



## Schedule 50 – Indian Fiduciary Trust Records

| [Rich Text File Format](#) | [PDF Version](#) |

| [Table of Contents](#) | [Subject Index](#) | [Forms Index](#) | [Glossary](#) | [Status Document](#) |

Schedules: | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#)  
| [21](#) | [22](#) | [23](#) | [24](#) | [25](#) | [26](#) | [27](#) | [30](#) | [31](#) | [32](#) | [50](#) |

### Introduction

This schedule identifies and provides disposition for all Indian Fiduciary Trust Records (IFTR) created and managed by the Bureau of Land Management. Both Tribal trust and Individual Indian Trust records are covered by this schedule. Unlike most BLM schedules, this schedule draws items from [number] other schedules and therefore all series in this schedule have parallel series in Federal Records elsewhere in the GRS/BLM Combined Schedule.

All Users must be sure that all are correctly filed in the appropriate category because IFTR records are permanent. Most parallel series in the Federal records are temporary. As part of the bureau's and department's Indian Fiduciary Trust responsibilities, special attention must be paid to these records.

Because parallel series exist, all series here identified the user will find a scheduled item for the parallel Federal records. Parts of the GRS/BLM Combined Records Schedule identifying the Federal records also have links to this schedule.

**IFTR identified in this schedule must be filed physically separate from the parallel Federal record to ensure the integrity of the records, to aid retrieval and refining of the records as they are used, and to make preservation easier.**

Some case files created as part of the work will inevitably contain both Federal records and IFTR records. For example, Unitized Oil and Gas case files may fill both a Federal and an IFT purpose. **In cases where a file contains IFTR and non-IFTR, file the combined file with the IFTR records and put a cross reference in the Federal files.** See form x-y-z immediately after this schedule.

**WITHDRAWN**  
12/22/2014

Item	Series Description	Disposition Authority
1	<b>PATENT AND OTHER CONVEYANCE FILES [1860].</b> Documenting serialized applications filed under the various land laws for acquisition of title to public lands, including any related contest or appeal actions. The BLM maintains the records of title evidence by which tracts of public domain lands have passed from federal to non-federal ownership. Since 1785, numerous laws have been passed governing the disposition of public lands. Some of these laws involved cash and credit sales, military bounty land warrants, homesteads, grants to states, grants to railroad corporations, and public sales. In addition, states were allowed by law, under certain conditions, to select tracts of vacant public domain. Since 1908, each patent application case was given a serial number, and then when title was transferred to the applicant, the case was given a patent number. Authority: 43 CFR 1860. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Note: Prior to 1968, all permanent patent case files were transferred via the BLM Washington Office	
a	Patent Applications, Rejected or Withdrawn. Serialized case to the National Archives in Washington, D.C. In 1968, the regional	PERMANENT Cutoff EOFY in which application

		Archives began accepting these records. However, some files maybe at regional archives after a review of these records was conducted. (See 04/07 for Federal).	is rejected or withdrawn. Transfer to FRC 2 years after cutoff. FRC transfer to NARA 30 years after cutoff. GRS 50/01 (a)
	b	Land Entries allowed but subsequently cancelled or relinquished. Serialized case files, arranged by number, documenting applications on which entries were allowed but were subsequently canceled or relinquished prior to patent issuance. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a. Location: SO. (See 04/07/B for Federal)	PERMANENT Cutoff EOFY in which entry is cancelled or relinquished. Transfer to FRC 2 years after cutoff. FRC transfers to ARA 30 years after cutoff. GRS 50/01 (b)
	c	Patent Issued Files. Patent issued files. Case files, arranged by patent number. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-1, 2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a. (See 04/07/C for Federal)	
	(1)	Patent Issued Official Case Files. Patent Issued Official Case Files. Includes patents and deeds issued, corrected, supplemented, amended, canceled, or reverted, quiet title, patent contests, title resolution, and recordable disclaimers of interest cases. Compliance files for patents Location: SO. (See 04/07/C/01 for Federal)	
	(2)	Patent Compliance Case Files. Patent Compliance Case Files. Consists of duplicate documents from the original patent issued case file and record copies of compliance reports for patents requiring limited or in perpetuity reversionary clauses. Documenting periodic inspection of patented lands for compliance with the legal requirements, including R&PP, Mineral Patents, Airport, and Cagey Act patents. Location: FOs with delegated responsibility. (See 04/07/C/02 for federal)	PERMANENT Cutoff when compliance is no longer required. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. GRS 50/01/C (2)
	(3)	Patents Issued Bound Copies. Patent Compliance Case Files. Consists of duplicate documents from the original patent issued case file and record copies of compliance reports for patents requiring limited or in perpetuity reversionary clauses. Documenting periodic inspection of patented lands for compliance with the legal requirements, including R&PP, Mineral Patents, Airport, and Cagey Act patents. Location: FOs with delegated responsibility. (See 04/07/C/02 for Federal)	PERMANENT Cutoff when compliance is no longer required. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. GRS 50/01/C (3)
	(4)	Patent registers. Documenting serial number, type of case, and patient number. Includes patent contest logs. Forms: BLM 1274-1. Location: SO. (see 04/07/C/04 for Federal)	PERMANENT Cutoff EOFY in which the register is no longer needed for control purposes. Transfer to FRC 1 year after cutoff. FRC transfer to NARA 15 years after cutoff. GRS 50/01/C (4)
2		<b>LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE.</b> Documenting legal disputes between BLM and individuals, organizations, or local governments concerning property use and disposition, which cannot be identified with an individual case, plan, or specific action? Authority: 43 CFR 1840, 1850. Confidentiality: Non-public record category 3. Vital: Legal and Financial Rights Records. Exclusions: Litigation related to specific cases. Disposition of case-related protests, appeals, civil actions, and litigation documents is governed by the disposition authorized for the related case file. (See 04/09 for Federal)	

WITHDRAWN  
12/22/2009

	a	Patent Applications, Rejected or Withdrawn. Serialized case	PERMANENT Cutoff EOFY in which application is rejected or withdrawn. Transfer to FRC 2 years after cutoff. FRC transfer to NARA 30 years after cutoff. GRS 50/02 (a)
	b	Litigation and Civil Action Reference Files. Copies retained for administrative or reference purposes. Location: WO, AFO. (See 04/09/B for Federal)	PERMANENT. Cutoff EOFY in which appeal rights are exhausted and final decision issued. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. GRS 50/02 (b)
3		<b>LAND STATUS AND USE FILES [1275].</b> Records that portray ownership of public lands and availability of those lands for entry and use under the various public land laws. The public land records began with the Ordinance of 1785 which authorized the Treasury Department to survey and auction public domain land as a source of revenue. The tract books system was established around 1800. Tract books were designed primarily for the maintenance of a permanent reference by State or Territory, meridian, township, range, section and subdivisions, of all transactions involving surveyed public lands. Because the tract books were badly worn and mutilated, establishment and installation of a new records system began in 1956. The new system, which consisted of master title plats, use plats, historical indexes, and control document indexes, eventually replaced the tract book system (except in the Eastern States). Authority: 43 CFR 1813. Forms: BLM 1275-3, 4; 1810-4. Confidentiality: Public record category 1. Vital: Legal and Financial Rights Records. Location: Masters and control files created and maintained by each SO; duplicates in AFO. Note: Depending upon legal description. (See 04/10 for Federal)	
	a	Master Title Plat (MTP) Masters. Includes supplemental MTP Masters. Record-copy paper, vellum, or mylar plats that provide a composite of the survey plats of a township on which is shown ownership and land status. MTPs depict lands granted to states, acquired lands, lands planted with reservations to the U. S. Indian lands or interest in lands with surface and subsurface rights noted, with drawls, classifications, and rights-of-way. In most state offices, MTPs are captured on microform (items f). (See 04/10A for Federal)	
	b	Supplemental Use Plat Masters. Includes supplemental Use Plat Masters. Record-copy paper, vellum, or mylar plats, that show land ownership, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. Use plats are copies of the MTPs which reflects, in addition to the ownership and other restrictive data, land use leases, licenses, and permits. In most state offices, Use Plat Masters are captured on microform (item f). (See 04/10B for Federal)	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRU upon Cutoff. FRC transfer to NARA 12 years after cutoff. GRS 50/01/3 (b)
	c	Historical Index (HI) Masters Record-copy paper narrative, that provides in chronological order a summary and index of all past and present actions which have affected the title, use, or availability of public lands and resources as illustrated on the MTPs and use plats. In most state offices HI masters are captured on microform (item f). (See 04/10C for Federal)	
	d	Tract Book Masters. Master guide to the history of all actions related to disposition and use of the public lands.	PERMANENT. Cutoff EOFY in which manual

