

**REQUEST OR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>SEP 10 1976</b>	JOB NO. <b>NC1-49-76-3</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303o the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
11-11-76	<i>James B. Rhoads</i> Archivist of the United States
Date	

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of the Interior

2. MAJOR SUBDIVISION  
Bureau of Land Management

3. MINOR SUBDIVISION  
Division of Records Systems

4. NAME OF PERSON WITH WHOM TO CONFER  
H.R. Walker

5. TEL. EXT.  
183-6439

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

343-6439

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

9/8/76  
(Date)

*Louis J. Miller*

(Signature of Agency Representative)

Chief, Division of Records Systems

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This attached Records Management Disposal Schedule, Category "B", for the Bureau of Land Management is submitted for your approval.</p> <p>Category "B" covers case records and is but one section of BLM's total disposal schedule which consists of sixteen categories. <del>The majority</del> <sup>all</sup> of the records in this category are presently covered under the following Job Numbers:</p> <p>NN 172-217 (items 13, 16)                      NN 173-328 (items 2, 3, 19)                      NN 174-017 (items 18B, 18C)                      NN 174-212 (item 23)                      NN 174-246 (items 18A, 18)</p> <p><i>all other items are included under NN 171-77 the basic comprehensive schedule for all BLM records. JRC</i></p>		
	<p><i>Copy to Agency 11-12-76 JRC</i></p>		<p><i>29 items</i></p>

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

CASE RECORDS

RECORDS MANAGEMENT DISPOSAL SCHEDULE

ITEM NO.	S.F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
		<p><u>DEFINITION:</u> Numbered or unnumbered assortment of material concerning a specific subject of continuing interest and/or value, which is provided for by statutes and regulations. Subject might be a transaction affecting the use, retention, or disposal of the public domain and resources (i.e., grazing lease, special land use permit, exchange, public land sale). These begin with an application for a permit, lease, rental, sale or exchange. May contain land descriptions, maps, diagrams, field notes, statements of findings, opinions, decisions, financial data such as costs, fees, receipts, payments, and related correspondence. All items in this section (Category B) were approved by NARS under Job No. NCI-49-76-3 unless otherwise noted.</p>			
2	1850	<p><u>HEARINGS</u> Bureau initiated and conducted meetings to obtain opinions on the disposition, retention, or use of lands and resources. These are generally initiated for classification under the Classification and Multiple Use Act, withdrawals, etc.</p>	3	P	Transfer to Federal Archives and Records Center (FARC) 3 years after settlement. Offer to NARS when 13 years old.
3	3872 1850	<p><u>CONTESTS - PRIVATE, GOVERNMENT</u> Formal proceedings against a filing, claim, or entry on grounds that it does not comply with the requirements of public land laws.</p>	3	P	Transfer to FARC 3 years after settlement. Offer to NARS 13 years after settlement.
4	1862	<p><u>PATENT AND OTHER CONVEYANCING CASE RECORDS</u> Case records containing applications and supporting documents that are the basis for issuance of patents and conveyances transferring title to lands and resources.</p>	2	P	Transfer to FARC when 2 years old. Offer to NARS when 12 years old. See I-7 for disposition of copies of patents and conveyancing documents.

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			LOCAL	FRC	
5	1873	<u>TORT CLAIMS - NON-SERIALIZED</u> A demand for compensation for an injury damage not involving a breach of contract. This may include statements of witnesses, charts, photos, claims form, related correspondence and papers.	2	50	
5A	1112	<u>ACCIDENT - VEHICLE</u>	X	4	SO's transfer to FARC 3 years after case closed. DO's destroy after 2 years.
5B	1400	<u>COMPENSATION - PERSONAL INJURY</u>	2	0	
7	2540 3800	<u>COLOR OF TITLE - LAND AND MINING CLAIMS - ADVERSE MINING CLAIMS, PL-167 &amp; 359</u> Assertion of a right to title of an area by a settler or prospector evidence by staking or otherwise marking and recording as required by law. When a patent is issued, disposition of case is controlled by item 4.	2	P	Includes cancelled and rejected claims for mineral patents. Offer to NARS when 12 years old.
8	2800	<u>TERMINATED RIGHT-OF-WAY - LICENSE, PERMIT, OR EASEMENT</u> Grants to private corporations, individuals, State and local government for crossing BLM lands; e.g., pipeline, tramroad, logging road, etc.	2	P	Transfer to FARC 2 years after termination of grant. Offer to NARS 12 years after termination of grant.
8A	2800	<u>GRANTED RIGHT-OF-WAY, LICENSE, PERMIT, OR EASEMENT</u> These are granted rights that are still in effect. (Same as item 8 except the right has not been terminated. When a granted right is terminated, disposition of case is controlled by item 8.)	2	50	Transfer to FARC when 2 years old. As rights-of-way are terminated, recall from FARC and use disposition instructions for item B-8, i.e., return to FARC as permanent records. When 50 years old, any granted rights-of-way still remaining in FARC are to be returned to BLM for review.

