Schedule Number: N1-049-90-006

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Items 41a, 41b, and 43 are superseded by DAA-0048-2013-0001-0004
REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
   DEPARTMENT OF INTERIOR, BUREAU OF LAND MANAGEMENT (BLM)

2. MAJOR SUBDIVISION
   INFORMATION RESOURCES MANAGEMENT DIVISION

3. MINOR SUBDIVISION
   RECORDS AND INFORMATION SECURITY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
   DONNA THURBER

5. TELEPHONE EXT.
   653-8853

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 ______ 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

   C. SIGNATURE OF AGENCY REPRESENTATIVE
   ROSE MARIE CUMMINS  
   BLM Records Officer

   D. TITLE

   9. GRS OR SUPERSEDED JOB CITATION
   10. ACTION TAKEN (NARS USE ONLY)

   GRS & BLM COMBINED RECORDS SCHEDULES, SCHEDULE 1 - PERSONNEL, ITEMS 41 a & b, 43, 50, 51, 52, DATED APRIL 25, 1990
   See Atch Schedule

COPY SENT TO AGENCY, AN7 3/9/90

STANDARD FORM 115 (REV. 8-83)  
NSN 7540-00-834-4064  
Prescribed by GSA  
FPMR (41 CFR) 101-11.4
## GRS & BLM Combined Records Schedules
### Schedule 1 - Personnel

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Series Description</th>
<th>Location</th>
<th>Disposition Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>36-40</td>
<td>(Reserved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>VOLUNTEER PERSONNEL FILES [1114]. Files required by FPM 308 and 370 DM 308, documenting the administration and operation of the volunteer program and the activities of individuals or organized groups who voluntarily and without compensation or reimbursement provide personal services to BLM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Volunteer Official Personnel Folders. Personnel files as described in FPM 308.7-6d containing volunteer application, services agreement, performance evaluation, certificate of appreciation, correspondence, and related material. Includes forms SF-50, SF-171, 173; BLM 1114-1, 2-5A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Volunteer Program Administrative Files. General correspondence, annual reports, and other material documenting the routine administration, internal procedures, and general activities of the volunteer program. Includes BLM Form 1114-7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>(Reserved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>FIRE EXPERIENCE AND QUALIFICATIONS FILES [9215]. Files which document the qualifications of Bureau personnel to perform jobs associated with the fire management program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44-49</td>
<td>(Reserved)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>PERSONNEL WORKING FILES, BACKGROUND MATERIALS AND REFERENCES NOT DESCRIBED ELSEWHERE. 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 personnel management that are not described elsewhere.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Excludes:
- Volunteer personal injury files (GRS 1/31).
- Volunteer-related motor vehicle accident files (GRS 10/5).

Temporary. Cutoff end of FY in which services are terminated. Destroy 3 years after cutoff.

Temporary. Cutoff end of FY. Destroy 2 years after cutoff. If filed as general subject files, use BLM 23/1a.

Temporary. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.

Temporary. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.