

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-49-90-3

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

RECORDS AND INFORMATION SECURITY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

DONNA THURBER

653-8853

7/11/91

[Signature]

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

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|-------------|---|-----------------------------------|----------------------------------|
| | <p>GRS & BLM COMBINED RECORDS SCHEDULES, SCHEDULE 16 - ADMINISTRATIVE MANAGEMENT, ITEMS 1, 8, 13, 22, 31 a, b & c, 41 a, b & c, 42 a & b, 50, 51, 52, DATED APRIL 25, 1990</p> <p>Agreement for changes to items 22c and 41c(1) per telcon with Marie Martin, BLM, 7-1-91 and Dorothy Chambers, BLM, 7-2-91.</p> <p><i>Jeanne Young</i> Jeanne Young, NARA, NIR</p> | See Atch Schedule | |

Copies sent to agency, NCF, NNT, NNS 7/16/91

GRS & BLM Combined Records Schedules

Schedule 16 - Administrative Management

| Item No. | Series Description | Location | | | | | | Disposition Authority |
|----------|---|----------|----|----|----|----|----|---|
| | | WO | SC | SO | DO | RA | RA | |
| 1 | <p>DIRECTIVES FILES [1221]. Includes forms BLM 1220-1, 2, 1221-1, 2, 4, 8, 8A, 9, 9A-B, 12, 13, 17.</p> <p>a. Directives Masters.</p> <p style="margin-left: 20px;">(1) Instruction Memo, Manual Release, Supplement, Handbook, and Directives Index (DDB) Masters. One copy of each release with related Clearance Sheet.</p> <p style="margin-left: 20px;">(2) Information Bulletin Masters. One copy of each release with related Clearance Sheet.</p> <p>b. Directives Case Files. Related to (a) above which document aspects of the development of the issuance.</p> <p>c. Directives Reference Copies. Consists of both microform and paper copies maintained for reference. Includes other agency directives, such as DM, FPM, FPR, FPMR, FIRMR, OMB Circulars, and other manuals maintained for reference.</p> | | | | | | | <p><i>Note: Exception to GRS 16/1.</i></p> <p>PERMANENT. Cutoff end of FY in which issued. Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 block in FY2005). NARA Job: NC1-49-85-2 <u>BLM</u></p> <p>TEMPORARY. Cutoff end of FY in which issued. Transfer to FRC 2 years after cutoff. FRC destroys 10 years after cutoff. <u>UNS</u></p> <p>TEMPORARY. Destroy when issuance is superseded or cancelled. GRS 16/1b.</p> <p>TEMPORARY. Destroy when superseded, expired, or no longer needed for reference. <u>UNS</u></p> |

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Revised April 25, 1990

GRS & BLM Combined Records Schedules

Schedule 16 - Administrative Management

| Item No. | Series Description | Location WO SC SO DO RA | | | | | Disposition Authority |
|----------|---|----------------------------|---|---|---|---|---|
| 22 | <p>MEMORANDA OF UNDERSTANDING (MOU) FILES [1786].</p> <p>Documenting the relationships between BLM and other parties for purposes of mutual assistance activities, in which no obligation or exchange of Federal funds, products, or services is involved. Includes MOUs, cooperative management agreements, sustained yield agreements, and National-Level and International Agreements.</p> <p>c. MOU Index.</p> | x | x | x | x | x | <p><i>Excludes:</i></p> <ul style="list-style-type: none"> - Cooperative Assistance Agreements (GRS 3/3). - Range Improvement Agreements (BLM 17/21). <p>TEMPORARY Destroy when no longer needed.</p> <p>Permanent. Transfer to NARA with related records.</p> |
| 23-30 | (Reserved) | | | | | | |

