

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-049-09-08</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/11/09</i>	
6 FROM (Agency or establishment) U S Department of 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Renewable Resource and Planning Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Michelle F Thomas	5 TELEPHONE NUMBER (202) 912-7557	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 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 9/4/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michelle F. Thomas</i>		TITLE Bureau Records Administrator
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Fire Reporting System (see attached sheets) <i>Agency withdrew this job on 7/5/2011. Reason: FRS is a module under another pending schedule (WFMI, NI-049-09-17). FRS will be included as a module under the WFMI SF 115.</i>		WITHDRAWN

Bureau of Land Management
Fire and Fuels Management Program
Fire and Aviation Directorate

Fire Reporting System

Description of System. The Fire Reporting module provides access to the interagency fire occurrence reporting system for the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), and National Park Service (NPS). This system collects, and stores data from wild land fires managed by the BIA and NPS. Records are dated BIA and NPS 1901 – Present, BLM 1970 – Present and BOR 2005 - Present

a. Master File. The database contains fire reports for BIA, BLM, NPS, and BOR, entered by agency personnel

WD

DISPOSITION PERMANENT

TRANSFER, A COPY EVERY 10 YEARS TO THE NATIONAL ARCHIVES WITH A PUBLIC USE VERSION, IN ACCORDANCE WITH 36 CFR 1228.270 (I.E., RECORDS DATED 2004 TO 2014 ARE TRANSFERRED IN 2015, RECORDS DATED 2014 TO 2024 ARE TRANSFERRED IN 2025, AND SO ON)

b Back-up copies. Backup copies of the master file are created daily, weekly and monthly and are used for potential system restoration in the event of a system failure or other unintentional loss of data

WD

DISPOSITION TEMPORARY DESTROY

Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later (GRS 20, Item 8)

c. Input Records (paper). Form DI-2012, Fire Reports

WD

DISPOSITION PERMANENT

Cutoff EOY. Transfer to FRC 10 years after cutoff. FRC offers to NARA in 10 year blocks when most recent records are 10 years old (GRS/BLM 18/32)

d. Output Records. Multiple statistical reports are generated on an as needed basis

WD

DISPOSITION TEMPORARY

Destroy when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later (GRS 20, Item 6)

e. System Documentation (paper & electronic). User's Guide and Privacy Impact Assessment (PIA)

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DISPOSITION PERMANENT

PERMANENT TRANSFER A COPY OF THE DOCUMENTATION WITH THE MASTER FILE TO NARA EVERY 10 YEARS TRANSFER UPDATES AND CHANGES WITH SUBSEQUENT TRANSFER OF THE FILE