

1280 - RECORDS AND INFORMATION MANAGEMENT
GRS/BLM Combined Records Schedules

Schedule 18 - Security and Protective Services Records

Introduction

This schedule incorporates security and protective services records described in General Records Schedule 18 and adds records of a similar nature that are unique to BLM.

BLM has authority for enforcement of all laws and regulations pertaining to the use, management, and development of public lands and resources under its jurisdiction. Security and protective services records include various files documenting efforts to control and protect information; to protect government land and facilities from unauthorized entry, sabotage, loss, pollution, and fire; to protect privately-owned facilities used by the government; and to determine loyalty and fitness of individuals employed by or seeking employment from the government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are selected files of offices having Governmentwide or agencywide responsibility for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters.

Records documenting certain administrative actions relating to security and protective services are authorized for disposal by GRS 18, Items 1-28. BLM additions to Schedule 18 are identified in this schedule following the GRS items. They include:

1. **Internal BLM Policies, Procedures, and Plans.** These are BLM-specific policies, procedures, and plans for security and protective services program that are not documented in a numbered directive.

2. **Law Enforcement.** The primary records of law enforcement originate with the special agents and rangers who conduct criminal investigations, apprehend violators, patrol public land areas, and prepare reports of those activities. The LAWNET electronic system supports the law enforcement program.

3. **Trespass.** Trespass activities involve investigation of reports of unauthorized use of or harm to lands, resources, or other property and the collection of compensation for any losses or injuries suffered as a result. Documentation of trespass investigations are contained in the trespass case files.

4. **Fire.** Fire management involves developing fire techniques and prevention methods and managing the fire suppression and fire use programs. Fire records in this schedule include reports, project packages, dispatch records, resource orders, review reports, and an electronic initial attack management system.

5. **Hazardous Materials.** Hazardous materials management activities include inventorying hazardous materials sites on public lands, investigating reports of incidents of suspected contamination, and documenting site clean up. Records in this schedule include incident reports, site files, and the public information repository and administrative records.

Any records created prior to January 1, 1921, must be offered to NARA for appraisal before an agency may apply these disposition instructions.

With the exception of item 5, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in Schedule 20.

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Item No.	Record Series Description	Disposition Authority
1-27	Reserved	
28	EMERGENCY OPERATIONS FILES [1170, 1273].	
	a. Reserved	
	b. Emergency Planning Consolidated or Comprehensive Reports of Operations Tests. Reflecting BLM-wide results of tests conducted under emergency plans. Location: WO.	<i>Temporary. Transfer to FRC PERMANENT. Cutoff EOFY in which report is completed. Transfer to FRC 3 years after cutoff. FRC offers to NARA 10 years after cutoff. UNSCHEDULED</i>
29	Reserved	<i>5 yrs after cut-off. Destroy 25 yrs after cut-off</i>
30	LAW ENFORCEMENT FILES [9260]. Files created by activities authorized by Section 303(a) and 303(c) of the Federal Land Policy and Management Act of 1976. Authority: 43 USC 1733; 43 CFR 9260. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-18. Vital: Rights and interests records.	<i>Changed as per Wendy Spencer 6/23/97</i>
	a-b. Reserved	
	c. Law Enforcement Activity Reports. Recurring reports of law enforcement activities. Consists of Uniform Crime Reports, DOI Law Enforcement Incident Reports, Drug Enforcement Activity Reports, Weekly Reports of Special Agents, and Significant Activity Reports. Also includes reports generated by the electronic LАWNET data base (item d), which include Activity Reports, Law Enforcement Officer Report, ARPA Report, Case Log, NIBRS printouts, and DOI Law Enforcement Incident Reports. Forms: BLM 9260-12.	
	(1) Law Enforcement Activity Feeder Reports. Submitted by offices with law enforcement authority to Headquarters - usually RA reports through DO to SO who forwards to WO. LАWNET data base (item d) will eventually eliminate the need for these reports. Location: SO, DO, RA.	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. UNSCHEDULED
	(2) Law Enforcement Activity Consolidated Reports. Headquarters law enforcement office copies. Location: WO.	TEMPORARY. Cutoff EOFY. Destroy 5 years after cutoff. UNSCHEDULED

