

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-049-90-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 4/16/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All approved schedule items are active except the ones listed below

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 5b and 5c are superseded by DAA-0048-2013-0001-0012

Items 6d(1), 6d(2)a, 6d(2)b, 6d(3), 6d(4), and 6d(7) are superseded by N1-049-09-003 Item 1a

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	N1-49-90-1
1. FROM (Agency or establishment) DEPARTMENT OF INTERIOR, BUREAU OF LAND MANAGEMENT		DATE RECEIVED	4/26/90
2. MAJOR SUBDIVISION INFORMATION RESOURCES MANAGEMENT DIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS AND INFORMATION SECURITY BRANCH		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER DONNA THURBER	5. TELEPHONE EXT. 653-8853	DATE 4-24-96	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 20 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 4-17-90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Dorothy R. Chambers</i>	D. TITLE BUREAU RECORDS OFFICER, CHIEF, RECORDS AND INFORMATION SECURITY BR.
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
.	GRS & BLM COMBINED RECORDS SCHEDULES: SCHEDULE 4, PROPERTY USE AND DISPOSAL, DATED MARCH 15, 1990		

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copy to: NSN 7540-00-834-4064  
agencies, NNT, NCF, UNSC, NIA

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Introduction

This schedule incorporates the records described in General Records Schedule 4 and adds the property use and disposal records that are unique to BLM.

Because the public lands and their resources are government property, this schedule covers most of the records associated with carrying out the BLM mission. These mission-related records involve:

1. **Land Transfers.** Records associated with the transfer of public lands are the patents, other conveyances, and acquisitions files. Related records include the land status records that document the ownership and availability of the public lands.

2. **Land Use.** Records associated with the use of resources include material sales, wild horse and burro adoptions, use permits and leases, rights-of-way, and water rights files. Related records include resource inventories and studies and land classification and withdrawal files.

3. **Planning and Environment.** Records that document the planning for multiple-use and environmental quality include resource management and environmental planning files.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the GAO without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under GSA regulations:

a. SF-114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, other notices of sale, invoices, and sales slips.

b. SF-120, Report of Excess Personal Property, and SF-121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF-120 to report excess personal property to the regional GSA offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, GSA, which consolidates the data.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20.

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
1-4	Reserved	
5	<p><b>REAL PROPERTY ACCOUNTABILITY AND UTILIZATION FILES (1530).</b> Documentation required by GSA during BLM ownership or after property is released <u>conditionally</u> with recapture clauses, such as reservation of fissionable material, water rights, or other restrictions. Authority: 40 USC 483. Forms: BLM 1530-1, 2, 9, 17-21. Confidentiality: Non-public record category 3. Exclusions: Land acquisition files (Schedule 4/13) and land sale files (Schedule 4/7).</p> <p>a. Reserved</p> <p>b. <b>Real Property Accountability Files.</b> Documents used to maintain current data on individual properties, including real property inventories. Files are updated whenever additional properties are acquired or when changes occur to existing properties. Confidentiality: Nonpublic record category 3. Location: SC, SO, DO.</p> <p>c. <b>Real Property Utilization Survey Reports.</b> Reports contain narrative information on whether or not specific BLM properties are being used for their intended purposes and are sometimes accompanied by photographs of the property. Reports are prepared by DO and sent to SO and SC. SC files one copy in the real property case file (item a) and forwards remaining copies to WO and GSA. Location: WO, SC, SO, DO.</p>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. UNSCHEDULED</p> <p>TEMPORARY. Destroy when replaced by new report. UNSCHEDULED</p>
6	<p><b>TIMBER SALES, MATERIAL SALES, FREE-USE PERMITS.</b> BLM is authorized to dispose of timber and mineral and vegetative resources on the public lands. The issuance of a contract or free-use permit gives the permittee or operator the right to extract, process, stockpile and remove materials. Authority: 43 CFR 3600, 5400. Confidentiality: Public record category 1; Privacy Act System Interior:LLM-16. Vital: Rights and interest records.</p> <p>a-c. Reserved</p> <p>d. <b>Timber and Material Sales Data Base.</b> Electronic file that contains timber, vegetative, and mineral disposal data from 1977. Provides volumes, products, financial data, and user identification. Produces periodic reports, including statistical reports for Congress at end of FY. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).</p> <p>(1) <b>Timber and Material Sales Data Base Project History.</b> Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item a). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: SC.</p>	<p><i>Note: Records in this system will eventually transition in their entirety to the new target system.</i></p> <p>TEMPORARY. Cutoff EOFY in which the data base is transferred to a new system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. UNSCHEDULED</p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
6	(2) Timber and Material Sales Data Base System Documentation.	
	<p>(a) Documentation Necessary for Servicing and Interpreting the System. Record copies 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: SC.</p>	TEMPORARY. Destroy or delete upon authorized destruction of master file (item (4)). UNSCHEDULED
	<p>(b) Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the 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. Excludes quality assurance plans which are part of the project history files (item a). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: SC.</p>	TEMPORARY. Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. UNSCHEDULED
	<p>(3) Timber and Material Sales Data Base Software. Application software necessary to use or maintain the master data base. Location: SC.</p>	TEMPORARY. Delete upon authorized destruction of the master file (item (4)). UNSCHEDULED
	<p>(4) Timber and Material Sales Data Base Master Data File. Magnetic master created by copying to tape all data in the data base at the time of migration to the target system. Location: SC.</p>	TEMPORARY. Delete after the data base is replaced by a new system and all data has been transferred to the new system. UNSCHEDULED
	(5)-(6) Reserved	
	<p>(7) Timber and Material Sales Data Base 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 official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.</p>	TEMPORARY. Destroy or delete when no longer needed for current business. UNSCHEDULED

1220 - RECORDS AND INFORMATION MANAGEMENT

GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
7	<p><b>PATENT AND OTHER CONVEYANCE FILES [1860].</b></p> <p>Documenting serialized applications filed under the various land laws for acquisition of title to public lands, including any related contest or appeal actions. BLM maintains the records of title evidence by which tracts of public domain lands have passed from federal to non-federal ownership. Since 1785, numerous laws have been passed governing the disposition of public lands. Some of these laws involved cash and credit sales, military bounty land warrants, homesteads, grants to states, grants to railroad corporations, and public sales. In addition, states were allowed by law, under certain conditions, to select tracts of vacant public domain. Since 1908, each patent application case was given a serial number, and then when title was transferred to the applicant, the case was given a patent number. Authority: 43 CFR 1860. Confidentiality: Public record category 1; Privacy Act System Interior/I.L.M.-/. Vital: Rights and interests records.</p> <p><b>a-b. Reserved</b></p> <p><b>c. Patent Issued Files.</b> Case files, arranged by patent number. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2050-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-1, 2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a.</p> <p><b>(1)-(3) Reserved</b></p> <p><b>(4) Patent Registers.</b> Documenting serial number, type of case, and patent number. Includes patent contest logs. Note: These paper registers will be discontinued when ALMRS (Schedule 30/1) is implemented. Forms: BLM 1274-1. Location: SO.</p> <p><b>d. Reserved</b></p>	<p><i>Note: Prior to 1968, all permanent patent case files were transferred via the BLM Washington Office to the National Archives in Washington, D.C. In 1968, the regional Archives began accepting these records. However, some files maybe at regional archives after a review of these records was conducted.</i></p> <p>PERMANENT. Cutoff EOFY in which the register is no longer needed for control purposes. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. <b>UNSCHEDULED</b></p>

