | Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)(1), 3(b)(3), or 3(b)(4). | Rescinded by GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3b(5)*<br>*Submit SF 115 to NARA.*<br>*(N1-GRS-07-4, item 3b5)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3.1** | **ELECTRONIC RECORDS THAT REPLACE PERMANENT HARD COPY RECORDS.**<br>Electronic records that replace hard copy records approved as permanent in a previously approved schedule.<br>NOTES:<br>(1) Electronic versions of permanent records that are retained as recordkeeping copies must meet the standards contained in NARA guidance concerning the creation, maintenance, and transfer of permanent electronic records.<br>(2) Item 3.1 may be applied if the electronic records consist of information drawn from multiple previously scheduled permanent series. In cases where the electronic records include information drawn from both temporary and permanent hard copy series, an agency may apply Item 3.1 or submit an SF 115 that proposes disposal of the records if the agency believes the electronic records do not warrant permanent retention.<br>(3) This item does not cover copies of permanent records maintained on agency web sites, which must be scheduled separately. | Rescinded by GRS Transmittal 23.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/3.1*<br>*Submit notification to NARA in accordance with*<br>*36 CFR 1225.24(a)(1)*<br>*(N1-GRS-07-4, item 3.1)* |
| **4** | **ELECTRONIC DATA FILES OF SUMMARIZED INFORMATION.**<br>Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988. Confidentiality: Non-public record category 2. Location: All. Exclusions: Data files that are created as disclosure-free files to allow public access to the data; or created from a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed; which may not be destroyed before securing NARA approval. | TEMPORARY.<br>Use GRS 4.3, item 031, DAA-GRS-2013-0001-0006.<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 031 (above).<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/4*<br>*Delete when no longer needed for administrative, legal, audit, or other operational purposes.*<br>*(N1-GRS-95-2, item 4)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5** | **ELECTRONIC FILES OF EXTRACTED INFORMATION.** Electronic files consisting solely of records abstracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA approved disposition schedule. Confidentiality: Non-public record category 2. Location: All. Exclusions: abstracts or extracts that are produced as disclosure free files to allow public access to the data; or produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval; print and technical reformat files (Schedule 20/6 and 7); extracted data (Schedule 20/12). | TEMPORARY.<br>Use GRS 4.3, item 031, DAA-GRS-2013-0001-0006. Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 031 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/5*<br>*Delete when no longer needed for administrative, legal, audit, or other operational purposes.*<br>*(N1-GRS-95-2, item 5)* |
| **6** | **ELECTRONIC PRINT FILE.** Electronic file extracted from a master file or data base without changing it and used solely to produce hard copy publications and/or printouts of tabulations, ledgers, registers, and reports. Confidentiality: Non-public record category 2. Location: All. Exclusions: Printouts (20/19). | TEMPORARY.<br>Use GRS 4.3, item 031, DAA-GRS-2013-0001-0006. Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 031 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/6*<br>*Delete when no longer needed for administrative, legal, audit, or other operational purposes.*<br>*(N1-GRS-95-2, item 6)* |
| **7** | **ELECTRONIC TECHNICAL REFORMAT FILE.** Electronic file of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications. Confidentiality: Non-public record category 2. Location: All. Exclusions: Files created for transfer to the National Archives. | TEMPORARY.<br>Use GRS 4.3, item 031, DAA-GRS-2013-0001-0006. Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 031 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/7*<br>*Delete when no longer needed for administrative, legal, audit, or other operational purposes.*<br>*(N1-GRS-95-2, item 7)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8** | **BACKUPS OF MASTER FILES AND DATABASES.**<br>Electronic copy considered to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.<br>Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **8a** | File identical to permanent record scheduled for transfer to the National Archives. | TEMPORARY. Cutoff when the identical records have been captured in a subsequent backup file or transferred to NARA.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 050, DAA-GRS-2013-0006-0007<br>Destroy immediately after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8a*<br>*Delete when cutoff.*<br>*(N1-GRS-95-2 item 8a)* |
| **8b** | File Identical to Temporary Records Authorized for Disposal in a NARA-Approved Schedule. | TEMPORARY. Cutoff when the identical records have been deleted, or replaced by a subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 051, DAA-GRS-2013-0006-0008<br>Destroy immediately after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8b*<br>*Delete when cutoff.*<br>*(N1-GRS-95-2 item 8b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8c** | The BLM Computer System Backup Tapes (including electronic mail)<br>**- Daily System Backups**<br>**- Weekly System**<br>**- Monthly System Backups** | TEMPORARY.<br>See Schedule 24/4.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See Schedule 24/4<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/8c* |
| **9** | **ELECTRONIC FINDING AIDS (INDEXES) TO TEMPORARY RECORDS.**<br>Electronic indexes, lists, registers, and other finding aids used only to provide access to temporary records authorized for destruction by the GRS or BLM Records Schedules. Confidentiality: Non-public record category 2. Location: All. Exclusions: Files containing abstracts or other information that can be used as an information source apart from the related records. | TEMPORARY.<br>Use GRS 4.1, item 010, DAA-GRS-2013-0002-0016.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/9*<br>*Delete with related records or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later*<br>*(N1-GRS-95-2 item 9)* |
| **10** | **ELECTRONIC SPECIAL PURPOSE PROGRAMS (SOFTWARE) NECESSARY TO MAINTAIN TEMPORARY MASTER FILES.**<br>Application software necessary solely to use or maintain a master file or data base authorized for disposal by the GRS or BLM Records Schedules. Confidentiality: Non-public record category 2. Location: All. Exclusions: Special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to National Archives. | TEMPORARY.<br>Use GRS 3.1, item 012, DAA-GRS-2013-0005-0008.<br>Delete when related master file or database has been deleted, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 3.1, item 012 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/10*<br>*Delete when related master file or data base has been deleted.*<br>*(N1-GRS-87-5, item 10)* |
| **11** | **ELECTRONIC SYSTEM DOCUMENTATION FOR TEMPORARY MASTER FILES.**<br>Confidentiality: Non-public record category 2. Location: All. Note: Contact local FRC for transfer of large collections. See item 1a for system testing documentation. | See sub-items below. |
| **11a** | Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11a(1)** | Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule. | TEMPORARY. Cutoff when superseded by a newer version or upon termination of the system.<br>Use DRS 1.4A.2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 051, DAA-GRS-2013-0005-0003<br>Destroy 5 years after the project/activity/ transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/11a(1)*<br>*Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.*<br>*(N1-GRS-07-4 item 11a1)* |
| **11a(2)** | Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule. | PERMANENT.<br>Use GRS 3.1, item 050, DAA-GRS-2013-0005-0002.<br>Transfer to the National Archives with the permanent electronic records to which the documentation relates.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 3.1, item 050 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/11a(2)*<br>*Transfer to the National Archives with the permanent electronic records to which the documentation relates.*<br>*(N1-GRS-07-4 item 11a2)* |
| **11b** | Copies of records relating to system security. | See Schedule 24, item 5.<br>(N1-GRS-95-02 item 11b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12** | **DOWNLOADED AND COPIED DATA.**<br>Derived data and data files which are copied, extracted, merged and/or calculated from other data generated within BLM, when the original data is retained. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **12a** | Derived Data Used for Ad Hoc or One-Time Inspection, Analysis, or Review. If the derived data is not needed to support the results of the inspection, analysis, or review. | TEMPORARY.<br>Use GRS 4.3, item 030, DAA-GRS-2013-0001-0005. Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 030 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/12a*<br>*Delete when no longer needed for administrative, legal, audit, or other operational purposes.*<br>*(N1-GRS-95-2, item 12a)* |
| **12b** | Derived Data Which Provide User Access in Lieu of Hard Copy Reports Which are Authorized for Disposal. | TEMPORARY.<br>Use GRS 4.3, item 030, DAA-GRS-2013-0001-0005. Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 030 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/12b*<br>*Destroy when no longer needed for administrative, legal, audit, or other operational purposes.*<br>*(N1-GRS-95-2, item 12b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12c** | Metadata or Reference Data Which is Transferred From a Host Computer or Server to Another Computer for Input, Updating, or Transaction Processing Operations. Such as format, range, or domain specifications. | TEMPORARY.<br>Use GRS 4.3, item 020, DAA-GRS-2013-0001-0004. Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 020 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/12c*<br>*Delete from the receiving system when no longer needed for processing.*<br>*(N1-GRS-95-2, item 12c)* |
| **13** | **WORD PROCESSING FILES.**<br>Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 4.3, item 040, DAA-GRS-2013-0001-0007. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 040 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/13*<br>*Delete from the word processing system when no longer needed for updating or revision.*<br>*(N1-GRS-95-2, item 13)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **14** | **ELECTRONIC MAIL RECORDS [1542].**<br>Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. Note: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 4.3, item 040, DAA-GRS-2013-0001-0007. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 040 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/14*<br>*Delete from the e-mail system after copying to a recordkeeping system.*<br>*(N1-GRS-95-2, item 14)* |
| **15** | **ELECTRONIC SPREADSHEETS.**<br>Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **15a** | When Used to Produce Hard Copy That is Maintained in Organized Files. | TEMPORARY.<br>Use GRS 4.3, item 040, DAA-GRS-2013-0001-0007. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 040 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/15a*<br>*Delete when no longer needed to update or produce hard copy.*<br>*(N1-GRS-95-2, item 15a)* |

| Item | Record Series Description | Disposition Authority |
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| **15b** | When Maintained Only in Electronic Form. | TEMPORARY.<br>Use GRS 4.3, item 040, DAA-GRS-2013-0001-0007.<br>Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 040 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/15b*<br>*Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA approved SF-115. If the electronic version replaces hard copy records with differing retention periods and the BLM software does not readily permit selection deletion, delete after the longest retention period has expired.*<br>*(N1-GRS-95-2, item 15b)* |

| Item | Record Series Description | Disposition Authority |
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| **16** | **HARD COPY PRINTOUTS CREATED TO MEET AD HOC BUSINESS NEEDS**.<br>Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Exclusions: printouts created to satisfy established reporting requirements (e.g., a statistical report produced quarterly in accordance with an agency directive). Confidentiality: Non-public record category 2. Location: All. | Note: See duplicate item number below for Data Verification and Quality Control Files.<br><br>TEMPORARY.<br>Use GRS 4.3, item 030, DAA-GRS-2013-0001-0005.<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>See GRS 4.3, item 030 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/16*<br>*Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)*<br>*(N1-GRS-07-4, item 3.2)* |
| **16** | **DATA VERIFICATION AND QUALITY CONTROL FILES NOT DESCRIBED ELSEWHERE [1283].**<br>Data verification documents the accuracy or factuality of data through a comparison process to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. See BLM Manual 1283. Confidentiality: Non-public record category 2. Location: All. | Note: See duplicate item number above for Hard Copy Printouts.<br><br>TEMPORARY. Cutoff when no longer needed for audit or legal purposes, such as pending litigation.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/16*<br>*Destroy when no longer needed for audit or legal purposes, such as pending litigation.*<br>*(N1-49-96-6, 20/16)* |

| Item | Record Series Description | Disposition Authority |
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| **17** | **ELECTRONIC SYSTEM PROJECT HISTORY FILES NOT DESCRIBED ELSEWHERE.**<br>Files that document the conception, planning, and development and/or improvement of the project. Exclusions: System documentation (GRS 20/11) and reference copies maintained by other officeswhich may be destroyed when no longer needed. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **17a** | Records that Document Significant Systems, Changes, or Revisions to BLM Records. Consists of the concept of operations documentation, project charter, plans, approvals, briefing and issue papers, official agency record designation documentation (aka records transition), and other project history information of continuing value. Record copies maintained by the project manager. | PERMANENT. Cutoff EOFY in which the system is installed and the project is terminated.<br>Use BLM 20/17a.<br>Transfer to FRC 1 year after cutoff. FRC offers to NARA 10 years after cutoff.<br>(N1-49-96-6, 20/17a)<br>ERA disposition authority:<br>DAL-0049-2011-0001-0001 |
| **17b** | Other Project History Files. Consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Record copies maintained by the project manager. | TEMPORARY. Cutoff EOFY in which the system is installed and the project is terminated.<br>Use BLM 20/17b.<br>Transfer to FRC 1 year after cutoff. FRC destroys 10 years after cutoff.<br>(N1-49-96-6, 20/17b) |
| **18** | **SOFTWARE IMPROVEMENT PROJECT (SIP) RECORDS.**<br>Service Center SIP records, both paper and electronic, documenting the conversion of several existing software applications to a more structured code in preparation for rehosting the applications onto new hardware platform. Official copies of SIP documentation are maintained by IRM/MOD/Denver. Confidentiality: Non-public record category 2. Location: All. | See sub-items below. |
| **18a** | SIP Application Documentation. Applications being converted are generally BLM-wide programs that reside on the Honeywell mainframe. Consists of both paper and electronic files that document the conversion of individual applications, as well as forms which reflect specific system changes. Forms:<br>BLM 1260-5, 5a-c; Center Forms 1260-8, 8a, 8b, 8c, and 1260-41. Exclusions: Documentation relating to system testing (GRS 20/1a). | TEMPORARY. Cutoff when superseded by a newer version or upon termination of the system.<br>Use DRS 1.4A.2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/18a*<br>*Destroy or delete when superseded or obsolete, or upon authorized destruction of the related master file or data base.*<br>*(N1-49-96-6, 20/18a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **18b** | SIP Project Files. Documenting the overall SIP process, such as authorizing directives, approvals, assignments, progress, and completion. | TEMPORARY. Cutoff EOFY in which project implemented or completed.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/18b*<br>*Transfer to FRC 1 year after cutoff. FRC destroys 7 years after cutoff.*<br>*(N1-49-96-6, 20/18b)* |
| **19** | **COMPUTER OUTPUTS THAT ARE CREATED FOR REFERENCE PURPOSES AND THAT ARE NOT DESCRIBED ELSEWHERE.**<br>Information generated by computer and place on an outside medium such as paper (printouts), microform, or an electronic storage medium. Excludes outputs that are treated as record copies. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff when superseded or obsolete.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/19*<br>*Destroy when no longer needed for current business.*<br>*(N1-49-96-6, 20/19)* |
| **20** | **CORPORATE DATA ELEMENT DICTIONARY (DED/CDD) DATA BASE.**<br>An electronic repository for all definitive information about data elements, including their use, meanings, sources, characteristics, relationships, authorities, etc. The DED is the primary tool used to implement and maintain the concept of standardized BLM data; it is where metadata (data about data) is maintained. The primary objectives of the DED are: (1) to improve identification of existing, valuable information resources that can be used by others in the same organization and shared with other organizations; (2) to help reduce unnecessary development of computer programs and data elements (redundant data) when suitable programs already exist; (3) to simplify software and data conversion through the provision of consistent documentation; and (4) to increase portability of acquired skills, resulting in reduced personnel training costs. Authority: Various; see BLM Manual 1283. Confidentiality: Non-public record category 2. Location: NOC. Exclusions: Records used to test or update the system (Schedule 20/1); reference copies of system files which may be destroyed when no longer needed for reference or convenience. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **20a** | **DED History.** Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item 20b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plan, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. | TEMPORARY.<br>See item 11a(1) above.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/11a(1)*<br>*Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.*<br>*(N1-GRS-07-4 item 11a1)* |
| **20b** | **DED Data Base Documentation.** | See sub-items below. |
| **20b(1)** | Documentation Adequate for Servicing and Interpreting the Data Base. Consists of data system specifications, file specifications, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) about the data base. | TEMPORARY.<br>See item 11a(1) above.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/11a(1)*<br>*Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.*<br>*(N1-GRS-07-4 item 11a1)* |
| **20b(2)** | Data Verification and Quality Control Files. The data verification process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Exclusions: Quality assurance plans which are part of the project history files (item 20a). | TEMPORARY.<br>See item 11a(1) above.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/11a(1)*<br>*Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.*<br>*(N1-GRS-07-4 item 11a1)* |

| Item | Record Series Description | Disposition Authority |
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| **20c** | **DED Software.** Application software necessary to use or maintain the master DED data base. | TEMPORARY.<br>See item 11a(1) above.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/11a(1)*<br>*Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.*<br>*(N1-GRS-07-4 item 11a1)* |
| **20d** | **DED Master Data File.** Magnetic masters, excluding the backup tapes (item 20e). A copy of the DED master data file should be sent with the master data file for systems such as ALMRS (31/1d(1)) and GCDB (30/8a(1)). | TEMPORARY. Cutoff when superseded, obsolete, or no longer needed for legal or administrative purposes.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/20d*<br>*Delete when superseded, obsolete, or no longer needed for legal or administrative purposes.*<br>*( N1-49-96-6, 20/20d)* |
| **20e** | **DED Backup Tapes.** Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. | TEMPORARY.<br>See item 8b above.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8b*<br>*Delete when the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*(N1-GRS-95-2 item 8b)* |
| **20f** | **DED Input/Source Documentation.** Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. | TEMPORARY.<br>See item 2a(4) & 2b above.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to an electronic medium and verified or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item 20d), whichever is later.* |

| Item | Record Series Description | Disposition Authority |
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| **20g** | **DED Outputs.** Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational locations. | TEMPORARY. Cutoff when superseded or obsolete.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/20g*<br>*Destroy or delete when no longer needed for current business.*<br>*(N1-49-96-6, 20/19)* |
| **21** | **CORRIDOR ENVIRONMENTAL IMPACT STATEMENT SYSTEM [1790].**<br>Produces tabular reports of milepost information for use in preparing environmental statements. Authority: 42 USC 4321, 40 CFR 1500-1508, and EO 11514. Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY.<br>Use BLM 20/21.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/2) |
| **22** | **ECOLOGICAL SITE INVENTORY SYSTEM [7100].**<br>Soil and vegetative data including ground cover, erosion ratings, vegetation production, plant characteristics, ecological condition and trend. Produces reports related to allotment management alternatives analysis, wildlife habitat, watershed, etc. 221 programs. Formerly SVIM. Authority: 16 USC 590, 42 USC 4321-17, 43 USC 315, 1201, 1701. Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY.<br>Use BLM 20/22.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/3) |
| **23** | **FOREST MODELS SYSTEM [5000].**<br>Confidentiality: Non-public record category 2. Location: NOC. Includes two models:<br>-**Allowable Cut Simulation (SIMIX)**. Independent forest growth and yield modeling system using management and policy decisions, forest inventory data, statistical analysis programs, and economic analysis data to determine timber harvest.<br>-**Timber Stand Projection (PROGNOSIS)**. Projects growth and yield of individual timber stands in Northern Rocky Mountains. Allows simulation of short and long range land and timber strategies. | TEMPORARY.<br>Use BLM 20/23.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/4) |

| Item | Record Series Description | Disposition Authority |
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| **24** | **FOREST UTILITY PROGRAM [5000].**<br>Authority: 43 CFR 5400. Confidentiality: Non-public record category 2. Location: NOC.<br>- **IVST** (3 Reports). Cost/benefit, present net worth, and interval rate of return. Used to examine long range investment opportunities for forest and other natural resource alternative management strategies.<br>- **Polynomial Regression**. Produces straight line or curved line function and generates equations.<br>- **Stepwise Regression**. Statistically analyzes variable attributes up to 200 field samples. Correlation coefficients of up to 80 variables can be tested.<br>- **STRAT**. Tests results of stratified random sampling procedures (originally developed for Ecological Site Inventory).<br>- **HISTO**. Produces horizontal histogram from any data file. User enters name and file description interactively.<br>- **Cost/Benefit**. Interactive programs to test short and long range investment opportunities. | TEMPORARY.<br>Use BLM 20/24.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/5) |
| **25** | **FOREST INVENTORY SYSTEM - PUBLIC DOMAIN [5000].**<br>Authority: 43 CFR5400. Electronic file that contains data gathered since 1971 on commercially valuable BLM forest lands in 11 Western States. Used to develop timber harvesting plans which allow for an even flow of wood products to industry. Confidentiality: Non-public record category 2. Location: All. Total of 21 programs including:<br>- **PD Master (Tree File)**. Identifies 1 acre sample plots and provides detailed information on growth, mortality, and physical characteristics of approximately 5 trees per plot.<br>- **Photo Interpretation Reference File**. Contains descriptive characters for each photo point to allow a comprehensive view of each resource planning area.<br>- **Extensive Inventory Subsystem**. Edits, computes individual tree measurement, and prints reports of data from the extensive forest inventory conducted 1971-1976.<br>- **Individual Tree Data Subsystems**:<br>- **Tree Data Computation Subsystem.** Applies principally to the BLM forest lands. Edits, performs computations and generates tabular and graphic reports for determining intensive management programs on site-specific areas.<br>- **Nevada Tree Data Subsystem**. Designed primarily for pinon-juniper woodlands of Utah and Nevada.<br>- **Stand Summary Subsystem**. Edits and stores data from several stand data forms (not limited to timber). Updated as forest ages or land use changes. ASPEN system. | TEMPORARY.<br>Use BLM 20/25.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/9) |

| Item | Record Series Description | Disposition Authority |
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| **26** | **FOREST INVENTORY SYSTEM - USFS [5210].**<br>Authority: 30 USC 601; 43 USC 1181, 1701; 43 CFR 5000. Confidentiality: Non-public record category 2. Location: NOC. Electronic file with total of 6 programs including:<br>- **Edit 2**. Software to edit resource inventory data. Permits input of user designated functions for editing and computations.<br>- **Table 2 and Output 2**. Software to reduce large amounts of inventory data to tables. Produces statistical analysis of the tables. | TEMPORARY.<br>Use BLM 20/26.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/12) |
| **27** | **WILDLIFE HABITAT SYSTEM [6500].**<br>Authority: 16 USC 1533, 42 USC 4321-17, 43 USC 1701. Electronic file that integrates and organizes wildlife habitat data for planning and decision- making. Provides editing and storage of field collected data and production of standard reports for managers. Provides data about habitat sites and species that use the area; puts wildlife species data together by niches and guilds. Site Writeup Area (SWA) or Habitat Site is basic mapping unit so vegetative data on the same site can be obtained from Ecological Site Inventories. Habitat sites with biological commonalities are stratified and characterized into standard habitat sites. System provides data interchange with other classification systems of federal, state, and private organizations. Total of 101 programs. Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY.<br>Use BLM 20/27.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/13) |
| **28** | **SOLID LEASABLE MINERALS SYSTEM (SLMS) [3400].**<br>Electronic file, formerly ACLDS and AFILMS, that tracks and monitors operations on all mineral leases, licenses, permits, applications, and contracts on public, acquired, and Indian lands. Tracks Logical Mining Units for diligent development, recovery of reserves within a prescribed timeframe and logs inspections of solid mineral leases. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-03. Location: NOC. | TEMPORARY.<br>Use BLM 20/28.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/15 and 16) |
| **29** | **CADASTRAL SURVEY FIELD NOTE INDEX SYSTEM [9600].**<br>Electronic file that collects, edits, and stores field note information and produces a variety of hard copy reports. Data base created in 1969 from original source documents including handwritten field notes and plats dating back to 1800. Data base serves as the index for the cadastral survey microfiche system. Total of 12 programs. Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY.<br>Use BLM 20/29.<br>Destroy when no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/17) |
| **30** | **DIGITAL ELEVATION MODEL (DEM) INVENTORY SYSTEM [9160].**<br>Electronic inventory of over 1800 USGS tapes. Contains location of each tape, a contact, and coordinates and quad name of data. Standard reports consist of DEM tapes listed within a specific latitude and longitude, all records by quad name or geographic state code. DEMs are used to produce automated slope, aspect, and three-dimensional plots. Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY.<br>Use BLM 20/30.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/18) |

