

| 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 N1-49-99-3 | DATE RECEIVED 2-24-99 |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Office of Assistant Director, Info. Res. Mgmt. | | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> | |
| 3. MINOR SUBDIVISION IRM Policy Group | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Wendy W. Spencer | 5. TELEPHONE 303-236-6642 | DATE 2-3-00 | |
| 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>1</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 1/13/99 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Wendy W. Spencer</i> | TITLE BLM 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 GRS OR SUPERSEDED JOB CITATION | 10.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. | Fire Management Files 18/32 g & h 18/32 g - Fire Dispatch Audio Tapes 18/32 h - Electronic Versions | | |

**1220 - RECORDS AND INFORMATION MANAGEMENT
GRS/BLM Combined Records Schedules**

Schedule 18 - Security and Protective Services Records

| Item | Record Series Description | Disposition Authority |
|------|--|--|
| 1-31 | Reserved | |
| 32 | FIRE MANAGEMENT FILES [9210]. 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 17/13). | |
| | a-f Reserved | |
| | g. Fire Dispatch Audio Tapes. Tapes including fire season dispatch activities and year-round flight following (required aircraft check-in for non point-to-point flights). Exclusions: Tapes which include flight following only (10/8). Tapes which include aircraft accidents (10/9). Tapes which include fire accidents/incidents (18/32). | TEMPORARY. Cutoff EOY. Destroy or erase/reuse 1 year after cutoff. If needed, tapes may be saved as reference copies (23/21) for training purposes. Pending NARA Job N1-49-_____, 18/32g. |
| | h. Electronic Versions of Fire Management Records. Created by electronic mail and word processing 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-_____, 18/32h. |

* Corrected per Agency records manual and confirmed with agency by telephone, 1/27/00. *RAH*