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
8	<p><b>WILD HORSE &amp; BURRO (WH&amp;B) ADOPTION FILES [4710].</b></p> <p>BLM is responsible for placing healthy excess wild horses and burros in private maintenance with qualified individuals who pay an adoption fee. Title to the animals is conveyed to the eligible adopters at the end of 1 year of humane private maintenance. Authority: 43 CFR 4700. Exclusions: The following WH&amp;B-related files are covered under other schedule items: study and research files (Schedule 4/11); herd management area planning and appeal files (Schedule 4/20); mailing lists (Schedule 13/4a); public affairs adoption event files (Schedule 14/4); formal directives files (Schedule 16/1); advisory board files (Schedule 16/8g); program policy, direction, and decision files (Schedule 16/43; memoranda of understanding (Schedule 16/22); law enforcement files (Schedule 18/43); general correspondence and recurring reports (Schedule 23/1a); nonrecord working files, background materials, and reference collections (Schedule 23/21).</p> <p>a. <b>Reserved</b></p> <p>b. <b>WH&amp;B Untitled Adoption Case Files.</b> Non-serialized case files documenting approved adoptions for which a request for title was never received. Consists of private maintenance and care agreement, application, screening checklist, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, request for replacement animals with vet's statement, and request to terminate agreement. May include additional compliance documentation as described in Titled Cases (item a) above. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: 4710-9, 9a, 10, 19, 19a. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Vital: Rights and interests records. Location: Office of jurisdiction as determined by the location where animals are maintained.</p> <p>c. <b>WH&amp;B Applications Which Do Not Result in Adoption.</b> Consists of application, screening checklist, and related maps and correspondence. Documents are filed alphabetically by applicant name. Forms: 4710-10. Confidentiality: Non public record category 3; Privacy Act System Interior/LLM-28. Location: Office receiving the application.</p> <p>d. <b>WH&amp;B Duplicate Adoption Case Files.</b> Nonrecord copies of adoption documents. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Offices other than the office of jurisdiction.</p> <p>e. <b>WH&amp;B Animal Preparation Case Files.</b> Documenting the physical examination, freezemarking, and treatment of animals in preparation for private maintenance by adopters. Consists of lab tests, certificates of veterinarian, veterinarian treatment records, health certificates, and other preparation records. Note: Duplicate copies are provided to adopters. Documents filed by date. Forms: USDA VS 10-11; BLM 4710-14, 15, 17. Confidentiality: Non-public record category 3. Location: Preparation center of origin.</p>	<p>TEMPORARY. Cutoff EOFY in which adoption approved. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which received. Destroy 1 year after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which adoption approved. Destroy 1 year after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. <b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
8	<p>f. <b>WH&amp;B Animal Shipping Case Files.</b> Consists of bill of lading, shipping manifest, vehicle inspections, instructions to truck driver, diagram of trailer, hauling permits/licenses. Documents are filed by date. Forms: SF-1103; BLM 4710-16. Confidentiality: Non-public record category 3. Location: Preparation center of origin.</p>	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. <b>UNSCHEDULED</b>
	<p>g. <b>WH&amp;B Animal Training Facility Case Files.</b> Consists of agreements with prisons or other training facility, training evaluation forms, training certificates, daily training record. Confidentiality: Non-public record category 3. Location: Office that negotiated the agreement.</p>	TEMPORARY. Cutoff EOFY in which agreement is terminated. Destroy 3 years after cutoff. <b>UNSCHEDULED</b>
	h. <b>Reserved</b>	
9	<p><b>LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE.</b> Documenting legal disputes between BLM and individuals, organizations, or local governments concerning property use and disposition, which cannot be identified with an individual case, plan, or specific action. Authority: 43 CFR 1840, 1850. Confidentiality: Non-public record category 3. Vital: Rights and interests records. Exclusions: Litigation related to specific cases. Disposition of case-related protests, appeals, civil actions, and litigation documents is governed by the disposition authorized for the related case file.</p>	
	<p>a. <b>Litigation and Civil Action Case Files.</b> Subdivide case files by subject if volume warrants. Location: WO program office or SO of origin.</p>	TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision issued. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. <b>UNSCHEDULED</b>
	<p>b. <b>Litigation and Civil Action Reference Files.</b> Copies retained for administrative or reference purposes. Location: WO, AFO.</p>	TEMPORARY. Destroy when obsolete or no longer needed for administrative or reference purposes. <b>UNSCHEDULED</b>



## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
10	<p><b>LAND STATUS AND USE FILES [1275].</b></p> <p>Records that portray ownership of public lands and availability of those lands for entry and use under the various public land laws. The public land records began with the Ordinance of 1785 which authorized the Treasury Department to survey and auction public domain land as a source of revenue. The tract books system was established around 1800. Tract books were designed primarily for the maintenance of a permanent reference by State or Territory, meridian, township, range, section and subdivisions, of all transactions involving surveyed public lands. Because the tract books were badly worn and mutilated, establishment and installation of a new records system began in 1956. The new system, which consisted of master title plats, use plats, historical indexes, and control document indexes, eventually replaced the tract book system (except in the Eastern States). The new Automated Lands and Minerals Records System (ALMRS) (Schedule 30/1), when fully implemented, will replace the "new" records system that began in 1956. Authority: 43 CFR 1813. Forms: BLM 1275-3, 4; 1810-4. Confidentiality: Public record category 1. Vital: Rights and interests records. Location: Masters and control files created and maintained by each SO; duplicates in AFO.</p> <p>a-g. Reserved</p> <p>h. Land Status Control Files. Correspondence, reports, BLM Form 1810-4, and other records that document requests for status, completion of projects, or other administrative actions.</p> <p>i. Reserved</p>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for control purposes. UNSCHEDULED</p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
11	<p><b>RESOURCES INVENTORY, STUDY, SURVEY AND MAPPING FILES</b> [1610, 2020, 2060, 3030, 3060, 4400, 5200, 6600, 7100, 7200, 7300, 8110, 8210, 8310, 8410, 8510, 8520, 9300]. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. Authority: 43 CFR 1610.4-3. Confidentiality: Public record category 1, <u>except</u> archaeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 3. Exclusions: Land survey files (Schedule 17/31) and hazardous materials files (Schedule 18/46).</p> <p>a. <b>Resources Inventory, Study, or Survey Case Files.</b> Arranged by case number or site name. Documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; copies of final maps and study reports containing summary and conclusions; and related papers of value to the historical account of the project. May include annotated aerial photos, still photos, other original data that are only partially duplicated in the resultant reports and maps. Includes grazing allotment files. Forms: BLM 4413-1. Location: DO or RAH with delegated responsibility.</p> <p>b. <b>Resources Inventory, Study, or Survey Working Files and Reference Materials.</b> Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final reports or maps and minor administrative documents collected during the project but not necessary to ensure history of the study. Includes duplicate or "dummy" inventory, study, and survey case files and duplicate well logs. Location: All. Forms: BLM 3030-2; 4410-1, 1a, 2; 4411-1; 4412-19, 24, 41; 5200-1, 2, 4, 4a, 5; 6602-1, 2-7, 9, 9a; 6630-4; 7230-3, 4; 8110-1, 2-5; 8310-8; 8400-1, 4-6.</p> <p>c. <b>Resources Inventory, Study, or Survey Final Maps and Reports.</b> Published final maps, atlases, overlays, reports.</p> <p>(1) <b>Resources Inventory, Study, or Survey Final Report and Map Masters.</b> Exclusions printer's copy (Schedule 13.2a) or other copies retained for duplicating. Location: DO.</p> <p>(a) <b>Reports.</b> One record copy of each edition, revision, or variant of each published final report and related indexes.</p>	<p>PERMANENT. Cutoff EOFY in which the effort is completed. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 25 years after cutoff. <b>UNSCHEDED</b></p> <p>TEMPORARY. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC destroys 25 years after cutoff. <b>UNSCHEDED</b></p> <p>PERMANENT. Cutoff EOFY in which the reports are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. <b>UNSCHEDED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
11	<p>(b) <b>Maps.</b> One record copy of each edition, revision, or variant of each published final map, atlas, overlay, and related indexes (in map or other form).</p> <p>(2) <b>Resources Inventory, Study, or Survey Final Report and Map Reference Copies.</b> Reference copies of published reports and maps. Location: AFO.</p> <p>d. <b>Resource Samples, Museum Property, and Related Reports.</b> Location: SO, DO, or RAH.</p> <p>(1) <b>Resource Samples.</b> Mineral, vegetable, animal, water, soil, and other natural resource samples obtained from exploration or examination. Includes herbariums. Exclusions: Drinking water samples and water quality testing files (Schedule 17/21) and artifacts which are museum property (item d(2)).</p> <p>(2) <b>Reserved</b></p> <p>(3) <b>Resource Samples Analysis Reports.</b> Reference copies of reports based on detailed analyses and tests of sample materials or museum property, including geochemical, isotopic, hydrologic, archaeologic, paleontologic, and petrographic analyses reports. Forms: BLM 3890-1. Exclusions: copies filed in the related case or project file.</p> <p>e. <b>Well Logs and Directional Surveys.</b> Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells. Forms: BLM 3980-6.</p>	<p>PERMANENT. Cutoff EOFY in which the maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when analysis is completed and report is approved, or when no longer needed for reference or display purposes. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <b>UNSCHEDULED</b></p>

1220 - RECORDS AND INFORMATION MANAGEMENT

GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
12	<p><b>ENVIRONMENTAL POLICY ACT FILES [1790]</b>                      Documenting BLM compliance activities that are required by the National Environmental Policy Act of 1969 (NEPA). Authority: 42 USC 4321. Confidentiality: Public record category 1, <u>except</u> documents still in progress and prior to release for comments which are non-public record category 3.</p> <p style="text-align: center;"><u>General Guidance</u> (See H-1790-1)</p> <p>¶ <i>Categorical Exclusion Files.</i>                      There are no statutory, regulatory, or manual requirements to document a categorical exclusion review. However, such documentation may be filed in the appropriate case or project file, in the decision record or in other authorizing documents.</p> <p>¶ <i>Environmental Documents - Record Copies.</i>                      The official file copies of BLM environmental documents and supporting records are retained by the originating office. Generally they are filed in and disposed with the case, project, or plan file to which they relate.</p> <p>¶ <i>Environmental Documents - Other Copies.</i>                      The records described below consist of other copies of environmental documents retained for reference and administrative use.</p> <p><b>a. Environmental Review Reference Files.</b> These are reference copies; record copies are filed in the related case/project/plan files. Location: AFO.</p> <p>(1) <b>Environmental Assessment (EA).</b> A concise public report and supporting documents prepared for proposed actions that (1) are not exempt from NEPA, (2) have not been categorically excluded, (3) have not been covered in an existing RMP/EIS or other environmental analysis, and (4) do not normally or obviously require an EIS. An EA may be prepared for any action at any time to assist in planning and decision-making.</p> <p>(2) <b>Findings of No Significant Impact (FONSI).</b> Documenting the reasons why an action, not otherwise excluded by NEPA, will not have significant impact on the human environment and for which an EIS will not be prepared.</p> <p>(3) <b>Environmental Notice of Intent (NOI).</b> A public notice that an EIS will be prepared and considered. The notice describes the proposed action and possible alternatives, the proposed scoping process, and identity of the person to contact about the proposed action and EIS.</p> <p>(4) <b>Decision Record (DR) and Record of Decision (ROD).</b> Detailed written statements prepared to document a decision following an EA or a ROD prepared to document the decision following an EIS. The statement explains the alternatives considered, the alternative or portions of an alternative selected, any mitigating measures, and - in the case of a ROD - the environmentally preferred alternative.</p> <p>(5) <b>Environmental Impact Statement (EIS) Reference Files.</b> Detailed written statements and supporting documents prepared when a proposed action - including a proposed policy or legislative recommendation - is projected to have a significant impact on the quality of the human environment. Contains reference copies of the final published statement.</p>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. UNSCHEDULED</p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. UNSCHEDULED</p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. UNSCHEDULED</p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. UNSCHEDULED</p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. UNSCHEDULED</p>

