

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-49-00-01	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED 04/27/00	
1. FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Bureau of Land Management			
3. MINOR SUBDIVISION Information Resources Management			
4. NAME OF PERSON WITH WHOM TO CONFER Wendy W. Spencer	5. TELEPHONE (303) 236-6642	DATE 10-27-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/5/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Wendy W. Spencer</i>	TITLE <i>BLM Records Officer</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Schedule 12 - Communications Records List Server, Discussion Group and New-Group Records Items 10a, b, and c (attached)		

copy to A-203, NAME

Schedule 12 - Communications Records

Item	Record Series Description	Disposition Authority
1-9	Reserved	
10	<p>List Server, Discussion Group and News Group Records [1260]. 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 data bases) must have a designated "owner" who has set up the group and/or sponsors the discussions that occur in the group. Confidentiality: Mixed.</p>	
	<p>a. <u>Technical Forums</u> 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.</p>	<p>TEMPORARY. Retain while active. Discard when no longer needed for reference. Pending NARA Job No. 49-00-##, 10a.</p>
	<p>b. <u>Informal Forums</u> where program area stakeholders exchange merits, consequences, developments, and ideas.</p>	<p>TEMPORARY. Discard three years after an informal forum is no longer needed or issues have been resolved. Pending NARA Job No. 49-00-##, 10b.</p>
	<p>c. <u>Formal Policy Development and Decision Making Forums</u> in which participants comment on one or more proposed policies or actions and for which the comments are used to develop local or Bureau policy or decisions. Records from such discussion groups or list servers may form part or all of the background documentation for the policy or decision. Contents of discussion data bases which are permanent must be copied to paper and filed with the related documents to ensure all documentation is handled as a set. Contact your Records Manager for assistance.</p>	<p>Depending on the subject matter, may be temporary or permanent. See GRS/BLM Schedule 16/1b(1), 16/1b(2), and GRS/BLM 16/20. Pending NARA Job No. 49-00-##, 10c.</p> <p style="text-align: right;">WITHDRAWN</p>
11-16	Reserved	