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Item No.	Record Series Description	Disposition Authority
30	<p>d. LAWNET Data Base. Electronic file that contains information concerning incidents of crime occurring on the public lands, including date, time, and location of the incident; the name, address, telephone number and description of any associated victims, witnesses, complaints, offenders, and arrestee; type of incident; quantity, description, and ownership of any affected property; description of any vehicles involved, action taken, disposition; and BLM officers involved in the incident. LAWNET will replace the field office activity feeder reports (item c(1)) and uniform crime reports. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).</p> <p>(1) LAWNET Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item d(2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC.</p> <p>(2) LAWNET System Documentation. Record copies.</p> <p>(a) Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC.</p> <p>(b) Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item d(1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC.</p> <p>(3) LAWNET Software. Application software necessary to use or maintain the master LAWNET System. The master copies of the software are maintained by the LAWNET system administrator at NIFC; user copies of software distributed to all BLM law enforcement officers. Location: NIFC and field offices with law enforcement officers: SO, DO, RA.</p> <p>(4) LAWNET Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system. Location: NIFC.</p>	<p>TEMPORARY. Cutoff EOFY in which the LAWNET data base is certified as an official agency records system. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. UNSCHEDULED</p> <p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d(4)). UNSCHEDULED</p> <p>TEMPORARY. Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. UNSCHEDULED</p> <p>TEMPORARY. Delete when superseded by newer version or upon authorized destruction of the master file (d). UNSCHEDULED</p> <p>TEMPORARY. Delete when LAWNET is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. UNSCHEDULED</p>

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Item No.	Record Series Description	Disposition Authority
30	<p>(5)-(6) Reserved</p> <p>(7) LAWNET Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper. Excludes outputs that may become a part of official law enforcement files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items a, b, and c above). Location: Headquarters law enforcement, NIFC, and field offices with law enforcement officers: SO, DO, RA.</p>	<p>TEMPORARY. Destroy or delete when no longer needed for current business. UNSCHEDULED</p>
31	Reserved	
32	<p>FIRE MANAGEMENT FILES [9210].</p> <p>Authority: 43 CFR 9210. Confidentiality: Non-public record category 3; passenger manifests are Privacy Act System Interior/LLM-8. Exclusions: Fire experience and qualifications files (Schedule 1/43); fire plans (Schedule 4/20); aircraft accident and use files (Schedule 10/10-11); and control burn and fire rehabilitation project files (Schedule 17/21).</p> <p>a. Fire Report Masters. Record copies of fire reports and related information documenting the history of individual fires. Includes report forms, project fire packages, photos, maps, monitoring data, fiscal documents, daily logs, situation analyses, and other information showing fire location, causes, methods of suppression, costs, weather conditions, etc. Forms: DI-1202. Location: DO.</p> <p>b-c. Reserved</p> <p>d. Fire Resource Orders and Manifests. Arranged by incident number. Forms: SF-245; ICS 259-1 through 16, ICS 260-1 and 2. Location: NIFC, DO.</p> <p>e. Fire Board of Review Reports and Supporting Documentation. Files which document investigations by BLM or another agency of how a fire was managed. If the review is of a BLM fire, a copy of the report may be filed with the official BLM fire report (item a). Location: NIFC, SO.</p>	<p>PERMANENT. Cutoff EOCY. Transfer to FRC 10 years after cutoff. FRC offers to NARA in 10-year blocks when most recent records are 10 years old (e.g., transfer the 1981-90 reports in 2001). Formerly NC1-49-85-2, 18/12c(1) (local retention increased from 5 to 10 years and from 5-year blocks to 10-year blocks.)</p> <p>TEMPORARY. Cutoff EOCY. Destroy 7 years after cutoff. Formerly NN-173-328, A/8 (retention increased)</p> <p>TEMPORARY. Cutoff EOCY. If litigation involved, cutoff EOCY in which the final decision is reached and all appeal rights are exhausted. Destroy 7 years after cutoff. UNSCHEDULED</p>