| Item | Record Series Description | Disposition Authority |
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| **31** | **MINERALS SYSTEM - EASTERN STATES [3000].**<br>Electronic file that contains data on Eastern States minerals and total acreage by county and state. Confidentiality: Non-public record category 2. Location: ESO, NOC. | TEMPORARY.<br>Use BLM 20/31.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/19) |
| **32** | **PATENTS INDEX SYSTEM - EASTERN STATES [1860].**<br>Electronic file that contains land patent information (name, number, legal description, microfilm roll and image number, etc.). Produces various indexes for locating filmed land patent records for the State of Alabama. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-32. Location: ESO, NOC. | TEMPORARY.<br>Use BLM 20/32.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/20) |
| **33** | **SUMMER HIRE SYSTEM [1400-302].**<br>Provides Division of Personnel with system that accepts applicants for summer hire. Produces various state personnel rosters, edit lists and letters to applicants. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-79. Location: WO, NOC. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.2A, DAA-0048-2013-0001-0004.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/33*<br>*Destroy data 1 year after its creation.*<br>*(NC1-49-85-1, Q/24)* |
| **34** | **BUDGET MATRIX [1690].**<br>Provides capability for automating any data spreadsheet not exceeding 100 rows x 100 columns or 55 rows x 50 columns, Supports annual and mid-year budget formulation. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use BLM 20/34.<br>Destroy data 1 year after end of FY in which data is prepared.<br>(NC1-49-85-1, Q/28) |
| **35** | **MOTOR VEHICLE SYSTEM (AFMS) [1525].**<br>Maintains accounting and utilization data on BLM-assigned motor vehicles. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/35*<br>*Destroy 3 years after end of FY in which data is prepared.*<br>*(NC1-49-85-1, Q/29)* |

| Item | Record Series Description | Disposition Authority |
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| **36** | **PAYROLL/PERSONNEL (PAY/PERS) [1400-296, 1340].** Handles all time/attendance data input biweekly to calculation of pay, producing reports of control totals used by Center Payroll to verify payroll accuracy. On the BLM computer, keyed T&As are processed, edited, balanced, reformatted and written to magnetic tape for input into PAY/PERS. System also receives output data from PAY/PERS: 1) MSTFIL (Paymaster), POSNMST (Position Master) and COSTFIL (biweekly labor cost). Provides reports to Center Payroll and Personnel; also provides pay and cost data to Federal Financial System (FFS). In addition, BLM maintains 9 programs on Bureau training including Emergency Firefighters database. Confidentiality: Non-public record category 2; Privacy Act System Interior/OS-85. Location: All. | TEMPORARY. Cutoff when superseded or no longer needed. Use DRS 1.2A, DAA-0048-2013-0001-0004. Destroy 3 years after cutoff. - - - - - - - - - - - - - - - - - - - - - - - - *Former Authority: BLM 20/36 Destroy individual data elements when superseded or no longer needed for administrative purposes. (NC1-49-85-1, Q/30)* |
| **37** | **COMMUNITIZATION AGREEMENTS SYSTEM [3180].** Electronic file that provides for development of separate federal tracts that could not be independently developed and operated in conformity with an established well spacing program. Agreements remain in effect as long as the communitized substance is produced in paying quantities. ASPEN data base. Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY. Use BLM 20/37. Destroy individual data elements when superseded or no longer needed for administrative purposes. (NC1-49-85-1, Q/32) |
| **38** | **MINERALS AUTOMATED INSPECTION RECORDS SYSTEM (AIRS) [3160].** A menu-driven microcomputer-based system that allows the BLM Field Offices to enter, store, and track data about inspections of oil and gas wells on Indian and federal lands. The system also generates standardized reports and allows ad hoc queries of the various data files. Each BLM oil and gas inspection office is equipped with an AIRS resident microcomputer. Using the AIRS tape-writing facility, once a month each inspection office creates a cassette tape of their AIRS data. Data from Field Office tapes are then consolidated into the AIRS central data base (CDB) on a microcomputer at the Service Center. Each month, the Service Center sends a copy of the CDB data files on cassette tapes to the Headquarters Fluid Minerals Information Office and Minerals Management Service (MMS). At the same time, an extract of only the CDB well and header information is sent to MMS on a 9-track tape. CDB interfaces with MRO (item 46). Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-3. Location: NOC. Note: This system was formerly called MS-1. | TEMPORARY. Use BLM 20/38. Destroy individual data elements when superseded or no longer needed for administrative purposes. (NC1-49-85-1, Q/33) |
| **39** | **UNITIZATION AGREEMENTS SYSTEM [3180].** Electronic file of data about combined oil and gas leases for efficient operation in which value of oil and gas is allocated among the properties. ASPEN data base. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-3. Location: NOC. | TEMPORARY. Use BLM 20/39. Destroy individual data elements when superseded or no longer needed for administrative purposes. (NC1-49-85-1, Q/34) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **40** | **LIBRARY REFERENCE SYSTEM (LRS) [1279].**<br>Maintains descriptive cataloging and cost data on collection material obtained either for the BLM libraries or by these libraries for other BLM organizational units. Also serves as a loan tracking system. An ASPEN data base. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use BLM 20/40.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/36) |
| **41** | **DIRECTIVES DIGEST BULLETIN (DDB) [1221].**<br>Automated title list for the BLM directives (instruction memos, information bulletins) used to locate sources of the BLM policy and other pertinent information. An ASPEN data base. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use BLM 20/41.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/37) |
| **42** | **GRAZING AUTOMATED BILLING SYSTEM (GABS) [4100].**<br>Electronic system designed to process grazing permits and leases, grazing applications, and grazing bills, and to produce statistical reports. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-02. Location: All. | TEMPORARY.<br>Use BLM 20/42.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/10a-d (in part)) |
| **43** | **RESOURCE IMPROVEMENT PROJECT SYSTEM (RIPS) [1744].**<br>Authority: 43 USC 1701, 1901. Electronic file that provides administrative support in managing resource improvements on public land. Programs located on microcomputer. Previously Job Documentation Reporting System. Total of 49 programs. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-02, BLM-32. Location: All. | TEMPORARY.<br>Use BLM 20/43.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(NC1-49-85-1, Q/7) |
| **44** | **PUBLIC LAND STATISTICS (PLS) SYSTEM [1165].**<br>Electronic file that presents statistical data in table format relating to BLM lands, programs operations, forest management, wildlife, minerals, and range policy. Supports the annual publication, "Public Land Statistics." Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY.<br>Use BLM 20/44.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(N1-49-96-6, 20/44) |
| **45** | **WATERPOWER SYSTEM [2300].**<br>Electronic file of data about the use of land for the production of power from water sources. Issuing of withdrawal or right-of-way if necessary. Evaluation program to determine value of dam sites. Total of 25 programs. Confidentiality: Non-public record category 2. Location: NOC. | TEMPORARY.<br>Use BLM 20/45.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(N1-49-96-6, 20/45) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **46** | **OIL & GAS MONTHLY REPORTS OF OPERATION (MRO) SYSTEM [3160].**<br>Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use BLM 20/46.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(N1-49-96-6, 20/46) |
| **47** | **RESEARCH AND DEVELOPMENT TRACKING SYSTEM (RDTS) [1702].**<br>Authority: 43 USC 1701, 1901. Electronic file that tracks research and development efforts within the BLM. Contains information on all research and development and those studies that may have application beyond the District that have been active since 1982. Also contains a significant number of technical publications supported by the BLM over the past few years. All projects have been key worded for ease of retrieval and sufficient information is provided to enable the user to find reports. ASPEN data base. Confidentiality: Non-public record category 2.<br>Location: All. | TEMPORARY.<br>Use BLM 20/47.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(N1-49-96-6, 20/47) |
| **48** | **HYDROLOGIC DESIGN ANALYSIS SYSTEM [9115].**<br>Electronic file of data for flood routing and dam breach analysis, back water curve, flood analysis, universal soil loss equation, infiltration analysis, bed load, transport equation, detention pond design. Total of 10 programs. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use BLM 20/48.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(N1-49-96-6, 20/48) |
| **49** | **DAMS AND DAM SAFETY INVENTORY SYSTEM [9177].**<br>Electronic inventory of all dams for safety and maintenance management. Confidentiality: Non-public record category 2.<br>Location: All. | TEMPORARY.<br>Use BLM 20/49.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(N1-49-96-6, 20/49) |
| **50** | **HAZARDOUS MATERIALS SYSTEM [1703].**<br>Electronic file for functional accounting of related costs incurred through administrative management, handling, or disposal of hazardous waste. Confidentiality: Non-public record category 2.<br>Location: All. | TEMPORARY.<br>Use BLM 20/50.<br>Destroy individual data elements when superseded or no longer needed for administrative purposes.<br>(N1-49-96-6, 20/50) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **51** | **HARDWARE AND SOFTWARE INVENTORY SYSTEM [1260].**<br>Electronic inventory of the hardware and software operated and maintained within the BLM. Total of 44 programs.<br>Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff individual data elements when superseded or no longer needed for administrative purposes.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 20/51*<br>*Destroy individual data elements when superseded or no longer needed for administrative purposes.*<br>*(N1-49-96-6, 20/51)* |
| **52** | **GEOGRAPHIC INFORMATION SYSTEM (GIS) [9167].**<br>Background: A Geographic Information System (GIS) is an automated system designed to capture, store, edit, analyze, and display geographically-referenced data. The GIS data are used for natural resources-related studies and inventories; planning studies; fish and wildlife projects; and a variety of other uses which involve analysis of the geographic distribution of data. Products include maps (both hard copy and electronic images) and other graphics, tables of statistics and analytical methods. Products are created through use and manipulation of GIS data, but are not themselves data. They are generally covered under other schedules. The source GIS data are stored electronically in specialized industry standard GIS software and continually updated. The source data can be exported in a variety of formats retaining varying levels of the original functionality. In general, GIS data are created and maintained at the BLM Field or State Offices and aggregated to national datasets. The systems may contain information uniquely collected by the BLM offices as well as data received from other federal, state and local agencies, and commercial sources.<br>System-centric GIS data comprises the corporate official source data. Project-centric GIS data is an extracted subset of system-centric data that, at the end of the project, updates the system-centric data. Project-centric data has a defined beginning and end date whereas system-centric data is on-going. This schedule covers system-centric GIS data in terms of submission to NARA for permanent retention. It is important to note that only a fraction of all GIS data is eventually submitted to NARA. The agency offices are required to maintain their own archives in accordance with their own needs assessment and policy. Preservation of both system-centric and project-centric GIS data, in fully functional format, will be the responsibility of BLM State Offices. Project-centric GIS data and the portion of system-centric GIS data not covered in item 52a below, as well as excluded GIS products and applications, are further describe under EXCLUSIONS:<br>*(continued next page)* | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
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| **52 Cont.** | Exclusions are **TEMPORARY** records per NARA, but they are important records that must be retained and managed by the agency until no longer needed for agency business which may be many decades.<br>(1) Project-centric GIS data and GIS products (described above in background) are not covered by this item. Final project decision records are **filed under the appropriate subject schedule item**. There is potentially a great deal of important source GIS data, interim products and analysis that were used in BLM decisions. These GIS data and products are stored intact and readily available at the relevant BLM office for future use and are retained there until the statute of limitations for litigation has passed. At that time the project-centric GIS data are fully incorporated back into system-centric GIS data and only the final project decision record is transferred to NARA. The final decision record may contain GIS products, but not the source data.<br>(2) Applications and databases residing outside of system-centric GIS are excluded. These applications and databases may reference and have important information about spatial features contained in system-centric GIS (described in item 52a below), but the records are **filed under separate schedules**.<br>(3) Unaltered or minimally altered data layers received from other federal, state and local agencies, and commercial sources (i.e. no significant additions to data content of unique BLM data) and the data can be reacquired from the external sources when needed. This information can be deleted when no longer needed for business purposes under General Records Schedule 20, item 2C.<br>(4) The following GIS datasets, while very important to BLM GIS systems, are assigned to other Federal agencies by OMB Circular A-16, Appendix E, and are excluded from BLM submission:<br>- Hydrography (USGS)<br>- Digital Orthophotography (USGS)<br>- Elevation models (USGS)<br>- Soils and Ecological Sites (NRCS)<br>- Vegetative cover (USGS and USFS)<br>- Fire history (National Interagency Fire Center)<br>- Cultural (NPS)<br>- Climate (NRCS)<br>Most, but not all of the listed themes have interagency data standards. The BLM assumes that the assigned agency (which might change) will coordinate across all agencies, accepting BLM's data modifications and incorporating them into the final datasets prior to submission to NARA. Because this is an assumption, BLM offices are responsible for maintaining the data in their own long-term archives.<br><br>*(continued next page)* | |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **52 Cont.** | Revision to BLM Records Schedule item 52 approved by NARA 9/26/2014.<br>Replaces the following disposition authorities from N1-49-98-2, item 52. Since the retention period did not change, this description replaces the previous description of the SF-115.<br>Item 20/52a: Unaltered data layers received from other sources – Temporary.<br>Item 20/52b: Data layers received from other sources with significant additions to data content of unique BLM data – Permanent. ERA: DAL-0049-2008-0002-0003.<br>Item 20/52c: Data layers uniquely created by the BLM of significant projects – Permanent. ERA: DAL-0049-2008-0002-0004.<br>Item 20/52d: All other data layers uniquely created by the BLM – Temporary.<br>Item 20/52e: Documentation for Items 52b and 52c. – Permanent. | |
| **52a** | Geographic Information Systems Records. This item defines the portion of system-centric GIS data (spatial data only, see Exclusion 2 above) that is significant for BLM mission and that must be retained permanently. If assigned interagency responsibility, BLM will coordinate data submission across all agencies. These include, but are not necessarily limited to:<br>(1) FGDC themes assigned to BLM responsibility by OMB Circular A-16, Appendix E: Cadastral, Public Land Survey System, Land Status, Rights and Restrictions.<br>(2) Political and Administrative boundaries: Counties, Administrative Office Boundaries, Wild Horse and Burro Herd Areas, Grazing Allotments and Pastures, NLCS Units (Wilderness Study Areas, Wilderness Areas, Wild & Scenic Rivers, National Monuments, etc.)<br>(3) Land Use Planning designation boundaries: Visual Resources, ACECs, Mineral Stipulations, ROW Avoidance and Exclusion Areas, Land Tenure Zones, OHV Plan Designations, Recreation Management Areas.<br>(4) Vegetation treatment and management.<br>(5) Roads, trails and infrastructure.<br>(6) Species specific information.<br>The physical systems containing these datasets reside in the current and future e-GIS System / Infrastructure. Datasets may reside in local, state or national offices, but are generally maintained in BLM State Offices and aggregated up to national datasets.<br>**NOTES**:<br>Submitted GIS data will not be in the original GIS system format and so will not retain the full functionality of GIS. Preferred and acceptable formats are specified in NARA 2014-04, Appendix A, or whatever NARA transfer standards are in place at the time of the transfer. The chosen format must retain the information content considered useful to future generations of researchers.<br>*(continued next page)* | **PERMANENT.** Cutoff at the end of each Fiscal Year, or, when significant changes and additions have been made, before and after the change.<br>Use BLM 20/52a.<br>Transfer to the National Archives every three years after cutoff. Under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer.<br>Submissions are full datasets and are in addition to, not replacements, of earlier submissions.<br>ERA disposition authority: Pending: to be established. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **52a Cont.** | The information content should be sufficient to fully represent the theme subject, but superfluous or confusing information should be deleted from the GIS theme before conversion. If the GIS data is associated with an application or database (see Exclusion 2), the submitted data must include a field with the appropriate linking identifier.<br>The National Operations Center (NOC) is the submitting office. State Offices will transmit their datasets using the national data standard format where one exists. The NOC will submit single national (e-GIS) datasets where possible, state datasets otherwise. The NOC will perform the conversion to NARA-preferred format, prepare the required documentation described in item 52b below, and submit at the required time interval. | |
| **52b** | Geographic Information Systems Documentation.<br>Documentation adequate to identify, service and interpret electronic records, such as data modeling documentation, data system specifications, data element descriptions, data dictionaries, code books, record layouts, user guides, output specifications, standards, and similar documentation necessary for servicing and interpreting the system-generated records. Creation, limitations, confidentiality and appropriate use of the data as well as relationships to other datasets, databases and application systems must be covered. Modifications to the data, including transformation of the data for NARA submission, must be included in the documentation. This documentation might be partially contained in the metadata physically attached to the GIS data, but additional documentation may be necessary. | **PERMANENT.**<br>Use GRS 3.1, item 050, DAA-GRS-2013-0005-0002. Transfer to the National Archives with the permanent electronic records to which the documentation relates (item 52a above).<br>ERA disposition authority: Pending: to be established.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/11a(2)*<br>*Transfer to the National Archives with the permanent electronic records described in item 52a above.*<br>*(N1-GRS-07-4 item 11a2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **53** | **ELECTRONIC RESOURCES INVENTORY AND SURVEY FILES [1610, 1682, 2020, 3030, 3060, 4400, 5200, 6600, 7100, 7100, 7300, 8110, 8210, 8310, 8410, 8520, 9300].** Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resources inventories, surveys, studies, appraisals, and the related summary reports of agricultural, aquatic, archeological, bird, cave, cultural, ecological, fish, mammals, mineral, paleontology, plants , range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resources users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. Products include a variety of reports. The basic resources data are retained electronically and are continually updated. Local resources data is locally stored and managed at the BLM Field Offices. The systems contain information uniquely collected by the BLM offices as well as data received from other federal, state and local agencies, and commercial sources. Confidentiality: Public record category 1B, <u>except</u> archeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are Non-public record category 2. Exceptions: Resources Inventory, and Survey Files (Schedule 4/11); Geographical Information System (GIS) (Schedule 20/52). The record copy of a report which is used for making a specific decision, such as a land use plan, an environmental impact assessment, or land use adjudication, is filed as a hard copy with the related project or case file. Location: All. | See sub-items below. |
| **53a** | Unaltered data or minimally altered data received from other federal, state and local agencies, and commercial sources (i.e. no significant additions to data content of unique BLM data or not maintained in support of significant ongoing projects or significant specific decision (See Exceptions). | TEMPORARY.<br>Use BLM 20/53a.<br>Maintain until no longer needed for current business.<br>(N1-49-98-2, 20/53a) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **53b** | Data received from other federal, state and local agencies, and commercial sources with significant additions to data content of unique BLM data (i.e. significantly altered data). These data are maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat.2743) | PERMANENT. Cutoff EOFY in which the data is created or significantly altered by the BLM. Use BLM 20/53b.<br>Transfer copy of data to NARA EOFY in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 53e).<br>(N1-49-98-2, 20/53b)<br>ERA disposition authority: DAL-0049-2008-0002-0001 |
| **53c** | Data uniquely created by the BLM and maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat. 2743). | PERMANENT. Cutoff EOFY in which the data is created or significantly altered by the BLM. Use BLM 20/53c.<br>Transfer copy of data to EOFY in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 53e).<br>(N1-49-98-2, 20/53c)<br>ERA disposition authority: DAL-0049-2008-0002-0002 |
| **53d** | All other data uniquely created by the BLM (i.e. layers not covered by item 53c; not in support of significant ongoing projects or decisions). | TEMPORARY.<br>Use BLM 20/53d.<br>Maintain until no longer needed for current business. See BLM/GRS Schedule 20, Item 3a, Electronic Versions of Temporary records for records scheduled for disposal under one or more items, and for records when hard copy records are retained to meet recordkeeping requirements (not the official record copy), and Item 9 for Electronic Finding Aids to Temporary Records.<br>(N1-49-98-2, 20/53d) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **53e** | Documentation for Items 53b and 53c. Completed NA-14097 form and copies of instructions on interpretation of source data, applications of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data layer. | PERMANENT. Cutoff EOFY in which the layer is created or significantly altered by the BLM. Use BLM 20/53e.<br>Transfer copy to NARA along with associated data. FGDC Metadata created as documentation can be transferred in accordance with 36 CFR 1228.188.<br>(N1-49-98-2, 20/53e)<br>ERA disposition authority: Pending: to be established |

Schedule 21 – Audiovisual Records

**Introduction**

This schedule covers audiovisual and related records created by or for the Bureau of Land Management (BLM) as well as those acquired in the course of business. For audiovisual records that are not described in this schedule, agencies must request disposition authority by submitting a SF-115, Request for Records Disposition Authority, to the National Archives and Records Administration (NARA) Life Cycle Management Division (NWML).

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes: (1) production files or other files documenting the creation, justification, ownership, and right to the records; and (2) finding aids used to identify or access the records.

This schedule does not cover (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, or (3) microfilm copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by Schedule 17; temporary computerized data are covered by Schedule 20 and 23; and microfilm copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1230.10(b).

Guidance about the identification, maintenance, use and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide" (copies are available from the NARA Publications Distribution Staff) and NARA records management regulations at 36 CFR 1228.184, Audiovisual Records.

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-45.10, "Recovery of Precious Metals."