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			LOCAL	FRC	
9	2800	<u>LICENSE AGREEMENTS</u> An agreement in favor of the United States for the reciprocal use of roads and rights-of-way.	2	20	Transfer to FARC 2 years after termination. Destroy 22 years after termination.
10	2130	<u>TERMINATED EASEMENT - ROAD CONSTRUCTION PROJECT, PURCHASE FOR ACCESS TO PUBLIC LANDS, CONDEMNATION, AND SIMILAR EASEMENTS</u> The right obtained by BIM to cross private or other government agency land to reach public land.	2	20	Transfer to FARC 2 years after termination. Destroy 22 years after termination.
10A	2130	<u>ACTIVE EASEMENT - ROAD CONSTRUCTION PROJECT, (PURCHASE FOR ACCESS TO PUBLIC LANDS), CONDEMNATIONS, ETC.</u> These are active cases. (Same as item 10 except the right has not been terminated. When the right is terminated, disposition of case is controlled by item 10).	2	50	Transfer to FARC when 2 years old. As rights are terminated, recall case from FARC and use disposition instruction for item B-10, i.e., return to FARC as permanent records. When 50 years old, cases remaining in FARC are to be returned to BLM for review.
11	2800	<u>TERMINATED RIGHTS-OF-WAY - APPROPRIATED BY FEDERAL AGENCIES UNDER 44LD513 - SERIALIZED AND NON-SERIALIZED</u> Right for one Federal agency to cross over the land of another Federal agency, e.g., Forest Service over BLM vs-vs.	2	P	Transfer to FARC 2 years after termination of right. Offer to NARS 12 years after termination of right.
11A	2800	<u>ACTIVE RIGHT-OF-WAY - APPROPRIATED BY FEDERAL AGENCIES UNDER 44LD513</u> These are active cases. (Same as item 11 except the right has not been terminated. When the right is terminated, disposition of case is controlled by item 11).	2	50	Transfer to FARC when 2 years old. As rights-of-way are terminated, recall from FARC and use disposition instructions for item B-11, i.e., return to FARC as permanent records. When 50 years old, any granted rights-of-way still remaining in FARC are to be returned to BLM for review.

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ITEM NO.	S F. CODE	NAME AND/OR DESCRIPTION	RETENTION PERIOD		REMARKS
			LOCAL	FRC	
12	2810	<u>ROAD USE AGREEMENT - NON-SERIALIZED</u> Agreement between BLM and a private party to exchange right-of-way and road use privileges. Cooperative road use agreement between BLM and other governmental agencies. Includes Oregon and California revested use agreements.	2	20	Transfer to FARC 2 years after superseded or terminated. Destroy 22 years after superseded or terminated.
13	Var.	<u>LEASES AND PERMITS - SERIALIZED AND NON-SERIALIZED</u> Agreement that gives use and possession of lands, buildings, for a specific time and specified payments.	2	13	Transfer to FARC 2 years after case is closed. Destroy 15 years after case is <i>closed.</i>
	2911	<u>AIRPORT</u>			
	2730	<u>SMALL TRACT</u>			
	2740	<u>RECREATION AND PUBLIC PURPOSES</u>			
	3100	<u>OIL AND GAS</u>			
	3500	<u>MINERAL (OTHER THAN O&amp;G)</u>			
	4120	<u>GRAZING Sec. 15</u>			
	4131	<u>GRAZING ALASKA</u>			
	4132	<u>REINDEER LEASES</u>			
	2200	<u>EXCHANGES - NATIONAL FOREST, STATE &amp; PRIVATE SEC. 8</u> <u>TAYLOR GRAZING ACT - SERIALIZED</u> An exchange of lands for other Government or private holdings.	2	P	Offer to NARS when 12 years old.