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|----------|--|--|----|----|----|----|-----------------------|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|
| | | WO | SC | SO | DO | RA | | | | | | | | | | | | | | | | | | | | | |
| 31 | <p>PUBLICATIONS BY BLM [1550]. Published reports, books, pamphlets, booklets, brochures, and other BLM publications (or the last manuscript report if not published). Consists of BLM technical reports, Public Land Statistics, and other published scientific and technical reports and releases not described elsewhere. Includes BLM forms 1165-22, 36, 52, 60, 61, 63-73.</p> <p>a. Publications Masters. One record copy of each published report, book, pamphlet, booklet, brochure or other BLM publication.</p> <p>b. Publications Case Files. Related to (a) above which document aspects of the development of the publication.</p> <p>c. Publications Reference Copies. Includes both paper and microform copies maintained for reference.</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> </table> | | | | | | | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | <p><i>Formerly BLM 16/2</i></p> <p><i>Excludes:</i></p> <ul style="list-style-type: none"> - Printing project or job files (GRS 13/2). - BLM directives (BLM 16/1). - Published maps (BLM 17/52). <p><i>Note: Disposition authority for resources inventories, studies, and surveys is now BLM 4/18.</i></p> <p>PERMANENT. Cutoff end of FY in which issued. Transfer to FRC 2 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer FY80-84 block in FY2005). NARA Job: NC1-49-85-2, 16/2</p> <p>TEMPORARY. Destroy when no longer needed for reference. <u>UNS</u></p> <p>TEMPORARY. Destroy when superseded, expired, or no longer needed for reference. <u>UNS</u></p> |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | |
| 32-40 | Reserved} | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 41 | <p>ORGANIZATION AND HISTORY FILES, BLM [1210/1701].</p> <p>a. Organization Charts, Boundary Location Files, and Reorganization Studies.</p> <p>(1) Organization, Reorganization, and Boundary Location Case Files. Providing graphic illustrations and detailed descriptions of the arrangement and administrative structure of functional units of BLM. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out BLM programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps showing regional boundaries and headquarters of decentralized offices or that show the geographic extent or limits of BLM programs and projects.</p> <p>(2) Organization, Reorganization, and Boundary Location Reference Copies.</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="border-right: 1px solid black; width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> <tr> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="border-right: 1px solid black; text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> </table> | | | | | | | x | x | x | x | x | x | x | x | x | x | x | x | <p>PERMANENT. Cutoff end of FY in which prepared. Transfer to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., offer 1990-94 block in 2005). <u>UNS</u></p> <p>TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference. NARA Job: NC1-49-85-2, 16/13b (in part)</p> <p><i>Formerly BLM 16/13b, in part.</i></p> | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | |

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Revised April 25, 1990

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Schedule 16 - Administrative Management

| Item No. | Series Description | Location WO SC SO DO RA | | | | | Disposition Authority |
|----------|--|----------------------------|--|--|--|--|-----------------------|
| 41 | <p>(CONTINUED)</p> <p>b. SES Functional Statements. Formally prepared descriptions of the responsibilities assigned to BLM senior executive officers at the division level and above. If functional statements are printed in the CFR, they are not designated for preservation as a separate series.</p> <p>(1) SES Functional Statements - Record Copies. x</p> <p>(2) SES Functional Statements - Reference Copies. x x x x x</p> <p>c. BLM Histories.</p> <p>(1) History Project Case Files. Narrative BLM histories including oral history projects prepared by BLM historians or public affairs officers or by private historians under contract to BLM. Some background materials, such as interviews with past and present personnel, generated during the research stage may also be selected for permanent retention. Excluded are photocopies of BLM documents made for convenient reference. x x x x</p> <p>(2) History Documents - Reference Copies. x x x x x</p> | | <p style="text-align: center;">WITHDRAWN</p> <p>PERMANENT. Cutoff end of FY in which prepared. Transfer to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., offer 1990-94 block in 2005). <u>UNS</u></p> <p>TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference. NARA Job: NC1-49-85-2, 16/13b (in part) <u>BLM</u></p> <p><i>Formerly BLM 16/13b, in part.</i></p> <p>PERMANENT. Cutoff end of FY in which completed. Transfer to FRC 5 years after cutoff. FRC offers to NARA in 5-year blocks when most recent records are 10 years old (e.g., offer 1990-94 block in 2005). <u>UNS</u> Transfer audio and videotapes directly to NARA when 10 years old.</p> <p>TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference. NARA Job: NC1-49-85-2, 16/13b (in part)</p> <p><i>Formerly BLM 16/13b, in part.</i></p> | | | | |
| 42 | <p>ADMINISTRATIVE AND MANAGEMENT IMPROVEMENT PLANS, SURVEYS, STUDIES, AND PROJECTS.</p> <p>a. Management Improvement Plan, Survey, or Study Case Files. Documenting cost reduction, personnel utilization, and other management improvement projects. May include inventories of personnel, forms, or administrative files, workload studies, position management evaluations, reports, or other administrative data. Includes Information Resources Management (IRM) Plans, Safety Plans, Volunteer Action Plans. x x x x x</p> | | <p>TEMPORARY. Cutoff end of FY in which plan, survey, or study is implemented or completed. Transfer to FRC 3 years after cutoff. FRC destroys 7 years after cutoff. NARA Job: NC1-49-85-2, 16/5</p> <p><i>Formerly BLM 16/5.</i></p> <p>Excludes:</p> <ul style="list-style-type: none"> - Program evaluations, audits and reviews (BLM 22/2). - Organizational studies (BLM 16/41a). - Telecommunications Plans (BLM 12/2b). | | | | |