

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N149-90-2**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**5/22/90**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**DEPARTMENT OF INTERIOR, BUREAU OF LAND MANAGEMENT (BLM)**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION  
**INFORMATION RESOURCES MANAGEMENT DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**RECORDS AND INFORMATION SECURITY BRANCH**

5. TELEPHONE EXT. **653-8853**

DATE  
**3/20/91**

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE  
**DONNA THURBER**

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 \_\_\_\_\_ 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 <b>5/17/90</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rose M. Cummins</i>	D. TITLE <b>ROSE MARIE CUMMINS BLM Records Officer</b>
---------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	GRS & BLM COMBINED RECORDS SCHEDULES, SCHEDULE 22 - EVALUATION INSPECTION, AUDIT, ITEMS 2, 3, 4, 5, 6, 10, 11, 12, DATED APRIL 25, 1990		

*Copies sent to Agency NNT 3/29/92*

# GRS & BLM Combined Records Schedules

## Schedule 22 - Evaluation, Inspection, Audit

Item No.	Series Description	Location					Disposition Authority
		WO	SC	SO	DO	RA	
2	<b>EVALUATION, INSPECTION, AUDIT, REVIEW CASE FILES [1240].</b> Documenting internal program audits, program evaluations, administrative and technical procedures reviews, and other reviews of BLM programs, operations, and procedures, including administrative and general management review task force records. Consists of the official report of the audit, review or evaluation, correspondence, and supporting documentation maintained by the office conducting the audit, review, or evaluation. Includes BLM Forms 1240-6, 7, 9, 12-15.	x	x	x	x		TEMPORARY. Cutoff end of FY in which completed. Transfer to FRC 3 years after cutoff. FRC destroys 25 years after cutoff. NARA Job: NC1-49-85-2, 25/4a <u>BLM</u>  <i>Exception to GRS 22/2.</i>  <i>Formerly BLM 25/4a.</i>
3	<b>EVALUATION, INSPECTION, AUDIT, REVIEW REPORTS REFERENCE COPIES [1240].</b>	x	x	x	x	x	TEMPORARY. Destroy when no longer needed for reference. NARA Job: NC1-49-85-2, 25/4b <u>BLM</u>  <i>Formerly BLM 25/4b.</i>
4	<b>EVALUATION SCHEDULES [1240].</b> Includes BLM Form 1240-16.	x	x	x	x	x	TEMPORARY. Cutoff end of FY. Destroy 3 years after cutoff. If filed as general subject files, use BLM 23/1a. <u>UNS</u>
5	<b>OIG CONTACT REPORTS FILES [1245].</b> Includes BLM Form 1245-1.	x	x	x	x	x	TEMPORARY. Cutoff end of FY. Destroy 3 years after cutoff. If filed as general subject files, use BLM 23/1a. <u>UNS</u>
6	<b>EVALUATION, INSPECTION, AUDIT, REVIEW FINDING AIDS AND INDEXES [1240].</b>	x	x	x	x	x	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. <u>UNS</u>  <i>Formerly GRS 25/5.</i>
7-9	{Reserved}						
10	<b>EVALUATION, INSPECTION, AUDIT, REVIEW WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE.</b> Working copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and non-record copies of documents related to evaluation, inspection, and audit that are not described elsewhere.	x	x	x	x	x	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <u>UNS</u>
11	<b>EVALUATION, INSPECTION, AUDIT, REVIEW ELECTRONIC FILES.</b>	-	-	-	-	-	Records described in this Schedule are authorized for disposal in both hard copy and electronic form under GRS and BLM Schedules 20 and 23.
12	<b>EVALUATION, INSPECTION, AUDIT, REVIEW MICROFORM FILES [1240].</b> Includes masters, duplicates, security film, and related microform finding aids.	x	x	x	x	x	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for duplicating, security, or other administrative or reference purposes. <u>UNS</u>