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
12	<p>b. Other Agency Environmental Document Review Files. Location: DO or RAH with delegated responsibility.</p> <p>(1) When BLM is the Lead Agency.</p> <p>(2) When BLM is <u>Not</u> the Lead Agency. Information copies received from the lead agency.</p>	<p>TEMPORARY. Cutoff EOFY in which review completed. Transfer to FRC 1 year after cutoff. FRC destroys 5 years after cutoff. UNSCHEDULED</p> <p>TEMPORARY. Cutoff EOFY in which review is completed. Destroy 2 years after cutoff. UNSCHEDULED</p>
13	c. Reserved	
13	Reserved	
14	<p><b>GRAZING AND OTHER LAND-USE LEASE AND PERMIT FILES.</b></p> <p>Documenting authorizations issued by BLM for use of the public lands for grazing and other <u>non-mineral</u> resources for a specific period of time. Authority: 43 CFR 2910, 2920, 4130, 8730. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-7. Vital: Rights and interests records. Exclusions Pending applications (Schedule 4/16) and mineral leases and permits (Schedule 4/22 - 4/30). Location: DO or RAH with delegated responsibility.</p>	
	<p>a. Grazing Authorization Files [4130]. See BLM Handbook 4010-1 for filing instructions.</p>	
	<p>(1) Grazing Operator Case Files. Lease or permit operator case files documenting authorizations by BLM to graze livestock on public lands. Consists of the application, approved lease or permit, maps, billing documents, preference history, and related correspondence. Arranged by grazing record number or operator name; grazing leases and permits are not serialized. Forms: BLM 1370-37; 4110-1, 2; 4112-2; 4120-10; 4130-1, 1a, 1b, 2, 2a, 3, 3a, 4, 5; 4190-1, 3; 4210-1. Exclusions: Rejected or withdrawn applications (item d); allotment unit files (Schedule 4/10), range improvement projects (RIPS) (Schedule 17/21), and unauthorized use files (Schedule 18/44).</p>	<p>PERMANENT. Cutoff EOFY in which the authorization terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff. Formerly NCI-49-76-3, B/13 and B/17 (Retention increased).</p> <p><i>Note: See BLM H-4010-1 for information on moving preference right documentation to new lessee file.</i></p>
	<p>(2) Grazing Appeal Case Files. Case files containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Arranged by appeal number; grazing appeals are not serialized. Forms: BLM 1842-1, 2; 1850-1, 2, 3.</p>	<p>When appeal rights are exhausted and/or final decision issued, file with the related operator file (item a(1)) or unauthorized use file (Schedule 18/44), as appropriate, and dispose of accordingly. UNSCHEDULED</p>

1220 - RECORDS AND INFORMATION MANAGEMENT

GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
14	<p><b>b. Land-Use Permits Approved Case Files [2920, 8370].</b> Case files documenting authorizations to use public lands up to 3 years, if the use involves little or no land improvement, construction, or investment, or if the investment can be amortized within the terms of the permit. Includes advertising and move-making permits; cultural use permits; recreation use permits. A permit conveys no possessory interest. It is renewable at the discretion of the authorized officer and may be revoked so that the land can be made available for another use. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and any related material. Arranged by serial or permit number. Some permits are serialized; others are not. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2920-1; 3060-1, 2; 8370-1, 2; DI-1928. Exclusions: Rejected or withdrawn applications (item d); artifact collections and reports from cultural resource use permits (Schedule 4/11d(2-3)), grazing permits (item a), and other land-use leases (item c).</p> <p><b>c. Land-Use Leases Approved Case Files [2910, 2912].</b> Serialized case files, arranged by number, documenting authorizations to use public lands when substantial construction, development, or land improvements are involved, and large amounts of capital may be invested (e.g., airport leases, recreation and public purpose leases, occupancy leases, etc.). A lease conveys a possessory interest and is revocable only within its terms. Leases are issued for the length of time necessary to amortize the capital investment in the land. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and related material. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2910-1; 2912-1; 3060-1, 2. Exclusions: Rejected or withdrawn applications (item d); grazing leases/permits (Schedule 4/14a(1)).</p> <p>(1) Reserved</p> <p>(2) Land-Use Leases Approved Case Files - All Other. Includes airport leases, Small Tract Act leases, Mining Claim Occupancy Act leases, and Alaska fur farm leases.</p>	<p>TEMPORARY. Cutoff EOFY in which permit terminates and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. Formerly NC1-49-76-3, B/20 and NC1-49-81-2, B/20 (Retention increased).</p>
	<p><b>d. Reserved</b></p>	<p>TEMPORARY. Cutoff EOFY in which lease terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 30 years after cutoff. Formerly NC1-49-76-3, B/13 (Retention increased)</p>
15	<p><b>Reserved</b></p>	
16	<p><b>LAND AND MINERAL PENDING APPLICATION CASE FILES.</b></p> <p>Serialized case files, arranged by number, documenting various types of applications for the acquisition or use of public lands or resources that are awaiting adjudication by BLM. Consists of an application, correspondence, maps, and other related material. Authority: 43 CFR 1820. Forms: SF-299; BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2; 2093-1; 2520-1; 2530-1; 2540-1; 2620-1; 2650-1; 2740-1; 2910-1; 2912-1; 2920-1; 3050-1, 2; 3100-11, 11a, 11b; 3200-24; 3440-1; 3510-1; 9300-8, 9a. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-7. Vital: Rights and interests records. Location: SO, DO, or RAH with delegated responsibility.</p>	<p>When case is adjudicated, dispose of in accordance with disposition instructions for that specific case type. UN-SCHEDULED</p>



## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No	Record Series Description	Disposition Authority
18	<p>(2) <b>Withdrawal, Classification and Designation Intermediate Materials.</b> Preliminary, intermediate, and pre-final drawings and other materials that are created and reviewed in preparation of final reports and maps.</p> <p>d. <b>Known Geologic Structure (KGS) Background Files [3022].</b> Case files, arranged by field name, containing background and reference information regarding the determination of known geologic structures (KGS) on lands administered by BLM. <b>Note:</b> Official KGS Determination case files are permanent (item b(1)); KGS final maps are permanent (item c(1)). Consists of working copies of geologic reports, first discovery reports, location plats and maps, first production memos, correspondence, and related papers, which provide a history of each KGS determination from original boundary definition through additions or deletions and revocation. <b>Location:</b> SO, DO, or RAH.</p> <p>e. <b>River Basin Working Files and Reference Materials.</b> Case files, arranged by river basin name. Technical waterpower and storage data re. specific streams or basins published by Bureau of Reclamation, Corps of Engineers, Federal Energy Regulatory Commission (FERC), state water agencies and private irrigation districts. Contains information re. water resources planning, construction descriptions and status, water rights, land status, water supply, geology, and hydrology data. Includes copies of open-file reports, USGS publications, and news clippings. <b>Location:</b> SO, DO, or RAH.</p> <p>f. <b>Waterpower Project Reference Material and Working Files [2329].</b> Working files, arranged by project number, containing reference copies of FERC documents re. power project withdrawals. Contains proposed power plan, FERC reports, judgments, and orders, withdrawal notices, construction descriptions, evaluations, maps, and related material. <b>Note:</b> official waterpower withdrawal case files are permanent (item b(1)). <b>Location:</b> SC, SO, DO, or RAH.</p> <p>g. <b>Application Review Files [2329/3730/3811].</b> Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified, withdrawn, determined, or designated for specific purposes. Consists of papers re. the review of FERC applications under Natural Gas Policy Act (NGPA) and Section 24 of Federal Power Act, and applications from other federal agencies or from other BLM offices (see 18 CFR 270-275). <b>Vital:</b> Rights and interests records. <b>Confidentiality:</b> Public record category 1; Privacy Act System Interior/I.I.M-7 <b>Location:</b> District Offices, New Mexico: Casper District Office, Wyoming; Montana State Office; Utah State Office, Colorado State Office.</p>	<p>TEMPORARY. Cutoff EOFY in which published. Destroy 1 year after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Review annually to destroy items that are obsolete or no longer needed for reference. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which project is completed or the withdrawal is revoked. Destroy 1 year after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which well is plugged and/or abandoned. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which all records on film are closed. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. <b>UNSCHEDULED</b></p>
	1) Paper Records.	
	2) Microfilm/Microfiche Records.	



## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
18	<p>3) <b>NGPA Well Determination Reference Files.</b> Determination made by jurisdictional agency (DLM) under NGPA consisting of location formation, operator, NGPA section, and data of determination used for entering data into the NGPA electronic tracking system (NGPASYS). A copy is also filed in the NGPA application file.</p> <p><b>h. Withdrawal, Classification, and Designation Registers, Ledgers and Indexes.</b> Usually card files containing information on township and range, site withdrawals, power site reserves, power restorations, modifications, and interpretations. Includes Off-Road Vehicle Designation Registers and other registers and indexes related to withdrawal, classification, and designation areas. Note: These paper indexes will be discontinued when ALMRS (Schedule 30/1) is implemented. Location: SO, DO, or RAH.</p>	<p>TEMPORARY. Destroy when no longer needed for reference and/or research. <b>UNSCHEDULED</b></p> <p>PERMANENT. Transfer with the related records. <b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
19	<p><b>RESOURCE MANAGEMENT PLAN (RMP) FILES [1610].</b></p> <p>Plans to guide and control management actions and the development of subsequent, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. Authority: 43 CFR 1610. Confidentiality: Public record category 1, <u>except</u> that plans and EISs still in progress prior to release for comments and information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 3. Exclusions: Resource activity plans (Schedule 4/20).</p> <p><b>a. RMP Case Files, Maps, Overlays, and Related Indexes.</b> Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by BLM, BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant of each published final RMP/EIS, map, atlas, overlay and all related indexes (in map or other form). Location: DO or RAH with delegated responsibility.</p> <p>(1) <b>RMP Case Files.</b> Consists of:</p> <ul style="list-style-type: none"> <li>- <b>Management Situation Analysis (MSA)</b> A concise, written analysis of resource occurrence, condition, and opportunities.</li> <li>- <b>Notice of Intent (NOI).</b> A public notice that a planning document will be prepared and analyzed. Notice describes the planning action, alternatives, the scoping process, potential issues, the preliminary planning criteria, and the identity of the person to contact about the proposed plan.</li> <li>- <b>Draft Plan and Draft Environmental Impact Statement (EIS).</b> A single document containing a proposed RMP and alternatives, including a "no action" alternative, together with a draft EIS which analyzes the impacts of those alternatives.</li> <li>- <b>Proposed Plan and Final EIS.</b> A single document containing a proposed Plan and alternatives considered together with a final EIS.</li> <li>- <b>Approved Plan/Record of Decision (AP/ROD).</b> Single document containing the legal record of decision describing the alternative, any mitigating measures and identifies the environmentally preferred alternative and, in a separate section, contains the approved plan in its entirety.</li> <li>- <b>Resource Objectives and Monitoring Plan (ROMP).</b> An interdisciplinary monitoring plan to determine how the objectives in the RMP and subsequent site-specific plans are to be achieved.</li> <li>- <b>Planning Protests.</b> Protests to Proposed Plan and Proposed Plan Amendments filed in writing with the Director. Protesters must have standing to protest and must file within a 30 day protest period.</li> <li>- <b>Draft Plan Amendment.</b> Single document containing draft plan amendment and alternatives, including a "no action" alternative, together with either a draft EIS or draft EA that analyzes the environmental effects of the alternatives.</li> <li>- <b>Proposed Plan Amendment.</b> Single document containing proposed plan amendment and alternatives considered together with either a Final EIS or Final EA.</li> </ul>	<p>See item c for working files and reference copies.</p> <p>PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent materials to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff. <b>UNSCHEDULED</b></p>

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
19	<p>(2) <b>RMP Maps, Overlays, and Related Indexes.</b> One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form).</p> <p>b. <b>RMP Public Participation Case Files.</b> Record copies that document public involvement in the BLM planning process. Used in the development of RMPs and for any subsequent protests concerning the plans. Consists of public participation plans, mailing lists, notices, registers of attendees at public participation activities, and public comments. Forms: BLM 1600-16. Location: DO or RAH with delegated responsibility.</p> <p>c. <b>RMP Working Files and Reference Material.</b> Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other workpapers and nonrecord copies of documents related to RMPs. Includes duplicate or "dummy" RMP case files and reference copies of published plans and maps. Location: SO, DO, or RAH.</p> <p>d. <b>RMP Appeal Case Files.</b> Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.</p>	<p>PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent record to FRC when the related plans (4/19a) are transferred. FRC transfers to NARA 12 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which final plan and maps are published or released. Transfer to FRC 1 year after cutoff. FRC destroys 20 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy 1 year after final plan and maps are published or released, or when no longer needed for revision or reference. <b>UNSCHEDULED</b></p> <p>When appeal rights are exhausted and/or final decision issued, file with the related RMP file and dispose of accordingly. <b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
20	<p><b>RESOURCE ACTIVITY PLAN (RAP) RECORDS [1610].</b>  Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. Authority: 43 CFR 1610. Confidentiality: Public record category 1. <u>except</u> that information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 3. Location: DO or RAH with delegated responsibility.</p> <p>a. <b>RAP (Long Range) Files.</b> Documenting the development, implementation, and monitoring of long-range and/or continuing planning activities for grazing allotments, animal damage and pest control, caves, cultural and archaeological resources, fire control and prescribed burning, floodplain, forestry and timber, natural history, paleontology, recreation, wild horses and burros, wildlife habitat, wilderness, and other public land resources. Forms: BLM 4190-2; 6780-1, 2; 8300-1, 2.</p> <p>(1) <b>Reserved</b></p> <p>(2) <b>RAP Final Report Masters.</b> Record copies of the final reports of resource activity planning statements that BLM prepares once an RMP is approved.</p> <p>b-c. <b>Reserved</b></p> <p>d. <b>RAP Appeal Case Files.</b> Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.</p>	<p><i>Note: Mining claim files now 4/23.</i></p> <p>PERMANENT. Cutoff EOBY in which the plan is published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. <b>UNSCHEDULED</b></p> <p>When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly. <b>UNSCHEDULED</b></p>
21	Reserved	

