

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

11-49-91-2

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

DATE RECEIVED

6-10-91

1. FROM (Agency or establishment)  
Bureau of Land Management

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION  
Branch of Records

4. NAME OF PERSON WITH WHOM TO CONFER  
Dorothy Chambers

5. TELEPHONE EXT.  
653-8853

DATE

10-11-95

ARCHIVIST OF THE UNITED STATES

*John W. Carl*

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 6 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	D. TITLE
6/10/91	<i>Dorothy A. Chambers</i>	<i>Records Officer</i>

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p><b>TEXAS ACQUIRED MINERALS PROJECT (TAMP) RECORDS</b></p> <p>**** See attached description of project. <u>Note:</u> Life of project is 1984 to 1998. ****</p> <p><b>TAMP Project History Files.</b> Consists of life cycle management documentation, data standards, project charter, progress reports, etc. Includes correspondence on deliverables (e.g., tapes, tape contents and index, etc.) and printouts from dbase program. Arranged chronologically. [2 cubic feet]</p> <p><u>Disposition:</u> Permanent. Cutoff when project completed. Transfer to NARA 5 years after cutoff.</p>		
2	<p><b>TAMP Project General Correspondence Files.</b> Correspondence of a general nature about the project, including printouts of Lotus spreadsheet program.</p> <p><u>Disposition:</u> Temporary. Cutoff end of FY. Destroy 3 years after cutoff.</p>		
3	<p><b>System Documentation Files.</b> System documentation for Oracle data base and digital data base maps and themes. Includes machine processing, file codes, data fields, record layouts, table definitions and structures, Automated Digitizing System (ADS) imbedded information, deviations from manual standards. Arranged chronologically. [3 cubic feet]</p> <p><u>Disposition:</u> Permanent. Transfer to NARA when system is transferred.</p>		

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4	<p><b>TAMP Software Files (Electronic Media).</b> Automated Digitizing System (ADS) and Oracle software and the ADS and Oracle software documentation.</p> <p><u>Disposition:</u> Temporary. Delete or destroy when no longer needed for administrative use.</p>		
5	<p><b>TAMP Master Title and Use Plats.</b> Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a county basis. Used to graphically display land status and used as an index to other source documents. Arranged alphabetically by county.</p> <p>a. <u>Original Hand-Drafted Official Record Copies on Mylar. [15 cubic feet]</u></p> <p><u>Disposition:</u> Permanent. Cutoff when project is completed. Transfer entire collection to NARA 5 years after cutoff.</p> <p>b. <u>Paper Copies from Originals in Public Room.</u></p> <p><u>Disposition:</u> Temporary. Destroy when superseded or obsolete.</p> <p>c. <u>Base Maps and Annotated Data in Digital Form.</u> In format converted to and used by BLM.</p> <p><u>Disposition:</u> Temporary. Delete when superseded, obsolete, or when no longer needed for administrative purposes.</p> <p>d. <u>Electronic Version Digitized from Source Files.</u> Generated as a production plot file. [3 cubic feet]</p> <p><u>Disposition:</u> Permanent. Transfer entire collection of digital images with HI when project completed. Subsequent versions - destroy when superseded, obsolete, or when no longer needed for administrative use.</p> <p>e. <u>Paper Output from Electronic Version.</u></p> <p><u>Disposition:</u> Temporary. Destroy when superseded.</p> <p>Sd. 1 <u>TAMP Master Title and Use Plats - Electronic Version Digitized From Source Files - Synaram Version.</u> <u>TEMPORARY.</u> Delete after successfully migrated to ArcInfo platform.</p> <p>Sd. 2 <u>TAMP Master Title and Use Plats - Electronic Version Digitized From Source Files - ArcInfo Version.</u> <u>PERMANENT.</u> Transfer to the National Archives upon completion of project or immediately prior to conversion for ANARS. Subsequent versions - destroy when superseded, obsolete or when no longer needed for administrative use.</p>		

