		_			
REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER NI - 49-98-1		
(See Instructions on reverse)					
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED 5-14-98		
FROM (Agency or establishment)			NOTIFICATION TO	AGENCY	
Bureau of Land Management			In accordance with the	ovisions of 44	
2. MAJOR SUBDIVISION	ľ		In accordance with the pr U.S.C. 3303a the disposi	tion request,	
3. MINOR SUBDIVISION			including amendments, is a for items that may be marke not approved" or "withdrawn	ed "disposition	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHON	Ē	DA	TE ARCHIVIST OF T	HE UNITED STATES	
Wendy Spencer 303-236	-6642	3-	-18-99 He W	. Casi	
C ACENOV CERTIFICATION					
6. AGENCY CERTIFICATION I haraby cortify that I am authorized to act for this agency in	mattore -	ortai	ning to the disposition	of its records	
I hereby certify that I am authorized to act for this agency in and that the records proposed for disposal on the attached _	maners p	erial e(s) a	imig to the disposition tre not now needed fo	r the business	
of this agency or will not be needed after the retention per	iods spec	ified	; and that written con	currence from	
the General Accounting Office, under the provisions of Ti	le 8 of the	e GA	O Manual for Guida	nce of Federal	
Agencies,					
is not required; is attached; or		has	been requested.		
DATE SIGNATURE OF AGENCY REPRESENTATIVE	TITLE				
5/4/98 Wandy W. Spances BLM Records Administrator					
7.			9. GRS OR	10. ACTION	
NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPO	SITION		SUPERSEDED JOB CITATION	TAKEN (NARA USE ONLY)	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		
individual of oroto (currently 47,04)		- 1	.,		
		-			
		İ			
		- 1		1	

115-109

NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

MAR 31 1999 MHV

Item	Rec	ord Series Description	Disposition Authority
1-7	Res	erved	
8	WI	LD HORSE & BURRO (WH&B) ADOPTION FILES	
	[471	[10]. BLM is responsible for placing healthy excess wild horses	
		burros in private maintenance with qualified individuals who	
		an adoption fee. Title to the animals is conveyed to the eligible	
		oters at the end of 1 year of humane private maintenance.	
		hority: 43 CFR 4700. Exclusions: The following	
		&B-related files are covered under other schedule items: study	
		research files (Schedule 4/11); herd management area planning	
	1	appeal files (Schedule 4/20); mailing lists (Schedule 13/4a);	
		lic affairs adoption event files (Schedule 14/4); formal	
	-	ctives files (Schedule 16/1); advisory board files (Schedule	
		(Schedule sg); program policy, direction, and decision files (Schedule	
		3; memoranda of understanding (Schedule 16/22); law	
		rement files (Schedule 18/43); general correspondence and	
		rring reports (Schedule 23/1a); nonrecord working files,	
		aground materials, and reference collections (Schedule 23/21).	
	a.	WH&B Titled Adoption Case Files, Individual or Group.	TEMPORARY. Cutoff EOFY
	"	Nonserialized case files documenting adoptions that result in	in which title is issued.
		title to the animal being transferred by BLM to the adopter.	Transfer to FRC 5 years after
		Consists of private maintenance and care agreement,	cutoff. FRC destroys 20 years
		application, screening checklist, certificate of title, title	after cutoff. Formerly NARA
		eligibility letter, compliance record, body fat worksheet,	
			Job NC1-49-85-2, 4/6e (destroy
	ĺ	receipts for payment of fees, facility certification for 5 or	3 years after cutoff). Pending
		more animals, power of attorney form, correspondence with	NARA Job No. NC1-49-98-#.
		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.	
	1	Confidentiality: Non-public record category 3; Privacy Act	
!	1	System Interior/LLM-28. Vital: Rights and interests	
,		records. Location: Office of jurisidiction as determined by	
		the location where animals are maintained.	
	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	
	<u> 5·</u>	Tribes running running running case ries - reserved	

,

	h.	WH&B Adoption Data Bases - Reserved	
	i.	Electronic Versions of Wild Horse and Burro Records	TEMPORARY. Delete when
		Created by Electronic Mail and Wordprocessing	file copy is generated and added
		Applications.	to a recordkeeping system or
1	1		when no longer needed for
			reference or updating. Pending
			NARA Job N1-49-98-##, 4/8i