WITHDRAWN  
6002-22-21  
12-22-2009

		The notation of tract books was discontinued when the new status records (MTPs, Use Plats, His) were installed. Note. Original located at NARA cutoff. (See 04/10/D for federal)	records are replaced by electronic versions. Transfer to FRU upon Cutoff. FRC transfer to NARA 12 years after cutoff. GRS 50/01/3(d)
	e	Control Document Index (CDI). Paper copies of land title and use documents that have affected the status of public lands. Arranged by state, meridian, township, and range. In most state offices, CDI masters are captured on microform (item f). (See 04/10/E for Federal)	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Transfer to FRU upon Cutoff. FRC transfer to NARA 12 years after cutoff. GRS 50/01/3 (e)
	f	Land Status Microfilm (MTPs, His, CDIs, etc). Microform masters and duplicate film or fiche. (See 04/10/F for Federal)	PERMANENT. Cutoff the EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 12 years after cutoff. GRS 50/03 (f)
	g	Land Status Working Files and Reference Copies. Paper copies of documents retained only for reference and administrative use. (See 04/10/G for Federal)	PERMANENT. Cutoff the EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 12 years after cutoff. GRS 50/03 (g)
	h	Land Status Control Files. Correspondence, reports, BLM Form 1810-4, and other records that document request for status, completion of projects, or other administrative actions (see 04/10/H for Federal)	PERMANENT. Cutoff the EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 12 years after cutoff. GRS 50/03 (h)
4		<b>RESOURCES INVENTORY, STUDY, SURVEY AND MAPPING FILES</b> [1610, 2020, 2060, 3030, 3060, 4400, 5200, 6600, 7100, 7200, 7300, 8110, 8210, 8310, 8410, 8510, 8520, 9300]. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, 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 resource 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. Authority: 43 CFR 1610.4-3. Confidentiality: Public record category 1, except archaeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 3. Exclusions: Land survey files (Schedule 17/14); Geographic Information System data layers (Schedule 20/52); electronic resources inventories (Schedule 20/53); and hazardous materials files (Schedule 18/33). Note: Depending upon type.(See 04/11 for Federal)	
	a	Resources Inventory, Study or Survey Case Files. Arranged by case number or site name. Documents authorizing the project and describing its scope, purpose, interim progress other non-record materials, and reports and correspondence; copies of final maps and short-term documents. study reports containing summary and	

WITHDRAWN  
12-22-2009

		conclusions; and related papers of value to the historical account of the project. May include annotated aerial photos, still photos, other original data that are only partially duplicated in the resultant reports and maps. Includes grazing allotment files. Forms: BLM 4413-1. Location: FOs with delegated responsibility. (See 04/11/A for Federal)	
	b	Resources Inventory, Study, or Survey Working Files and Reference Materials. Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final reports or maps and minor administrative documents collected during the project but not necessary to ensure history of the study. Includes duplicate or "dummy" inventory, study, and survey case files and duplicate well logs. Location: All. Forms: BLM 3030-2, 4410-1, 1a, 2; 4411-1; 4412-19; 24, 41; 5200-1; 2, 4, 4a, 5; 6602-1, 2-7, 9, 9a; 6630-4; 7230-3, 4; 8110-1, 2, 5; 8310-8; 8400-1, 4-6. (See 04/11/B for Federal)	
	c	Resources Inventory, Study, or Survey Final Maps and Reports. Resources Inventory, Study, or Survey Final Maps and Reports. Published final maps, atlases, overlays, reports. (See 04/11/C for Federal)	
		(1) Resources Inventory, Study or Survey Final Report and Masters	
		a Reports. One record copy of each edition, revision, or variant of each published final report and related indexes. (see 04/11/C/01 for Federal)	
		(2) Resources Inventory, Study, or Survey Final Report and Map Reference Copies. Reference copies of published reports and maps. Location: AFO. (See 04/11/C/02 for Federal)	
5		<b>ENVIRONMENTAL POLICY ACT FILES [790].</b> Documenting BLM compliance activities that are required by the National Environmental Policy Act of 1969 (NEPA). Authority: 42 U.S.C. 4321. Confidentiality: Public record category 1, except documents still in progress and prior to release for comments which are non-public record category 3. Categorical Exclusion Files. There are no statutory, regulatory, or manual requirements to document a categorical exclusion review. However, such documentation may be filed in the appropriate case or project file, in the decision record or in other authorizing documents. Environmental Documents - Record Copies. The official file copies of BLM environmental documents and supporting records are retained by the originating office. Generally they are filed in and disposed with the case, project, or plan file to which they relate. - Environmental Documents - Other Copies. The records described below consist of other copies of environmental documents retained for reference and administrative use. (See 04/12 for Federal)	PERMANENT. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC transfers to NARA 25 years after cut-off. GRS 50/05/A (1)
	a	Environmental Review Reference Files. These are reference copies; record copies are filed in the related case/project/plan files. Location: AFO. (See 04/12/A for Federal)	PERMANENT. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC transfers to NARA 25 years after cut-off. GRS 50/05/A (1)
		(1) Environmental Assessment (EA). A concise public report and supporting documents prepared for proposed actions that (1) are not exempt from NEPA, (2) have not been categorically excluded, (3) have not been	

WITHDRAWN  
12-22-2009

			covered in an existing RMP/EIS or other environmental analysis, and (4) do not normally or obviously require an EIS. An EA may be prepared for any action at any time to assist in planning and decision-making. (See 04/12/A/01 for Federal)	
		(2)	Findings of Non Significant Impact (FONSI). Documenting the reasons why an action, not otherwise excluded by NEPA, will not have significant impact on the human environment and for which an EIS will not be prepared. (See 04/12/A/02 for Federal)	PERMANENT Cutoff when no long revision or reference and transfer to FRC immediately. FRC transfers to NARA 25 years after cut-off. GRS 50/05/A (2)
		(3)	Decision Record (DR) and Record of Decision Detailed written statements prepared to document a ion (ROD) decision following an EA or a ROD prepared to document the decision following an EIS. The statement explains the alternatives considered, the alternative or portions of an alternative selected, any mitigating measures, and - in the case of a ROD - the environmentally preferred alternative. (See 04/12/A/04 for Federal)	PERMANENT. Cutoff when no longer needed fo revision or reference and transfer to FRC immediately. FRC transfers to NARA 25 years after cut-off. GRS 50/05/A (3)
		(4)	Environmental Impact Statement (EIS) Reference Files. Detailed written statements and supporting documents prepared when a proposed action - including a proposed policy or legislative recommendation - is projected to have a significant impact on the quality of the human environment. Contains references copies of the final published statement. (See 04/12/A/05 for Federal)	PERMANENT. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC transfers to NARA 25 years after cut-off. GRS 50/05/A (4)
		(5)	OGE program review reports, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	
		(1)	When the BLM is the lead Agency. (See 04/12/B/01 for Federal)	PERMANENT Cutoff EOFY in which review completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 5 years after cutoff. GRS 50/05/A/5 (1)
		(2)	PERMANENT Cutoff EOFY in which review completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 5 years after cutoff. GRS 50/05/B (2)	PERMANENT Cutoff EOFY in which review completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 5 years after cutoff. GRS 50/05/B (2)
6	<b>ACQUIRED LAND AND INTERESTS IN LAND FILES.</b> Title papers and related documentation of BLM acquisitions by condemnation, purchases, donation, exchange, or otherwise. Authority 43 CFR 2100, 2200. Confidentiality: Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Patent files (Schedule 4/7) and acquisition of water rights files (Schedule 4/17). Location: SO and FO with delegated responsibility. (See 04/13 for Federal)			
	a		Land Exchange Proposals [2200]. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name;	PERMANENT Cutoff EOFY in which final decision is made to drop or