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
22	<p><b>MINING CLAIMS UNDER THE GENERAL MINING LAWS [3800].</b>            BLM is responsible for the administration of the mining laws on all public lands, both surveyed and unsurveyed. This involves encouraging and protecting the rights of the mining claimant in prospecting, exploring for and developing locatable minerals on the public land; prohibiting the abuse of the mining laws; ensuring that mineral patent applicants comply with applicable laws and regulations; and preventing the unnecessary and undue degradation from operations under the mining laws to other resource values on the public lands. Authority: 43 CFR 3800. Confidentiality: Public record category 1, <u>except</u> some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-29. Vital: Rights and interest records. Exclusions: Mineral patents (Schedule 4.7) and Mining Claim Occupancy Act leases (Schedule 4/14c).</p> <p><b>a. Mining Claim Recordation (MCR) Files [3833].</b> Claims filed with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment decisions and related papers. Forms: BLM 3830-1; 3842-3; 3890-3, 4. Location: SO.</p> <p>(1) <b>MCR Files Filmed.</b></p> <p>(a) <b>Reserved</b></p> <p>(b) <b>MCR Microform Masters.</b></p> <p>(c) <b>Reserved</b></p> <p>(2) <b>MCR Files Not Filmed.</b> Serialized case files, arranged by number, that are <u>not</u> filmed. Includes deferment of assessment work files not filmed.</p> <p>(3) <b>Reserved</b></p> <p><b>b. Mining Claim Validity Examination Case Files [3891].</b> Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid claims are recognized and invalid ones eliminated. Includes contest and appeal documentation. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3060-1, 2. Location: SO or DO office with delegated responsibility.</p>	<p>TEMPORARY. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. Formerly NC1-49-811-1, B/24c (Retention increased)</p> <p>TEMPORARY. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision is issued. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff. Note: Documents containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (Schedule 4:29d) prior to transfer. Formerly NN-171-77, K/2 (Retention increased)</p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
22	<p><b>c. Mining Claim Surface Management Case Files [3802, 3809].</b> Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices and plans of operations filed by the mining claimant or operator. Consists of the plan or notice, related maps, diagrams, environmental assessment, bond if required, evidence of approval or rejection, contests or appeals, notices of noncompliance, evidence of compliance and non-compliance, and related correspondence. Although surface management case files are an extension of the MCR files (item a), they receive a different serial number that is unrelated to the MCR file. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3814-1. Location: DO or RAH with the delegated responsibility.</p>	<p>TEMPORARY. Cutoff EOFY in which the operations are completed and reclamation is accepted. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. Note: Documents containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (Schedule 4/29d) prior to transfer. <b>UNSCHEDULED</b></p>
23	<p><b>SIMULTANEOUS OIL &amp; GAS (SIMO) DRAWING FILES.</b>  Note: The SIMO program was discontinued 12/22/87. Authority: 43 CFR 3112 (1987 edition). Confidentiality: Public record category 1; Privacy Act System Interior:LLM-3.</p> <p><b>a. SIMO Lists.</b> Official file containing lists of lands available and results lists for SIMO filings for manual and automated drawings. Location: SO.</p> <p><b>b. SIMO Input and/or Source Documents.</b> Location: WYSO.</p> <p>(1) Reserved</p> <p>(2) SIMO Lists. Lists of lands available for SIMO filings submitted to Wyoming SO by other BLM SOs.</p> <p><b>c. Reserved</b></p> <p><b>d. SIMO Data Base Output.</b> Discontinued 1987.</p> <p>(1) SIMO Drawings Results. Printouts of "winners" selected randomly by computer. Location: WYSO.</p> <p>(2) Reserved</p> <p>(3) SIMO Microform Reference Copies. Created at SC for WYSO. Location: WYSO.</p> <p>(4) SIMO Computer Tapes. Location: SC.</p> <p><b>e. Reserved</b></p>	<p>TEMPORARY. Cutoff EOFY after drawing is held. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy 3 years after drawing. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when superseded or no longer needed for reference. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when superseded or no longer needed for reference. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when 7 years old. <b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
24	<p><b>MINERAL LEASE SALE FILES [3000].</b>  Documenting the planning, conduct, and evaluation of competitive mineral lease sales and providing a history of each sale from tract selection through bid acceptance or rejection. Authority: 43 CFR 3120, 3220, 3420, 3515, 3525, 3535, 3545, 3555, 3564, 3574. Confidentiality: Public record category 1, <u>except</u> some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Rights and interests records. Location: SO. Exclusions: Documentation re. approved competitive leases which is filed in each lease case file (Schedule 4/27-30) and video recordings used to verify oral bids in the event of discrepancies (Schedule 21/20).</p> <p>a. <b>Mineral Lease Sale History Case Files.</b> Non-serialized case files containing tract selection recommendations, maps, sale notices, stipulations, address lists, estimates of resource values for each parcel, sale minutes, bidder registration, bid abstracts, results lists, summary reports, and related sale material.</p> <p>b. <b>Mineral Lease Sale and Tract Evaluation Final Report and Map Masters.</b> Record-copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, isopach maps, and the geological, geophysical, and engineering data supporting the evaluation, and (2) the results of post-sale evaluations of tract evaluation and technical data effectiveness and a comparison of sale bids with pre-sale estimates.</p>	<p>TEMPORARY. Cutoff EOFY in which the final determination of bid acceptance or rejection is made. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. <b>UNSCHEDULED</b></p> <p>PERMANENT. Cutoff EOFY in which the study or sale is completed. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff. <b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
25	<p><b>EXPLORATION AND PROSPECTING PERMIT OR LICENSE CASE FILES [3150, 3209, 3410, 3500].</b></p> <p>Authority: 43 CFR 3150, 3209, 3410, 3500. Forms: BLM 3000-4a; 3104-5; 3150-4, 4a, 5; 3200-9, 10, 19; 3504-4; 3510-1. Confidentiality: Public record category 1, <u>except</u> some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Rights and interests records. Location: DO or RAH with delegated responsibility.</p> <p>a. <b>Exploration and Prospecting Permit/License Applications Approved.</b> Serialized case files, arranged by number, documenting the search for evidence of oil and gas, geothermal, coal, oil shale, and other mineral resources. The search requires physical presence upon the lands and may result in damage to the lands or the resources. No lease or application for permit to drill (APD) is required by BLM. Consists of the application, approved permit or license, notice of intent, exploration plan, maps, notice of completion, and related correspondence.</p> <p>b. <b>Exploration and Prospecting Permit/License Applications Rejected or Withdrawn.</b> Serialized case files, arranged by number, documenting applications that were rejected by BLM or withdrawn by the applicant.</p>	<p>TEMPORARY. Cutoff EOFY in which the authorization terminates, required rehabilitation of the affected lands is accepted by BLM, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. Note: Documents containing significant geologic data may be copied and placed in the appropriate geologic and production reference file (Schedule 4/27c, 28c, 29d) prior to transfer. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which application is rejected or withdrawn. Destroy 3 years after cutoff. <b>UNSCHEDULED</b></p>



## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
26	<p><b>COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING ORDER FILES [3180, 3280].</b></p> <p>BLM is responsible for the development of federal oil, gas, and geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allowed mineral interests. The records described below document the establishment and monitoring of communitization and unitization agreements, state spacing orders, and subsurface gas storage agreements in order to avoid waste of oil, gas, and geothermal resources and to protect correlative rights. Communitization brings together leases sufficient for the granting of well permits under applicable state spacing requirements. Unitization consolidates separate leases into a single consolidated unit for the purposes of operating and allocating costs and benefits on a basis as defined in the agreement or plan. Authority: 43 CFR 3180, 3280. Confidentiality: Public record category 1, <u>except</u> some files may contain proprietary--confidential information which is non-public record category 3; Privacy Act System: Interior:LLM-3. Vital: Rights and interest records. Exclusions: Pending applications (Schedule 4/16).</p> <p><b>n. Reserved</b></p> <p><b>b. Communitization or Unitization Agreement Operations Lease and Well Files.</b> Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour maps, cross sections, logs, and other related scientific and technical data re. the agreement area and production activity. Case files are subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the DO or RAH (in some cases, the SO retains responsibility).</p> <p>(1) <b>Indian Agreements.</b> Agreements regarding leases belonging to Indians for which BLM has minerals management responsibilities.</p> <p>(2) <b>Federal Agreements.</b> Agreements regarding leases on land for which the federal government holds the mineral interests.</p>	<p>PERMANENT. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. <b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
27	<p><b>OIL AND GAS LEASING FILES [3100].</b></p> <p>BLM is responsible for the development of federal oil and gas resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3100. Confidentiality: Public record category 1, <u>except</u> some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Rights and interest records. Exclusions: Pending lease or permit applications (Schedule 4/16), exploration permits (Schedule 4/25), oil and gas agreements (Schedule 4/26).</p> <p><b>a. Reserved</b></p> <p><b>b. Oil and Gas Operations Lease and Well Files.</b> This series is comprised of the two major file types described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Lease and well files are filed together, with the well jackets (folders) placed directly behind the related lease file folder. Forms: BLM 3000 2, 3, 3a, 4; 3100 7, 11, 11a, 11b; 3108 2, 2a, 2b; 3109 1, 2; 3120-2; 3140-1; 3160-3, 4, 5, 8, 9, 10, 12. Location: Office with delegated responsibility - usually the DO or RAH (in some states, the responsibility is retained by the SO).</p> <p>- <b>LEASE OPERATIONS CASE FILE.</b> A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.</p> <p>- <b>WELL FILES.</b> A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease operations case file. The well file contains the application for permit to drill (AP-D), sundry notices, production reports, well completion and recompletion logs, maps, plans, drawings, specifications, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data, including monthly reports of operation.</p>	

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
27	<p>(1) Oil and Gas Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to American Indians for which BLM has minerals management responsibilities.</p>	<p>PERMANENT. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. UNSCHEDULED</p>
	<p>(2) Oil and Gas Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. This series also includes acquired land leases, such as Federal Farm Mortgage Corp (FFMC) and Farmers Home Administration (FmHA) leases transferred to BLM by quit claim.</p>	<p>TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. UNSCHEDULED</p>
	<p>c. Oil and Gas Geologic and Production Reference Files. Documents copied from terminated oil and gas operations files, which have repetitive and multiple applications in support of the federal leasing program. Examples include sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells. Location: SO, DO, or RAH. Exclusions: Well logs (Schedule 4/11e).</p>	<p>TEMPORARY. Destroy when no longer needed to support the federal leasing program or for other reference purposes. UNSCHEDULED</p>
	<p>d. Oil and Gas Drainage Investigation Working Files. Case files containing duplicate documentation of investigation of allegation that lands are being drained of oil or gas by wells on adjacent land. Note: Record copies of drainage documents are filed in the related lease or well file (item b). Location: DO or RAH with delegated responsibility.</p>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. UNSCHEDULED</p>
	<p>e. Oil and Gas Development Map Masters. Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area. Information is obtained from lessee and operator reports, oil scouting services and publications, and from internal sources. Location: SO, DO or RAH that produces the masters.</p>	<p>PERMANENT. Cutoff EOFY in which the map is redrafted or completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff. UNSCHEDULED</p>
	<p>f. Oil and Gas Field Files (Reference). Case files, arranged by field name, containing primarily reference copies of reports, maps, well records, and other technical information on oil and gas fields involving federal, Indian, private, and state lands. Location: SO, DO, or RAH.</p>	<p>TEMPORARY. Review annually and destroy documents no longer needed for reference. UNSCHEDULED</p>
	<p>g. Individual Well Records (IWR) and Scout Tickets (Reference). Sheets and card forms showing when and by whom the well was drilled, depth, owner or operator, and drilling results with some related geologic data. Prepared from lessee reports or scouting publications or purchased from commercial firms. Forms: RI.M 3160-14, 14a, 14b. Location: SO, DO, or RAH.</p>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. UNSCHEDULED</p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
27	h. Oil and Gas State Lease and Well Reference Copies. Convenience copies of documents regarding oil and gas leases issued by a State agency and retained by BLM for reference. Location: SO, DO, or RAH.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. UNSCHEDULED

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
28	<p><b>GEOHERMAL LEASING FILES [3200].</b></p> <p>Geothermal resources are depletable subsurface reservoirs of energy composed of: (1) products of natural geothermal processes including indigenous steam, hot water, and hot brine; (2) steam, other gases, hot water and hot brine resulting from artificial introduction of water, gas, or other fluids into geothermal formations; (3) heat or other associated energy found in geothermal formations; (4) any byproducts derived from geothermal processes. BLM is responsible for the development of federal geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3200. Confidentiality: Public record category 1, <u>except</u> some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Rights and interest records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25); geothermal agreements (Schedule 4/26).</p> <p><b>a. Reserved</b></p> <p><b>b. Geothermal Operations Lease and Well Files.</b> This record series is comprised of two major case types that are described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24; 3260-2, 3-5. Location: Office with the delegated responsibility - usually the DO or RAH (in some states, the responsibility is retained by the SO).</p> <p>- <b>LEASE OPERATIONS CASE FILE.</b> A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, reports of lease surveys and resurveys, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.</p> <p>- <b>WELL FILES.</b> A separate case file is established for each well drilled under provisions of the lease in order to document the supervision of operations on the well. Well folders are arranged by well number behind the related lease operations case file. They contain applications for permit to drill (APD), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, well test reports, reports of operations, injection plans, injection reports and surveys, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data.</p>	