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **STILL PHOTOS - ROUTINE ACTIVITIES.**<br>Photographs of routine award ceremonies, social events, and activities not related to the mission of the BLM. Confidentiality: Mixed public and Non-public records categories 1B and 2. Location: All. Exclusions: Mission-related photos (item 30). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/1*<br>*Destroy when 1 year old.*<br>*(N1-GRS-98-2, item 32)* |
| **2** | **PERSONNEL IDENTIFICATION OR PASSPORT PHOTOGRAPHS.**<br>Confidentiality: Mixed Public and Non-public records categories 1B and 2. Location: All. Exclusions: Form OF-55 (Schedule 11/4a). | TEMPORARY. Cutoff when superseded or obsolete.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/2*<br>*Destroy when 5 years old or when superseded or obsolete, which is later.*<br>*(N1-GRS-98-2, item 33)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **STILL PHOTOS - TRAINING [1400-410].**<br>Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the BLM. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related photos (item30). | TEMPORARY. Cutoff after completion of training program. Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/3*<br>*Destroy 1 year after completion of training program.*<br>*(N1-GRS-81-9, item I-3)* |
| **4** | **Reserved** | Formerly duplicates of still photos that are nonrecord material. |
| **5** | **GRAPHIC ARTS - VIEWGRAPHS [1553].**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related viewgraphs (item 31). | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/5*<br>*Destroy 1 year after use.*<br>*(N1-GRS-98-2, item 34)* |
| **6** | **GRAPHIC ARTS - ROUTINE ART WORK [1553].**<br>For handbills, flyers, posters, letterhead and other graphics. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related art work (item 31). | TEMPORARY.<br>Use GRS 21/6.<br>Destroy when no longer needed for publication or reprinting.<br>(N1-GRS-98-2, item 35) |
| **7** | **GRAPHIC ARTS - NEGATIVES, PRINTS, PLATES [1553].**<br>Line and halftone negatives, screened paper prints, offset lithographic plates used for photomechanical reproduction. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related negatives, prints, plates (item 31). | TEMPORARY.<br>Use GRS 21/7.<br>Destroy when no longer needed for publication or reprinting.<br>(N1-GRS-81-9, item II-3) |
| **8** | **GRAPHIC ARTS - LINE COPIES [1553].**<br>Line copies of graphs and charts. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related graphs and charts (item 31). | TEMPORARY.<br>Use GRS 21/8.<br>Destroy when no longer needed for publication or reprinting.<br>(N1-GRS-98-2, item 36) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9** | **MOTION PICTURES - TRAINING [1400-410].**<br>Films acquired from outside sources for personnel and management training. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related motion pictures (item 32). | TEMPORARY. Cutoff after completion of training program.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/9*<br>*Destroy 1 year after completion of training program.*<br>*(N1-GRS-81-9, item III-1)* |
| **10** | **Reserved** | Formerly duplicate films that are nonrecord material. |
| **11** | **MOTION PICTURE - ROUTINE SURVEILLANCE FOOTAGE.**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related motion pictures (item 32). | TEMPORARY.<br>Use GRS 21/11.<br>Destroy when 6 months old.<br>(N1-GRS-98-2, item 37) |
| **12** | **MOTION PICTURE - ROUTINE SCIENTIFIC, MEDICAL OR ENGINEERING FOOTAGE.**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related motion pictures (item 32). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/12*<br>*Destroy when 2 years old.*<br>*(N1-GRS-98-2, item 38)* |
| **13** | **Reserved** | Formerly duplicates of motion pictures that are nonrecord material. |
| **14** | **VIDEO RECORDINGS - TRAINING [1400-410].**<br>Programs acquired from outside sources for personnel and management training. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related video recordings (item 33). | TEMPORARY. Cutoff after completion of training program.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/14*<br>*Destroy 1 year after completion of training program.*<br>*(N1-GRS-81-9, item IV-1)* |
| **15** | **Reserved** | Formerly video recordings for entertainment or recreation that are nonrecord material. |
| **16** | **VIDEO RECORDINGS - REHEARSAL OR PRACTICE TAPES.**<br>Confidentiality: Mixed public and Non-public records categories IB and 2. Location: All. Exclusions: Mission-related video recordings (item 33). | TEMPORARY.<br>Use GRS 21/16.<br>Destroy immediately.<br>(N1-GRS-81-9, item IV-3) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **17** | **VIDEO RECORDINGS - INTERNAL TRAINING [1400-410].**<br>Internal personnel and administrative training programs that do not reflect the mission of BLM. These include "role play" sessions, management and supervisory instruction, etc. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission- related video recordings (item 33). | TEMPORARY. Cutoff after completion of the training program.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/17*<br>*Destroy 1 year after completion of the training program.*<br>*(N1-GRS-81-9, item IV-4)* |
| **18** | **VIDEO RECORDINGS - ROUTINE SURVEILLANCE RECORDINGS.**<br>Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 21/18.<br>Destroy when 6 months old.<br>(N1-GRS-98-2, item 39) |
| **19** | **VIDEO RECORDINGS - ROUTINE SCIENTIFIC, MEDICAL, OR ENGINEERING RECORDINGS.**<br>Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related video recordings (item 33). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/19*<br>*Destroy when 2 years old.*<br>*(N1-GRS-98-2, item 40)* |
| **20** | **VIDEO RECORDINGS - ROUTINE EVENTS.**<br>Recordings that document routine meetings and award presentations. Confidentiality: Non-public record category 2. Location: All. Exclusions: Mission-related video recordings (item 33). | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 21/20*<br>*Destroy when 2 years old.*<br>*(N1-GRS-98-2, item 41)* |
| **21** | **Reserved** | Formerly duplicate video dubbing and premix elements that are nonrecord material. |
| **22** | **AUDIO RECORDINGS - NOTE TAKING OR TRANSCRIPTION.**<br>Recordings of meetings made exclusively for note taking or transcription. Exclusions: Recordings of proceedings of Presidential commissions and executive commissions (such records are usually appraised as permanent, and they must be described on an SF 115 submitted to NARA for final disposition approval). Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 21/22.<br>Destroy immediately after use.<br>(N1-GRS-81-9, item V-1) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **23** | **AUDIO RECORDINGS - DICTATION BELTS OR TAPES.**<br>Includes recordings on answering machines and other message devices. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 21/23.<br>Destroy immediately after use.<br>(N1-GRS-81-9, item V-2) |
| **24** | **AUDIO RECORDINGS - PREMIX SOUND ELEMENTS.**<br>Created during the course of a motion picture, TV, or radio production. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use GRS 21/24.<br>Destroy immediately after use.<br>(N1-GRS-81-9, item V-3) |
| **25** | **Reserved** | Formerly library copies of audio recordings that are nonrecord materials. |
| **26** | **AUDIO RECORDINGS - DAILY OR SPOT NEWS RECORDINGS.**<br>Available to local radio stations on a call-in basis. *The BLM does not usually maintain these records.* | TEMPORARY.<br>Use GRS 21/26.<br>Destroy when 6 months old.<br>(N1-GRS-98-2, item 42) |
| **27** | **Reserved** | Formerly duplicate audio dubbing that are nonrecord material. |
| **28** | **AUDIOVISUAL PRODUCTION FILES.**<br>Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Dispose of according to instructions covering related audiovisual records.<br>GRS 21/28.<br>(N1-GRS-81-9, item VI-1) |
| **29** | **AUDIOVISUAL FINDING AIDS.**<br>Finding aids for identification, retrieval, or use of temporary audiovisual records. Forms: BLM 1277-2, 3. Confidentiality: Mixed public and Non-public records categories 1B and 2. Location: All. | TEMPORARY.<br>Use GRS 4.1, item 010, DAA-GRS-2013-0002-0016.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*Dispose of according to instructions covering the related audiovisual records.*<br>*(N1-GRS-81-9, item VI-2)* |
| **30** | **STILL PHOTO RECORD COPIES - BLM MISSION-RELATED.**<br>Official portraits of the BLM Directors; photographs produced or collected for use in the BLM publications, exhibitions, or other media productions; documentary photographs shot for fact finding purposes, research and development, or other studies; photographs that depict the mission of the BLM; and slides or filmstrip programs that depict the mission of BLM. Authority: 5 USC 552. Confidentiality: Mixed public and Non-public records categories 1B and 2. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **30a** | Black-and-White and Color Negative Photography. | PERMANENT. Cutoff EOFY.<br>Use BLM 21/30a.<br>Transfer original negative, a captioned print, and, for color negative photography, a duplicate negative, if one exists, directly to NARA in 5-year blocks when the most recent records are 5 years old.<br>(NC1-49-85-2, 21/8)<br>ERA disposition authority:<br>DAL-0049-2011-0006-0021 |
| **30b** | Color Transparency and Slide Photography. | PERMANENT. Cutoff EOFY.<br>Use BLM 21/30b.<br>Transfer original and a duplicate directly to NARA in 5-year blocks when the most recent records are 5 years old.<br>(NC1-49-85-2, 21/8)<br>ERA disposition authority:<br>Pending: to be established |
| **30c** | Slide Sets or Filmstrips and Accompanying Audio Recordings or Scripts. | PERMANENT. Cutoff EOFY.<br>Use BLM 21/30c.<br>Transfer two copies directly to NARA in 5-year blocks when the most recent records are 5 years old.<br>(NC1-49-85-2, 21/8)<br>ERA disposition authority:<br>Pending: to be established |
| **31** | **GRAPHIC ARTS RECORD COPIES - BLM MISSION-RELATED.**<br>Authority: 5 USC 552. Confidentiality: Mixed public and Non-public records categories 1B and 2. Location: WO, Centers, SO. | See sub-items below. |
| **31a** | Posters. Distributed BLM-wide or to the public. | PERMANENT. Cutoff EOFY.<br>Use BLM 21/31a.<br>Transfer two copies directly to NARA 1 year after cutoff.<br>(N1-49-96-1, 21/31a)<br>ERA disposition authority:<br>Pending: to be established |
| **31b** | Original Art. | TEMPORARY.<br>Use BLM 21/31b.<br>Destroy when no longer needed for administrative use.<br>(N1-49-96-1, 21/31b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **32** | **MOTION PICTURE RECORD COPIES - BLM MISSION-RELATED [1120].**<br>Authority: 5 USC 552. Confidentiality: Mixed public and Non-public records categories 1B and 2. Location: All. Exclusions: Motion pictures from outside sources (items 9-12), reference copies of mission-related motion pictures (item 13). | See sub-items below. |
| **32a** | The BLM-Sponsored Motion Pictures. The BLM-sponsored informational, educational, and recruiting films intended for public distribution; the BLM-sponsored television news releases and information reports; the BLM-sponsored television public service or spot announcements; the BLM- sponsored training films that explain the BLM functions or activities intended for internal or external distribution; documentary footage shot for research and development, fact finding, or other studies; and films produced under contract or grant that are submitted to the BLM. | PERMANENT. Cutoff EOFY in which original no longer needed for duplication purposes.<br>Use BLM 21/32a.<br>Transfer original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers 1986-88 block in 1992). (NC1-49-85-2, 21/20)<br>ERA disposition authority: DAL-0049-2011-0006-0025 |
| **32b** | Acquired Motion Pictures. Films acquired from outside sources that document or are used to carry out the BLM programs (other than those acquired for personnel and management training). | PERMANENT. Cutoff EOFY in which no longer needed for administrative purposes.<br>Use BLM 21/32b.<br>Transfer two projection prints or one projection print and a video recording to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers 1986-88 block in 1992). (NC1-49-85-2, 21/20)<br>ERA disposition authority: DAL-0049-2011-0006-0025 |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **32c** | Unedited Footage. Created during the course of a BLM-sponsored production that shows unstaged and unrehearsed events of historical interest. | PERMANENT. Cutoff EOFY in which original is no longer needed for duplication purposes.<br>Use BLM 21/32c.<br>Transfer the original negative or color original, work print, and an intermediate master positive or duplicate negative, if one exists, appropriately arranged, labeled, and described to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers the 1986-88 block in 1992).<br>(NC1-49-85-2, 21/20)<br>ERA disposition authority: DAL-0049-2011-0006-0025 |
| **33** | **VIDEO RECORDING RECORD COPIES - BLM MISSION-RELATED [1120].**<br>Consists of the BLM-sponsored informational, educational, and recruiting productions intended for public distribution; the BLM-sponsored television news releases or information reports; the BLM-sponsored television public service or spot announcements; the BLM-sponsored training programs that explain the BLM functions or activities intended for internal or external distribution (other than personnel and administrative training program); internal management news or information programs issued by the BLM officials for the BLM-wide distribution; recordings of public meetings or speeches, BLM-sponsored conferences, guests speakers, and testimony of BLM officials before Congress and at other hearings; programs produced under grant that are submitted to the BLM; programs acquired from outside sources that document or are used to carry out BLM programs (other than those relating to personnel training); media appearances by top BLM officials; documentary recordings shot for research and development, fact finding, or other studies. Authority: 5 USC 552. Confidentiality: Mixed public and Non-public records categories 1B and 2. Location: WO, Centers, SO. Exclusions: Videos from outside sources (items 14-20), reference copies of mission-related videos (item 21). | PERMANENT. Cutoff EOFY in which original no longer needed for duplication purposes.<br>Use BLM 21/33.<br>Transfer original or earliest generation of recording and a dubbing to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers 1986-88 block in 1992).<br>(NC1-49-85-2, 21/36)<br>ERA disposition authority: DAL-0049-2011-0006-0022 |

Schedule 22 - Evaluation, Inspection and Audit Records

**Introduction**

The Inspector General monitors agency programs and operations to prevent and reduce waste and fraud and to improve agency management. The Inspector General Act of 1978, as amended, and other legislation established an Office of Inspector General (OIG) in selected Government agencies. Several other agencies have created nonstatutory OIGs. General Records Schedule 22, Inspector General Records, was withdrawn in December 1998, with the issuance of transmittal 8 from the National Records and Records Administration (NARA).

This schedule covers the files that are created by the Bureau of Land Management (BLM) when the Inspector General, the Department of the Interior, or the BLM conducts and supervises audits and investigations; recommends policies to promote economy, efficiency, and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies, and progress to the BLM Director or office heads.

General subject files concerning evaluation inspection, and audit records are covered by Schedule 23, Item 1a. Indexes to evaluation, inspection, and audit files are covered by Schedule 23, Item 9.

This schedule does not authorize disposal of investigative files for cases that result in national media attention, Congressional investigation, or substantive changes in the BLM policy or procedure. Offices who create or maintain such files must submit an SF-115 to the BLM Records Officer in accordance with the requirements of 36 CFR 1228.26.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **Reserved** | Formerly Fraud and Abuse Investigative Records withdrawn by NARA Transmittal 8 (12/1998). |
| **2** | **EVALUATION, INSPECTION, AUDIT, OR REVIEW CASE FILES [1240].**<br>Documenting internal program audits, program evaluations, administrative and technical procedures reviews, and other reviews of BLM programs, operations, and procedures, including administrative and general management review task force records. Consists of the official report of the audit, review or evaluation, correspondence, and supporting documentation maintained by the office conducting the audit, review, or evaluation. Includes records created by streamlining and other team established to evaluate processes and procedures. Forms: BLM 1240-6, 7, 7a, 7b, 9, 12, 13, 14, 14b, 15. Confidentiality: Non-public record category 2. Location: All. Exclusions: Reference copies which may be destroyed when no longer needed, indexes to these records (Schedule 23/9) and organizational studies (Schedule 16/13). | TEMPORARY. Cutoff EOFY in which completed.<br>Use BLM 22/2.<br>Transfer to FRC 3 years after cutoff. FRC destroys 25 years after cutoff.<br>(NC1-49-85-2, 25/4a) |
| **3** | **RESERVED** | |
| **4** | **OIG CONTACT REPORTS FILES [1245].**<br>Forms: BLM 1245-1 and related correspondence.<br>Confidentiality: Non-public record category 2. Location: All. | TEMPORARY. Cutoff EOFY.<br>Use BLM 22/4.<br>Destroy 3 years after cutoff.<br>(N1-49-90-2, 22/5) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5** | **EVALUATION, INSPECTION, AUDIT, REVIEW FINDING AIDS AND INDEXES [1240].**<br>Confidentiality: Non-public record category 2. Location: All. | TEMPORARY.<br>Use BLM 22/5.<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(N1-49-90-2, 22/6) |

Schedule 23 - Records Common to Most Offices

**Introduction**

This schedule incorporates the records common to most offices as described in General Records Schedule 23 and adds the Bureau of Land Management (BLM) general correspondence and reader files. This schedule covers administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; transitory documents. This schedule does not include materials that the BLM has determined to be nonrecord or to materials such as calendars or work schedules claimed as personal.

The office administrative files described under item 1 are records retained by the originating office as its record of initiation of an action, request, or response to requests for information. This item may be applied only to separate administrative files containing such records as copies of documents submitted to other offices for action including budget feeder documents, purchase orders, and training requests. Item 1 may not be applied to files that also contain program records (Schedule 16/20), and it may not be applied by an office that receives and takes action on documents submitted by other offices.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **OFFICE ADMINISTRATIVE FILES.**<br>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.<br>Authority: 36 CFR 1222.10. Confidentiality: Non-public record category 2. Location: All. Exclusions: record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office (Schedule 16/18). (N1-GRS-98-2 item 43 Note) | See sub-items below. |
| **1a** | General Correspondence and Reports Files. Also called "General Subject Files." Documents filed according to their general informational or subject content and usually arranged by the subject codes listed in BLM Manual 1220. Comprised mainly of letters and memoranda but also forms, reports, and other material, all relating to program and administrative functions, not to specific cases or projects. Includes temporary delegations of authority (to specific positions), copies of recurring reports, and newsletters. Forms: SF-203, 291; BLM 1165-22, 36, 60, 61, 63-73; 1203-1, 2; 1271-1, 1a, 1b, 1d; 1600-13; 1788-1, 2, 6500-1. Exclusions: Long term delegations of authority (Schedule 16/1). | TEMPORARY. Cutoff EOFY. Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>NOTE: Requires RDRB approval for Subject Codes: 1118, 2271, 2530, 3160-16, 3482-2, 3592-2, 3825<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 23/1a*<br>*Destroy 3 years after cutoff.*<br>*(NC1-49-85-2, 23/1a)*<br>*Exception to GRS 23/1*<br>*(N1-GRS-98-2 item 43)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1b** | Reader Files. Also known as Chronological Files. | See sub-items below. |
| **1b(1)** | Reader Files - Originating Office Copies. **Copies** of non-sensitive outgoing correspondence arranged chronologically and maintained for reference. | Nonrecord. Destroy after 90 days.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 23/1b(1)*<br>*Destroy 1 year after cutoff.*<br>*(NC1-49-85-2, 23/lb(1))* |
| **1b(2)** | Reader Files - Other Copies. Copies provided by other offices for "information only" and review purposes. | Nonrecord. Destroy after 30 days.<br>(NC1-49-85-2, 23/1b(2)) |
| **2-4** | **Reserved** | |
| **5** | **SCHEDULES OF DAILY ACTIVITIES.**<br>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by federal employees while serving in an official capacity, created and maintained in hard copy or electronic form. Confidentiality: Non-public record category 2. Location: All. Exclusions: Materials determined to be personal (nonrecord material), electronic records described in items 5a & 5b (see Schedule 20/3). | See sub-items below. |
| **5a** | Files Containing Substantive Information relating to official activities, the substance of which has not been incorporated into official files. Exclusions: Records relating to the official activities of high Government officials.<br>Note: High level officials include the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees and political appointees serving in equivalent or comparable positions. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF-115 to NARA. (N1-GRS-87-19 item 5a Note) | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 23/5a*<br>*Destroy/Delete when 2 years old.*<br>*(N1-GRS-87-19 item 5a)* |
| **5b** | Files Documenting Routine Activities Containing No Substantive Information and records containing substantive information, the substance of which has been incorporated into organized files. | TEMPORARY.<br>Use GRS 23/5b.<br>Destroy/Delete when no longer needed for convenience or reference.<br>(N1-GRS-87-19 item 5b) |
| **6** | **SUSPENSE FILES.**<br>Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-15. Location: All. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6a** | Notes or Reminders to Take Action. Forms: 1542-3. | TEMPORARY.<br>Use GRS 23/6a.<br>Destroy after action is taken.<br>(N1-GRS-80-8 item 3a) |
| **6b** | File Copy or Extra Copy of Outgoing Communication. Filed by the date on which a reply is expected. | TEMPORARY.<br>Use GRS 23/6b.<br>Withdraw documents when reply received: (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.<br>(N1-GRS-80-8 item 3b) |
| **7** | **TRANSITORY FILES.**<br>Confidentiality: Non-public record category 2. Location: All. | See items below. |
| **7a** | Documents, regardless of media, of short term (180 days or less) interest, which have minimal or no documentary or evidential value. Examples include:<br>• Originating office copies of transmittal letters that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;<br>• Quasi-Official Notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records;<br>• Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;<br>Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date. | TEMPORARY.<br>Use GRS 23/7.<br>Destroy when 3 months old.<br>(N1-GRS-04-5, item 1) |
| **7b** | Routine Requests for information or publications and copies of replies requiring no administrative action, no policy decision, and no special compilation or research for reply. | TEMPORARY<br>Use GRS 4.2, item 010, DAA-GRS-2013-0007-0001.<br>Destroy when 90 days old, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority*<br>*GRS 23/7*<br>*(N1-GRS-04-05, item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8** | **TRACKING AND CONTROL FILES RELATING TO TEMPORARY FILES NOT DESCRIBED ELSEWHERE.** Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or BLM Schedules. Includes logs for Golden Age, Golden Access, Golden Eagle passports, and America the Beautiful (National Parks and Federal Recreational Lands) Passes. Confidentiality: Non-public record category 2. Forms: OF-11, 23, 24; BLM 1223-6; 1272-7; 1274-7; 1279-2, 3, 7; 1370-36; 1510-1; 9230-8, 18, 19. Location: All. | TEMPORARY. Cutoff after the date of the latest entry.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.1, item 010, DAA-GRS-2013-0002-0016.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 23/8*<br>*Destroy/Delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.*<br>*(N1-GRS-98-2 item 45)* |
| **9** | **FINDING AIDS OR INDEXES TO TEMPORARY RECORDS NOT DESCRIBED ELSEWHERE.** Indexes, lists, registers, and other finding aids, regardless of media, used only to provide access to records authorized for destruction by the GRS or BLM Schedules. Exclusions: records containing abstracts or other information that can be used as an information source apart from the related records. Confidentiality: Mixed public and non-public records categories 1A, 1B, and 2. Forms: BLM 1279-1. | TEMPORARY.<br>Use GRS 4.1, item 010, DAA-GRS-2013-0002-0016.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 23/9.*<br>*Destroy/Delete with the related records.*<br>*(N1-GRS-98-2 item 46)* |

## Introduction

This schedule provides disposal authorization for certain files created and maintained in the operation and management of information technology (IT) and related services. As defined in the Information Technology Management Reform Act of 1996 (now the Clinger-Cohen Act), "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

This GRS does not cover all records relating to information technology operations and management. Offices with responsibility for IT operations also maintain administrative records covered by other GRS and records not in the GRS that must be scheduled by the agency. In addition, this GRS does not apply to system data or information content, which must be scheduled separately by submitting an SF 115, Request for Records Disposition Authority, to NARA.