WITHDRAWN  
12-22-2009

		informal proposals are not serialized. Confidentiality: Nonpublic record category 3. (See 04/13/A for Federal)	reject the proposal. Transfer to FRC 3 FRC 3 years after cutoff. FRC transfers to NARA 10 years after cutoff. GRS 50/06 (a)
	b.	ACQUIRED LAND TITLE CASE FILES [2100]. Serialized case files, arranged by number, documenting acquisitions by BLM via gift, purchase, condemnation, or other means, including acquisitions from defunct agencies, such as transfers to NARA 30 years after Federal Farm Mortgage Corporation (FFMC) and cutoff. Farmers Home Administration (FmHA). Includes any related appeal documents and maps. Forms: BLM 2060-2, 3; 3060-1, 2; 9300-8, 9a. Confidentiality: Public record category 1 (See 04/13/B for Federal)	PERMANENT Cutoff EOFY in which final decision is made to drop or reject the proposal. Transfer to FRC 3 FRC 3 years after cutoff. FRC transfers to NARA 10 years after cutoff. GRS 50/06 (b)
	c	ACQUIRED LAND AND INTERESTS IN LAND WORKING FILES AND REFERENCE MATERIAL Reference copies of official. documents; notes, drafts, preliminary or interim data used to prepare final documents; and other work papers and non-record copies of documents related to acquired land and interests in land not described elsewhere.(See 04/13/D for Federal)	PERMANENT. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC transfers to NARA 25 years after cutoff. GRS 50/06 (c)
	d	LAND EXCHANGES. Includes BLM and Forest Service exchanges. This is a cross reference item. (see 04/13E for Federal)	
		(1) Land Exchange Proposals. Land Exchange Proposals. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name; informal proposals are not serialized. Confidentiality: Nonpublic record category 3. These are covered under Schedule 4, Item 13a. Location: FO. (See 04/13/E/01 for Federal)	PERMANENT. Cutoff EOFY in which final decision. is made to drop or reject the proposal. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 10 years after cutoff. GRS 50/06/d/(1)
		(2) Patented lands [1860 – 1865]. When title is transferred, this portion of the land exchange file is separated from the base case file and assigned a unique patent or deed number. Case files are arranged by patent or deed number. Includes patents and deeds issued, corrected, supplemented, amended, or canceled. Location: SO. This portion of the exchange file is covered under Schedule 4, Item 7c. (See 04/13/E/02)	PERMANENT. Cutoff EOFY in which patent is issued, amended, supplemented, canceled. Establish compliance files, if needed, for patents requiring limited or in perpetuity monitoring/compliance checks. Transfer file to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. GRS 50/06/d (2)
		(3) Lands transferred to BLM via Land Exchange [2200]. When warranty deed is issued and there are multiple transactions in the land exchange file, this portion of the Land exchange file is separated from the base case file And assigned a unique serial number. If there are not multiple transactions, only one -PT case is established land exchange file is separated from the base case file lashed As the base case. Case files are arranged by serial number. Includes deeds issued,	PERMANENT. Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff. GRS 50/06/d(3)

WITHDRAWN  
12-22-2009

			corrected, supplemented, amended, or canceled. Location: SO or FO. This portion of the exchange file is covered under Schedule 4, Item 13b. (See 04/13/E/03 for Federal)	
		(4)	Valid Existing Rights on Lands Transferred to BLM via Land Exchange	PERMANENT. Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when no longer needed. FRC transfers to NARA 25 years after cutoff. GRS 50/06/d (4)
7	<b>LAND WITHDRAWAL, CLASSIFICATION, RESERVATION, DETERMINATION, AND DESIGNATION FILES [2070, 2300, 2400, 3020]</b> Documenting actions to formally withdraw, classify, reserve, determine, or designate specific areas of federal land for such purposes as disposal, mineral prospecting and leasing, petroleum reserves, oil shale reserves, waterpower, reservoir sites, military use, and special area designations, such as National Natural Landmarks, National Historic Landmarks, Critical Habitat Areas, National Recreation Trails, Biosphere Reserves, World Heritage Sites, National Wild and Scenic Rivers, National Historic Trails, National Scenic Trails, National Conservation Areas, National Recreation Areas, Areas of Critical Environmental Concern, Research National Areas, Wilderness Areas, Experimental Ecological Reserves, Wildlife Reserves, etc. Contains initial orders and subsequent revocations or cancellations and any related appeal actions and maps. May contain analysis of impact of proposed activities to the trust assets and documentation of consultative with Tribes or Individual Indians. Under EO 13175. Authority: 43 CFR 2070, 2300, 2400. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16). Note: Depending on type of withdrawal. (See 04/18 for Federal)			
	a.	Withdrawal, Classification, and Designation Informal Proposal Case Files. Documenting informal proposals for classification or withdrawal, which do not subsequently result in a formal application. Arranged by proponent name, informational proposals are not serialized. Location: FOs. (See 04/18A/for Federal)		
	b.	Withdrawal, Classification and Designation Case Files. Serialized case files arranged by number. Includes any related appeal documents and maps. Forms: BLM 2060-2; 2093-1; 3060-1, 2. Location: SO. (See 04/18/B for Federal)		
		(1)	Withdrawal, Classification, and Designation Formal Order Approved Case Files. Documenting applications or initiatives that result in issuance of a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order. Consists of the application or initiative, narrative justification for the proposed action, land and the mineral reports, copies of the order as published in the Federal Register, record copy of final order or designation, copies of press releases or other evidence of publicity, and documentation of subsequent	PERMANENT. Cutoff upon issuance of Order. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff. 50/07/b (1)

WITHDRAWN  
12-22-2009

			modifications, reductions, amendments, etc. (See 04/18/B/01 for Federal)	
		(2)	Withdrawal, Classification, or Designation Applications or Initiatives Unapproved Case Files. Documenting applications or initiatives that do not result in a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order. . (See 04/18/B/02 for Federal)	PERMANENT Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant or proponent. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. 50/07/b (2)
	c.		Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures (KGS), Known Geothermal Resource Areas (KGRA), Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of National Areas, Occurrences of Non-Leasable Minerals and Materials, Waterpower Designation Areas. Location: SO. (See 04/18/C for Federal)	
		(1)	Withdrawal, Classification and Designation Final Reports and Maps. Record copies. (See 04/18/C/01 for Federal)	
		a.	Reports. One record copy of each final report. (See 04/18/C/01/A for Federal)	PERMANENT. Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. 50/07/c/1(a)
		b.	Maps. One record copy of each edition, revision, or variant of each final map. (See 04/18/C/01/B for Federal)	PERMANENT. Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. 50/07/c/1 (b)
		(2)	Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally Transfer to FRC 1 year after cutoff. Withdrawal, Classification and Designation Reports and Withdrawal, Classification and Withdrawal, Classification and Designation Reports and d Designation Reports and withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of after cutoff. Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of	