also per conversation with agency 2/26/04 9-22-05

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6	<p><b>TAMP Historical Indexes (HI).</b> Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat (e.g., expired leases).</p> <p>a. <u>Original Typed Official Record Copies on Vellum.</u> [5 cubic feet]</p> <p><u>Disposition:</u> Permanent. Cutoff when project is completed. Transfer entire collection to NARA 5 years after cutoff. Note: reference copies may be microfilmed for future use and retained until no longer needed for reference.</p> <p>b. <u>Paper Copies in Public Room.</u></p> <p><u>Disposition:</u> Temporary. Destroy when superseded or obsolete.</p> <p>c. <u>Oracle Data Base.</u> Listing all land acquisition and mineral lease transactions. Identified by serial number, parcel number, date (see table layout). File can be sorted in chronological order to represent an historical index. [5 cubic feet]</p> <p><u>Disposition:</u> Permanent. Transfer Historical Index with first transfer of digital Master Title Plat when project completed, then transfer subsequent HI tables at 10-year intervals (or sooner if data conversion occurs) related to Census decennial year for minerals and manufacturing information (e.g., years ending in 7).</p> <p>d. <u>Printouts.</u> Paper output from electronic version in chronological order to represent historical index.</p> <p><u>Disposition:</u> Temporary. Destroy when superseded or obsolete.</p> <p><i>do per conversation with agency RMO 9-22-05</i></p> <p>6c. <u>PERMANENT.</u> Transfer Historical Index (HI) with first transfer of the digital TAMP Master Title and Use Plats - ArcInfo Version (item 5d.2) to the National Archives when project completed or migrated to AUMRS. Transfer subsequent HI tables at 5-year intervals coinciding with the quinquennial censuses of Manufacturing and Mining Industries (years ending in 2 and 7)</p>		

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7	<p><b>Texas Acquired Interests Deeds.</b></p> <p>Copies of individual deeds recorded at county courthouse documenting interests in land acquired by a Federal agency. Includes copies of Federal agency acquisition maps that show survey location based on deed description. Also contains other maps (e.g., road maps, survey maps). Used to identify parcel descriptions and locations.</p> <p>a. <u>Purchased Paper Copies.</u> With abstracted data highlighted.  <u>Disposition:</u> <del>Temporary. Destroy after microfilming.</del> <i>Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.</i></p> <p>b. <u>Purchased Microfilm Copies.</u>  <u>Disposition:</u> Temporary. Incorporate into CDI file.</p> <p>c. <u>Paper Copies of Maps.</u>  <u>Disposition:</u> <del>Temporary. Destroy when 10 years old or when no longer needed for administrative use, whichever is longer.</del> <i>Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.</i></p> <p>d. <u>Microfilm Reference Copies Filed in Control Document Index (CDI) File.</u>  <u>Disposition:</u> Temporary. Destroy when superseded, obsolete, or no longer needed for reference.</p>		

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8	<p><b>Texas Railroad Commission (TRRC) Base Maps.</b>                      TRRC source maps derived from Texas General Land Office survey map and U.S. Geological Survey topographic quadrangle maps.</p> <p>a. <u>Mylar Base Maps from TRRC.</u>  <u>Disposition:</u> Temporary. Destroy 10 years after system implementation.</p> <p>b. <u>Paper Base Maps Annotated with Data Plotted from Deeds.</u>  <u>Disposition:</u> Temporary. Destroy 10 years after system implementation.</p> <p>c. <u>Base Maps in Digital Form in Original Format Received from TRRC.</u>  <u>Disposition:</u> Temporary. Delete 10 years after system implementation.</p> <p>d. <u>Electronic Index to Some of the Attributes Data on Base Maps in Text File Format.</u>  <u>Disposition:</u> Temporary. Delete when no longer needed for administrative use.</p> <p>e. <u>Printouts of Attribute Data on Base Maps in Text File Format.</u>  <u>Disposition:</u> Temporary. Destroy when no longer needed for administrative use.</p>		
9	<p><b>Interim Data Files.</b></p> <p>a. <u>Autocad Survey Plot Electronic File.</u> Used to calculate parcel shape and location from deed description.  <u>Disposition:</u> Temporary. Destroy when 10 years old.</p> <p>b. <u>Printouts of Autocad Survey Plot.</u>  <u>Disposition:</u> Temporary. Destroy when 10 years old or when no longer needed for administrative use, whichever is sooner.</p>		

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10	<p><b>Internal Tracking Information.</b>                      Various tracking programs that are used to document and monitor TAMP.</p> <p>a. <u>Electronic Case Recordation Abstracts of Early Information.</u>  <u>Disposition:</u> Temporary. Delete after integrated into interim or target system.</p> <p>b. <u>TAMP County Tracking Data Base.</u>  <u>Disposition:</u> Temporary. Place copy of printout in Project History File on annual basis until all counties in project are completed (because it contains summary information). Destroy when no longer needed for administrative uses.</p> <p>c. <u>Lotus Electronic Spreadsheet.</u>  <u>Disposition:</u> Temporary. Delete when no longer needed to update or produce hard copy.</p>		