

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-049-08-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1/14/2008	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER <i>McLean Howell</i>	5. TELEPHONE NUMBER 202-452-5035	DATE <i>1/30/08</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>5</u> page(s) are not needed now for the business for 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 11/14/2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala Quallich</i>	TITLE Office of the Secretary Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached List of Records Descriptions and Requested Disposition Authorities		

1220 - RECORDS AND INFORMATION MANAGEMENT

GRS/BLM Combined Records Schedules

Schedule XX - Protection & Response Information System (PRIS)

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The Protection & Response Information System (PRIS) supports the Division of Environmental Quality and Protection (WO-280) and the Division of Business Resources (WO-850).

PRIS was developed to perform quality control, manage program data at the national level, establish national program priorities, and monitor and report on program expenditures and accomplishments in the field related to abandoned mines and the safety and cleanup of hazmat sites.

PRIS allows BLM to meet commitments made to the GAO stemming from the audit report GAO/RCED-99-111, Superfund: Progress Made by EPA and Other Federal Agencies to Resolve Program Management Issues. Additionally, the Federal Accounting Standards Advisory Board (FASAB) has set accounting standards which include the requirements for BLM to disclose information on environmental liabilities from PRIS.

PRIS applications are automated management systems used to manage and access abandoned mine sites, hazardous material responses, facility management and hazard and risk management data from separate subsystems. These automated subsystems include activities for cleanup of abandoned mines and sites as well as maintenance of BLM structures and facilities.

This Schedule covers the automated systems used to assist WO-280 and WO-850 in having a proactive policy role in hazard and risk management, emergency preparedness, facility construction and management, hazardous materials response, and cleanup of abandoned mine sites, all of which can have an impact on other Bureau programs and land management initiatives. It covers both primary systems and secondary, stand alone or subsystems. This schedule is also media neutral—it covers all records regardless of media.

Item	Record Series Description	Disposition Authority
	<p>Protection & Response Information System (PRIS).</p> <p>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 1, except some files may contain proprietary-confidential information which is non-public record category 3. Privacy Act System Interior/LLM-3; Privacy Act System Interior/LLM-18. Vital: Legal and Financial Rights Records.</p>	
1	<p>PRIS Bureau-Level System Documentation</p> <p>a. 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 the system. Location: National Applications, Division of IRM Support Services, National Operations Center</p>	<p>PERMANENT. Cutoff at the end of the FY. Transfer to NARA at the end of the FY along with the system documentation for Abandoned Mine and Site Cleanup Module.</p>

Covered by GAO 2011 (1)(2)

	b.	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 the system. Location: National Applications, Division of IRM Support Services, National Operations Center	Destroy or delete upon authorized deletion of the related CASHE and Safety Management Module electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20 11a(1))
	c.	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 a). 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 end of FY in which documentation is created. Destroy 25 years after cutoff.
2		ABANDONED MINE AND SITE CLEANUP MODULE (AMSCM). 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 1; remaining files are non-public record category 3. Privacy Act System Interior/LLM-18. Vital: Legal and financial rights records.	
	a.	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 b).	TEMPORARY. Cutoff end of FY in which documentation is created. Hold for 2 years, Transfer to FRC. Destroy 25 years after cutoff.
	b.	Documentation. Record copies.	
	(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: National Applications, Division of IRM Support Services, National Operations Center	PERMANENT. Cutoff at the end of the FY. Transfer to NARA along with the Master Data File (item 2d). GRS 20 11a(2)
	(2)	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 a). 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 end of FY in which documentation is created. Hold for 2 years, Transfer to FRC. Destroy 25 years after cutoff.
	c.	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. (Non-record)
	d.	Master Data/History Files. System is centralized and is not a distributed system.	PERMANENT. Cutoff at end

		The master file is created by copying all data in the system to a removable medium. National Applications, Division of IRM Support Services, National Operations Center	of FY. 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.)
	e.	Backup Tapes. Content and logical layouts are identical to the master file and retained in case the master is damaged or inadvertently erased. Location: NATIONAL IRM CENTER	TEMPORARY. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied. GRS 20/8a
	f.	Input/Source Documentation. Data entry sheets, non-record 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. Destroy after all the information has been converted to an electronic medium and verified, when data has been entered into the master file or database and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the master file whichever is later. See GRS 20/2 (a, b, c or d)
	g.	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. Destroy or delete when no longer needed for current business. GRS 20/6
3.		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 3.	
	a.	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 b).	TEMPORARY. Destroy 3 years after system is decommissioned.
	b.	Documentation. Record copies	
	(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: National Applications, Division of IRM Support Services, National Operations Center	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20/11a
	(2)	Annual Data Verification and Quality Control Documentation. Sampling	TEMPORARY. Destroy when

		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 a). 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	no longer needed for audit or legal purposes, such as pending litigation.
	c.	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. (non-record)
	d.	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 at the end of the fiscal year in which final corrective action is completed. Destroy when 25 years old.
	e.	Backup Tapes. Content and logical layouts are identical to the master file and retained in case the master is damaged or inadvertently erased. Location: NATIONAL IRM CENTER.	TEMPORARY. Delete when the identical records have been deleted or replaced by a subsequent backup file. GRS 20/8b
	f.	Input/Source Documentation. Data entry sheets, non-record 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. Destroy after all the information has been converted to an electronic medium and verified, when data has been entered into the master file or data base and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the master file, whichever is later. GRS 20/2 (a, b, c or d)
	g.	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. Destroy or delete when no longer needed for current business. GRS 20/6