WITHDRAWN  
12-22-2009

			National Areas, Occurrences of Non-Leasable Minerals and Materials, Waterpower Designation Areas. Location: SO. (See 04/18/C for Federal)	
8.	<b>RESOURCE MANAGEMENT PLAN (RMP) FILES [1610}</b> . Plans to guide and control management actions and the development of subsequent, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. May contain analysis of impact of proposed activities to the trust assets and documentation of consultative with Tribes or Individual Indians. Under EO 13175. Authority: 43 CFR 1610. Confidentiality: Public record category 1, except that plans and EISs still in progress prior to release for comments and information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 3. Exclusions: Resource activity plans (Schedule 4/20). (See 04/19 for Federal)			
	a.	RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by the BLM, the BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant of each published final RMP/EIS, map, atlas, overlay and all related indexes (in map or other form). May contain analysis of impact of proposed activities to the trust assets and documentation of consultative with Tribes or Individual Indians. Under EO 13175. Location: FOs with delegated responsibility. See item c for working files and reference copies. (See 04/19/A for Federal)		PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer To NARA 12 years after cutoff. GRS 50/08 (a)
	(1)	RMP Case Files. Consists of: - Management Situation Analysis (MSA). A concise, written analysis of resource occurrence, condition, and opportunities. Notice of Intent (NOI). A public notice that a planning document will be prepared and analyzed. Notice describes the planning action, alternatives, the scoping process, potential issues, the preliminary planning criteria, and the identity of the person to contact about the proposed plan. - Draft Plan and Draft Environmental Impact Statement (EIS). A single document containing a proposed RMP and alternatives, including a "no action" alternative, together with a draft EIS which analyzes the impacts of those alternatives. - Proposed Plan and Final EIS. A single document containing a proposed Pla and alternatives considered together with a final EIS. - Approved Plan/Record of Decision		PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer To NARA 12 years after cutoff. GRS 50/08/a (1)

WITHDRAWN  
12-22-2004

			<p>(AP/ROD). Single document containing the legal record of decision describing the alternative, any mitigating measures and identifies the environmentally preferred alternative and, in a separate section, contains the approved plan in its entirety. - Resource Objectives and Monitoring Plan (ROMP). An interdisciplinary monitoring plan to determine how the objectives in the RMP and subsequent site-specific plans are to be achieved. - Planning Protests. Protests to Proposed Plan and Proposed Plan Amendments filed in writing with the Director. Protesters must have standing to protest and must file within a 30 day protest period. - Draft Plan Amendment. Single document containing draft plan amendment and alternatives, including a "no action" alternative, together with either a draft EIS or draft EA that analyzes the environmental effects of the alternatives. - Proposed Plan Amendment. Single document containing proposed plan amendment and alternatives considered together with either a Final EIS or Final EA. (See 04/19/A/01 for Federal)</p>	
		(2)	<p>RMP Maps, Overlays, and Related Indexes. One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form). . (See 04/19/A/02 for Federal)</p>	<p>PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent record to FRC when the relate plans (4/19a) are transferred. FRC transfers to NARA 12 years after cutoff. 50/08/a (2)</p>
			<p>a. RMP Maps, Overlays, and Related Indexes. One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form). . (See 04/19/A/02 for Federal)</p>	<p>PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other non-record materials, and short-term documents. Transfer remaining permanent record to FRC when the relate plans (4/19a) are transferred.</p>

WITHDRAWN  
12-22-2009

				FRC transfers to NARA 12 years after cutoff. GRS 50/08/a/(2)	
			b	RMP Public Participation Case Files. Record copies that document public involvement in the BLM planning process. Used in the development of RMPs and for any subsequent protests public participation plans, mailing lists, notices, register concerning the plans. Consists of public participation plans, mailing lists, notices, registers of attendees at public participation activities, and public comments. Forms: BLM 1600-16. Location: FOs with delegated responsibility. (See 04/19/B for Federal)	PERMANENT. Cutoff EOFY in which final plan and maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff. GRS 50/08/a/(b)
			c	RMP Working Files and Reference Material. Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to RMPs. Includes duplicate of "dummy" RMP case files and reference copies of published plans and maps. Location: SO, FOs. (See 04/19/C for Federal)	PERMANENT. Cutoff EOFY in which final plan and maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff. GRS 50/08/a/(c)
			d	RMP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration transcripts, and related papers. Forms: BLM 1842-1, 2; (See 04/19/D for Federal)	PERMANENT. Cutoff EOFY in which the authorization terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff. GRS 50/08/a/(d)
9	<b>MINING CLAIMS UNDER THE GENERAL MINING LAWS [3800].</b> BLM is responsible for the administration of the mining laws on all public lands, both surveyed and unsurveyed. This involves encouraging and protecting the rights of the mining claimant in prospecting, exploring for and developing locatable minerals on the public land; prohibiting the abuse of the mining laws; ensuring that				

WITHDRAWN  
12-22-2009

	<p>mineral patent applicants comply with applicable laws and regulations; and preventing the unnecessary and undue degradation from operations under the mining laws to other resource values on the public lands. Authority: 43 CFR 3800. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-32. Vital: Legal and Financial Rights Records. Exclusions: Mineral patents (Schedule 4/7), Mining Claim Occupancy Act leases (Schedule 4/14c), Files containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (Schedule 4/29d) prior to transfer. Note: In some limited cases lands have been brought into trust were encumbered by mining claims and the claims have been subsequently maintained. Were these claims found to be invalid they would revert to trust management. (See 04/22 for Federal)</p>		
a	<p>Mining Claim Recordation (MCR) Files [3833]. Claims filed with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment decisions and related papers. Forms: BLM 3814-4; 3830-1; 3842-3; 3890-3, 4. Location: SO. (See 04/22/A for Federal)</p>		
	(1)	MCR Files Filmed	
	a	MCR Case Files.	PERMANENT. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff.
	b	MCR Microform Masters. (See 04/22/A/1/B for Federal)	PERMANENT. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff.
	c	MCR Microform Reference Copies. (See 04/22/A/01/C for Federal)	PERMANENT. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff.
	(2)	PERMANENT. Cutoff EOFY. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff.	PERMANENT. Cutoff EOFY. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 10 years after cutoff.
	(3)	MCR General Files. Mining claim correspondence, arranged by subject that does not relate to a specific claim or serialized case file. (See 04/22/A/03 for Federal)	
b	<p>Mining Claim Validity Examination Case Files [3891]. Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals</p>		

WITHDRAWN  
12-22-2009

		examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid claims are recognized and invalid ones eliminated. Includes contest and appeal documentation. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3060-1, 2. Location: SO, FOs with delegated responsibility. (See 04/22/B for Federal)	
	c	Mining Claim Surface Management Case Files [3802 3809]. Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices a claimant or operator. Consists of the plan or notice d plans of operations filed by the mining related maps, diagrams, environmental assessment, bond if required, evidence of approval or rejection, contests or appeals, notices of noncompliance, evidence of compliance and non-compliance, and related correspondence. Although surface management case files are an extension of the MCR files (item a), they receive a different serial number that is unrelated to the MCR file. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3814-1. Location: FOs with the delegated responsibility. (See 04/22/C for Federal)	PERMANENT. Cutoff in EOFY in which the operations are completed and reclamation is accepted. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 50 years after cutoff.
10		<b>MINERAL LEASE SALE FILES [3000].</b> BLM will document beginning with the BIA request for evaluation, evaluation, and submittal of the evaluation to BIA of competitive mineral lease tracts and work jointly with BIA and MMS regarding the development of operating and revenue terms for formal agreements. Authority: 25 CFR 211, 212, 214, 215, 216, and 225. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Location: SO. (See 04/24 for Federal)	
	a	Mineral Lease Sale History Case Files. Serialized and Non-Serialized case files containing estimates of resource values for each parcel (fair market value determinations for establishing minimum bonus bids). (See 04/24/A for Federal)	PERMANENT. Cutoff EOFY in which the final determination of bid acceptance or rejection is made. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff. 50/010(a)
	b	Mineral Lease Sale and Tract Evaluation Final Report and Map Masters. Record-copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, dispatch maps, and the geological, geophysical, and engineering data supporting the evaluation and (2) the results of post-sale evaluations of tract evaluation and technical data effectiveness and a comparison of sale bids with pre-sale estimates. (See	