The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained on paper, in microform, or electronically. Dispositions apply, however, only to records that are maintained as described in each item or sub item. If documents are part of a larger case file or recordkeeping system that contains records not covered in this GRS, agencies must separately schedule that file or system by submitting an SF 115 to NARA. If records covered by more than one item in this schedule are maintained together in one file or recordkeeping system, agencies must retain the records for the longest retention period authorized for those items.

Note that GRS 20, Electronic Records, remains in effect. GRS 20 covers certain temporary files associated with data base management. This new schedule supplements GRS 20 by providing disposal authority for temporary records relating to overall IT management, as opposed to the operation and use of specific systems. NARA is reviewing alternatives to GRS 20 and will develop revised requirements as it explores new approaches to managing electronic records.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **OVERSIGHT AND COMPLIANCE FILES.**<br>Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities. | See sub-items below. |
| **1a** | Performance measurements and benchmarks. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 040<br>DAA-GRS-2013-0005-0010<br>Destroy 5 years after the project/activity/transaction is completed or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/1a*<br>*Destroy/delete when 5 years old or 1 year after responsible office determines there are no unresolved issues, whichever is longer.*<br>*(N1-GRS-03-1 item 1a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1b** | All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 040<br>DAA-GRS-2013-0005-0010<br>Destroy 5 years after the project/activity/transaction is completed or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/1b*<br>*Destroy/delete when 3 years old or 1 year after responsible office determines there are no unresolved issues, whichever is longer.*<br>*(N1-GRS-03-1 item 1b)* |
| **2** | **IT FACILITY, SITE MANAGEMENT, AND EQUIPMENT SUPPORT SERVICES RECORDS.**<br>Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/2*<br>*Destroy/delete when 3 years old or when superseded or obsolete, whichever is longer.*<br>*(N1-GRS-03-1 item 2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **IT ASSET AND CONFIGURATION MANAGEMENT FILES** | See sub-items below. |
| **3a** | Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets. | TEMPORARY. Cutoff after completion of the next inventory. Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/3a*<br>*Destroy/delete 1 year after cutoff.*<br>*(N1-GRS-03-1 item 3a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3b** | Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: | See sub-items below. |
| **3b(1)** | Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. | TEMPORARY. Cutoff when system is discontinued.<br>Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 030<br>DAA-GRS-2013-0005-0005<br>Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/3b(1)*<br>*Destroy/delete 1 year after cutoff.*<br>*(N1-GRS-03-1 item 3b1)* |
| **3b(2)** | Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/3b(2)*<br>*Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.*<br>*(N1-GRS-03-1 item 3b2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4** | **SYSTEM BACKUPS AND TAPE LIBRARY RECORDS** | See sub-items below. |
| **4a** | Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. | See sub-items below. |
| **4a(1)** | Incremental backup tapes. | TEMPORARY. Cutoff when superseded by a full backup, and when no longer needed for system restoration.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 040<br>DAA-GRS-2013-0006-0005<br>Destroy when cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/4a(1)*<br>*Delete/destroy when cutoff.*<br>*(N1-GRS-03-1 item 4a1)* |
| **4a(2)** | Full backup tapes. | TEMPORARY. Cutoff when second subsequent backup is verified as successful and when no longer needed for system restoration.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 041<br>DAA-GRS-2013-0006-0006<br>Destroy when cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/4a(2)*<br>*Delete/destroy when cutoff.*<br>*(N1-GRS-03-1 item 4a2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4b** | Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control logs. | TEMPORARY. Cutoff when superseded or obsolete.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.1, item 010, DAA-GRS-2013-0002-0016.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/4b*<br>*Destroy/delete when superseded or obsolete.*<br>*(N1-GRS-03-1 item 4b)* |
| **5** | **FILES RELATED TO MAINTAINING THE SECURITY OF SYSTEMS AND DATA** | See sub-items below. |
| **5a** | System Security Plans and Disaster Recovery Plans. | TEMPORARY. Cutoff when superseded by a newer version or upon termination of the system.<br>Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 010<br>DAA-GRS-2013-0006-0001<br>Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/5a*<br>*Destroy/delete 1 year after cutoff.*<br>*(N1-GRS-03-1 item 5a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5b** | Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data. | TEMPORARY. Cutoff when superseded by a newer version or upon termination of the system. Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 010<br>DAA-GRS-2013-0006-0001<br>Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/5b*<br>*Destroy/delete 1 year after system is superseded.*<br>*(N1-GRS-03-1 item 5b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6** | **USER IDENTIFICATION, PROFILES, AUTHORIZATIONS, AND PASSWORD FILES, EXCLUDING RECORDS RELATING TO ELECTRONIC SIGNATURES** | See sub-items below. |
| **6a** | Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records. | TEMPORARY. Cutoff after user account is terminated or password is altered, or when no longer needed for investigative or security purposes.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 031<br>DAA-GRS-2013-0006-0004<br>Destroy 6 years after password is altered or user account is terminated, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/6a*<br>*Destroy/delete inactive file 6 years after cutoff.*<br>*(N1-GRS-03-1 item 6a)* |
| **6b** | Routine systems, i.e., those not covered by item 6a. | TEMPORARY. Cutoff when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 030<br>DAA-GRS-2013-0006-0003<br>Destroy when business use ceases.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*See GRS 20, item 1*<br>*(N1-GRS-03-1 item 6b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7** | **COMPUTER SECURITY INCIDENT HANDLING, REPORTING AND FOLLOW-UP RECORDS** | TEMPORARY. Cutoff after all necessary follow-up actions have been completed.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 020<br>DAA-GRS-2013-0006-0002<br>Destroy 3 years after cutoff but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/7*<br>*Destroy/delete 3 years after cutoff.*<br>*(N1-GRS-03-1 item 7)* |
| **8** | **IT OPERATIONS RECORDS** | See sub-items below. |
| **8a** | Workload schedules, run reports, and schedules of maintenance and support activities. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/8a*<br>*Destroy/delete when 1 year old.*<br>*(N1-GRS-03-1 item 8a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8b** | Problem reports and related decision documents relating to the software infrastructure of the network or system. | TEMPORARY. Cutoff after problem is resolved.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/8b*<br>*Destroy/delete 1 year after cutoff.*<br>*(N1-GRS-03-1 item 8b)* |
| **8c** | Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/8c*<br>*Destroy/delete when 3 years old.*<br>*(N1-GRS-03-1 item 8c)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9** | **FINANCING OF IT RESOURCES AND SERVICES** | See sub-items below. |
| **9a** | Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements. | TEMPORARY. Cutoff when agreement is superseded or terminated.<br>Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/9a*<br>*Destroy/delete 3 years after cutoff.*<br>*(N1-GRS-03-1 item 9a)* |
| **9b** | Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance. | TEMPORARY. Cutoff when control measures or procedures are superseded or terminated.<br>Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/9b*<br>*Destroy/delete 3 years after cutoff.*<br>*(N1-GRS-03-1 item 9b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9c** | Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in GRS 8, items 6 and 7. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 020<br>DAA-GRS-2013-0005-0004<br>Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/9c*<br>*Destroy/delete records with no outstanding payment issues when 3 years old.*<br>*(N1-GRS-03-1 item 9c)* |
| **10** | **IT CUSTOMER SERVICE FILES** | See sub-items below. |
| **10a** | Records related to providing help desk information to customers, including pamphlets, responses to “Frequently Asked Questions,” and other documents prepared in advance to assist customers. | TEMPORARY. Cutoff when record is superseded or obsolete.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/10a*<br>*Destroy/delete 1 year after cutoff.*<br>*(N1-GRS-03-1 item 10a)* |
| **10b** | Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/10b*<br>*Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.*<br>*(N1-GRS-03-1 item 10b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11** | **IT INFRASTRUCTURE DESIGN AND IMPLEMENTATION FILES.**<br>Records of individual projects designed to provide and support new agency IT infrastructure systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results. | See sub-items below. |
| **11a** | Records for projects that are not implemented. | TEMPORARY. Cutoff when final decision is made.<br>Use DRS 1.4A2, DAA-0048-2013-0001-0014.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 010<br>DAA-GRS-2013-0005-0006<br>Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/11a*<br>*Destroy/delete 1 year after cutoff.*<br>*(N1-GRS-03-1 item 11a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11b** | Records for projects that are implemented. | TEMPORARY. Cutoff when project is terminated.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 010<br>DAA-GRS-2013-0005-0006<br>Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/11b*<br>*Destroy/delete 5 years after cutoff.*<br>*(N1-GRS-03-1 item 11b)* |
| **11c** | Installation and testing records. | TEMPORARY. Cutoff when final decision on acceptance is made.<br>Use DRS 1.4A1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.1, item 010<br>DAA-GRS-2013-0005-0006<br>Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/11c*<br>*Destroy/delete 3 years after cutoff.*<br>*(N1-GRS-03-1 item 11c)* |
| **12** | **Reserved** | |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13** | **Public Key Infrastructure (PKI) Records.** | See sub-items below. |
| **13a** | **PKI Administrative Records.**<br>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.<br>Policies and procedures planning records relate to defining and establishing PKI systems. Records relate to such activities as determining that a PKI should be established; creating project implementation plans; creating the certificate policy (CP), certification practice statement (CPS), and other key operating documents; developing procedures in accordance with the CP and CPS; conducting risk analyses; developing records management policies (including migration strategies); and selecting the entity that will serve as registration authority (RA).<br>Stand-up configuration and validation records relate to installing and validating both the Certification Authority (CA) and Registration Authority (RA), obtaining final approval or rejection from the agency's oversight or authorizing body, creating and generating a CA signature key, testing security procedures for the CA and RA, validating certification revocation procedures, and establishing back-up and storage for the PKI system.<br>Operation records relate to the certification application; certificate issuance and key generation (including key pair generation and private key loading and storage of private keys and components of private keys); certificate acceptance, validation, revocation, suspension, replacement, and renewal; creating and maintaining an event log; and installing and validating software updates. Audit and monitor records relate to conducting periodic internal and external reviews of auditable events specified in the Federal Bridge Certification Authority (FBCA) X.509 Certificate Policy and other Entity CA policies, monitoring compliance with security requirements specified in the CPS and other operating procedures, investigating internal fraud or misconduct, and conducting internal and external audits of software and systems security.<br>Termination, consolidation, or reorganization records relate to terminating, consolidating, or reorganizing a PKI; notifying subscribers of decisions, transferring inactive keys and revocation certificate lists to storage repositories, transferring consenting subscribers' and certificates and related materials to a new Certificate Authority, destroying sensitive records involving privacy (in accordance with an authorized records schedule), and shutting down and disposing of RA hardware and CA software.<br>**NOTE**: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine which PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13a(1)** | Federal Bridge Certification Authority (FBCA) Certification Authorities (CA). | TEMPORARY.<br>Use GRS 3.2, item 060, N1-GRS-07-3 item 13a1.<br>Destroy/delete when 7 years, 6 months; 10 years, 6 months; or 20 years, 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/13a(1)*<br>*(N1-GRS-07-3 item 13a1)* |
| **13a(2)** | Other (non-FBCA et.al.) Certification Authorities (CA). | TEMPORARY.<br>Use GRS 3.2, item 061, N1-GRS-07-3 item 13a2.<br>Destroy/delete when 7 years, 6 months to 20 years, 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/13a(2)*<br>*(N1-GRS-07-3 item 13a2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **13b** | PKI Transaction specific Records.<br>Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish or support the trustworthiness of a transaction. They may vary from transaction-to- transaction and agency-to-agency. When retained to support the authentication of an electronic transaction content record (information record), PKI digital signature transaction records are program records.<br>**NOTE**: Extreme care must be taken when applying the GRS-PKI to transaction records. Destruction of the transaction-specific and administrative records embedded in the transaction stream prior to the authorized retention of the information record that they access/protect will render the PKI incapable of performing what it is designed to do-protect and provide access to the information record. Due to the relative newness of PKI technology, both from an implementation and a litigation perspective, it is recommended that agencies identify all PKI transaction records (including PKI select administrative records embedded in the transaction stream and transaction-specific records) to be retained as part of the trust documentation for the records the PKI is designed to protect and or access and link the retention of the transaction records with that of the information record it protects/accesses. Transaction records must be retained as trust documentation set records together with the content/information record. | TEMPORARY.<br>Use GRS 3.2, item 062, N1-GRS-07-3 item 13b.<br>Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody. Longer retention is authorized if the agency determines that transaction-specific PKI records are needed for a longer period.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 24/13b*<br>*(N1-GRS-07-3 item 13b)* |

Schedule 25 – Ethics Program Records

## Introduction

This schedule incorporates the records described in General Records Schedule 25, which describes personnel records common to most federal agencies, and adds the following additional personnel records maintained by the Bureau of Land Management (BLM):

Title IV of the Ethics in Government Act of 1978 as amended, 5 U.S.C. appendix, title IV, authorizes the development of an executive branch-wide ethics program to ensure that decisions made by employees are neither tainted by, nor appear to be tainted by, any question of conflicts of interest. Under the relevant sections of title IV and Office of Government Ethics (OGE) executive branch-wide regulation at 5 CFR part 2638, each agency is required to establish an ethics program. This schedule covers records documenting the activities of executive branch agency ethics program offices and provides disposition for financial disclosure reports; ethics agreements; outside employment and activity records; referrals of violations of criminal conflict of interest statutes; ethics determination, advice, consultation, and training records; and other commonly held ethics program records. Records pertaining to legislative branch and judicial ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity and other areas often associated with, but not expressly under the authority of executive branch ethics programs, are not covered by this schedule.

Master lists of financial disclosure report filers, individuals requesting outside employment and activities approval, and other types of ethics-related master lists are not included in this schedule. Ethics-related master lists that are used solely for the purpose of tracking and controlling ethics records should be disposed of in accordance with GRS 23 Item 8, Tracking and Control Records. Master lists that are used for purposes in addition to tracking and controlling ethics records should be disposed of in accordance with the disposition for the underlying records as listed in this schedule or as otherwise scheduled.

Note: Executive branch ethics program records are sometimes needed in an ongoing investigation. Such records should be retained beyond their approved retention period until no longer needed in the investigation.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **ETHICS PROGRAM IMPLEMENTATION, INTERPRETATION, COUNSELING, AND DEVELOPMENT FILES.**<br>Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Including:<br>- Records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records.<br>- Determinations, including advice and counseling to individual employees, and supporting records.<br>- Records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1a** | Records such as determinations regarding attendance at widely-attended gatherings which appropriate agency ethics officials determine are related to the routine, non- precedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines. | TEMPORARY. Cutoff EOFY. Use GRS 2.8, item 010, DAA-GRS-2014-0005-0001. Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment, or when no longer needed for an active investigation; whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/1a.*<br>*Destroy when 3 years old or when superseded or obsolete, whichever is later.*<br>*(N1-GRS-01-1 item 1a)* |
| **1b** | All other records. | TEMPORARY. Cutoff EOFY. Use GRS 2.8, item 010, DAA-GRS-2014-0005-0001. Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment, or when no longer needed for an active investigation; whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/1b.*<br>*Destroy when 6 years old or when superseded or obsolete, whichever is later.*<br>*(N1-GRS-01-1 item 1b)* |
| **2** | **FINANCIAL DISCLOSURE REPORTING FILES.** Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report. | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2a** | Executive Branch Personnel Public Financial Disclosure Reports (SF 278) and related records. | See sub-items below. |
| **2a(1)** | SF 278 reports for individuals filing in accordance with Section 101(b) or (c) of the Act, and not subsequently confirmed by the U.S. Senate or elected. | TEMPORARY.<br>Use GRS 2.8, item 060, DAA-GRS-2014-0005-0007.<br>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/2a(1).*<br>*Destroy 1 year after nominee or candidate ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.*<br>*(N1-GRS-01-1 item 2a1)* |
| **2a(2)** | All other SF 278s. | TEMPORARY. Cutoff EOFY.<br>Use GRS 2.8, item 061, DAA-GRS-2014-0005-0008.<br>Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/2a(2).*<br>*Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.*<br>*(N1-GRS-01-1 item 2a2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2a(3)** | Periodic transaction reports.<br>OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records.<br>Legal Citation: STOCK Act, Pub. L. 112-105 | TEMPORARY.<br>Use GRS 2.8, item 062, DAA-GRS-2014-0005-0009.<br>Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction 6 years later. The reports may be retained longer if needed for active investigation. This disposition instruction is mandatory; deviations are not allowed. |
| **2a(4)** | Requests to inspect or receive copies of executive branch personnel public financial disclosure reports or other covered records (OGE Form 201 or agency equivalent form).<br>Legal Citation: 5 U.S.C. app. section 105(b)(2) | TEMPORARY.<br>Use GRS 2.8, item 063, DAA-GRS-2014-0005-0010.<br>Destroy when the requested report is destroyed. This disposition instruction is mandatory; deviations are not allowed. |
| **2b** | Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records. | See sub-items below. |
| **2b(1)** | OGE Form 450s for individuals not subsequently confirmed by the U.S. Senate. | TEMPORARY.<br>Use GRS 2.8, item 070, DAA-GRS-2014-0005-0011.<br>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/2b(1).*<br>*Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.*<br>*(N1-GRS-01-1 item 2b1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2b(2)** | All other OGE Form 450s and OGE Optional Form 450-As. | See sub-items below. |
| **2b(2)(a)** | All other reports.<br>Legal Citation: 5 CFR 2634.604 | TEMPORARY. Cutoff EOFY. Use GRS 2.8, item 071, DAA-GRS-2014-0005-0012. Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/2b(2).*<br>*Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.*<br>*(N1-GRS-01-1 item 2b2)* |
| **2b(2)(b)** | OGE Optional Form 450-A reports.<br>Legal Citation: 5 CFR 2634.604, 5 CFR 2634.905<br><br>Note: The OGE Form 450-A, filed for up to 3 consecutive years following the filing of an OGE Form 450, is an alternative disclosure report to the OGE Form 450 when there are no new interests to be reported by the filer. The "supporting OGE Form 450" cannot be destroyed until the last OGE Form 450-A report is ready for destruction. | TEMPORARY. Cutoff EOFY. Use GRS 2.8, item 072, DAA-GRS-2014-0005-0013. Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/2b(2).*<br>*Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.*<br>*(N1-GRS-01-1 item 2b2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2c** | Alternative or additional financial disclosure reports and related records | See sub-items below. |
| **2c(1)** | Reports for individuals not subsequently confirmed by the U.S. Senate.<br><br>Legal Citation: 5 U.S.C. app. section 105 | TEMPORARY.<br>Use GRS 2.8, item 080, DAA-GRS-2014-0005-0014.<br>Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/2c(1).*<br>*Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.*<br>*(N1-GRS-01-1 item 2c1)* |
| **2c(2)** | All other alternative or additional financial disclosure reports.<br><br>Legal Citation: 5 U.S.C. app. section 105 | TEMPORARY. Cutoff EOFY.<br>Use GRS 2.8, item 081, DAA-GRS-2014-0005-0015.<br>Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/2c(2).*<br>*Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.*<br>*(N1-GRS-01-1 item 2c2)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2d** | Financial disclosure supporting documentation.<br>Supporting documentation used to review and verify the filer's report submission. Includes records such as:<br>• reviewer's notes<br>• background research reports<br>• memorialized verbal comments of filer in response to reviewer questions | TEMPORARY.<br>Use GRS 2.8, item 090, DAA-GRS-2014-0005-0016.<br>Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later. |
| **3** | **ETHICS AGREEMENT RECORDS.**<br>Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Include:<br>• Review of recusals, resignations, reassignments, and divestitures<br>• Determinations<br>• Authorizations<br>• Waivers<br>• Waivers of disqualifications<br><br>Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): *Prescribing Standards of Ethical Conduct for Government Officers and Employees.* | See sub-items below. |
| **3a** | Agreements for employees who do not file financial disclosure reports. | TEMPORARY.<br>Use GRS 2.8, item 100, DAA-GRS-2014-0005-0017.<br>Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/3.*<br>*Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later.*<br>*(N1-GRS-01-1 item 3)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3b** | Agreements for employees who file financial disclosure reports. | TEMPORARY.<br>Use GRS 2.8, item 101, DAA-GRS-2014-0005-0018. Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/3.*<br>*Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later.*<br>*(N1-GRS-01-1 item 3)* |
| **4** | **REFERRALS AND NOTIFICATIONS OF VIOLATIONS OF CRIMINAL CONFLICT OF INTEREST STATUTES AND OTHER POTENTIAL VIOLATIONS FILES.**<br>Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, *Notification of Conflict of Interest Referral.* | TEMPORARY. Cutoff EOFY.<br>Use GRS 2.8, item 020, DAA-GRS-2014-0005-0002. Destroy 6 years after final disposition of the referral to either the IG or DOJ, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/4.*<br>*Destroy when 6 years old.*<br>*(N1-GRS-01-1 item 4)* |
| **5** | **REPORTS OF PAYMENTS ACCEPTED FROM NON-FEDERAL SOURCES.**<br>Confidentiality: Non-public record category 2; Privacy Act System Interior/BLM-21. Essential (Vital): Legal and financial rights records. Forms: SF- 1012, 1103, 1103a, 1104, 1109a, 1109, 1113a, 1156, 1169, 1170, 1186, 1203, 1203a, 1204, 1205; OF-144, 189, 199, 1121. Location: All. Exclusions: Lost or damaged shipment files (Schedule 4/2a); finance copies (Schedule 6/1a); individual employee travel case files (Schedule 9/4b), federal employee transportation subsidy records (Schedule 9/7). | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5a** | Agency Reports.<br>Reports, including the "Semiannual Report of Payment Accepted from a Non-Federal Source," submitted by agencies through the Office of Government Ethics and reported on the OGE's Form 1353 (SF 326). Reports summarize payments made to the agency from non-federal sources for travel, subsistence, and related expenses from an employee who attends a meeting or similar function related to official duties. | TEMPORARY. Cutoff EOFY.<br>Use GRS 2.8, item 030, DAA-GRS-2014-0005-0003.<br>Destroy 3 years following submission of the report to OGE, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/5a.*<br>*Destroy when 3 years old.*<br>*(N1-GRS-01-1 item 5a)* |
| **5b** | Supporting Documentation.<br>Documentation, such as statements and forms, used to complete the submitted reports. | TEMPORARY.<br>Use GRS 2.8, item 031, DAA-GRS-2014-0005-0004.<br>Destroy 1 year following submission of the report to OGE, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/5b.*<br>*Destroy 1 year after submission of report to the Office of Government Ethics.*<br>*(N1-GRS-01-1 item 5b)* |
| **6** | **ETHICS PROGRAM REVIEW RECORDS.**<br>Records relating to OGE reviews of agency compliance with executive branch ethic laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. | See sub-items below. |
| **6a** | OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies. | TEMPORARY. Cutoff EOFY.<br>Use GRS 2.8, item 050, DAA-GRS-2014-0005-0006.<br>Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later. Longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/6a.*<br>*Destroy when 6 years old.*<br>*(N1-GRS-01-1 item 6a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6b** | All other records produced during OGE program reviews, including notes and background materials. | TEMPORARY.<br>Use GRS 2.8, item 050, DAA-GRS-2014-0005-0006.<br>Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later. Longer retention is authorized if needed for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/6b.*<br>*Destroy 1 year after the date of the OGE program review report or, if there are recommendations, one year after they are closed.*<br>*(N1-GRS-01-1 item 6b)* |
| **7** | **OFFICE OF GOVERNMENT ETHICS PROGRAM QUESTIONNAIRE RECORDS.** | See sub-items below. |
| **7a** | Questionnaires completed by ethics officials, such as the "Annual Agency Ethics Program Questionnaire," the "Annual Agency Ethics Officer (DAEO) Survey," and other questionnaires and surveys. | TEMPORARY.<br>Use GRS 2.8, item 040, DAA-GRS-2014-0005-0005.<br>Destroy 3 years after submission, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/7a.*<br>*Destroy 3 years after submission.*<br>*(N1-GRS-01-1 item 7a)* |
| **7b** | Records created or collected to prepare responses to ethics programs questionnaires and surveys. | TEMPORARY.<br>Use GRS 2.8, item 040, DAA-GRS-2014-0005-0005.<br>Destroy 3 years after submission, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/7b.*<br>*Destroy 1 year after submission of associated annual agency ethics program questionnaire.*<br>*(N1-GRS-01-1 item 7b)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8** | **ETHICS PROGRAM EMPLOYEE TRAINING AND EDUCATION FILES.** | See sub-items below. |
| **8a** | Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education. Records include, but are not limited to, annual plans, schedules of classes, rosters of employees required to attend, verification of training completion and other related records. | TEMPORARY. Cutoff EOFY.<br>Use GRS 25/8a.<br>Destroy when 6 years old.<br>(N1-GRS-01-1 item 8a) |
| **8b** | Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to, instructors guides, handbooks, handouts and other materials used in training classes, bulletins, and newsletters. | TEMPORARY. Cutoff EOFY.<br>Use GRS 25/8b.<br>Destroy when 6 years old or when superseded or obsolete, whichever is later.<br>(N1-GRS-01-1 item 8b) |
| **9** | **ETHICS PROGRAM PROCEDURES FILES.**<br>Procedures and related supporting records on the administration of ethics programs including, but not limited to, public and confidential financial disclosure reports systems, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes. | TEMPORARY. Cutoff EOFY.<br>Use GRS 2.8, item 010, DAA-GRS-2014-0005-0001.<br>Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment, or when no longer needed for an active investigation; whichever is later, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 25/9.*<br>*Destroy when 6 years old or when superseded or obsolete, whichever is later.*<br>*(N1-GRS-01-1 item 9)* |

