

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-115-09-4	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/09/09	
1 FROM (Agency or establishment)  Department of the Interior		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Bureau of Reclamation			
3 MINOR SUBDIVISION Information Management Division – 84-21300			
4 NAME OF PERSON WITH WHOM TO CONFER Roy Wingate	5 TELEPHONE NUMBER 303-445-2058	DATE 4-22-09	ARCHIVIST OF THE UNITED STATES <i>Adrian Skonieczny</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 _____ page(s) are not needed now for the business for 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 April 9, 2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Wingate</i> Roy Wingate		TITLE Bureau Records Manager
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Foundation Information for Real Property Management – FIRM.</b> FIRM is used to maintain an inventory of various types of Reclamation's Project lands and land rights including acquired, withdrawn, easements and mineral rights. FIRM also provides data for Department of the Interior mandated reporting; Public Law 97-258 (Payment in Lieu of Taxes); and for the General Services Administration Federal Real Property Profile annual report. Data and information in FIRM is provided by Regional Lands and Realty staff. The data and information is obtained from various types of land documents such as Secretarial withdrawal orders, deeds, or other title records maintained in Reclamation's region and area offices, or at local county government offices.		

1	<p><del><b>INPUTS.</b> Source data derived from land transaction documents, such as withdrawal orders, deeds, or other title documents used to create, update, or modify records in the master file. These source records have been previously scheduled by NARA approved retention schedules.</del></p> <p><del>Non-electronic documents or forms used solely to create, update or modify the master files.</del></p>	<p><del><b>DISPOSITION:</b> Use NARA approved retention schedules in the Information Management Handbook Vol II Land Operations/ Realty for specific temporary or permanent records.</del></p>
2	<p><b>MASTER FILES.</b> Land transaction data used as a source of accountability and verification to prepare various mandated reports. FIRM data is used for tracking entitlement acreage at the State and County level for Payment in Lieu of Taxes as required by P L 97-258 and for entry into the Federal Real Property Profile system.</p>	<p><b>TEMPORARY.</b> Delete data 5 years after property transfer, sale, or release from Government ownership, or when revised and no longer required for administrative, legal, audit, or operational purposes, whichever is later.</p>
3	<p><del><b>OUTPUTS.</b> User defined reports and other information, either printed or in downloaded electronic form, for quarterly summary reports, annual reports, monthly financial transaction data files, and ad hoc reports. Reports are used to determine property accountability, inventory, budgets to support other financial management decisions. Annual reports such as the Federal Real Property Profile report are created in whatever format is requested and paper copies of the transmittal memo summarizing the data are retained.</del></p>	<p><del><b>DISPOSITION:</b> Use NARA approved retention schedules in the Information Management Handbook Vol II Land Operations/ Realty for specific temporary or permanent records.</del></p>
4	<p><del><b>SYSTEM DOCUMENTATION.</b> Data specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to the FIRM master files.</del></p>	<p><del><b>TEMPORARY—</b> Delete or destroy upon successful migration to a new system or when the system is no longer needed for administrative, legal, audit, or operational purposes, whichever is later (GRS 20, item 11(1)).</del></p>
5	<p><del><b>BACKUP FILES.</b> Backups for the FIRM system.</del></p>	<p><del><b>TEMPORARY—</b> Delete/destroy when replaced by a subsequent backup file (GRS 20, item 8b).</del></p>

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