WITHDRAWN  
12-22-2009

		04/24/B for Federal)	
	c	Electronic Versions of Mineral Lease Sale Records Created by Electronic Mail and Word processing Applications. 04/24/D	PERMANENT. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC transfers to NARA 25 years after cut-off. 50/010 (b)
11	<p><b>COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING. ORDER FILES [3180, 3280].</b> BLM is responsible for the development of federal oil, gas, and geothermal resources under the principles of multiple-use management. It also has trust responsibility for post-lease operations involving Indian tribal or allotted mineral interests. The records described below document the establishment and monitoring of communitization and unitization agreements, state spacing orders, and subsurface gas storage agreements in order to avoid waste of oil, gas, and geothermal resources and to protect correlative rights. Communitization brings together acreage sufficient for the granting of well permits under applicable state spacing requirements. Unitization consolidates separate leases into a single consolidated unit for the purposes of operating and allocating costs and benefits on a basis as defined in the agreement or plan. Authority: 43 CFR 3180, 3280. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16). (See 04/26 for Federal)</p>		
	a	<p>Communitization or Unitization Agreement Operations Lease and Well Files. Authorizing office record copies. Sterilized case files, arranged by number including both the agreements approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by applicant) and any related appeal documents. Location: SO.</p> <p>Communication or Unitization Agreement Operations Lease and Well Files. Authorizing office record copies. Sterilized case files, arranged by number including both the agreements approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by applicant) and any related appeal documents. Location: SO</p>	
	b	<p>Communitization or Unitization Agreement Operations Lease and Well Files. Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour maps, cross sections, logs, and other related scientific and technical data re. the</p>	<p>PERMANENT. Cutoff EOFY in which the agreement is terminated or the application is rejected by the BLM or withdrawn by applicant and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC SO transfers to NARA 15 years after cutoff. 50/011 (b)</p>

WITHDRAWN  
12-22-2009

		agreement area and production activity. Case files are subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some cases, the SO retains responsibility).(See 04/26/B for Federal)	
		(1) Indian Agreements. Agreements regarding leases on Indian lands. BLM makes recommendations to BIA and manages expenditure after agreement is finalized. (See 04/26/B/01 for Federal)	PERMANENT. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. 50/011/b (1)
12	<b>OIL AND GAS LEASING FILES [3100].</b> The BLM is responsible for the development of federal oil and gas resources under the principles of multiple-use management. It also has trust responsibility for post-lease operations and certain pre-lease activities. Indian tribal or allotted mineral interests. The BLM is responsible for Public Land [Not Indian], the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3100. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: lease or permit applications (Schedule 4/16), exploration permits (Schedule 4/25), oil and gas agreements (Schedule 4/26). (See 04/27for Federal)		
	a	Oil and Gas Operations Lease and Well Files. This series is comprised of the two major file types described below - the lease operations file and the related well files which document the production, safety, and environmental activities on the lease area. Lease and well files are filed together, with the well jackets (folders) placed directly behind the related lease file folder. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1; 3160-3, 4, 5, 8, 9, 10, 11, 12, 13, 15, 16, 17. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO). (See 04/27/Bfor Federal)	PERMANENT. Cutoff EOFY in which the lease is terminated, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer lease and well files to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. 50/012 (a)
	b	Oil and Gas Geologic and Production Reference Files. Documents copied from terminated oil and gas operations files, which have repetitive and multiple applications in support	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC will transfers to NARA 20 years after cutoff. 50/012

WITHDRAWN  
12-22-2009

		of the federal leasing program. Examples include sidewall core analyses, formation tests, bottom hole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e). (See 04/27/C for Federal)	(b)
	c	Oil and Gas Drainage Investigation Working Files. Case files containing duplicate documentation of investigation of potential drainage situations by Oil & Gas wells on adjacent lands. Note: Record copies of drainage documents are file d in the related lease or well file (item b). Location: FOs with delegated responsibility.	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC will transfers to NARA 20 years after cutoff. 50/012 (c)
	d	Oil and Gas Development Map Masters. Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area. Information is obtained from lessee and operator reports, oil scouting services internal sources. Location: SO, FO that produces the and publications, and from internal sources. Location: SO, FO that produces the masters. (See 04/27/E for Federal)	PERMANENT. Cutoff EOFY in which the map redrafted or completed. Transfer to is FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff. 50/012 (d)
	e	Oil and Gas Field Files (Reference). Case files, arranged by field name, containing primarily reference copies of reports, maps, well records, and other technical information on oil and gas fields involving federal, Indian, private, and state lands. Location: SO, FOs. (See 04/27/F for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC will transfers to NARA 20 years after cutoff. 50/012 (e)
	f	Individual Well Records (IWR) and Scout Tickets (Reference). Sheets and card forms showing when and by whom the well was drilled, depth, owner or operator, and drilling results with some related geologic data. Prepared from lessee reports or scouting publications or purchased from commercial firms. Forms: BLM 3160-14, 14a, 14b. Location: SO, FOs. (See 04/27/G for Federal)	PERMANENT. Cutoff EOFY when no longer needed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. 50/012 (f)
13	<b>GEOTHERMAL LEASING FILES [3200].</b> Geothermal resources are depletable subsurface reservoirs of energy composed of: (1) products of natural geothermal processes including indigenous steam, hot water, and hot brine; (2) steam, other gases, hot water and hot brine resulting from artificial introduction of water, gas, or other fluids into geothermal formations; (3) heat or other associated energy found in geothermal formations; (4) any byproducts derived from geothermal		

WITHDRAWN  
12-22-2009

	<p>processes. The BLM is responsible for the development of federal geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease Public Land [Not Indian]; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3200. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25); geothermal agreements (Schedule 4/26). Note: No records at this time; however, could be in the future. (See 04/28 for Federal)</p>	
a	<p>Geothermal Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and the applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3200- 15, 20, 21a, 22, 24. Location: SO and some FOs. (See 04/28/A for Federal)</p>	
b	<p>Geothermal Operations Lease and Well Files. This Well Files. record series is comprised of two major case types that are described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24; 3260-2, 3-5. Location: Office with the delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO). (See 04/28/B for Federal)</p>	
c	<p>Geothermal Geologic and Production Reference Files. Documents copied from terminated geothermal operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e). (See 04/28/C for Federal)</p>	<p>PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC will transfer to NARA 20 years after cutoff. 50/013 (c)</p> <p><i>WITHDRAWN 12-22-2009</i></p>
14	<p><b>SOLID MINERAL LEASING FILES [3400, 3500].</b> The BIA is the federal agency that confers the lease or mineral authorizations to the lessee. BLM is responsible for Indian coal and other solid mineral management of operations. Both have trust responsibility for American Indian tribal or allotted mineral interests. The BIA is responsible for the decision to lease; Indian, issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management;</p>	