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			LOCAL	FRC	
16	Var.	<p><u>APPLICATIONS - SERIALIZED AND NON-SERIALIZED</u> Requests from public, private, or Government agencies for transfer, disposal, use of lands, or interests, rejected or withdrawn.</p> <p>2510 <u>HOMESTEADS</u>                      2800 <u>RIGHTS-OF-WAY</u> 2520 <u>DESERT LANDS</u>                    3100 <u>OTL AND GAS LEASING</u> 2700 <u>PUBLIC SALES</u>                      3500 <u>MINERAL LEASING (OTHER THAN O&amp;G)</u> 2640 <u>AIRPORT</u> 2730 <u>SMALL TRACT</u>                      4120 <u>GRAZING</u> 2740 <u>R&amp;PP</u>                                2300 <u>WITHDRAWALS</u> (includes revocations and restorations) 3200 <u>GEO. STEAM</u></p> <p>(All other such applications with the exception of those listed in item 16A)</p>	2	13	Transfer to FARC 2 years after application is <u>rejected or withdrawn</u> . Destroy 15 years after application is <u>rejected or withdrawn</u> .
16A	2000	<p><u>APPLICATIONS SERIALIZED AND NON-SERIALIZED</u> Request from public, private, or Government agencies for transfer, disposal, use of lands, or interests, rejected or withdrawn.</p> <p><u>STATE SELECTIONS</u>                      <u>EXCHANGES</u> <u>INDEMNITY SELECTIONS</u>                <u>INDIAN &amp; NATIVE ALLOT- MENT'S</u> <u>LEED SELECTIONS</u>                        <u>SCRIP</u> <u>STATE GRANTS</u></p>	2	P	Transfer to FARC 2 years after final action. Offer to NARS 12 years after final action.
17	4115	<p><u>GRAZING PERMITS &amp; LICENSES SECTION 3</u> Also include records and materials accumulated prior to adjudication remaining in old case folder and are considered "closed cases." (See BLM Manual 4115.11B.)</p>	1	25	Transfer to FARC 1 year after case closed.

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			LOCAL	FRC	
18	9218	<u>INDIVIDUAL FIRE RECORDS (DI-1201) ALL CLASSES OF FIRES</u> Complete history of individual fires. Includes location, cause, method of suppression, costs, weather conditions, etc. May include photos, pertinent correspondence, reports and other papers.	X	0	SO's and BIFC <sup>destroy</sup> after 10 years, DO's forward records to Director-BIFC when 5 years old for offer to NARS in 10 year increments.
18A	9218	<u>COMPUTER TAPE</u> Tapes contain data relative to all individual fire records.	20		DSC retain for 20 years and destroy.
18B	9218	<u>PRINTOUTS</u> Contain data relative to all individual fire records.	5	0	<i>Destroy when 5 years old or when Retain for 5 years or destroy after administrative needs are satisfied, whichever comes first.</i>
19	9230	<u>TRESPASS</u> The unlawful and/or unwarranted entrance, use, destruction, and/or possession of Government facilities, lands, or resources.	1	50	Transfer to FARC 1 year after case is closed.
	9230	<u>FIRE</u> <u>GRAZING</u> <u>OCCUPANCY</u> <u>TIMBER</u> <u>SUSPECTED (unknown)</u>			

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20	2920	<p><u>SPECIAL LAND USE PERMIT - SERIALIZED AND NON-SERIALIZED</u> Generally a short-term agreement allowing the use of PD lands or removal of certain resources for a specified time for a fixed or no fee. Includes: 4100 <u>CROSSING PERMITS</u>                      5510 <u>TIMBER FREE USE</u> 3620 <u>FREE USE MATERIALS</u>                6231 <u>ANTIQUITIES</u> (All other such permits)</p>	3	0	Destroy 3 years after termination.
21	3100	<u>SINO - O&amp;G DRAWING ENTRY CARD (MICROFILM)</u>	2	0	Destroy 2 years after "Drawing."
22	2300 2400	<p><u>WITHDRAWALS (PLO) AND CLASSIFICATION ORDERS</u> Includes revocations, restorations, and reservations.</p>	2	P	Transfer to FARC 2 years after all actions completed. Offer to NARS 12 years after all actions completed.
23	2000	<p><u>SERIALIZED ALLOWED LAND ENTRY CASES - CANCELLED OR RELINQUISHED</u> Cases that progressed from apln to an allowed entry that are cancelled or relinquished. Cases contain plans, correspondence, receipts, public notices, affidavits, proof of military service, and similar documents.</p>	2	P	Transfer to FARC 2 years after case closed. Offer to NARS 12 years after case is closed.