

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
|---|---|---|--|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-49-98-2 | DATE RECEIVED 5-26-98 |
| 1. FROM (Agency or establishment) Bureau of Land Management | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Wendy W. Spencer | 5. TELEPHONE 303-236-6642 | DATE 2-2-00 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 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 <u>4</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE 5/14/98 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Wendy W. Spencer</i> | TITLE Records Officer | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1. | Geographic Information Systems | | |
| 2. | Electronic Recourses Inventory and Survey Files | | |

Schedule 20 - Electronic Records

| Item | Record Series Description | Disposition Authority |
|------|--|--|
| 1-51 | Reserved | |
| 52 | <p>GEOGRAPHIC INFORMATION SYSTEM (GIS) [9167] A Geographic Information System (GIS) is an automated system designed to capture, store, process, analyze, and display geographically-referenced data. GIS data is used for natural resources-related studies and inventories; planning studies; fish and wildlife projects; and a variety of other uses which involve the analysis of the geographic distribution of data. Products include graphic images (plots), hard copy maps, displays of statistics on data, cartographic products and combinations of these products in reports. Some products created with at GIS are simply screen displays. Other products are outputs of analyses, copies of tabular files, or maps, or files for use in other computer systems. The basic GIS data are retained electronically and are continually updated. Local GIS data is locally stored and managed at BLM field offices. The systems contain information uniquely collected by BLM offices as well as data received from other federal, state and local agencies, and commercial sources. This item applies to GIS layers outside those covered by the Geographic Coordinate Data Base (GCDB, Schedule 30, item 8). Documentation: Metadata requirements apply to all government data and include completed NA-14097 form and copies of instructions on interpretation of source data, applications of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data and day layers. Confidentiality: Some layers or themes will be Discretionary category 2; others will be Nonpublic category 3, depending on the subject matter. Exceptions: The record copy of the output products of a layer or combination of themes which is used for analysis or for making a specific decision, such as a land use plan, an environmental impact assessment, or land use adjudication, is filed as a hard copy with the related project or case file. The record copy of pure data layers is stored on electronic media. Location: All.</p> | |
| | <p>a. Unaltered or minimally altered data layers received from other federal, state and local agencies, and commercial sources. (i.e. no significant additions to data content of unique BLM data or not maintained in support of significant ongoing projects or significant specific decision (see Exceptions)).</p> | <p>TEMPORARY. Maintain until no longer needed for current business. Pending NARA Job No. N1-49-98-##, 20/52a.</p> |

Schedule 20 - Electronic Records

| Item | Record Series Description | Disposition Authority |
|------|---|--|
| b. | Data layers received from other federal, state and local agencies, and commercial sources with significant additions to data content of unique BLM data (i.e. significantly altered data). These layer are maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat. 2743) | PERMANENT. Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy of data to NARA at the EOFY and transfer in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 52e). Pending NARA Job No. N1-49-98-##, 20/52b. |
| c. | Data layers uniquely created by BLM and maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat. 2743). | PERMANENT. Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy of data to NARA at the EOFY and transfer in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 52e). Pending NARA Job No. N1-49-98-##, 20/52c. |
| d. | All other data layers uniquely created by BLM (i.e. layers not covered by Item 52b and 52c; not in support of significant ongoing projects or decisions). | TEMPORARY. Maintain until no longer needed for current business. Pending NARA Job No. N1-49-98-##, 20/52d. |
| e. | Documentation for Items 52b and 52c. Completed NA-14097 form and copies of instructions on interpretation of source data, applications of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data layer. | PERMANENT. Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy of documentation, regardless of media, to NARA at the EOFY and transfer along with the appropriate layer. FGDC-compliant metadata created as documentation can be transferred in accordance with 36 CFR 1228.188. Pending NARA Job No. N1-49-98-##, 20/52e. |

Schedule 20 - Electronic Records

| Item | Record Series Description | Disposition Authority |
|------|---|--|
| 1-52 | Reserved | |
| 53 | <p>ELECTRONIC RESOURCES INVENTORY, AND SURVEY FILES [1610, 1682, 2020, 3030, 3060, 4400, 5200, 6600, 7100, 7100, 7300, 8110, 8210, 8310, 8410, 8520, 9300] Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resources inventories, surveys, studies, appraisals, and the related summary reports of agricultural, aquatic, archeological, bird, cave, cultural, ecological, fish, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resources users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts.. Products include a variety of reports. The basic resources data are retained electronically and are continually updated. Local resources data is locally stored and managed at BLM field offices. The systems contain information uniquely collected by BLM offices as well as data received from other federal, state and local agencies, and commercial sources. Confidentiality: Public record category, <u>except</u> archeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 3. Exceptions: Resources Inventory, and Survey Files (Schedule 4/11); Geographical Information System (GIS) (Schedule 20/52). The record copy of a report which is used for making a specific decision, such as a land use plan, an environmental impact assessment, or land use adjudication, is filed as a hard copy with the related project or case file. Location: All.</p> | |
| | <p>a. Unaltered data or minimally altered data received from other federal, state and local agencies, and commercial sources (i.e. no significant additions to data content of unique BLM data or not maintained in support of significant ongoing projects or significant specific decision (See Exceptions).</p> | <p>TEMPORARY. Maintain until no longer needed for current business. Pending NARA Job No. NC1-49-98-##, 20/53a.</p> |

Schedule 20 - Electronic Records

| Item | Record Series Description | Disposition Authority |
|------|--|--|
| b. | Data received from other federal, state and local agencies, and commercial sources with significant additions to data content of unique BLM data (i.e. significantly altered data). These data are maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat.2743) | PERMANENT. Cutoff EOFY in which the data is created or significantly altered by the BLM. Transfer copy of data to NARA EOFY in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 53e). Pending NARA Job No. NC1-49-98-##, 20/53b. |
| c. | Data uniquely created by BLM and maintained in support of significant ongoing projects or significant specific decision (see Exceptions). These significant projects or decisions should be clearly in support of the basic mission of the BLM (i.e. the Federal Land Policy and Management Act of 1976 (90 Stat. 2743). | PERMANENT. Cutoff EOFY in which the data is created or significantly altered by the BLM. Transfer copy of data to EOFY in accordance with 36 CFR 1228.188, along with appropriate documentation (see item 53e). Pending NARA Job No. NC1-49-98-##, 20/53c. |
| d. | All other data uniquely created by BLM (i.e. layers not covered by item c; not in support of significant ongoing projects or decisions). | TEMPORARY. Maintain until no longer needed for current business. See BLM/GRS Schedule 20, Item 3a, Electronic Versions of Temporary records for records scheduled for disposal under one or more items, and for records when hard copy records are retained to meet recordkeeping requirements (not the official record copy), and Item 9 for Electronic Finding Aids to Temporary Records. Pending NARA Job No. NC1-49-98-##, 20/53d |
| e. | Documentation for Items b and c. Completed NA-14097 form and copies of instructions on interpretation of source data, applications of data standards, data entry instructions, and similar documentation (regardless of media) necessary for servicing and interpreting the data layer. | PERMANENT. Cutoff EOFY in which the layer is created or significantly altered by the BLM. Transfer copy to NARA along with associated data. FGDC Metadata created as documentation can be transferred in accordance with 36 CFR 1228.188. Pending NARA Job No. NC1-49-98-##, 20/53e. |