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Schedule 26 – Temporary Commissions, Boards, Councils and Committees

**Introduction**

This schedule covers records created and maintained by temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees). In the case of interagency bodies, this schedule covers the records maintained by the designated secretariat as well as records accumulated by other commission members.

This schedule does not apply to the records of Presidential commissions, boards, councils and committees covered by the Presidential Records Act.

For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.

The record series described in this schedule are created and maintained in different media and formats, therefore this schedule is written to authorize the disposition of the records in any media (media neutral). Agencies are required to refer to the most current version of the Code of Federal Regulations (CFR) and other relevant guidance to ensure that the media and format that is chosen by the agency meets NARA's transfer requirements for permanent records. See 36 CFR Sections: 1228.266 – Audiovisual Records; 1228.268 – Cartographic and Architectural Records; 1228.270 – Electronic Records; 1230.026 – Microform Records.

NOTE: INTERAGENCY OR ADVISORY COMMITTEE RECORDS WERE PREVIOUSLY SCHEDULE 16, ITEM 8. NOW SEE ITEM 5 BELOW.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **INTERNAL AGENCY COMMITTEES (Not Federal Advisory Committee Act (FACA)**<br>Authority: 86 Stat. 770; 43 CFR 1784. Confidentiality: Non-public record category 2. Location: All. Exclusions: EEO committees (Schedule 1/25g), non-committee groups (Schedule 16/19), records created to comply with the provisions of the Government in the Sunshine Act (submit SF-115 to NARA). | See sub-items below. |
| **1a** | Internal agency committees unrelated to an agency's mission. Committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, composed, wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities. Any files created and/or maintained by the committee. | TEMPORARY. Cutoff when no longer needed for administrative purposes.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 26/1a*<br>*Destroy/delete when cutoff.*<br>*(N1-GRS-04-1 item 1a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1b** | Internal agency committees related to an agency's mission. Committees established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of full- time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying reorganization, recommending new actions or developing multi-year plans. Any files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees. | These records are potentially permanent and must be scheduled by submission of an SF 115 to NARA.<br>(N1-GRS-04-1 item 1b)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authorities:*<br>• *GRS 16/8a*<br>*Destroy 2 years after termination of committee.*<br>• *GRS 16/8b(1)*<br>*Destroy when 3 years old.*<br>• *GRS 16/8b(2)*<br>*Destroy when 3 years old.* |
| **2** | **RECORDS CREATED BY ADVISORY COMMISSIONS, COMMITTEES, COUNCILS, BOARDS AND OTHER GROUPS ESTABLISHED UNDER THE FEDERAL ADVISORY COMMITTEE ACT (FACA)**<br>Authority: Federal Advisory Committee Act (FACA) as amended, 5 U.S.C App. 2; 43 CFR 1784. Confidentiality: Non-public record category 2 for Records of members selected for membership; Public record category 1B for all other records.<br><br>NOTE: The term "advisory committee" as defined by FACA means any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup which is (1) established by statute or reorganization plan or (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the Federal government. This term does not apply to any committee which is composed wholly of full-time officers or employees of the Federal government.<br>(N1-GRS-04-1 item 2 Note) | See sub-items below.<br><br>Interagency or advisory committee records were previously schedule 16, item 8.<br><br>**A complete list of FACA Committees is available at http://facadatabase.gov/committee/committees.aspx?aid=43**. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2a** | Files documenting the Commission's (FACA) establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as<br>- Original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components<br>- Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed<br>- One copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files<br>- Correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission<br>- Substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data)<br>- Questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item 2(a) (may include data maintained electronically)<br>- Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act<br>- Documentation of subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the full or parent committee. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records, and<br>- Documentation of formally designated subcommittees and working groups. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.<br>**NOTE**: Non-textual records transferred to NARA must follow NARA published guidance for transfer of required elements. (N1-GRS-04-1 item 2a Note) | PERMANENT<br>Use GRS 6.2, item 010, DAA-GRS-2015-0001-0001. Transfer when records are 15 years old or upon termination of committee, whichever is sooner.<br>ERA disposition authority: Pending: to be established<br>- - - - - - - - - - - - - - - - - - - - - - -<br>Substantive Audiovisual Records<br>PERMANENT<br>Use GRS 6.2, item 020, DAA-GRS-2015-0001-0002. Transfer when records are 3 years old or upon termination of committee, whichever is sooner.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authorities:*<br>• *GRS 26/2a. Transfer to the National Archives on termination of the Commission. Earlier periodic transfers are authorized for commissions operating for 3 years or longer. (N1-GRS-07-5, item 2a)*<br>• *GRS 16/8c (N1-GRS-89-1) Destroy 5 years after termination of committee.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2b** | Files that relate to day-to-day Commission (FACA) activities for temporary commissions, boards, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees), including correspondence, reference and working files of Commission staff, **copies** of committee records (agendas, meeting minutes, final reports) not maintained by the sponsor or Secretariat. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 6.2, item 050, DAA-GRS-2015-0001-0005.<br>Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authorities:*<br>• *GRS 26/2b*<br>*Destroy/delete when 3 years old (N1-GRS-07-1 item 2b)*<br>• *GRS 16/8d(2)*<br>*Destroy when 3 years old.* |
| **2c** | Web site records (FACA)<br>**NOTE**: Prior to destruction/deletion, NARA, in consultation with Commission staff, will review records covered by Item 2c1 and may identify portions (including a web snapshot) that warrant permanent retention. Such records will be transferred to the National Archives at the time that related permanent records are transferred along with any records covered by Item 2c2 that NARA requires to maintain and access permanent web content records. (N1-GRS-07-1 item 2c Note) | See sub-items below. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2c(1)** | Electronic versions of web site(s) (FACA) | For records identified by NARA as PERMANENT.<br>Use GRS 6.2, item 010, DAA-GRS-2015-0001-0001.<br>Transfer when records are 15 years old or upon termination of committee, whichever is sooner.<br>ERA disposition authority:<br>Pending: to be established<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records not identified as permanent by NARA: TEMPORARY. Cutoff on termination of commission or when no longer needed.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 6.2, item 050, DAA-GRS-2015-0001-0005.<br>Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 26/2c(1)*<br>*Delete/destroy on termination of commission or when no longer needed, excluding records covered by the NOTE above.*<br>*(N1-GRS-07-1 item 2c1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2c(2)** | Design, management, and technical operations records. (FACA) | TEMPORARY. Cutoff on termination of commission or when no longer needed.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>Rescinded per GRS Transmittal 24. Now covered by GRS Schedule 3.1, item 011, DAA-GRS-2013-0005-0007 and Schedule 3.1, item 020, DAA-GRS-2013-0005-0004<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 26/2c(2)*<br>*Delete/destroy on cutoff.*<br>*(N1-GRS-07-1 item 2c2)* |
| **2c(3)** | Electronic version of content records duplicated in textual series of commission records. | TEMPORARY. Cutoff on termination of commission or when no longer needed.<br>Use DRS 1.1C, DAA-0048-2013-0001-0003.<br>Destroy when no longer needed.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 6.2, item 050, DAA-GRS-2015-0001-0005.<br>Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 26/2c(3)*<br>*Delete/destroy on cutoff.*<br>*(N1-GRS-07-1 item 2c3)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3** | **COMMITTEE RECORDS NOT MAINTAINED BY THE SPONSOR OR SECRETARIAT.**<br>**Copies** of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions, excluding those kept by the sponsor or Secretariat.<br>**NOTE**: The records of an international committee held by the U.S. member or representative when the U.S. is not the sponsor or Secretariat should be described on a SF 115 and submitted to NARA for disposition authority. (N1-GRS-04-1 item 3 Note)<br>**NOTE**: Some temporary commissions, especially operational commissions related to an agency's mission, may have records that are not covered by the series herein described. Such series should be described on a SF 115 and submitted to NARA for disposition authority. (N1-GRS-04-1 item 3 Note) | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>Rescinded per GRS Transmittal 24<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 26/3*<br>*Destroy when 3 years old.*<br>*(N1-GRS-04-1 item 3)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4** | **COMMITTEE MANAGEMENT RECORDS (FACA)**<br>Records related to particular administrative management activities maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act (FACA) as amended (5U.S.C. Appendix 2). [See note below.]<br>Committee Management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees.<br>Committee management records include **copies** of charters, membership lists, agendas, policy statements, statistical data files, financial operating plans, General Service Administration reports and other statistical reports on the number of committees, types of committees, membership rosters, requests for approval of committee nominees, appointed documents for individual committee members, financial disclosure documents, material required to be available for public information and other related topics maintained by the Committee Management Officer.<br>**NOTE**: This item does not apply to records maintained at the General Services Administration (GSA) or records covered elsewhere in this schedule. (N1-GRS-04-1 item 4 Note)<br>**NOTE**: Disposition authority for any commission records not covered by items above or elsewhere in the General Records Schedule must be requested by submitting s SF 115 to NARA. (N1-GRS-04-1 item 4 Note) | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1B, DAA-0048-2013-0001-0002.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>• Committee Accountability Records - GRS 6.2, item 040, DAA-GRS-2015-0001-0004. Destroy when 6 years old. Longer retention is authorized if required for business use.<br>• Non-substantive Committee Records - GRS 6.2, item 050, DAA-GRS-2015-0001-0005. Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.<br>• Committee Management Records - GRS 6.2, item 060, DAA-GRS-2015-0001-0006. Destroy when 3 years old, 3 years after submission of report, or 3 years after superseded or obsolete, as appropriate. Longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 26/4*<br>*Destroy/delete when 6 years old.*<br>*(N1-GRS-04-1 item 4)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5** | **INTERAGENCY OR ADVISORY COMMITTEE CASE FILES (Not FACA).**<br>Maintained by the office of committee origin. Consists of records relating to committee establishment, organization, membership, and policy and records created by the committee, such as agendas, minutes, and final reports. Authority: 86 Stat. 770; 43 CFR 1784. Confidentiality: Non-public record category 2. Location: All. Exclusions: Records relating to committee evaluations (Schedule 22/2); FACA Committees (Schedule 26/2) | PERMANENT. Cutoff EOFY. Use BLM 26/5 *(Formerly BLM 16/8d(1))*<br>Transfer to FRC 3 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 in 1998).<br>(NC1-49-85-2, 16/12a(1) and 12b(1))<br><br>ERA disposition authorities:<br>• Interagency or Advisory Committee case files - DAL-0049-2011-0006-0014<br>• Agendas, minutes, and related records - DAL-0049-2011-0006-0015 |
| **6** | **GRANT REVIEW COMMITTEE RECORDS.**<br>Committee establishment, membership, and meeting records related to FACA committees whose only activity is review of grant proposals. (See item 010 for further definition of committee records.) This also includes digital and analog recordings of meetings, photographs, posters and other audiovisual materials. Note: If the committee performs additional functions or activities other than review for grants, it should apply the items for all other FACA committee records. | TEMPORARY.<br>Use GRS 6.2, item 030, DAA-GRS-2015-0001-0003. Destroy upon termination of committee. |

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Schedule 27 - Records of the Chief Information Officer

## Introduction

This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices. This schedule applies to the records of CIOs at agency or departmental headquarters as well as those of deputy and subordinate CIOs at the bureau or Field Office level. This schedule does not apply to officials with Government-wide responsibilities for information resources management (IRM) and information technology (IT) governance.

In accordance with the Clinger-Cohen Act (originally the Information Technology Management Reform Act), CIOs of 24 major departments and agencies have IRM as their primary duty. They are responsible for advising and assisting the agency's executive with IT acquisition and management; developing and maintaining the agency's IT architecture; promoting the efficient design and operation of the agency's major information resources management processes; monitoring the performance of IT programs of the agency; and developing the knowledge and skill of IT staff. CIOs may also lead, coordinate, or participate in programs to support the mandates of the Paperwork Reduction Act, Government Paperwork Elimination Act, Federal Records Act, E-Government Act of 2002, Privacy Act, Government Performance and Results Act, and other Federal laws and regulations relating to IRM.

This schedule does not cover all records relating to the work of CIOs. CIOs are often responsible for programs and activities whose records are already covered by an approved GRS. Records not described in this or any other GRS must be scheduled by submission to NARA of an SF 115, Request for Records Disposition Authority. If records are part of a larger case file or recordkeeping system that contains records not covered in this schedule, agencies must separately schedule those records or systems by submitting an SF 115 to NARA. If records covered by more than one item in this schedule are maintained together in one file or recordkeeping system, agencies must retain the records for the longest retention period authorized for those items.

The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.

Note that GRS 20, Electronic Records, remains in effect. GRS 20 covers certain temporary files associated with database management. This schedule supplements GRS 20 by providing disposal authority for records relating to the administration of a CIO's office, as opposed to the operation and use of specific systems. This schedule does not apply to the data or information content of IT systems. Records relating to specific systems that support or document the agency's mission must be scheduled individually by submission of an SF 115 to NARA.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **Information Technology (IT) Program Planning Records.** Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency's IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records. **Note**: This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA. (N1-GRS-04-4 item 1 Note) | TEMPORARY. Cutoff EOFY. Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 27/1*<br>*Destroy/delete when 7 years old or when no longer needed, whichever is later.*<br>*(N1-GRS-04-4 item 1)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2** | **Enterprise Architecture Records.**<br>Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture, and related sequencing plans. | TEMPORARY. Cutoff when superseded by a new iteration of the enterprise architecture.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 27/2*<br>*Destroy/delete when 7 years old or when no longer needed, whichever is later.*<br>*(N1-GRS-04-4 item 2)* |
| **3** | **IT Capital Investment Records.**<br>Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records.<br>**Note**: Records needed to support contracts are scheduled under GRS 3. (N1-GRS-04-4 item 3 Note) | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 27/3*<br>*Destroy/delete when 7 years old or when no longer needed, whichever is later.*<br>*(N1-GRS-04-4 item 3)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4** | **Privacy Impact Assessments (PIA), System of Record Notices (SORN) and Other Legal CIO Regulatory Compliance Records**. Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies. | TEMPORARY. Cutoff after termination of the system or application to which the form, document, or report applies.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>• For Annual Reports by Agency CIO. Inspector General, or Senior Agency Official for Privacy<br>GRS 4.2, item 080, DAA-GRS-2013-0007-0022.<br>Destroy 5 years after submission of report, but longer retention is authorized if required for business use.<br>• For all other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy<br>GRS 4.2, item 081, DAA-GRS-2013-0007-0023.<br>Destroy 2 years after submission of report, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 27/4*<br>*Destroy 5 years after cutoff.*<br>*(N1-049-11-1, 27/4)*<br>(Exception to GRS 27/4) |
| **5** | **CIO Committee Records.**<br>Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.<br>**Note**: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item. (N1-GRS-04-4 item 5 Note) | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 27/5*<br>*Destroy/delete when 5 years old.*<br>*(N1-GRS-04-4 item 5)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6** | **CIO Subject and Office Records.**<br>Records not otherwise identified in this GRS that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the agency.<br>**Note**: Official agency policy records generated by the CIO are not covered by this item. They are considered agency policy and issuance records and are scheduled elsewhere. (N1-GRS-04-4 item 6 Note) See Schedule 16, item 1. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.4B, DAA-0048-2013-0001-0015.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 27/6*<br>*Destroy/delete when 5 years old.*<br>*(N1-GRS-04-4 item 6)* |
| **7** | **Schedule of Daily Activities.**<br>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems.<br>**Note**: This item applies only to records of the CIO, not of the office's subordinate staff. See GRS 23/5 for coverage of the latter. (N1-GRS-04-4 item 7 Note) | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 27/7*<br>*Destroy/delete when not less than 2 years but not more than 5 years old.*<br>*(N1-GRS-04-4 item 7)* |

