REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML)
WASHINGTON, DC 20408

1. FROM: (Agency or establishment)
Department of the Interior

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

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 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.

☐ is not required; ☐ is attached; or ☐ has been requested.

DATE 04/27/00

SIGNATURE OF AGENCY REPRESENTATIVE Wendy W. Spencer

TITLE Libs Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Schedule 12 - Communications Records
List Server, Discussion Group and New Group Records
Items 10a, b, and c (attached)

9. GRS OR SUPERSEDED

JOB CITATION

0

ACTION TAKEN (NARA USE ONLY)

N1-49-00-01

DATE RECEIVED 04/27/00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

115-109 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 3-91)
## Schedule 12 - Communications Records

<table>
<thead>
<tr>
<th>Item</th>
<th>Record Series Description</th>
<th>Disposition Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>Reserved</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>List Server, Discussion Group and News Group Records [1260]</strong>. 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 &quot;owner&quot; who has set up the group and/or sponsors the discussions that occur in the group. Confidentiality: Mixed.</td>
<td>TEMPORARY. Retain while active. Discard when no longer needed for reference. <strong>Pending NARA Job No. 49-00-##, 10a.</strong></td>
</tr>
<tr>
<td></td>
<td>a. 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.</td>
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<td></td>
<td>b. Informal Forums where program area stakeholders exchange merits, consequences, developments, and ideas.</td>
<td>TEMPORARY. Discard three years after an informal forum is no longer needed or issues have been resolved. <strong>Pending NARA Job No. 49-00-##, 10b.</strong></td>
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<td></td>
<td>c. Formal Policy Development and Decision Making Forums 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 of 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.</td>
<td>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. <strong>Pending NARA Job No. 49-00-##, 10c.</strong></td>
</tr>
<tr>
<td>11-16</td>
<td>Reserved</td>
<td><strong>WITHDRAWN</strong></td>
</tr>
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