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32	<p>f. Initial Attack Management System (IAMS). A BLM-wide electronic fire management decision support system that provides the fire manager critical decision support information upon which to base initial attack decisions. IAMS provides real time remotely-sensed weather data coupled with lightning detection and a fire management-specific geographic information system. The system includes the NIFC and Alaska Fire Service initial attack management systems into a single system. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).</p> <p>(1) IAMS Project History. Record copies that document the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item (2)). Consists of the concept of operations, official record designation documentation, quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: NIFC</p> <p>(2) IAMS System Documentation. Record copies.</p> <p>(a) Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: NIFC</p> <p>(b) Data Verification and Quality Control Files. Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item (1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: NIFC</p> <p>(3) IAMS Software. Application software necessary to use or maintain the master IAMS System. The master copies of the software are maintained by NIFC; user copies of software distributed to SO and DO. Location: NIFC, SO, DO.</p> <p>(4) IAMS Master Data File. Magnetic masters created by copying to tape all data in the system when the data is migrated to a new system. Location: NIFC</p>	<p>TEMPORARY. Cutoff EOFY in which the IAMS is certified as an official records system. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff. UNSCHEDULED</p> <p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item (4)). UNSCHEDULED</p> <p>TEMPORARY. Cutoff EOFY in which documentation is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. UNSCHEDULED</p> <p>TEMPORARY. Delete when superseded by newer version or upon authorized destruction of the master file (d). UNSCHEDULED</p> <p>TEMPORARY. Delete when IAMS is replaced by and data transitioned into a new system and the new system is certified as an official agency records system. UNSCHEDULED</p>

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32	<p>(5)-(6) Reserved</p> <p>(7) IAMS Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper (printouts), microform, or an electronic storage medium (diskettes, disks, tapes). Excludes outputs that may become a part of official fire management files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate (items a, b, d, e, f above). Location: May be found at all organizational levels.</p>	<p>TEMPORARY. Destroy or delete when no longer needed for current business. UNSCHEDULED</p>
33	<p>HAZARDOUS MATERIALS PROGRAM FILES [1703].</p> <p>Documenting BLM activities conducted in compliance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (RCRA). Authority: 42 USC 9601; 42 USCA 6921. Confidentiality: Information repository file and administrative record are public record category 1; remaining files are non-public record category 3; Privacy Act System Interior/LLM-18. Vital: Rights and interests records. Exclusions: Procurement's copy of related contracts (Schedule 3/3); leases involving hazardous materials (Schedule 4/21c); hazardous materials land inventories (Schedule 4/18); resource improvement project files involving the use of hazardous materials (Schedule 17/21); hazardous materials general correspondence (Schedule 23/1a); reference material and working files (Schedule 23/21).</p> <p>a. Initial Reports of Incident and Related Logs.</p> <p>(1) Record Copies. Location: Office responsible for investigating the report - usually DO.</p> <p>(a) Unverified Reports. Reports which are determined to require no further action by BLM. Reports are filed by assigned report number in a single folder for each FY.</p> <p>(b) Verified Reports. Reports requiring further action by BLM.</p> <p>(c) Logs. Log used to issue and control incident report numbers.</p> <p>(2) Other. Reports received via the hotline at NIFC or by other offices, copies of which are then forwarded to the responsible office. Location: NIFC, AFO.</p>	<p>PERMANENT. Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC offers to NARA 25 years after cutoff. UNSCHEDULED</p> <p>Place in the site file (item b). UNSCHEDULED</p> <p>TEMPORARY. Transfer a copy with the related unverified reports (item a(1)(a)) or the site files (item b). Retain a copy for reference until no longer needed. UNSCHEDULED</p> <p>TEMPORARY. Cutoff EOFY. Destroy 5 years after cutoff. UNSCHEDULED</p>