Schedule 30 - Land and Mineral Electronic Record Systems

Introduction

This schedule describes current and legacy Land and Mineral Electronic Record Systems.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **AUTOMATED LAND AND MINERAL RECORD SYSTEM (ALMRS).**<br>An application designed to integrate the functions of Records System Release 1.0 (RR1), Case Recordation System (CRS), Online Recordation & Case Access System (ORCA), Mining Claim Recordation System (MCRS), Legal Land Description (LLD), and Status (Schedule 30/3-9) and provides the ability to access the Bond and Surety System (Schedule 30/10), and Geographic Coordinate Data Base (GCDB) (Schedule 30/9). ALMRS was designed as a distributed system having unique components in each State Office; no single master file of all information would exist. ALMRS would incorporate Serial Register Pages and Logs (Schedule 4/32); it would not replace any lands and minerals case files. Authority: 43 CFR 1813. Confidentiality: During development, Non-public record category 3; after installation, a combination of public record category 1, discretionary category 2, and Non-public category 3; Privacy Act System Interior/LLM-33. Essential (Vital): Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test or update the system (Schedule 20/1); records associated with the Corporate Data Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. | **NOTE**: ALMRS was not deployed. Only the Project History record and Bureau Level System Documentation was created.<br><br>This schedule item is maintained for historic purposes. |
| **1a** | ALMRS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the ALMRS Project, excluding system documentation (item b). | See sub-items below. |
| **1a(1)** | Records that Document Significant Changes in or Revisions to the BLM Recordkeeping Policies. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans, briefing and issue papers, and other project history information of continuing value. Files are subdivided by subject as volume warrants. Location: NOC. | PERMANENT. Cutoff end of FY in which ALMRS is certified as an official records system.<br>Use BLM 30/1a(1).<br>Transfer to FRC 1 year after cutoff. FRC transfers to NARA 10 years after cutoff.<br>(N1-49-94-1, 30/1a(1)) |
| **1a(2)** | Other Project History Files. Feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Files are subdivided by subject as volume warrants. Location: NOC. | TEMPORARY. Cutoff end of FY in which ALMRS is certified as an official records system.<br>Use BLM 30/1a(2).<br>Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/1a(2)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1b** | ALMRS System Documentation | See sub-items below. |
| **1b(1)** | Documentation Necessary for Servicing and Interpreting the System | See sub-items below. |
| **1b(1)(a)** | Bureau-Level Documentation. Technical description of the electronic records being described, consisting of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC. | PERMANENT. Cutoff end of FY in which ALMRS is certified as an official records system. Use BLM 30/1b(1)(a). Transfer to NARA with 30/1d(1), ALMRS Master Data Files, 1 year after cutoff. (N1-49-94-1, 30/1b(1)(a)) |
| **1b(1)(b)** | State-Level Documentation. Technical description of the electronic records being transferred and copies of supplemental, state- generated instructions on interpretation of source data, application of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: SO. | *Former Authority: PERMANENT. Service Center will collect all records and transfers to NARA with the master file (30/1d). Retain a copy for reference until no longer needed. (N1-49-94-1, 30/1b(1)(b))* |
| **1b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NOC, SO. Exclusions: Quality assurance plans which are part of the project history files (item a); see BLM Manual 1283. | *Former Authority: TEMPORARY. Cutoff end of FY in which documentation is created. Service Center collects all records and transfers to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. (N1-49-94-1, 30/1b(2))* |
| **1c** | ALMRS Software. Application software necessary to use or maintain ALMRS. The master is maintained by NOC; copies are distributed to SOs. Location: NOC, SO. | *Former Authority: TEMPORARY. Delete when superseded or obsolete. (N1-49-94-1, 30/1c)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1d** | ALMRS Master Data Files. Note: ALMRS is a distributed system; no single master file of BLM-wide data exists. | See sub-items below. |
| **1d(1)** | National Archives File. Magnetic master, created by each state office at end of the FY, by copying (not removing) all closed cases for that FY to tape in a hardware and software independent format as required by 36 CFR 1228.188. NARA maintains permanent electronic records under environmentally-controlled conditions and provides copies to BLM upon request. Location: SO. | *Former Authority: PERMANENT. 1) At end of FY after ALMRS is certified as an official records system, copy all closed cases in the system and send to Service Center. Service Center transfers to NARA with the system documentation (30/1b(1)(b)) and GCDB master file (30/9d). 2) Thereafter, at end of each FY, copy only cases closed during that FY, send to Service Center. Service Center transfers to NARA. (N1-49-94-1, 30/1d(1)) Superseded by DAA-0049-2013-0004-0001.* |
| **1d(2)** | Shelf List File. Magnetic master, created by each state office, by copying to tape the index of the records being transferred to NARA. The index is created by the system when the National Archives File tape (item d(1)) is prepared. Cases are indexed by serial number, case type designation, customer name, legal description, serialization date, case closure date, etc. Location: SO. | *Former Authority: TEMPORARY. Retain until no longer needed for reference. (N1-49-94-1, 30/1d(2)) Superseded by DAA-0049-2013-0004-0001.* |
| **1d(3)** | The BLM History File. Magnetic master, created by each state office at the end of each FY, by moving off the system to tape all cases associated with the temporary use of lands and resources (leases and permits for oil and gas, other minerals, occupancy, etc.) that have been closed for 3 years. Cases that affect land title status (conveyances, acquisitions, exchanges, withdrawals, classifications, rights-of-way, etc.) will always remain on the system. Use cases are left on the system for 3 years after closure in the event of new actions that may occur after closure. The system creates and maintains on the system an index of the cases that are moved to the history file. This index also contains data on the location of terminated physical (paper) case files. If new actions occur after 3 years, cases may be brought back onto the system from the BLM History File or from a copy of the National Archives File (item d(1)) which can be obtained from NARA. Records described in this series are removed from the system to prevent overloading the system with noncurrent and seldom-referenced data. The History tapes are recopied and revalidated annually. Location: SO. | *Former Authority: TEMPORARY. Retain until no longer needed for reference or for reconstruction of closed cases. (N1-49-94-1, 30/1d(3)) Superseded by DAA-0049-2013-0004-0001.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1e** | ALMRS Backup Tapes | See sub-items below. |
| **1e(1)** | Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased. | *Former Authority: TEMPORARY. Cutoff when tape is full and transfer to off- site storage. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. GRS 20/8b.* |
| **1e(2)** | Essential (Vital) Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital rights and interests records in accordance with 36 CFR 1236. | *Former Authority: TEMPORARY. Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape. (N1-49-94-1, 30/1e(2))* |
| **1e(3)** | Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. | *Former Authority: TEMPORARY. Cutoff when tape is full. Transfer to off-site storage immediately after it is created. Delete 7 years after cutoff. (N1-49-94-1, 30/1e(3))* |
| **1f** | ALMRS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in- put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: SO, FOs. | *Former Authority: TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a-b* |
| **1g** | ALMRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (e.g., outputs used for budgeting and interfiled with other budget records are covered by Schedule 5; outputs used as source documents for and filed within public lands statistics publication files are covered by Schedule 16/31b). | *Former Authority: TEMPORARY. Destroy or delete when no longer needed for current business. (N1-49-94-1, 30/1g)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2** | **RECORDS SYSTEM RELEASE 1.0 (RR1) (ALASKA).** RR1 (aka Interim 1) is a system installed in Alaska in 1992 that replaced the Alaska Automated Land and Mineral Record System (AALMRS). RR1 customer, action history and land descriptions for all serialized lands and minerals authorization and title cases and provides storage of extensive historical and current case-related data, based on the BLM standards. It allows for creation, updating, deleting, and retrieving all data in a number of report formats; allows case group, township or identified window area reporting and querying. Other capabilities include accounting advice generation and support to monetary accounting (escrow), customer data maintenance and reporting, and land survey data. RR1 also includes six subsystems developed in Alaska which interface with the core system. Authority: 43 CFR 1813. Confidentiality: Public record category 1, except some files may contain information which is Non-public record category 2; Privacy Act System Interior/LLM-33. Essential (Vital): Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Corporate Data Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. NOTE: Records in this system will transition in their entirety to the ALMRS (Schedule 30/1). | See sub-items below. |
| **2a** | RR1 Project History. Record copies of files that document the conception, planning, and development and/or improvement of RR1, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files are subdivided by subject as volume warrants. Record copies for core system maintained by NOC; record copies for subsystems maintained by Alaska SO. Location: NOC, Alaska SO. | TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system.<br>Use BLM 30/2a.<br>Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/2a) |
| **2b** | RR1 System Documentation. Record copies. | See sub-items below. |
| **2b(1)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) for servicing and interpreting the system. Location: NOC. | TEMPORARY.<br>Use BLM 30/2b(1).<br>Destroy or delete upon authorized destruction of the master file (item d).<br>(N1-49-94-1, 30/2b(1)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: Alaska SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/2b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/2b(2)) |
| **2c** | RR1 Software. Application software necessary to use or maintain RR1. The master is maintained by NOC; copies are distributed to Alaska SO. Location: NOC, SO. | TEMPORARY.<br>Use BLM 30/2c.<br>Delete upon authorized destruction of the master file (item d).<br>(N1-49-94-1, 30/2c) |
| **2d** | RR1 Master Data File. Magnetic master, created by Alaska State Office, by copying to tape all data in the system at the time of migration to ALMRS. Location: Alaska SO. | TEMPORARY.<br>Use BLM 30/2d.<br>Delete after ALMRS (Schedule 30/1) is certified as an official records system.<br>(N1-49-94-1, 30/2d) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2e** | RR1 Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: Alaska SO. | TEMPORARY. Cutoff when replaced by subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.<br>GRS 3.2, item 051<br>DAA-GRS-2013-0006-0008<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8b*<br>*Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*(N1-GRS-95-2 item 8b)* |
| **2f** | RR1 Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Excludes official serialized case file documents that are used for input/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: Alaska SO/FOs. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, items 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **2g** | RR1 Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: Alaska SO/FOs. | TEMPORARY.<br>Use BLM 30/2g.<br>Destroy or delete when no longer needed for current business.<br>(N1-49-94-1, 30/2g) |
| **3** | **CASE RECORDATION SYSTEM (CRS).**<br>A centralized data base for recording data about lands and minerals serialized cases since 1982. Categories of data include case identification data, financial data, name and address data, legal description, action data, and general remarks. (Note: while the capability for financial data exists, it is usually not entered). Case identification data consists of the serial number, case type in a coded format (a 6-digit code that references the main section of the 43 CFR that authorizes the program), the number of acres involved, and the commodity in coded format. Name and address data identifies the entity(s) associated with the case, including name of the entity, mailing street address, city, state, zip code, an identification number, category code of the entity, the interest relationship code describing the entity's role in the case (applicant, surface manager, etc.), and the percent interest delineating the relationship in the case. For PLSS states, legal description data delineates the land in accordance with a cadastral or special survey, including the principal meridian, township, range, section; the survey type, survey number, survey number suffix; the subdivision composed of the aliquot part and nominal location; lot designations; and management agency. Includes geographic table information. For the non-PLSS states, legal description includes the state, county, survey type, survey number, survey number suffix, and the subdivision of metes and bounds and/or cadastral identifier. The action data contains one or more action entries showing history of the case through case processing, including date of action, the action itself in a coded form, remarks refining the action code or providing supplemental information, and pending actions which identifies the office or party responsible for a specific action. General remarks data is used to provide further data pertaining to the case and consists of a line number and remarks or comments. Authority:<br>43 CFR 1813. Confidentiality: Mixed categories 1, 2 and 3; Privacy Act System Interior/LLM-33. Essential (Vital): Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. Formerly Schedule 20/64. | **NOTE**: Case Recordation System is now a component of Legacy Rehost System (LR2000), see Schedule 4, item 34.<br><br>This schedule item is maintained for historic purposes. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3a** | CRS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the CRS Project. Consists of the concept of operations, project charter, approvals, official record designation documentation (aka records transition plans), quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Files are subdivided by subject as volume warrants. Location: NOC. Exclusion: system documentation (item b). | *Former Authority:*<br>*TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.*<br>*(N1-49-94-1, 30/3a)* |
| **3b** | CRS System Documentation. Record copies. | See sub-items below. |
| **3b(1)** | Documentation Necessary for Servicing and Interpreting the System. Completed SF-277 or NA-14097 form, data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.*<br>*(N1-49-94-1, 30/3b(1))* |
| **3b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). See BLM Manual 1283. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/3b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/3b(2)) |
| **3c** | CRS Software. Application software necessary to use or maintain the master CRS. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Delete when superseded or obsolete.*<br>*(N1-49-94-1, 30/3c)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **3d** | Master Data Files. | See sub-items below. |
| **3d(1)** | CRS Master History File. Magnetic master, created by NOC at the time of migration to ALMRS, by copying all data in the system. Location: NOC. | *Former Authority: TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Destroy 10 years after cutoff or when no longer needed for data cleanup or administrative purposes, whichever is longer. (N1-49-94-1, 30/3d(1)) Superseded by DAA-0049-2013-0004-0001.* |
| **3d(2)** | CRS Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO, NOC. | *Former Authority: TEMPORARY. Delete when identical records have been destroyed or when replaced by a subsequent security backup file. GRS 20/8b.* |
| **3e** | CRS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples are annotated abstracts, data input sheets, ORCA file transfers, and MMS data transfers. Excludes official serialized case file documents that are used for input/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: WO, AFO. | *Former Authority: TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a.* |
| **3f** | CRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational levels. | *Former Authority: TEMPORARY. Destroy or delete when no longer needed for current business. (N1-49-94-1, 30/3f)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4** | **ONLINE RECORDATION & CASE ACCESS SYSTEM (ORCA).**<br>Electronic file that uploads to Case Recordation System (CRS) (Schedule 30/4). ORCA is similar to CRS with the following exceptions: 1) the name, mailing street address, city, state, and zip code are stored separately in another data base and accessed, as needed, by ORCA; 2) an identification number in ORCA is used to search an external data base for name and mailing address data; 3) each occurrence of an action data and an action code within the case may be suffixed with an event number so that identical actions taking place on the same day within a given case can be recorded; and 4) ORCA tracks jurisdiction information consisting of organization type ("1" for BLM District or Resource Area, "2" for county, "3" for other agency), a predefined organization code, and number of acres under the organization's jurisdiction. Authority: 43 CFR 1813. Confidentiality: Mixed record categories 1, 2 and 3; Privacy Act System Interior/LLM-33. Essential (Vital): Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. NOTE: Records in this system will upload data to Case Recordation, then will transition in their entirety to the ALMRS (Schedule 30/1). | **NOTE**: ORCA was converted to the Case Recordation System which is now a component of Legacy Rehost System (LR2000), see Schedule 4, item 34.<br><br>This schedule item is maintained for historic purposes. |
| **4a** | ORCA Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: Oregon SO. | *Former Authority:*<br>*TEMPORARY. Cutoff end of FY in which CRS (Schedule 30/4) is transitioned to ALMRS. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. (N1-49-94-1, 30/4a)* |
| **4b** | ORCA System Documentation. Record copies. | See sub-items below. |
| **4b(1)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: Oregon SO. | *Former Authority:*<br>*TEMPORARY. Destroy or delete upon authorized destruction of master file (item d). (N1-49-94-1, 30/4b(1))* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/4b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/4b(2)) |
| **4c** | ORCA Software. Application software necessary to use or maintain the master ORCA System. Master maintained by Oregon SO; copies distributed to other SOs. Location: SOs. | *Former Authority:*<br>*TEMPORARY. Delete upon authorized destruction of the master file (item d).*<br>*(N1-49-94-1, 30/4c)* |
| **4d** | ORCA Master Data File. Magnetic master, created by Oregon State Office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO. | *Former Authority:*<br>*TEMPORARY. Delete after ALMRS (Schedule 30/1) is certified as an official records system.*<br>*(N1-49-94-1, 30/4d)*<br>*Superseded by DAA-0049-2013-0004-0001.* |
| **4e** | ORCA Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO. | *Former Authority:*<br>*TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*GRS 20/8b* |
| **4f** | ORCA Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Excludes official serialized case file documents that are used for input/source documentation; the disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: AFO. | *Former Authority:*<br>*TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*GRS 20/2a* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **4g** | ORCA Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational levels. | *Former Authority:*<br>*TEMPORARY. Destroy or delete when no longer needed for current business.*<br>*(N1-49-94-1, 30/4g)* |
| **5** | **MINING CLAIM RECORDATION SYSTEM (MCRS).**<br>A centralized data base for tracking data about mining claims recorded with the BLM after October 21, 1976. Data categories include mining claim identification data, claimant data, legal description, and action data. Identification data consists of the serial number, case type in a coded format (a 6-digit code that references the main section of the 43 CFR that authorizes the program), name of the claim, and appropriate commodity in a coded format, if known. Claimant data identifies the entity(s) associated with the claim, including name of entity, mailing street address, city, state, zip code, the interest relationship code describing the entity's role in the claim, and the percent interest delineating the relationship in the claim. For PLSS states, legal description data delineates claim location, including principal meridian, township, range, section, and subdivision to the quarter section nominal location. Includes geographic table information. For non-PLSS states, legal description includes meridian, county, and subdivision of metes and bounds and/or cadastral identifier. Action data shows the history of the claim through the BLM mining claim processing paths, including date of action, the action itself in coded form, and remarks refining the action code or providing supplemental information. Authority: 43 CFR 1813, 3833. Confidentiality: Mixed record categories 1, 2, and 3; Privacy Act System Interior/LLM-33. Essential (Vital): Rights and interest records. Exclusions: Official serialized cases and related indexes and serial pages (Schedule 4, items 7, 20-23, 25, 51-72); records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. Formerly Schedule 4/51a(1). | **NOTE**: MCRS is now a component of Legacy Rehost System (LR2000), see Schedule 4, item 34.<br><br>This schedule item is maintained for historic purposes. |
| **5a** | MCRS Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.*<br>*(N1-49-94-1, 30/5a)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5b** | MCRS System Documentation. Record copies. | See sub-items below. |
| **5b(1)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Destroy or delete upon authorized destruction of master file (item d).*<br>*(N1-49-94-1, 30/5b(1))* |
| **5b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/5b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/5b(2)) |
| **5c** | MCRS Software. Application software necessary to use or maintain the master MCRS. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Delete upon authorized destruction of the master file (item d).*<br>*(N1-49-94-1, 30/5c)* |
| **5d** | MCRS Master Data File. Magnetic master, created by Service Center at the time of migration to ALMRS, by copying to tape all data in the system (including closed cases which do not migrate). Location: NOC. | *Former Authority:*<br>*TEMPORARY. Delete 6-1/4 years after creation.*<br>*(N1-49-94-1, 30/5d)*<br>*Superseded by DAA-0049-2013-0004-0001.* |
| **5e** | MCRS Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: Centers. | *Former Authority:*<br>*TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*GRS 20/8b.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5f** | MCRS Input/Source Documentation. Data entry sheets used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include annotated abstracts or data input sheets. Excludes official serialized case file documents that are used for in-put/source documentation; the disposition of mining claim case files and related indexes and serial pages is authorized by Schedule 4 (see Items 7, 51, 71, 72). Location: SO. | *Former Authority: TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later. GRS 20/2a.* |
| **5g** | MCRS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper, microform, or electronic storage medium. Includes various paper reports and case abstracts and microform indexes by claim name, claimant name, geographic location, and serial number (both master film and microform copies). Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations. | *Former Authority: TEMPORARY. Destroy or delete when no longer needed for current business. (NC1-49-81-1, B/24C and NC1-49-85-1, Q/22)* |
| **6** | **LEGAL LAND DESCRIPTION SYSTEM (LLD).** Electronic alpha/numeric file of survey information collected from master title plats and cadastral survey plats and field notes in which land is identified by principal meridian, township, range, section, survey type, survey number and suffix, aliquot part and nominal location, acreage, and a survey note in coded format, if applicable. Additional information associated with each entry consists of codes representing the BLM state, district, resource area, planning unit, county, Congressional district, and administrative agency. LLD does not replace cadastral survey group files, field notes, plats, related survey files (see Schedule 17/14) or any other existing records. Authority: 43 CFR 1813, 9180. Confidentiality: Non- public record category 3; however, may become discretionary category 2 after certification. Essential (Vital): Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. NOTE: Records in this system will transition in their entirety to the ALMRS (Schedule 30/1). | **NOTE**: LLD is now a component of Legacy Rehost System (LR2000), see Schedule 4, item 34.<br><br>This schedule item is maintained for historic purposes. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6a** | LLD Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NOC. | *Former Authority: TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. (N1-49-94-1, 30/6a)* |
| **6b** | LLD System Documentation. Record copies | See sub-items below. |
| **6b(1)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC, SO (note: SOs have created some unique technical direction). | *Former Authority: TEMPORARY. Destroy or delete upon authorized destruction of master file (item d). (N1-49-94-1, 30/6b(1))* |
| **6b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/6b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/6b(2)) |
| **6c** | LLD Software. Application software necessary to use or maintain the master LLD System. Record copies maintained by the NOC; copies distributed to state offices. Location: NOC, SO. | *Former Authority: TEMPORARY. Delete upon authorized destruction of the master file (item d). (N1-49-94-1, 30/6c)* |
| **6d** | LLD Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO. | *Former Authority: TEMPORARY. Delete after ALMRS (Schedule 30/1) is certified as an official records system. (N1-49-94-1, 30/6d) Superseded by DAA-0049-2013-0004-0001.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6e** | LLD Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO. | *Former Authority:*<br>*TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*GRS 20/8b.* |
| **6f** | LLD Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include nonrecord, annotated copies of master title plats, cadastral survey plats, and DPS8 and DPS6+ data transfers. Location: NOC, SO. | *Former Authority:*<br>*TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*GRS 20/2a-b.* |
| **6g** | LLD Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations. | *Former Authority:*<br>*TEMPORARY. Destroy or delete when no longer needed for current business.*<br>*(N1-49-94-1, 30/6g)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7** | **STATUS SYSTEM.**<br>Electronic alpha/numeric file containing federal land and mineral ownership information, withdrawals, classifications, and determinations. Data categories include case identification data, case lands data, general case data, supplemental case data, action data, name and address data, and general remarks. Case identification data consists of the serial number and the case part number (the part number is used to break cases into smaller sub-cases and allows a single case to be processed as separate cases and still maintain its identity as a single case). The case lands data or the legal description delineates the lands within the case in accordance with a cadastral or special survey, including township, range, principal meridian, section, survey type, survey number and suffix, and subdivision composed of the aliquot part definition, lot designations, and acreage. General case data consists of the case type (a 6-digit code generally referring to the 43 CFR section and subsection covering and authorizing the case), source document category in coded format, source document identification number, date of the source document or action, U.S. rights in title in a coded format, the geographic name, if applicable, and the agency administrative area in a coded format. The supplemental data is used to provide further information pertaining to the case and consists of a data element number and a remark. The action data contains one or more action entries showing the history of the case through the BLM case processing, consisting of the date of the action, the action itself in a coded format, and remarks refining the action code or providing supplemental information. The name and address data identifies the entity(s) associated with the case, consisting of name of the entity, mailing street address, city, state, zip code, an identification number, category code of the entity, the interest relationship code describing the entity's role in the case, and the percent interest delineating the ownership in the case. The general remarks data is used to provide further information pertaining to the case and consists of a line number, a remark, and sometimes a key township reference. The Status System does not replace any existing records. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; however, may become discretionary category 2 after verification. Essential (Vital): Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. NOTE: Records in this system will transition in their entirety to the ALMRS (Schedule 30/1). NOTE: Land status paper masters and microform copies are covered by Schedule 4/13. | **NOTE**: Status is now a component of Legacy Rehost System (LR2000), see Schedule 4, item 34.<br><br>This schedule item is maintained for historic purposes. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7a** | Status Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Cutoff end of FY in which ALMRS (Schedule 30/1) is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.*<br>*(N1-49-94-1, 30/7a)* |
