



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828

IN REPLY REFER TO:

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Instruction Memorandum No. WY-2012-006

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To: District Managers and Deputy State Directors  
Attn: Records Managers and Records Liaisons

From: Associate State Director

Subject: Fiscal Year (FY) 2012 Records Inventory DD: 12/01/2011

**Purpose:** This Instruction Memorandum (IM) directs all BLM Wyoming Offices to complete their records inventories as required by the National Archives and Records Administration (NARA) (36 CFR 1228.22) and BLM Manual Section 1220 (.37).

**Policy/Action:** All BLM Wyoming Offices, including State Office Divisions, are required to create a current and accurate inventory of their paper, electronic and vital records. To allow time for compilation and consolidation of a statewide response, responses are to be submitted to the State Records Manager by December 1, 2011.

Each Office must complete the following steps as part of the inventory process:

All the forms, schedules and information needed to conduct the FY 2012 inventory are available on the Wyoming Records Management Homepage at <http://web.wy.blm.gov/957/records.htm> under the heading "Records Inventory Tool Box".

**Designation of Custodians** - Each office must, if they have not already done so, designate File Custodians for all record groups, using Form WY1270-03 "Designation of File Custodian". <http://web.wy.blm.gov/Wy.im/05/wy2005-013i-atch1.pdf>. These designations were conducted during the FY 10 Records Inventory and should be reviewed and updated as needed. Copies of the completed forms must be submitted to the State Records Manager. This form requires the name and contact information for each custodian, along with a brief description of the records the custodian maintains.

File Custodians are individuals or groups responsible for maintaining records within their physical and legal custody in accordance with the life-cycle management requirements established in program directives and BLM Manual 1220. Custodians are responsible for

establishment and day-to-day maintenance of records and coordinating with the Records Manager or Records Liaison for records management issues, records inventories, and disposition of records.

**Cleanout Campaign** – Each office will conduct a cleanout campaign throughout their office, keeping in mind that the BLM remains under a court-ordered freeze on destruction of records. *Non-record materials* may be destroyed if no longer needed. *Record materials* may be prepared for destruction; however, **record materials must be retained until the freeze is officially lifted.**

The freeze on the movement of records has been lifted and records may be prepared for shipment to the Federal Records Center. Guidance on the transfer of records to the NARA Federal Record Center may be found in WO IM No. 2006-008, *Revised Policy and Guidance for the Bureau of Land Management (BLM) Regarding the Movement of Federal Records.*

**Inventory Reports** – Each Office must submit two inventory reports to the Wyoming State Records Manager:

1. An inventory of all electronic information systems maintained by the Office. Bureauwide systems should not be included on the inventory.
2. An inventory of all non-electronic record series maintained by the Office.

Inventories for FY 2012 can be completed by referencing and updating inventories completed during FY 2010. Copies of the 2010 inventory can be requested by emailing State Records Manager April Deane, or calling her at (307) 775-6089. **Note: To ensure consistency and facilitate the completion of the statewide inventory, each Office must submit their inventories using the exact spreadsheet provided on the records homepage (2010 Records Inventory spreadsheet). If necessary, Offices must transfer their information from other formats to this required spreadsheet. Any inventories not received in this format will be returned to the respective Office to make the necessary changes.**

Inventory Fact Sheets are available on the Wyoming Records Management Homepage and are useful in collecting information for both the general and electronic records inventories. Although submission of the forms to the State Records Manager is not required, their use is strongly recommended. The forms provide an organized approach to collecting information during interviews with program staff during the inventory process, and provide sufficient space (which the abbreviated Records Inventory tables do not provide) to record detailed information regarding the records. It is recommended these fact sheets be kept on file as an aid for future records inventories. Be sure to determine from the record schedules whether a record is vital or not and reflect that on the inventory.

**Background:** The National Archives and Records Administration (NARA) require all Federal Agencies and Offices to compile and maintain a complete inventory of records (including all media – electronic, paper, or other) in its possession.

**Timeframe:** Completed inventories must be submitted on the 2010 Records Inventory spreadsheet to the State Records Manager no later than December 1, 2010.

**Budget Impact:** Minimal. Staff time required for interviews with Records Liaison.

**Manual/Handbook Sections Affected:** These requirements are promulgated in 36 CFR, and are further explained in BLM Manual Section 1220, Records and Information Management.

**Coordination:** This IM was coordinated with Craig Wood, IT Specialist and Mary Trautner, Deputy State Director.

**Contact:** If you have any questions regarding this guidance or need assistance in conducting the inventory, please contact April Deane, Wyoming State Records Manager, at 307-775-6089, or Patrick Madigan, Chief Information Officer, at 307-775-6065.

Signed by:  
Ruth Welch  
Associate State Director

Authenticated by:  
Sherry Dixon  
Secretary

1 Attachment

1 - BLM Records Inventory Spreadsheet (2 pp)

Distribution

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