

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Wendy Spencer

5. TELEPHONE
303-236-6642

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-49-98-1

DATE RECEIVED
5-14-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
3-18-99

ARCHIVIST OF THE UNITED STATES
J. W. Carl

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 _____ 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.

DATE
5/4/98

SIGNATURE OF AGENCY REPRESENTATIVE
Wendy H. Spencer

TITLE
BLM Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Wild Horse and Burro Titled Adoption Case Files, Individual or Group (currently 4/8a)	NCI-49-85-2, 4/6e	

MAR 31 1999 MHV copy to: Agency NR

Item	Record Series Description	Disposition Authority
1-7	Reserved	
8	<p>WILD HORSE & BURRO (WH&B) ADOPTION FILES [4710]. BLM is responsible for placing healthy excess wild horses and burros in private maintenance with qualified individuals who pay an adoption fee. Title to the animals is conveyed to the eligible adopters at the end of 1 year of humane private maintenance.</p> <p>Authority: 43 CFR 4700. Exclusions: The following WH&B-related files are covered under other schedule items: study and research files (Schedule 4/11); herd management area planning and appeal files (Schedule 4/20); mailing lists (Schedule 13/4a); public affairs adoption event files (Schedule 14/4); formal directives files (Schedule 16/1); advisory board files (Schedule 16/8g); program policy, direction, and decision files (Schedule 16/43); memoranda of understanding (Schedule 16/22); law enforcement files (Schedule 18/43); general correspondence and recurring reports (Schedule 23/1a); nonrecord working files, background materials, and reference collections (Schedule 23/21).</p>	
	<p>a. WH&B Titled Adoption Case Files, Individual or Group. Nonserialized case files documenting adoptions that result in title to the animal being transferred by BLM to the adopter. Consists of private maintenance and care agreement, application, screening checklist, certificate of title, title eligibility letter, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, and request for replacement animals with vet's statement. Includes additional compliance documentation such as reports of inhumane treatment, investigation reports, compliance checks, inspections, photos/videos, notice of need for corrective action letter, citations, maintenance and care agreement letter, cancellation of agreement letter, record of repossession of animal, notice of violation, decision letter, Information on Right of Appeal Form 1842-1. If case results in litigation, includes arrest records, prosecution records, and court records. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: BLM 1370-41; 1842-1; 4710-9, 9a, 10, 12, 12a, 18, 19, 19a. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Vital: Rights and interests records. Location: Office of jurisdiction as determined by the location where animals are maintained.</p>	<p>TEMPORARY. Cutoff EOFY in which title is issued. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. Formerly NARA Job NC1-49-85-2, 4/6e (destroy 3 years after cutoff). Pending NARA Job No. NC1-49-98-#.</p>
	b. WH&B Untitled Adoption Case Files - Reserved	
	c. WH&B Applications Which Do Not Result in Adoption - Reserved	
	d. WH&B Duplicate Adoption Case Files - Reserved	
	e. WH&B Animal Preparation Case Files - Reserved	
	f. WH&B Animal Shipping Case Files - Reserved	
	g. WH&B Animal Training Facility Case Files - Reserved	

	h.	WH&B Adoption Data Bases - Reserved	
	i.	Electronic Versions of Wild Horse and Burro Records Created by Electronic Mail and Wordprocessing Applications.	TEMPORARY. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. Pending NARA Job N1-49-98-##, 4/8i