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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER NI-49-94-2 | DATE RECEIVED 4.1.94 |
| 1. FROM (Agency or establishment) Bureau of Land Management | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Division of Information Resources Management (W0870) | | | |
| 3. MINOR SUBDIVISION Branch of Records Administration and Management (W0873) | | DATE 10/17/94 | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Donna Thurber (W0873) Marie R. Potter (SC657A) | 5. TELEPHONE 202-452-5010 303-236-6644 | | |

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

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| DATE 3/18/94 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Deborah R. Chambers</i> | TITLE Bureau Records Officer |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| 1 | Directives Masters (see 1a on Attachment 1) | NC1-49-85-2, 16/1 NC1-49-90-3, 16/1a(2) | |
| 2 | Mission-Related Directives Case Files (see 1b(2) on Attachment 1) | None | |
| 3 | Program Policy, Direction, and Decision Case Files (see 43 on Attachment 2) | None | |

Copies sent to Agency, NRT, NSW, NCF, NIA

RECORDS DISPOSITION SCHEDULES
Schedule 16 - Administrative Management Records

| Item No. | Record Series Description | Disposition Authority |
|----------|---|---|
| 1 | <p>DIRECTIVES FILES [1221]. The BLM directives system is comprised of both temporary and permanent directives. Temporary directives consist of Instruction Memos, Information Bulletins, and Program Notes which are in effect for a short period of time. The BLM manual system is a permanent record of written policy and procedural instructions consisting of manual sections, manual supplements, handbooks, and handbook supplements. Authority: 41 CFR 201. Forms: BLM 1220 1, 2; 1221 1, 2, 4, 8, 8A, 9, 9A B, 12, 13, 17. Confidentiality: Non public record category 3. Exclusions: Reference copies of directives (Schedule 23/21). Location: All.</p> <p>chg a. Directives Masters. Case files containing one copy of each directive with the related clearance sheet. Maintained by the individual or staff responsible for directives control and distribution.</p> <p>b. Directives Case Files.</p> <p>(1) Administrative Directives Case Files. Documenting aspects of the development of a BLM administrative program directive related to routine administrative functions (e.g., payroll, procurement, personnel, property, vehicles, budget, forms, reports, mail, printing, uniforms, etc). Maintained by the originating office.</p> <p>new (2) Mission-Related Directives Case Files. Documenting aspects of the development of a BLM mission-related program directive (e.g., lands, minerals, range, forestry, wildlife, soil-water-air, recreation, resource protection). Maintained by the originating office.</p> | <p><u>PROPOSED: PERMANENT.</u> 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 Jobs: NC1-49-85-2, 16/1 and NC1-49-90-3, 16/1a(2).</p> <p>Note: Exception to GRS 16/L.</p> <p><u>TEMPORARY.</u> Destroy when issuance is superseded, canceled, or no longer needed for reference. NARA Job: NC1 49 90 3, 16/1b.</p> <p><u>PROPOSED: PERMANENT.</u> Cutoff end of FY. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff.</p> |

BLM RECORDS DISPOSITION SCHEDULES
Schedule 16 - Administrative Management Records

| Item No. | Record Series Description | Disposition Authority |
|-----------|--|--|
| New 43 | <p>PROGRAM POLICY, DIRECTION, AND DECISION CASE FILES. Case files, arranged by program activity name, containing documentation of major policy and other decisions that are not documented in a mission-related directives case file (Schedule 16/1b(2)). These files provide a complete history of the major events, approvals, changes in program direction, and other important actions. Authority: 44 USC 3101; 36 CFR 1220.30. Confidentiality: Non-public record category 3. Location: All.</p> | <p>PROPOSED: PERMANENT. Cutoff end of FY. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff.</p> |

January 5, 1994