| **7b** | Status System Documentation. Record copies. | See sub-items below. |
| **7b(1)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC, SO (note: SOs have created some unique technical direction). | *Former Authority:*<br>*TEMPORARY. When ALMRS is certified as official records system, move unique SO technical direction documentation to ALMRS system documentation files (Schedule 30/1b(1)(b)). Destroy or delete remaining files upon authorized destruction of the master file (item d).*<br>*(N1-49-94-1, 30/7b(1))* |
| **7b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/7b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/7b(2)) |
| **7c** | Status Software. Application software necessary to use or maintain the master Status System. The master is maintained by NOC; copies are distributed to SOs. Location: NOC, SO. | *Former Authority:*<br>*TEMPORARY. Delete upon authorized destruction of the master file (item d).*<br>*(N1-49-94-1, 30/7c)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7d** | Status Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system at the time of migration to ALMRS. Location: SO. | *Former Authority:*<br>*TEMPORARY. Delete after ALMRS (Schedule 30/1) is certified as an official records system.*<br>*(N1-49-94-1, 30/7d)*<br>*Superseded by DAA-0049-2013-0004-0001.* |
| **7e** | Status Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO. | *Former Authority:*<br>*TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*GRS 20/8b.* |
| **7f** | Status Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include nonrecord, annotated copies of master title plats and historical indexes, data collection forms (SO1), DPS8 and DPS6+ data transfers, Petroleum Information (PI) source data tapes, and USFS electronic title information received by the Eastern States Office. Excludes land status masters and microform that may be used as input/source documentation; land status masters and microform are covered by Schedule 4/13. Location: NOC, SO, FOs. | *Former Authority:*<br>*TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*GRS 20/2a-b.* |
| **7g** | Status Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations. | *Former Authority:*<br>*TEMPORARY. Destroy or delete when no longer needed for current business.*<br>*(N1-49-94-1, 30/7g)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8** | **GEOGRAPHIC COORDINATE DATA BASE (GCDB).** Electronic file containing coordinates of rectangular and special cadastral surveys including metes and bounds surveys, and a series of attributes related to the coordinates and source document information. The data base is a compilation of the latest public land survey data available in the public sector, compiled from some, but no necessarily all, of the following: survey plats and field notes, topographic maps, and private, state, and other agency survey data. GCDB does not replace any existing records. Authority: 43 CFR 1813, 9180. Confidentiality: Public category 1B and Non-public record category 2. Essential (Vital): Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. NOTE: This system will be accessed by ALMRS (Schedule 30/1). NOTE: Cadastral Survey group files, field notes, plats, and related files are covered by Schedule 17/31. | See sub-items below. |
| **8a** | GCDB Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NOC. | TEMPORARY. Cutoff end of FY in which GCDB data collection is completed.<br>Use BLM 30/8a.<br>Service Center collects all records and transfers to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/8a) |
| **8b** | GCDB System Documentation. | See sub-items below. |
| **8b(1)** | Documentation Necessary for Servicing and Interpreting the System. | See sub-items below. |
| **8b(1)(a)** | Bureau-Level Documentation. Completed SF-277 or NA-14097 form, data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC. | PERMANENT.<br>Cutoff end of FY in which ALMRS is certified as an official records system.<br>Use BLM 30/8b(1)(a).<br>Transfer to NARA 1 year after cutoff.<br>(N1-49-94-1, 30/8b(1)(a))<br>ERA disposition authority:<br>Pending: to be established |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8b(1)(b)** | State-Level Documentation. Completed SF-277 or NA-14097 form and copies of supplemental, state-generated instructions on interpretation of source data, application of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: SO. | PERMANENT.<br>Use BLM 30/8b(1)(b).<br>Service Center collects all records and transfers to NARA with the master file (item d). Retain a copy for reference until no longer needed.<br>(N1-49-94-1, 30/8b(1)(b))<br>ERA disposition authority:<br>Pending: to be established |
| **8b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/8b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/8b(2)) |
| **8c** | GCDB Software. Application software necessary to use or maintain the master GCDB System. The master is maintained by NOC; copies are distributed to SOs. Location: NOC, SO. | TEMPORARY.<br>Use BLM 30/8c.<br>Destroy when superseded or obsolete.<br>(N1-49-94-1, 30/8c) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8d** | GCDB Master Data Files. | See sub-items below. |
| **8d(1)** | GCDB National Archives File. Magnetic master, created by each state office at end of each FY, by copying (not moving) all data to tape in a hardware and software independent format as required by 36 CFR 1228.188. Tape will be used in conjunction with the ALMRS National Archives File (Schedule 30/1d(1)) to reconstruct historical versions of plat graphics, historical indexes, etc. associated with closed cases that have been transferred on tape to NARA. NARA maintains permanent electronic records under environmentally-controlled conditions and provides copies to the BLM upon request. Location: SO. | PERMANENT.<br>Use BLM 30/8d(1).<br>1) Initially, at end of FY after ALMRS is certified an official records system, copy all data in the system, send to Service Center. Service Center transfers to NARA with a copy of the system documentation (30/8b(1)(b)) and the ALMRS Archives file (Schedule 30/1d(1)).<br>2) Thereafter, at end of each FY, copy all data in the system, send to Service Center. Service Center transfers with a copy of the system documentation and the annual version of the ALMRS Archives file to NARA.<br>(N1-49-94-1, 30/8d(1))<br>ERA disposition authority: Pending: to be established |
| **8d(2)** | GCDB Duplicate Archive File. Magnetic tape which is an exact duplicate of the GCDB Archive File created for use in conjunction with the BLM History File tape (Schedule 30/1d(2)) to reconstruct historical versions of plat graphics, historical indexes, etc. associated with closed use cases. Tapes are recopied and revalidated annually (on UNIX). Location: SO. | TEMPORARY.<br>Use BLM 30/8d(2).<br>Retain until no longer needed to reconstruct closed use cases.<br>(N1-49-94-1, 30/8d(2)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8e** | GCDB Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO. | TEMPORARY. Cutoff when the identical records have been captured in a subsequent backup file or transferred to NARA.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 050<br>DAA-GRS-2013-0006-0007<br>Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8a*<br>*Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*(N1-GRS-95-2, item 8a)* |
| **8f** | GCDB Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Non-electronic examples include annotated paper copies of cadastral survey plats and notes; electronic examples include raw data, organized data with control, pre-subdivision file, final geographic coordinate file, boundary transfer, final coordinates in UTM, township and corner attributes, graphic overlay, used control plus transferred boundaries, available control, statistics files, and source attribute files. Location: SO. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, items 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **8g** | GCDB Outputs. Information generated for reference purposes by computer and placed on outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations. | TEMPORARY.<br>Use BLM 30/8g.<br>Destroy or delete when no longer needed for current business.<br>(N1-49-94-1, 30/8g) |
| **9** | **BOND & SURETY SYSTEM.**<br>Electronic file used for collecting, storing, and retrieving bond data on various land uses authorized under 43 CFR, which require bonding. Consists of a bond file and a surety file. Bond file is maintained by each office accepting bonds. Surety file consists of a list of acceptable sureties maintained by Center Division of Finance. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-33.<br>Essential (Vital): Due to the costs associated with recollection of data. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience.<br>Surety Data: Categories include name identification data, name and address data, financial information, geographic limitations, and action data. Name identification data consists of a name identification number (NID) assigned by Center Division of Finance and entered with the other surety data; it is bridged to the Master Name System but is not a part of it. Name and address data identifies entity(s) associated with the surety, including name of entity, mailing street address, city, state, zip, code, and category code of the entity. Financial information consists of the underwriting limitation of the surety. Geographic information consists of the state limitation (all, or selected states) to the area of coverage within the surety. Action data consists of one or more action entries showing history of surety, including data of action, the action itself in coded format, and remarks refining the action code or providing supplemental information.<br>Bond Data: Categories include bond file number, password, name and address data, bond type, case type, bond coverage, bond purpose, type of land, commodity, bond amount, surety bond identification number, action data, and general remarks. Bond file number is programmatically generated and assigned by the computer to uniquely identify a particular bond and includes the state, district, or resource area office. It also includes an optional bond part number which is used when a contract or permit within a case requires different bond coverage. The NID is assigned within the Master Name System. Name and address data identifies entity(s) associated with the bond, including name of the entity, mailing street address, city, state, zip code, category code of the entity, and the interest relationship code describing the entity's role in the bond (bonded principal, surety). Bond type is a one-digit numeric code identifying the bond (personal, surety, letter of credit, etc.).<br>(Continued) | **NOTE**: Bond & Surety System is now a component of Legacy Rehost System (LR2000), see Schedule 4, item 34.<br><br>This schedule item is maintained for historic purposes. |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9** (cont'd) | Case type consists of coded format (6-digit code) referring to the 43 CFR Section and subsection authorizing the bond. Bond coverage is a one-digit code identifying if the bond is statewide, nationwide, etc. If bond is statewide, states covered by the bond are entered. Bond purpose identifies if the bond is for drilling, exploration, etc. Type of land identifies the extent of federal surface and subsurface ownership. Commodity identifies if bond is for coal, oil and gas, etc. Bond amount is the dollar amount of the bond. Surety bond identification number is the number of the certificate of deposit, letter of credit, or the bond number assigned by the surety company to the bond (entry is mandatory if a surety bond; otherwise, entry is optional). The action data contains one or more action entries showing the history of the bond, including date of action, the action itself in coded form, remarks refining the action code or providing supplemental information, and pending actions which identifies the office or party responsible for a specific action. General remarks data is used to further provide data pertaining to the bond and consists of a line number and remarks or comments.<br>NOTES: 1) This system will be accessed by ALMRS (Schedule 30/1); 2) Bond and surety paper records are covered by Schedule 4/18; 3) Records used to test, update, and monitor the system are covered by Schedule 20/1. 4) Records associated with the Data Element Dictionary (metadata) are proposed for scheduling under Schedule 20/25; 5). Reference copies of system files may be destroyed when no longer needed for reference or convenience. | |
| **9a** | Bond Surety Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Cutoff end of FY in which Bond Surety is replaced by a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.*<br>*(N1-49-94-1, 30/9a)* |
| **9b** | Bond Surety System Documentation. Record copies. | See sub-items below. |
| **9b(1)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d).*<br>*(N1-49-94-1, 30/9b(1))* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NOC, SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/9b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/9b(2)) |
| **9c** | Bond Surety Software. Application software necessary to use or maintain the master Bond Surety System. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Delete upon authorized destruction of the master file (item d).*<br>*(N1-49-94-1, 30/9c)* |
| **9d** | Bond Surety Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system when the data is migrated to a new system. Location: NOC, SO. | *Former Authority:*<br>*TEMPORARY. Delete after Bond Surety System is replaced by and data transitioned into a new system and the new system is certified as an official agency records system.*<br>*(N1-49-94-1, 30/9d)*<br>*Superseded by DAA-0049-2013-0004-0001.* |
| **9e** | Bond Surety Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: NOC, SO. | *Former Authority:*<br>*TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*GRS 20/8b.* |
| **9f** | Bond Surety Input/Source Documentation. Documents and forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes. Examples include nonrecord, annotated abstracts and data input sheets. Location: SO (bond), NOC (surety). | *Former Authority:*<br>*TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*GRS 20/2a.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9g** | Bond Surety Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that become a part of official files; disposition of such outputs is governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations. | *Former Authority: TEMPORARY. Destroy or delete when no longer needed for current business. (N1-49-94-1, 30/9g)* |
| **10** | **MASTER NAME SYSTEM.** Electronic file used to eliminate redundant entry and storage of name and address data among the various BLM authorized systems. Categories of data include the name identification number (NID) and name and address data. The NID is a unique number assigned to a name. Name and address data consists of the name of the entity, mailing street address, city, state, zip code, and category code of the entity. Authority: 43 CFR 1813. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-33. Essential (Vital): Rights and interest records. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience. NOTE: This system will be accessed by the ALMRS (Schedule 30/1). | **NOTE**: Master Name System is now a component of Legacy Rehost System (LR2000), see Schedule 4, item 34.<br><br>This schedule item is maintained for historic purposes. |
| **10a** | Master Name Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NOC. | *Former Authority: TEMPORARY. Cutoff end of FY in which Master Name is terminated or replaced by a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. (N1-49-94-1, 30/10a)* |
| **10b** | Master Name System Documentation. Record copies. | See sub-items below. |
| **10b(1)** | Documentation Necessary for Servicing and Interpreting the System. Data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NOC. | *Former Authority: TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). (N1-49-94-1, 30/10b(1))* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SO. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/10b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/10b(2)) |
| **10c** | Master Name Software. Application software necessary to use or maintain the Master Name System. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Delete upon authorized destruction of the master file (item d).*<br>*(N1-49-94-1, 30/10c)* |
| **10d** | Master Name Master Data File. Magnetic masters, created by each state office, by copying to tape all data in the system when the data is migrated to a new system. Location: SO. | *Former Authority:*<br>*TEMPORARY. Delete after Master Name System is replaced by and data transitioned into a new system and the new system is certified as an official agency records system.*<br>*(N1-49-94-1, 30/10d)*<br>*Superseded by DAA-0049-2013-0004-0001.* |
| **10e** | Master Name Backup Tapes. Electronic file of data identical in physical format to the master file and retained in case the master is damaged or inadvertently erased. Location: SO. | *Former Authority:*<br>*TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*GRS 20/8b.* |
| **10f** | Master Name Input/Source Documentation. Documents and data entry sheets designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes. Location: NOC. | *Former Authority:*<br>*TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*GRS 20/2a.* |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **10g** | Master Name Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations. | *Former Authority:*<br>*TEMPORARY. Destroy or delete when no longer needed for current business.*<br>*(N1-49-94-1, 30/10g)* |
| **11** | **NEW MEXICO AUTOMATED HISTORICAL INDEX SYSTEM (NMHIS).**<br>An Oracle software application that provides a summary and index of all past and present actions which have affected the title, use, or availability of New Mexico public lands and resources as illustrated on the New Mexico State Office (NMSO) master title plats (Schedule 4/10a) and use plats (Schedule 4/10b). The application resides on the New Mexico State Office PRIME minicomputer and interfaces with NMPLATS (Schedule 30/12) and GCDB (Schedule 30/8). The NMHIS will replace the paper NMSO Historical Index Masters (Schedule 4/10c). Records in this system will transition to a state specific application.<br>Authority: 43 CFR 1813. Confidentiality: During development, Non-public record category 2; after installation and certification as an official records system, public record category 1A.<br>Essential (Vital): Considered vital due to cost of reconstructing data. Exclusions: Records used to test or update the system (Schedule 20/1) and reference copies of any system files which may be destroyed when no longer needed for reference or convenience. | See sub-items below. |
| **11a** | NMHIS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the NMHIS Project, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NMSO. | TEMPORARY. Cutoff end of FY in which the NMHIS is transitioned to a state specific application.<br>Use BLM 30/11a.<br>Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/11a) |
| **11b** | NMHIS System Documentation. | See sub-items below. |
| **11b(1)** | Documentation Necessary for Servicing and Interpreting the System. Consists of data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) for servicing and interpreting the system. Location: NMSO. | TEMPORARY.<br>Use BLM 30/11b(1).<br>Destroy or delete when superseded or obsolete or upon authorized destruction of the NMHIS master file (item 11d).<br>(N1-49-94-1, 30/11b(1)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NMSO. Exclusions: Quality assurance plans which are part of the project history files (item a); see BLM Manual 1283. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/11b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/11b(2)) |
| **11c** | NMHIS Software. Software necessary to use or maintain the NMHIS. Location: NMSO. | TEMPORARY.<br>Use BLM 30/11c.<br>Delete when superseded or upon authorized destruction of the NMHIS master file (item 11d).<br>(N1-49-94-1, 30/11c) |
| **11d** | NMHIS Master Data File. Magnetic masters, created by copying to tape all data in the system at the time of migration to a state specific application. Location: NMSO. | TEMPORARY.<br>Use BLM 30/11d.<br>Delete after NMHIS is certified as an official records system.<br>(N1-49-94-1, 30/11d) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11e** | NMHIS Backup Tapes. | See sub-items below. |
| **11e(1)** | Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased. | TEMPORARY. Cutoff when replaced by subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 051<br>DAA-GRS-2013-0006-0008<br>Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8b*<br>*Cutoff when tape is full and transfer to off- site storage.*<br>*Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*(N1-GRS-95-2 item 8b)* |
| **11e(2)** | Essential (Vital) Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital records in accordance with 36 CFR 1236. | TEMPORARY.<br>Use BLM 30/11e(2).<br>Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape.<br>(N1-49-94-1, 30/11e(2)) |
| **11e(3)** | Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. | TEMPORARY. Cutoff when tape is full.<br>Use BLM 30/11e(3).<br>Transfer to off-site storage immediately after it is created.<br>Delete 7 years after cutoff.<br>(N1-49-94-1, 30/11e(3)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **11f** | NMHIS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include the Case Recordation Data Base, the Status Data Base magnetic tapes, and copies of source documents from the paper HIs (acquisition and conveyance documents, land utilizations, indemnity lists, Statehood Enabling Act, historical use authorizations).<br>Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: NMSO. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, items 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |
| **11g** | NMHIS Outputs. Information generated for reference purposes by computer and placed on paper (printouts) or electronic storage medium. Location: May be found at all organizational levels.<br>Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. | TEMPORARY.<br>Use BLM 30/11g.<br>Destroy or delete when no longer needed for current business.<br>(N1-49-94-1, 30/11g) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12** | **NEW MEXICO MASTER TITLE AND USE PLAT SYSTEM (NMPLATS).**<br>An Oracle software application that produces geo- referenced Master Title Plats and Use Plats for New Mexico public lands and resources. The Master Title Plats depict lands granted to states, acquired lands, lands that have been patented with reservations to the U.S., public domain lands with surface and subsurface rights noted, withdrawals, classifications, and rights-of- way. Use Plats show land status, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. The plats are produced in township and range format and portray such information as land line data (township boundary, section lines and numbers, lot ticks, numbers and acreage), rights-of- way authorizations, lease information (oil and gas, coal, geothermal, potash), patents, withdrawals, U.S. rights and title, and corresponding serial numbers. The application resides on the New Mexico State Office PRIME minicomputer and interfaces with NMHIS (Schedule 30/15) and GCDB (Schedule 30/9). The NMPLATS will replace the mylar NMSO Master Title Plat Masters (Schedule 4/13a) and NMSO Use Plat Masters (Schedule 4/13b). Records in this system will transition to the UNIX platform (ArcInfo). Authority: 43 CFR 1813. Confidentiality: During development, Non-public record category 2; after installation and certification as an official records system, public record category 1A. Essential (Vital): Rights and interest records. Exclusions: Records used to test or update the system (Schedule 20/1) and reference copies of any system files which may be destroyed when no longer needed for reference or convenience. | See sub-items below. |
| **12a** | NMPLATS Project History. Record copies of files that document the conception, planning, and development and/or improvement of the NMPLATS Project, excluding system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NMSO. | TEMPORARY. Cutoff end of FY in which the NMPLATS is transitioned to the UNIX platform (ArcInfo).<br>Use BLM 30/12a.<br>Transfer to FRC 1 year after cut-off. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/12a) |
| **12b** | NMPLATS System Documentation. | See sub-items below. |
| **12b(1)** | Documentation Necessary for Servicing and Interpreting the System. Consists of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) for servicing and interpreting the system. Location: NMSO. | TEMPORARY.<br>Use BLM 30/12b(1).<br>Destroy or delete when superseded or obsolete or upon authorized destruction of NMPLATS master file (item 12d).<br>(N1-49-94-1, 30/12b(1)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12b(2)** | Data Verification and Quality Control Files. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NMSO. Exclusions: Quality assurance plans which are part of the project history files (item a); see BLM Manual 1283. | TEMPORARY. Cutoff end of FY in which documentation is created.<br>Use BLM 30/12b(2).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-94-1, 30/12b(2)) |
| **12c** | NMPLATS Software. Software necessary to use or maintain the NMPLATS. Location: NMSO. | TEMPORARY.<br>Use BLM 30/12c.<br>Delete when superseded or upon authorized destruction of NMPLATS master file (item 12d).<br>(N1-49-94-1, 30/12c) |
| **12d** | NMPLATS Master Data File. Magnetic masters, created by copying to tape all data in the system at the time of migration to ALMRS. Location: NMSO. | TEMPORARY.<br>Use BLM 30/12d.<br>Delete after ALMRS (Schedule 30/1) is certified as an official records system.<br>(N1-49-94-1, 30/12d) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12e** | NMPLATS Backup Tapes. | See sub-items below. |
| **12e(1)** | Security Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased. | TEMPORARY. Cutoff when replaced by subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 3.2, item 051<br>DAA-GRS-2013-0006-0008<br>Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/8b*<br>*Cutoff when tape is full and transfer to off- site storage.*<br>*Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*(N1-GRS-95-2 item 8b)* |
| **12e(2)** | Essential (Vital) Records Tapes. Electronic files of data identical in physical format to the master file created at the end of each FY to protect vital rights and interests records in accordance with 36 CFR 1236. | TEMPORARY.<br>Use BLM 30/12e(2).<br>Transfer to FRC immediately after tape is created. FRC destroys when replaced by new tape.<br>(N1-49-94-1, 30/12e(2)) |
| **12e(3)** | Usage Monitoring Tapes. Created daily to monitor system usage, including log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. | TEMPORARY. Cutoff when tape is full.<br>Use BLM 30/12e(3).<br>Transfer to off-site storage immediately after it is created.<br>Delete 7 years after cutoff.<br>(N1-49-94-1, 30/12e(3)) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **12f** | NMPLATS Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of in-put/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Examples include input data obtained from the Geographic Coordinate Data Base (Schedule 30/9), the New Mexico Historical Indices System (Schedule 30/15), and digitized source maps. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages is authorized by Schedule 4 (see items 7, 20-23, 25, 51-72). Location: NMSO. | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 4.3, items 010 (above)<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 20/2a(4)*<br>*Destroy or delete after the information has been converted to an electronic medium and verified or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item d), whichever is later.*<br>*(N1-GRS-07-4, item 2a4)* |
| **12g** | NMPLATS Outputs. Information generated for reference purposes by computer and placed on paper (printouts) or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. | TEMPORARY.<br>Use BLM 30/12g.<br>Destroy or delete when no longer needed for current business.<br>(N1-49-94-1, 30/12g) |