	<p>lease management on BIA-administered lands; and coordination with other land management agencies. When resubmitted the BLM will provide its expertise to assist in processing Indian authorizations as it would process BLM mineral tracts (43 CFR 3400 and 3500) except for land exchanges. The BLM will delineate potential coal tracts, analyzes environmental impacts of exploration plans and mining plans, and appraises lease tract values. . Authority: 25 CFR 211,212 and 215. Confidentiality: Public record category 1, except some files may contain proprietary-confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration and prospecting permits (Schedule 4/25); mineral material sales (Schedule 4/6b). (See 04/29 for Federal)</p>	
a	<p>Solid Mineral Lease Application Case Files. Authorizing office record copies. Indian case files, arranged by number, including both leases approved by the BIA and applications unapproved (either documents. Forms: BIA Location: SO and some Fos rejected by the BIA or withdrawn by the applicant) and related appeal (See 04/29/A for Federal)</p>	<p>PERMANENT. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. 50/014/ (a)</p>
b	<p>Solid Mineral Lease Operations Files. Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities. (See 04/29/B for Federal)</p>	
(1)	<p>Solid Mineral Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases on Indian trust land for which the BLM has minerals management responsibilities. (See 04//29/B/01 for Federal)</p>	<p>PERMANENT. Cutoff EOFY in which the leases terminate, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. 50/014/b (1)</p>
c	<p>Mine Maps and Abandonment Reports. Indian. Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings detailing method of abandonment, surface reclamation, closure of surface openings, and compliance with lease stipulations. (See 04//29/C for Federal)</p>	<p>PERMANENT. Cutoff EOFY in which the leases terminate, the bond is released, and appeal rights are exhausted. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. 50/014( c)</p>

WITHDRAWN  
12-22-2009

	d	Solid Minerals Geologic and Production Reference Files. Documents copied from terminated solid mineral operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, Fos. (See 04//29/D for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC will transfer to NARA 20 years after cutoff. 50/014 (d)
15		<b>OIL SHALE LEASING FILES [3900].</b> Oil shale is a fine-textured sedimentary rock containing organic matter that can yield oil and hydro-carbon gas by destructive distillation. The BLM is responsible for the development of federal oil shale resources under the principles of multiple-use management. It also has trust responsibility for Indian tribal or allotted mineral operations. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 30 U.S.C. 181, 301-306, 351-359. Confidentiality: Public record category 1, except some files may contain certain proprietary/confidential information which is non-public record category 3; Privacy Act System Interior/LLM-3. Vital: Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25). (See 04//30 for Federal)	
	a	Oil Shale Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Location: UT & WY SO. Note: No records at this time; however, records could be created in the future. (See 04//30/A for Federal)	PERMANENT. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. GRS 50/015 (a)
	b	Oil Shale Lease Operations Files regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related material. Case files may be subdivided by subject into additional folders as volume warrants. Location: UT & WY SO. Note: No records at this time; however, records could be created in the future. (See 04//30/B for Federal)	
		(1) Oil Shale Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production

WITHDRAWN  
12-22-2009

			Indians for which the BLM has minerals management responsibilities. (See 04//30/B/01 for Federal)	reference files (item c). Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. 50/015/b (1)
	c		Oil Shale Lease Operations Maps. Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc. Location: UT & WY SO. Note: No records at this time; however, records could be created in the future. (See 04//30/C for Federal)	
		(1)	Oil Shale Final Maps Location: UT & WY SO. Note: No records at this time; however, records could be created in the future. (See 04//30/C/01 for Federal)	
		(2)	Oil Shale Intermediate and Pre-Final Maps and Plats. Location: UT & WY SO. Note: No records at this time; however, records could be created in the future. (See 04//30/C/02 for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC will transfer to NARA 20 years after
16	<b>SERIALIZED CASE FILE INDEXES.</b> Alphabetical paper indexes to serialized case files. Authority: 43 CFR control purposes or when fully 1813, 1821, 3833. Confidentiality: Privacy Act System automated. Transfer to FRC 5 years Interior/LLM-32. Location: SO. (See 04/31 for Federal) after cutoff.			PERMANENT. Cutoff when no longer needed for control purposes or when fully automated. Transfer to FRC 5 years. After cutoff. FRC transfers to NARA 30 years after cutoff. 50/016
17	<b>SERIAL REGISTER PAGES AND LOGS [1274].</b> The serial register was created on July 1, 1908, as a digest of each public land case. The serial pages document a brief history of each case and are used as a control to prevent duplication of case file serial numbers. Typed paper masters were discontinued in 1984, after which serial pages were produced electronically by case recordation systems. Authority: 43 CFR 1813, 1821, 3833. Forms: BLM 1274-1, 18. Confidentiality: Public record category 1; Privacy Act System Interior/LLM-32. Exclusions: Case recordation systems that produce serial pages (see Schedule 30). Location: Masters created and maintained by SO; duplicates by AFO. (See 04/32 for Federal)			
	a		Serial Pages and Logs Not Filmed. Record-copies that were never filmed to archival standards in accordance with 36 CFR 1230. Arranged by number in book form with removable pages. (See 04/32/A for Federal)	PERMANENT. Cutoff EOFY in which the masters are no longer needed for control purposes or when fully automated. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 10 years after cutoff 50/017 (a)
	b.		Serial Pages and Logs Filmed. Record copies filmed to archival standards in	PERMANENT. Cutoff EOFY. Transfer to FRC 6

WITHDRAWN  
12-22-2009

		accordance with 36 CFR 1230. (See 04/32/B for Federal)	transfer to NARA 20 years after years after cutoff. 50/017 (b)
	c.	Microform Masters. (See 04/32/C for Federal)	PERMANENT. Cutoff EOFY in which filmed. Transfer silver original and one copy to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. 50/017 (c)
	d.	Microform Duplicates. (See 04/32/D for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC will transfer to NARA 20 years after cutoff. 50/017 (d)
<b>18</b>	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. (See 04/41 for Federal)		
	a	Copies that have No Further Administrative Value. After the record keeping copy is made.	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC transfers to NARA 20 years after cutoff. 50/018(a)
	b	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the record keeping copy. (See 04/41/B for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC transfers to NARA 20 years after cutoff. 50/018 (b)
<b>19</b>	<b>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES [1278].</b> Files created in response to requests for information under FOIA consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of request record or copy thereof. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-71. Location: All. (See 14/11 for Federal)		
	a.	FOIA Request Case Files. Case files, containing the request, reply, other correspondence, and supporting documents, arranged by request number. Exclusions: Official file copy of the records requested if filed herein (item b). (See 14/11/A/A1 for Federal)	PERMANENT. . Cutoff EOFY. Transfer to FRC 2 years after date of reply. FRC transfers to NARA 10 years after cutoff. 50/019/ (a)
	(1)	Granting Access to All Requested Records. (See 14/11/A/01 for Federal)	Responses to FOIA Request. Responding to requests for non existent records, to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees (See 14/11A/02 for Federal) 50/019/a/1
	b	FOIA responses not appealed. (See	PERMANENT. . Cutoff EOFY. Transfer to FRC 6 years after date of reply. FRC transfers to NARA 20