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
28	<p>(1) <b>Geothermal Operations Lease and Well Files - Indian.</b> Operations case files, arranged by serial number, documenting the operational activities on leases that belong to Indians for which BLM has minerals management responsibilities.</p> <p>(2) <b>Geothermal Operations Lease and Well Files - Federal.</b> Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.</p> <p>c. <b>Geothermal Geologic and Production Reference Files.</b> Documents copied from terminated geothermal operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, DO, or RAH. Exclusions: Well logs (Schedule 4/11c).</p>	<p>PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 3 years after cutoff. FRC destroys 75 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Destroy when no longer needed to support the geothermal leasing program or for other reference purposes. <b>UNSCHEDULED</b></p>

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
29	<p><b>SOLID MINERAL LEASING FILES [3400, 3500].</b></p> <p>BLM is responsible for development of federal coal and other solid mineral resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. BLM also delineates potential coal tracts, analyzes environmental impacts of leasing, and appraises tract values. Mineral materials are disposed of by contract of sale or free-use permit under 43 CFR 3600. Minerals such as gold, silver, quicksilver, and hard rock minerals are leasable on acquired lands only. Solid leasable mineral commodities include coal, phosphate, sodium potassium, sulfur in Texas and Louisiana, gilsonite, and hard rock minerals on acquired lands. Also included are minerals, which are leased under special leasing acts, including asphalt in Oklahoma; gold, silver and quicksilver in confirmed private land grants; certain minerals in National Park Service areas; reserved minerals on certain lands which were patented to the State of California for park or other purposes; certain minerals in the White Mountains National Recreation Area, Alaska, and sand and gravel on certain lands which were patented to the State of Nevada. Authority: 43 CFR 3400, 3500. Confidentiality: Public record category 1, <u>except</u> some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Rights and interest records. Exclusions: Pending applications (Schedule 4/16); exploration and prospecting permits (Schedule 4/25); mineral material sales (Schedule 4/6b).</p> <p>a. <b>Reserved</b></p> <p>b. <b>Solid Mineral Lease Operations Files.</b> Documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the lease area. Consists of lease instrument and assignments, operating agreements, decisions, mining plans, environmental assessment, reclamation plans, lease inspection and production verification reports, and related correspondence. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3520-7; 3750-1. Location: Office with delegated responsibility - usually DO or RAI (in some states, responsibility retained by SO).</p> <p>(1) <b>Solid Mineral Lease Operations Case Files - Indian.</b> Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which BLM has minerals management responsibilities.</p>	<p>PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff.</p> <p><b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
29	<p>(2) Solid Mineral Lease Operations Case Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.</p>	<p>TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. <b>UNSCHEDULED</b></p>
	<p>c. Mine Maps and Abandonment Reports - Indian and Federal. Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings detailing method of abandonment, surface reclamation, closure of surface openings, and compliance with lease stipulations.</p>	<p>PERMANENT. Cutoff EOFY in which the lease terminate, the bond is released, and appeal rights are exhausted. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. <b>UNSCHEDULED</b></p>
	<p>d. Solid Minerals Geologic and Production Reference Files. Documents copied from terminated solid mineral operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, DO, or RAH.</p>	<p>TEMPORARY. Destroy when no longer needed to support the federal leasing program or for other reference purposes. <b>UNSCHEDULED</b></p>



## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
30	<p><b>OIL SHALE LEASING FILES [3900].</b></p> <p>Oil shale is a fine-textured sedimentary rock containing organic matter that can yield oil and hydrocarbon gas by destructive distillation. BLM is responsible for the development of federal oil shale resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on DLM-administered lands; and coordination with other land management agencies. Authority: 30 USC 181, 301-306, 351-359. Confidentiality: Public record category 1, <u>except</u> some files may contain certain proprietary/confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Rights and interest records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25).</p> <p>a. Reserved</p> <p>b. <b>Oil Shale Lease Operations Files.</b> Documenting the regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related material. Case files may be subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the DO or RAH (in some states, the responsibility is retained by the SO).</p> <p>(1) <b>Oil Shale Lease Operations Case Files - Indian.</b> Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which BLM has minerals management responsibilities.</p> <p>(2) <b>Oil Shale Lease Operations Case Files - Federal.</b> Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.</p>	<p>PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item c). Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. <b>UNSCHEDULED</b></p> <p>TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item c). Transfer to FRC 3 years after cutoff. FRC destroys 75 years after cutoff. <b>UNSCHEDULED</b></p>

1220 - RECORDS AND INFORMATION MANAGEMENT

GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item No.	Record Series Description	Disposition Authority
30	<p>c. <b>Oil Shale Lease Operations Maps.</b> Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc. Location: SO, DO, or RAH.</p>	<p>PERMANENT. Cutoff EOY in which the lease terminates, the bond is released, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. <b>UNSCHEDULED</b></p>
	(1) <b>Oil Shale Final Maps.</b>	
	(2) <b>Oil Shale Intermediate and Pre-Final Maps and Plats.</b>	<p>TEMPORARY. Destroy when superseded by later version. <b>UNSCHEDULED</b></p>
	<p>d. <b>Oil Shale Geologic and Production Reference Files.</b> Documents copied from terminated oil shale operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, DO, or RAH.</p>	<p>TEMPORARY. Destroy when no longer needed to support the federal leasing program or for other reference purposes. <b>UNSCHEDULED</b></p>
31	Reserved	
32	<p><b>SERIAL REGISTER PAGES AND LOGS [1274].</b>                  The serial register was created on July 1, 1908, as a digest of each public land case. The serial pages document a brief history of each case and are used as a control to prevent duplication of case file serial numbers. Typed paper masters were discontinued in 1984, after which serial pages were produced electronically by case recordation systems. When the new Automated Lands and Minerals Records System (ALMRS) (Schedule 30/1) is fully implemented, it will replace the case recordation systems and serial register page system will be discontinued. Authority: 43 CFR 1813, 1821, 3833. Forms: BLM 1274-1, 18. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-7. Exclusions: Case recordation systems that produce serial pages (see Schedule 30). Location: Masters created and maintained by SO; duplicates by AFO.</p>	
	a-c. Reserved	
	d. <b>Microform Duplicates.</b>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <b>UNSCHEDULED</b></p>