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- | Item No. | Record Series Description | Disposition Authority |
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| 33 | HAZARDOUS MATERIALS PROGRAM FILES [1703]. Documenting BLM activities conducted in compliance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (RCRA). Authority: 42 USC 9601; 42 USCA 6921. Confidentiality: Information repository file and administrative record are public record category 1; remaining files are non-public record category 3; Privacy Act System Interior/LLM-18. Vital: Rights and interests records. Exclusions: Procurement's copy of related contracts (Schedule 3/3); leases involving hazardous materials (Schedule 4/21c); hazardous materials land inventories (Schedule 4/18); resource improvement project files involving the use of hazardous materials (Schedule 17/21); hazardous materials general correspondence (Schedule 23/1a); reference material and working files (Schedule 23/21). | |
| | a. Initial Reports of Incident and Related Logs. | |
| | (1) Record Copies. Location: Office responsible for investigating the report - usually DO. | |
| | (a) Unverified Reports. Reports which are determined to require no further action by BLM. Reports are filed by assigned report number in a single folder for each FY. | |
| | | PERMANENT. Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC offers to NARA 25 years after cutoff. Pending NARA Job N1-49-96-3, 18/33a(1) (a) |
| | (b) Verified Reports. Reports requiring further action by BLM. | |
| | | Place in the site file (item b). Pending NARA Job N1-49-96-3, 18/33a(1) (b) |
| | (c) Logs. Log used to issue and control incident report numbers. | |
| | | TEMPORARY. Transfer a copy with the related unverified reports (item a(1) (a)) or the site files (item b). Retain a copy for reference until no longer needed. Pending NARA Job N1-49-96-3, 18/33a(1) (c) |
| | (2) Other. Reports received via the hotline at NIFC or by other offices, copies of which are then forwarded to the responsible office. Location: NIFC, AFO. | |
| | | TEMPORARY. Cutoff EOFY. Destroy 5 years after cutoff. Pending NARA Job N1-49-96-3, 18/33a(2) |
| | b. Hazardous Materials Site Files (non-NPL sites). Case files, arranged by site number, containing all documentation related to specific sites. Consists of the verified initial report of incident, | |

preliminary assessment, site investigation report, site maps and photos, ranking forms, record of interviews and telephone conversations, cost recovery documentation, reimbursable project log, EPA manifest document, contractor reports, other relevant contract information, and related correspondence or other materials documenting the history of the site from the initial report to completion of the removal and remedial actions and EPA approval. Forms: BLM 1323-1. Note: Privileged information concerning the site is filed in a separate folder behind the public site file and restricted from public access.

- (1) Record-Copy Non-NPL Site Files (also called Administrative Record). Location: Office responsible for site cleanup - usually DO.

PERMANENT. Cutoff EOFY in which removal and remedial actions have been completed and no longer needed by BLM. Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff. Pending NARA Job N1-49-96-3, 18/33b(1)

- (2) Duplicate Site Files. Duplicate documentation maintained only for reference. Consists of copies maintained by other offices that may have some involvement in management of the site, such as the central repository for site evaluation reports maintained by the SC. Location: SC, SO, RA.

TEMPORARY. Destroy when no longer needed for reference. Pending NARA Job N1-49-96-3, 18/33b(2)

- c. Information Repository Files. Public reference files required by EPA for all National Priority List (NPL) sites where cleanup activities are expected to last for more than 45 days. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as general program information, copies of CERCLA and RCRA, contingency plan, Hazard Ranking System information, cooperative agreement, press releases, maps, fact sheets, and other information about the enforcement program. Location: DO.

TEMPORARY. Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA. Destroy 3 years after cutoff. Pending NARA Job N1-49-96-3, 18/33c

- d. Record-Copy NPL Site Files (Also called Administrative Record) Public reference files required by EPA for all NPL sites. Files may be located in a BLM office or off-site near the NPL site. Consists of copies of certain documents from the site file, such as community relations plan, administrative order, engineering evaluation/cost analysis, action memo, remedial investigation/feasibility study and work plan, health and risk assessment reports, site sampling data and results, remedial action plan, public comments and responses, record of decision, and other documents considered or relied on in the selection of a response action at a NPL site. Location: DO.

PERMANENT. Cutoff EOFY in which removal and remedial actions have been completed and approved by EPA and are no longer needed by BLM. Transfer to FRC 1 year after cutoff. FRC offers to NARA 25 years after cutoff. Pending NARA Job N1-49-96-3, 18/33d