WITHDRAWN  
12-22-2009

			4/11/A/02/A for Federal)	years after cutoff. 50/019/a/1 (b)	
		(3)	Denying Access to All or Part of Records Requested. (See 14/11/A/03 for Federal)		
			a	PERMANENT. . Cutoff EOFY. Transfer to FRC 2 years after date of reply. FRC transfers to NARA 10 years after cutoff. 50/019/a/3 (a)	
			b.	FOIA denials appealed. (See 14/11/A/3/B for Federal)	PERMANENT. . Cutoff EOFY. Transfer to FRC 2 years after date of reply. FRC transfers to NARA 10 years after cutoff. GRS 50/019/a/3 (b)
20	<b>FOIA APPEALS FILES [1278].</b> Files created in responding to administrative appeals under the FOIA for release of information denied by the BLM, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official, file copy of records under appeal or copy thereof. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/OS-69. Location: All. (See 14/12 for Federal)				
	a.	Correspondence and Supporting Documents. Exclusions: the file copy of the records under appeal if filed herein. (See 14/12A for Federal)		PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after date of reply. FRC transfers to NARA 20 years after cutoff. GRS 50/020 (a)	
	b	Official File Copy of Records under Appeal (See 14/12/B for Federal)		PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after date of reply. FRC transfers to NARA 20 years after cutoff.	
21	<b>FOIA CONTROL FILES [1278].</b> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-71. Location: All. (See 14/13 for Federal)			GRS 50/020 (b)	
22	<b>PUBLICATIONS BY BLM [1550].</b> Published reports, books, pamphlets, booklets, brochures, and other BLM publications (or the last manuscript report if not published). Consists of BLM technical notes, Public Land Statistics, and other BLM published scientific and technical reports and releases not described elsewhere. Authority: Title 44 U.S. Code; DM 314. Forms: BLM 1165-22, 36, 60, 61, 63-73. Confidentiality: Non-public record category 3. Location: All. Exclusions: Reference copies of publications (Schedule 23/21), printing project or job files (Schedule 13/2), BLM directives masters (Schedule 16/1), published maps (Schedule 17/1d), resources inventories, studies, and surveys (4/18). (See 16/17 for Federal)				
	a	Publications Masters. One record copy from the originating office of each published report, publication, pamphlet, booklet, brochure, technical note, or other BLM (See 16/17/A)		PERMANENT. Cutoff EOFY in which issued. Transfer to FRC in 5-year blocks when the most recent records are 5 years old (e.g., transfer FY90-94 block in. FY2000). FRC transfers to NARA when	

WITHDRAWN  
12-28-2009

			most recent records are 10 years old. GRS 50/022 (a)
	b	Publications Case Files. Related to (a) above which document aspects of the development of the publication. (See 16/17B for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after date of reply. FRC transfers to NARA 20 years after cutoff. GRS 50/022 (b)
23	<b>CADASTRAL SURVEY FILES [9600].</b> Hard copy documentation for all types of cadastral surveys (original surveys, dependent and independent resurveys, town site surveys, supplemental surveys, agricultural surveys, homestead entry surveys, mineral surveys, etc.) related to Indian Trust. Authority: 43 CFR 9180. Forms: BLM 9180-27, 28; 9600-2, 3, 4, 6, 13-18, 21, 27, 29, 30. Vital: Legal and financial rights records. Exclusions: Geologic and geophysical survey records (Schedule 4/18); Cadastral Survey Field Notes System (Schedule 20/67); Legal Land Description (LLD) System (Schedule 30/7); Geographic Coordinate Data Base (GCDB) (Schedule 30/9). (See 17/14 for Federal)		
	a	Cadastral Survey Requests. BLM Form 9600-4 or equivalent. Confidentiality: Non-public record category 3. Location WO, SO, FO (See 17/14/A)	
		(1)	Cadastral Survey Requests Approved. Requests which result in an official survey. (See 17/14/A/01 for Federal)
		(2)	Cadastral Survey Requests Unapproved. (See 17/14/A/02 for Federal)
	a	Cadastral Survey Group, Mineral Survey, Supplemental Plat, and Amended Protraction Diagram (APD) Files. Case files, arranged by group or mineral survey number, township and range, or APD number which document original surveys, re-surveys, supplemental surveys, supplemental plats, and APDs. Consists of the request or application, approval, order, special instructions, assignment instructions, original or amended location notices, costs, and other related documentation. Confidentiality: Public record category 1. Location: WO, SO. (See 17/14/B for Federal)	PERMANENT. Cutoff EOFY in which survey is accepted or the date of final decision on any appeal transfer to FRC 1 year after cutoff. FRC will transfer to NARA when records are 75 years old. GRS 50/023 (a)
	b		
	c	Survey Field Notes and Plats. (See 17/14/C for Federal)	

WITHDRAWN  
12-22-2009

		(1)	Survey Field Notes and Plats Originals. Official field notes and plats showing (1) lines surveyed, established, retraced, surveyed, (2) direction and length of lines, (3) relation to adjoining survey, (4) boundary description, and (5) area of each parcel subdivided. Confidentiality: Public record category 1. Location: WO, SO. (See 17/14/C/02 for Federal)	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. GRS 50/023/c (1)
	d		Cadastral Survey Finding Aids. Both hard copy and microform copies. Confidentiality: Public record category 1. Location: WO, SO, FO. (See 17/14/D for Federal)	
		(1)	Protraction Diagrams and Amended Protraction Diagrams. Plan of survey for unsurveyed areas, including original diagrams and any subsequent amendments arranged by diagram number. (See 17/14/D/05 for Federal)	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. GRS 50/023/d (1)
24	<b>EVALUATION, INSPECTION, AUDIT, OR REVIEW CASE FILES [1240].</b> Documenting internal program audits, program evaluations, administrative and technical NARA 25 years after cutoff. procedures reviews, and other reviews of BLM programs, operations, and procedures, including administrative and general management review task force records. Consists of the official report of the audit, review or evaluation, correspondence, and supporting documentation maintained by the office conducting the audit, review, or evaluation. Includes records created by streamlining and other team established to evaluate processes and procedures. Forms: BLM 1240-6, 7, 7a, 7b, 9, 12, 13, 14, 14b, 15. Confidentiality: Non-public record category 3. Location: All. Exclusions: Reference copies (Schedule 23/21), indexes to these records (Schedule 23/9) and organizational studies (Schedule 16/13). (See 22/02 for Federal)			PERMANENT. Cutoff EOFY in which completed. Transfer to FRC 3 years after cutoff. FRC transfer to NARA 25 years after cutoff. GRS 50/024

WITHDRAWN  
12-22-2009

25	<b>OIG CONTACT REPORTS FILES [1245].</b> Forms: BLM 1245-1 and related correspondence. Confidentiality: cutoff. FRC transfer to NARA 10 years after Non-public record category 3. Location: All. (See 22/04 for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 3 years after cutoff. FRC transfer to NARA 10 years after cutoff. GRS 50/025)
26	<b>OFFICE ADMINISTRATIVE FILES.</b> Records accumulated by individual offices that relate to the Internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. Authority: 36 CFR 1222.10. Confidentiality: Non-public record category 3. Location: All. Exclusions: record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office (Schedule 16/18). (See 23/01 for Federal)	
	General Correspondence and Reports Files. Also called "General Subject Files." Documents filed according to their general informational or subject content and usually arranged by the subject codes listed in BLM Manual 1220. Comprised mainly of letters and memoranda but also forms, reports, and other material, all relating to program and administrative functions, not to specific cases or projects. Includes temporary delegations of authority (to specific positions), copies of recurring reports, and newsletters. Forms: SF-203, 291; BLM 1165-22, 36, 60 61, 63-73; 1203-1, 2; 1271-1, 1a, 1b, 1d; 1600-13; 1788-1, 2, 6500-1. Exclusions: Long term delegations of authority (Schedule 16/1). (See 23/01/A for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 3 years after the date of the latest entry. FRC transfer to NARA 10 years after cutoff. GRS 50/026 (a)
b.	Reader Files. Also know as Chronological Files (See 23/01/B for Federal)	
(1)	Reader Files - Originating Office Copies. Copies of no sensitive outgoing correspondence arranged chronologically and maintained for reference. (See	PERMANENT. Cutoff end of each month. Transfer to FRC 1 year after cutoff. FRC transfer to NARA 5 years after cutoff. GRS 50/0326/b (1)