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Schedule 31 - Texas Acquired Minerals Project (TAMP) Records

Introduction

This schedule describes automated systems developed to modernize BLM's land and mineral records unique to New Mexico's jurisdiction of Texas.

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **1** | **TAMP PROJECT HISTORY FILES.**<br>Consists of life cycle management documentation, data standards, project charter, progress reports, etc. Includes correspondence on deliverables (e.g., tapes, tape contents and index, etc.) and printouts from dbase program. Arranged chronologically. Confidentiality: Nonpublic record category 2. Location: NM All. | PERMANENT. Cutoff when project is completed.<br>Use BLM 31/1.<br>Transfer to NARA 5 years after cutoff.<br>(N1-49-91-2, 1)<br>ERA disposition authority: Pending: to be established |
| **2** | **TAMP GENERAL CORRESPONDENCE FILES [9690].**<br>Correspondence of a general nature about the project, including printouts of Lotus spreadsheet program. Confidentiality: Nonpublic record category 2. Location: NM All. | TEMPORARY. Cutoff EOFY.<br>Use BLM 31/2.<br>Destroy 3 years after cutoff.<br>(N1-49-91-2, 2) |
| **3** | **TAMP SYSTEM DOCUMENTATION FILES.**<br>System documentation for Oracle data base and digital data base maps and themes. Includes machine processing, file codes, data fields, record layouts, table definitions and structures, Automated Digitizing System (ADS) imbedded information, deviations from manual standards. Arranged chronologically. Confidentiality: Nonpublic record category 2. Location: NM All. | PERMANENT.<br>Use BLM 31/3.<br>Transfer to NARA when system is transferred.<br>(N1-49-91-2, 3)<br>ERA disposition authority: Pending: to be established |
| **4** | **TAMP SOFTWARE FILES (Electronic Media).**<br>Automated Digitizing System (ADS) and Oracle software and the ADS and Oracle software documentation. Confidentiality: Nonpublic record category 2. Location: NM All. | TEMPORARY.<br>Use BLM 31/4.<br>Delete or destroy when no longer needed for administrative use.<br>(N1-49-91-2, 4) |
| **5** | **TAMP MASTER TITLE AND USE PLATS.**<br>Plats which show base data (survey and land conveyances and acquisitions) and minerals leasing (oil and gas) information on a county basis. Used to graphically display land status and used as an index to other source documents. Arranged alphabetically by county. Confidentiality: Public record category 1A and Nonpublic record category 2. Location: NM All. | See sub-items below. |
| **5a** | Original Hand-Drafted Official Records Copies on Mylar. | PERMANENT. Cutoff when project is completed.<br>Use BLM 31/5a.<br>Transfer entire collection to NARA 5 years after cutoff.<br>(N1-49-91-2, 5a)<br>ERA disposition authority: Pending: to be established |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **5b** | Paper Copies from Originals in Public Room. | TEMPORARY.<br>Use BLM 31/5b.<br>Destroy when superseded or obsolete.<br>(N1-49-91-2, 5b) |
| **5c** | Base Maps and Annotated Data in Digital Form. In format converted to and used by BLM. | TEMPORARY.<br>Use BLM 31/5c.<br>Delete when superseded, obsolete, or when no longer needed for administrative purposes.<br>(N1-49-91-2, 5c) |
| **5d** | Electronic Version Digitized From Source Files. Generated as a production plot file. | See sub-items below. |
| **5d(1)** | Synercom Version. | TEMPORARY.<br>Use BLM 31/5d(1).<br>Delete after successfully migrated to ArcInfo platform.<br>(N1-49-91-2, 5d(1)) |
| **5d(2)** | ArcInfo Version. | PERMANENT.<br>Use BLM 31/5d(2).<br>Transfer to NARA upon completion of project or immediately prior to conversion for ALMRS. Subsequent versions - destroy when superseded, obsolete, or when no longer needed for administrative use.<br>(N1-49-91-2, 5d(2))<br>ERA disposition authority:<br>DAL-0049-2008-0001-0002 |
| **5e** | Paper Output for Electronic Version. | TEMPORARY.<br>Use BLM 31/5e.<br>Destroy when superseded.<br>(N1-49-91-2, 5e) |
| **6** | **TAMP HISTORICAL INDEXES (HI).**<br>Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat (e.g., expired leases). Confidentiality: Public record category 1A and Nonpublic record category 2. Location: NM All. | See sub-items below. |
| **6a** | Original Typed Official Records Copies on Vellum.<br>Note: reference copies may be microfilmed for future use and retained until no longer needed for reference. | PERMANENT. Cutoff when project is completed.<br>Use BLM 31/6a.<br>Transfer entire collection to NARA 5 years after cutoff.<br>(N1-49-91-2, 6a)<br>ERA disposition authority:<br>Pending: to be established |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **6b** | Paper copies in Public Room. | TEMPORARY.<br>Use BLM 31/6b.<br>Destroy when superseded or obsolete.<br>(N1-49-91-2, 6b) |
| **6c** | Oracle Data Base. Listing all land acquisition and mineral lease transactions. Identified by serial number, parcel number, date (see table layout). File can be sorted in chronological order to represent an historical index. | PERMANENT.<br>Use BLM 31/6c.<br>Transfer Historical Index (HI) with first transfer of the digital TAMP Master Title and Use Plats - ArcInfo Version (item 5d(2)) to NARA when project is completed or migrated to ALMRS. Transfer subsequent HI tables at 5-year intervals coinciding with the quinquennial censuses of Manufacturing and Mining Industries (years ending in 2 and 7).<br>(N1-49-91-2, 6c)<br>ERA disposition authority:<br>DAL-0049-2008-0001-0001 |
| **6d** | Printouts. Paper output from electronic version in chronological order to represent historical index. | TEMPORARY.<br>Use BLM 31/6d.<br>Destroy when superseded or obsolete.<br>(N1-49-91-2, 6d) |
| **7** | **TEXAS ACQUIRED INTERESTS DEEDS.**<br>Copies of individual deeds recorded at county courthouse documenting interests in land acquired by a Federal agency. Includes copies of Federal agency acquisition maps that show survey location based on deed description. Also contains other maps (e.g., road maps, survey maps). Used to identify parcel descriptions and locations. Confidentiality: Public record category 1A and Nonpublic record category 2. Location: NM All. | See sub-items below. |
| **7a** | Purchased Paper Copies. With abstracted data highlighted. | PERMANENT. Cutoff when project is completed.<br>Use BLM 31/7a.<br>Transfer to NARA 5 years after cutoff.<br>(N1-49-91-2, 7a)<br>ERA disposition authority:<br>Pending: to be established |
| **7b** | Purchased Microfilm Copies. | TEMPORARY.<br>Use BLM 31/7b.<br>Incorporate into CDI file.<br>(N1-49-91-2, 7b) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **7c** | Paper Copies of Maps. | PERMANENT. Cutoff when project is completed.<br>Use BLM 31/7c.<br>Transfer to NARA 5 years after cutoff.<br>(N1-49-91-2, 7c)<br>ERA disposition authority:<br>Pending: to be established |
| **7d** | Microfilm Reference Copies Filed in Control Document Index (CDI) File. | TEMPORARY.<br>Use BLM 31/7d.<br>Destroy when superseded, obsolete, or no longer needed for reference.<br>(N1-49-91-2, 7d) |
| **8** | **TEXAS RAILROAD COMMISSION (TRRC) BASE MAPS.** TRRC source maps derived from Texas General Land Office survey map and U.S. Geological Survey topographic quadrangle maps. Confidentiality: Nonpublic record category 2. Location: NM All. | See sub-items below. |
| **8a** | Mylar Base Maps from TRRC. | TEMPORARY.<br>Use BLM 31/8a.<br>Destroy 10 years after system implementation.<br>(N1-49-91-2, 8a) |
| **8b** | Paper Base Maps Annotated with Data Plotted from Deeds. | TEMPORARY.<br>Use BLM 31/8b.<br>Destroy 10 years after system implementation.<br>(N1-49-91-2, 8b) |
| **8c** | Base Maps in Digital Form in Original Format Received from TRRC. | TEMPORARY.<br>Use BLM 31/8c.<br>Destroy 10 years after system implementation.<br>(N1-49-91-2, 8c) |
| **8d** | Electronic Index to Some of the Attributes Data on Base Maps in Text File Format. | TEMPORARY.<br>Use BLM 31/8d.<br>Delete when no longer needed for administrative use.<br>(N1-49-91-2, 8d) |
| **8e** | Printouts of Attribute Data on Base Maps in Text File Format. | TEMPORARY.<br>Use BLM 31/8e.<br>Delete when no longer needed for administrative use.<br>(N1-49-91-2, 8e) |

| Item | Record Series Description | Disposition Authority |
|---|---|---|
| **9** | **TAMP INTERIM DATA FILES.**<br>Confidentiality: Nonpublic record category 2. Location: NM All. | See sub-items below. |
| **9a** | AutoCAD Survey Plot Electronic File. Used to calculate parcel shape and location from deed description. | TEMPORARY.<br>Use BLM 31/9a.<br>Destroy when 10 years old.<br>(N1-49-91-2, 9a) |
| **9b** | Printouts of AutoCAD Survey Plot. | TEMPORARY.<br>Use BLM 31/9b.<br>Destroy when 10 years old or when no longer needed for administrative use, whichever is sooner.<br>(N1-49-91-2, 9b) |
| **10** | **TAMP INTERNAL TRACKING INFORMATION.**<br>Various tracking programs that are used to document and monitor TAMP. Confidentiality: Nonpublic record category 2. Location: NM All. | See sub-items below. |
| **10a** | Electronic Case Recordation Abstracts of Early Information. | TEMPORARY.<br>Use BLM 31/10a.<br>Delete after integrated into interim or target system.<br>(N1-49-91-2, 10a) |
| **10b** | TAMP County Tracking Data Base. | TEMPORARY.<br>Use BLM 31/10b.<br>Place copy of printout in Project History File on annual basis until all counties in project are completed (because it contains summary information). Destroy when no longer needed for administrative uses.<br>(N1-49-91-2, 10b) |
| **10c** | Lotus Electronic Spreadsheet. | TEMPORARY.<br>Use BLM 31/10c.<br>Delete when no longer needed to update or produce hard copy.<br>(N1-49-91-2, 10c) |

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Schedule 32 - Helium Records

Introduction

This schedule describes records associated with the administration of helium resources primarily located at the Amarillo Field Office (AMFO), New Mexico.

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **1** | **HELIUM PROGRAM GENERAL CORRESPONDENCE FILES [3745].**<br>Helium program subject files including incoming and outgoing letters and memoranda, internal memoranda, related documents, and any indexes to these subject correspondence files, including files documenting the development, clearance, and processing of proposed and final rules published in the Federal Register, routine, administrative, and housekeeping matters. Arranged alphabetically by subject. Confidentiality: Non-public record category 2. Location: AMFO | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.1A, DAA-0048-2013-0001-0001.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 32/1*<br>*Destroy 3 years after cutoff.*<br>*(N1-49-00-3, 32/1)* |
| **2** | **HELIUM STORAGE PROGRAM AND OPERATION FILES NOT DESCRIBED ELSEWHERE [3745].**<br>Confidentiality: Non- public record category 2. Location: AMFO | See sub-items below. |
| **2a** | Records on helium field production, maintenance, storage, land, transportation, etc. | TEMPORARY. Cutoff EOFY.<br>Use BLM 32/2a.<br>Transfer to FRC when records are 5 years old. FRC will destroy when they are 25 years old.<br>(N1-49-00-3, 32/2a) |
| **2b** | Private Helium Plant Automated Storage Records. The system that is being used is called the Supervisory Control and Data Acquisition (SCADA) system (an industry-wide term for telemetering equipment). The system downloads and stores flow data from the private helium plants along the BLM pipeline into a dedicated computer. | See sub-items below. |
| **2b(1)** | Automated data (compiled and used for billing). | TEMPORARY.<br>Use BLM 32/2b(1).<br>Destroy individual data when 2 years old.<br>(N1-49-00-3, 32/2b(1)) |
| **2b(2)** | Hardcopy printouts | TEMPORARY.<br>Use BLM 32/2b(2).<br>Destroy when superseded or when no longer needed for current business.<br>(N1-49-00-3, 32/2b(2)) |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **2c** | Private Helium Plant Meter Inspections. The metering equipment along the pipeline is inspected on a regular basis. | See sub-items below. |
| **2c(1)** | Record copies of calibration data | TEMPORARY.<br>Use BLM 32/2c(1).<br>Destroy when records are 2 years old.<br>(N1-49-00-3, 32/2c(1)) |
| **2c(2)** | Reference copies | TEMPORARY.<br>Use BLM 32/2c(2).<br>Destroy when no longer needed for convenience or reference purposes.<br>(N1-49-00-3, 32/2c(2)) |
| **3** | **HELIUM PIPELINE RECORDS [3745].**<br>Confidentiality: Non- public record category 2. Location: AMFO | See sub-items below. |
| **3a** | Easements/Rights of Way - One file for each landowner | PERMANENT. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted.<br>Use BLM 32/3a.<br>Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff.<br>(N1-49-00-3, 32/3a)<br>ERA disposition authority:<br>Pending: to be established |
| **3b** | Test, Survey and Inspection Data - filed by pipeline section. Ref: 49 CFR 192.491(c) - DOT regulations. | TEMPORARY. Cutoff EOFY.<br>Use BLM 32/3b.<br>Destroy 5 years after cutoff.<br>(N1-49-00-3, 32/3b) |
| **3c** | Maintenance Records - separate file for each legal land description. Includes internal and external corrosion control monitoring records. Ref: 49 CFR 192.465 (a) and (e) and 192.475(b) – DOT regulations. | TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership.<br>Use BLM 32/3c.<br>Destroy 5 years after cutoff.<br>(N1-49-00-3, 32/3c) |
| **3d** | Engineering/Design Drawings. Ref: 49 CFR 491(b). | TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership.<br>Use BLM 32/3d.<br>Destroy 5 years after cutoff.<br>(N1-49-00-3, 32/3d) |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **3e** | Standard Operating Procedures - provided by the contractor. Authority: 49 CFR 192.605(a). | TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership.<br>Use BLM 32/3e.<br>Destroy 5 years after cutoff.<br>(N1-49-00-3, 32/3e) |
| **3f** | Underground Crossings of other Pipelines and Utilities - one page documentation re: who, what, where, how of all instances where pipelines, utilities, etc. cross the pipeline - separate file for each legal description. Ref: 49 CFR 192.325. | TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership.<br>Use BLM 32/3f.<br>Destroy 5 years after cutoff.<br>(N1-49-00-3, 32/3f) |
| **4** | **CONSERVATION PROGRAM WELL FILES [3745]**<br>One file per well - includes original drilling information, all data, casing information, all workovers, drawing of well bore, drilling rights. Includes only wells at the Cliffside storage field. Confidentiality: Non-public record category 2. Location: AMFO | TEMPORARY. Cutoff when no longer using well.<br>Use BLM 32/4.<br>Destroy 10 year after cutoff.<br>(N1-49-00-3, 32/4) |
| **5** | **HELIUM STORAGE CONTRACTS [3745]**<br>Contracts with companies located along pipeline to store and redeliver helium. They are filed by contract number and billed monthly. They are 20-year contracts beginning in 1995 with a 5-year extension option. Confidentiality: Non-public record category 2. Location: Amarillo Field Office | See sub-items below. |
| **5a** | Contract Case Files. The case file contains correspondence, contract meeting notes, amendments, etc., relating to preparation of billing and collection records for each storage contract. | TEMPORARY. Cutoff EOFY in which the contract expires or is terminated.<br>Use DRS 1.3A, DAA-0048-2013-0001-0010.<br>Destroy 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 32/5a*<br>*Destroy 2 years after cutoff.*<br>*(N1-49-00-3, 32/5a)* |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **5b** | Contract Accounting Files - These records are used for monthly billing and collection for storage and redelivery of helium. They are maintained by the Helium Storage Analyst. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/1a*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-GRS-91-3)* |
| **6** | **IN-KIND AND CRUDE HELIUM SALES [3745]**.<br>Confidentiality: Non-public record category 2. Location: AMFO | See sub-items below. |
| **6a** | In-Kind Crude Helium Sales Contract Files - Five-year contracts with distributors who report sales of refined helium to federal agencies. Helium distributors are then billed quarterly for the in-kind amount of helium they have sold to federal agencies. Files contain billing and payment information. | TEMPORARY. Cutoff EOCY in which the contract expires, is terminated, or when final payment is received, whichever is later.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 32/6a*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-49-00-3, 32/6a)* |
| **6b** | Open Market Crude Helium Sale Files. Public Law 104-273 requires the sale of crude helium on the open market between 2005 and 2015 to reduce the helium stockpile to 600 million cubic feet. | TEMPORARY. Cutoff EOFY.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 32/6b*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-49-00-3, 32/6b)* |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **7** | **HELIUM RESOURCE EVALUATION [3745].**<br>Confidentiality: Mixed: Category 1A (public) and category 2 (Non-public). Location: AMFO | See sub-items below. |
| **7a** | Published reports - Helium Resources of the U.S., Analyses of Natural Gases, etc. | PERMANENT. One copy of published document. Cutoff EOFY in which issued.<br>Use BLM 32/7a.<br>Transfer to FRC when records are 5 years old. FRC transfers to NARA when records are 10 years old.<br>(N1-49-00-3, 32/7a)<br>ERA disposition authority: Pending: to be established |
| **7b** | Internal reports and raw data, including copies of signed and unsigned copies of release form - used to create reports, do research, and track trends. | TEMPORARY.<br>Use BLM 32/7b.<br>Destroy when no longer needed for reference.<br>(N1-49-00-3, 32/7b) |
| **7c** | Helium Field Survey Database (a.k.a. Gas Analysis Database). The Helium Survey Database is a compilation of natural gas analyses performed by the United States Government dating back to about 1917. Helium is not normally a constituent of the gas stream analyzed and reported by independent laboratories. This was started and is continued to identify sources of helium in natural gas in the United States. The helium concentration obtained from the analysis is used to determine the helium reserves on a field-by-field basis. This information is used to estimate the decline of helium availability into the future, and track the discovery of new fields containing helium. Location: AMFO | See sub-items below. |
| **7c(1)** | Project History. Record copies of files that document the conception, planning, and development and/or improvement of the project. Consists of the concept of operations, project charter, approvals, official record designation documentation, quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, security plan, and other project history information of temporary value. | TEMPORARY. Cutoff EOFY in which system is certified as an official records system.<br>Use BLM 32/7c(1).<br>Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-00-3, 32/7c1) |
| **7c(2)** | System Documentation Necessary for Servicing and Interpreting the System. Technical description of the electronic records being described, consisting of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, version description document, and similar documentation (regardless of media) necessary for servicing and interpreting the system. | TEMPORARY.<br>Use BLM 32/7c(2).<br>Destroy or delete upon authorized destruction of the master file (item 7c(5)).<br>(N1-49-00-3, 32/7c2) |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **7c(3)** | Data Verification and Quality Control Files. Includes data sampling and audit trails. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Exclusions: Quality assurance plans which are part of the project history files. | TEMPORARY. Cutoff EOFY in which document is created.<br>Use BLM 32/7c(3).<br>Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff.<br>(N1-49-00-3, 32/7c3) |
| **7c(4)** | Software. Application software necessary to use or maintain the system. | TEMPORARY.<br>Use BLM 32/7c(4).<br>Delete when superseded by newer version or upon authorized destruction of the master file (item 7c(5)).<br>(N1-49-00-3, 32/7c4) |
| **7c(5)** | Master Data File. | TEMPORARY.<br>Use BLM 32/7c(5).<br>Delete when system is replaced by and data transitioned into a new system and the new system is certified as an official records system.<br>(N1-49-00-3, 32/7c5) |
| **7c(6)** | Backup Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased. | TEMPORARY.<br>Cutoff when the identical records have been deleted, or replaced by a subsequent backup file.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 32/7c(6)*<br>*Delete after the identical records are deleted, or when replaced by a subsequent security backup file.*<br>*(N1-49-00-3, 32/7c6)* |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **7c(7)** | Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages (see disposal of original records) | TEMPORARY.<br>Use GRS 4.3, item 010, DAA-GRS-2013-0001-0001.<br>Destroy immediately after verification of successful conversion.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 32/7c(7)*<br>*Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item 7.c.(5)), whichever is later.*<br>*(N1-49-00-3, 32/7c7)* |
| **7c(8)** | Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. | TEMPORARY. Cutoff when superseded or obsolete.<br>Use DRS 1.4A.1, DAA-0048-2013-0001-0013.<br>Destroy no later than 3 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*BLM 32/7c(8)*<br>*Destroy or delete when no longer needed for current business.*<br>*(N1-49-00-3, 32/7c8)* |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **8** | **HELIUM - FEDERAL LEASED LANDS [3745].**<br>Confidentiality: Non-public record category 2. Location: AMFO | See sub-items below. |
| **8a** | Contract files - contracts with operators granting helium rights. Payments are made directly to us and are based on extraction and sales. Payment records are maintained separately. Contract terms vary (currently 10 to 25 years). | TEMPORARY. Cutoff EOFY in which the contract expires or when final payment is received, whichever is later.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 3/3a(1)(a)*<br>*Destroy 6 years, 3 months after cutoff.*<br>*(N1-GRS-95-4 item 3a1a)* |
| **8b** | Payment records. | TEMPORARY. Cutoff EOFY at end of period covered by account.<br>Use DRS 1.3B, DAA-0048-2013-0001-0011.<br>Destroy 7 years after cutoff.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>For records at FRC prior to 10/1/2014:<br>GRS 1.1, item 010, DAA-GRS-2013-0003-0001<br>Destroy 6 years after final payment or cancellation.<br>- - - - - - - - - - - - - - - - - - - - - - -<br>*Former Authority:*<br>*GRS 6/1a*<br>*Destroy after audit or 6 years, 3 months after cutoff, whichever is sooner.*<br>*(N1-GRS-91-3)* |

| Item | Series Description | BLM Disposition Authority |
|---|---|---|
| **8c** | General Files. Files containing documentation of major policy and other decisions that may or may not be documented in a mission- related directives case file (Schedule 16/1b(2)). These files provide a complete history of the major events, approvals, standard operating procedures, changes in program direction, and other important actions. Exclusions: reference copies of records maintained by other offices. | PERMANENT. Cutoff EOFY or if accumulation is limited, cutoff every 5 years.<br>Use BLM 32/8c.<br>Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff.<br>(N1-49-00-3, 32/8c)<br>ERA disposition authority:<br>Pending: to be established |
| **8d** | Client/Independent Operator Case Files (Master). Files sorted by client name. Include adjudication, payment, and audit information and correspondence on each client. | TEMPORARY. Cutoff EOFY in which we receive final payment.<br>Use BLM 32/8d.<br>Destroy 6 years, 3 months after cutoff, or after audit, whichever is sooner.<br>(N1-49-00-3, 32/8d) |
| **8e** | Well Case Files. Files sorted by well name. Active and inactive files are maintained. Includes wells producing helium from Federal leaseholds. Files include adjudication and payment information for each well. Exclusion: Conservation program well files (item 4). | TEMPORARY. Cutoff EOFY in which the well is no longer in helium production.<br>Use BLM 32/8e.<br>Destroy 10 years after cutoff.<br>(N1-49-00-3, 32/8e) |