

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-49-90-6

DATE RECEIVED

5/22/90

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

NOTIFICATION TO AGENCY

1. FROM *(Agency or establishment)*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

DATE

3/20/91

ARCHIVIST OF THE UNITED STATES



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 <i>5/17/90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Rose M. Cummins</i>	D. TITLE ROSE MARIE CUMMINS BLM Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 1 - PERSONNEL, ITEMS 41 a & b, 43, 50, 51, 52, DATED APRIL 25, 1990	See Atch Schedule	

Copies sent to agency, NNT 3/9/91

GRS & BLM Combined Records Schedules
Schedule 1 - Personnel

Item No.	Series Description	Location						Disposition Authority
		WO	SC	SO	DO	RA		
36-40	{Reserved}							
41	<p>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.</p> <p>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.</p> <p>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.</p>							
		x	x	x	x		<p><i>Excludes:</i></p> <ul style="list-style-type: none"> - Volunteer personal injury files (GRS 1/31). - Volunteer-related motor vehicle accident files (GRS 10/5). <p>TEMPORARY. Cutoff end of FY in which services are terminated. Destroy 3 years after cutoff.</p>	
		x	x	x	x	x	<p>TEMPORARY. Cutoff end of FY. Destroy 2 years after cutoff. If filed as general subject files, use BLM 23/1a.</p> <p><i>Excludes volunteer action plans (BLM 16/42).</i></p>	
42	{Reserved}							
43	<p>FIRE EXPERIENCE AND QUALIFICATIONS FILES [9215]. Files which document the qualifications of Bureau personnel to perform jobs associated with the fire management program.</p>	x	x	x			<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.</p>	
44-49	{Reserved}							
50	<p>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.</p>	x	x	x	x	x	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.</p>	