WITHDRAWN  
12-22-2009

			23/01/B/01 for Federal)	
		(2)	Reader Files - Other Copies. Copies provided by other offices for "information only" and review purposes. (See 23/01/B/02 for Federal)	PERMANENT. Cutoff end of each month. Transfer to FRC 1 year after cutoff. FRC transfer to NARA 5 years after cutoff. GRS 50/026/b (2)
27	<b>TRACKING AND CONTROL FILES RE. TEMPORARY FILES NOT DESCRIBED ELSEWHERE.</b> Logs, registers, and other records, regardless of media, used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or BLM Schedules. Confidentiality: Non-public record category 3. Forms: OF-11, 23, 24; BLM 1223-6; 1272-7; 1274-7; 1279-2, 3, 7; 1370-36; 1510-1; 9230-8, 18, 19. Location: All. (See 23/08 for Federal)			PERMANENT. Cutoff EOFY. Transfer to FRC 2 years after the date of the latest entry. FRC transfer to NARA 15 years after cutoff. GRS 50/027
28	<b>FINDING AIDS TO TEMPORARY RECORDS NOT DESCRIBED ELSEWHERE.</b> Indexes, lists, registers, and other finding aids, regardless of media, used only to provide access to records authorized for destruction by the GRS or BLM Schedules. Exclusions: records containing abstracts or other information that can be used as an information source apart from the related records. Confidentiality: Mixed public and non-public records. Forms: BLM 1279-1. (See 23/09 for Federal)			PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 20 years after cutoff. GRS 50/028
29	<b>NONRECORD PAPER WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE.</b> Working or reference copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other work papers and nonrecord copies of documents that are not described elsewhere. Also, organized reference material maintained for convenience and reference purposes only, such as Township and Range (T & R) reference files, library collections, vendor catalogs, duplicate or "dummy" case files, waterpower classification status township cards, paper reference copies of manual releases, IBLA Decisions, Solicitor Opinions, or other legal references. Authority: 36 CFR 1222.34. Confidentiality: Mixed public and non-public records. Location: All. (See 23/21 for Federal)			PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 20 years after cutoff. GRS 50/029
30	<b>NONRECORD MICROFORM.</b> Microform files that are considered nonrecord reference copies and do not replace the official paper records being filmed. Includes Public and Statistics, IBLA Decisions, and other references on microform. Authority: 36 CFR 1222.34. Confidentiality: Mixed public and non-public records. Location: All. Exclusions: Master pay record microform (Schedule 2/32); land status microform (Schedule 4/13), mining claims microform (Schedule 4/51); SIMO drawing microform (Schedule 4/52); paper records documenting inspections of microform (GRS 16/10); maps on microform (Schedule 17/1); well logs and directional surveys on microform (Schedule 4/18e). (See 23/22 for Federal)			PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 20 years after cutoff. GRS 50/030
31	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. (See 23/26 for Federal)			
	a	Copies that No Further		PERMANENT. Cutoff

WITHDRAWN  
12-22-2009

		Administrative Value. After the recordkeeping copy is made. Includes copies Maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. (See 23/26/A for Federal)	EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 20 years after cutoff. GRS 50/031 (a)
	b	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy. (See 23/26/B for Federal)	PERMANENT. Cutoff EOFY. Transfer to FRC 6 years after cutoff. FRC transfer to NARA 20 years after cutoff. GRS 50/031 (b)

WITHDRAWN  
12-22-2009

**BLM Schedule 50 - Indian Fiduciary Trust Records - N1-49-08-1 - All series proposed as "Permanent"**

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
<b>1</b>	<b>PATENT &amp; OTHER CONVEYANCE FILES</b>				
1a	Patent Applications, Rejected or Withdrawn.	Permanent	NC1-49-85-2, 4/7a(1)	N/A	
1b	Land Entries allowed/cancelled	Permanent	NC1-49-85-2, 4/7b	N/A	
1c(1)	Patent Issued Official Case Files.	Permanent	NC1-49-85-2, 4/7c(1,3), 7e	N/A	
1c(2)	Patent Compliance Case Files.	Permanent	NC1-49-85-2, 4/7c(2).	N/A	
1c(3)	Patents Issued Bound Copies.	Permanent	NC1-49-85-2, 4/7c(4).	N/A	
1c(4)	Patent Registers.	Permanent	N1-49-90-1, 4/7c(4)	N/A	
<b>2</b>	<b>LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE</b>				
2a	Patent Applications.	Temporary. 15 years	N1-49-90-1, 4/9a	Yes	
2b	Litigation and Civil Action Reference Files.	Temporary. When no longer needed....	N1-49-90-1, 4/9b	No	Non-record reference
<b>3</b>	<b>LAND STATUS &amp; USE FILES</b>				
3a	Master Title Plat (MTP)	Permanent	NC1-49-85-2, 17/1a(1)	N/A	
3b	Supplemental Use Plat Masters	Permanent	NC1-49-85-2, 17/1b(1)	N/A	
3c	Historical Index Masters	Permanent	NC1-49-85-2, 17/4a(1)	N/A	
3d	Tract Book Masters	Permanent	NC1-49-85-2, 17/1c(1)	N/A	
3e	Control Document Index	Temporary. When superseded.	NC1-49-85-2, 17/4c	Yes	
3f	Land Status Microfilm.	Temporary. When no longer needed.	NC1-49-85-2, 17/1a(2), 1b(2), 4a(2), 4b	No	Reference copy
3g	Land Status Working Files and Reference Copies	Temporary. When superseded, obsolete, or no longer needed.	NC1-49-85-2, 17/4c	No	Reference copy
3h	Land Status Control Files	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/10h	Maybe	
<b>4</b>	<b>RESOURCES INVENTORY, STUDY, SURVEY &amp; MAPPING FILES</b>				

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
4a	Resources Inventory, Study or Survey Case Files	Permanent	N1-49-90-1, 4/11a	N/A	
4b	Resources Inventory, Study, or Survey Working Files and Reference Materials	Temporary. 25 years	N1-49-90-1, 4/11b	No	Reference copy
4c(1)(a)	Resources Inventory, Study, or Survey Final Maps and Reports, Final Report and Masters, Reports	Permanent	N1-49-90-1, 4/11c(1)(a)	N/A	
4c(2)	Resources Inventory, Study, or Survey Final Maps and Reports, Final Report and Map Reference Copies	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/11c(2)	No	Reference copy
<b>5</b>	<b>ENVIRONMENTAL POLICY ACT FILES</b>				
5a(1)	Environmental Review Reference Files, Environmental Assessment (EA)	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/12a(1)	No	Reference copy
5a(2)	Environmental Review Reference Files, Findings of No Significant Impact (FONSI)	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/12a(2)	No	Reference copy
5a(3)	Environmental Review Reference Files, Decision Record (DR) and Record of Decision (ROD)	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/12a(4)	No	Reference copy
5a(4)	Environmental Review Reference Files, Environmental Impact Statement (EIS) Reference Files	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/12a(5)	No	Reference copy
5a(5)(1)	Office of Government Ethics Program Review Reports, When the BLM is the lead agency	Temporary. 5 years	N1-49-90-1, 4/12b(1)	Maybe	
5a(5)(2)	OGE Program Review Reports, When the BLM is not the lead agency	Temporary. 2 years	N1-49-90-1, 4/12b(2)	No	
<b>6</b>	<b>ACQUIRED LAND AND INTERESTS IN LAND FILES</b>				
6a	Land Exchange Proposals	Temporary. 10 years	NC1-49-85-2, 4/20a	Maybe	
6b	Acquired Land Title Case Files	Permanent	NC1-49-85-2, 4/20c	N/A	
6c	Acquired Land and Interests in Land Working Files and Reference Material	Temporary. When superseded, obsolete, or no longer needed.	NC1-49-85-2, 4/20d-e	No	Reference copy
6d(1)	Land Exchanges, Land Exchange Proposals	Temporary. 10 years	NC1-49-85-2, 4/20a	Maybe	
6d(2)	Land Exchanges, Patented Lands	Permanent	NC1-49-85-2, 4/7c(1,3), 7e	N/A	

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
6d(3)	Land Exchanges, Lands transferred to BLM via Land Exchange	Permanent	NC1-49-85-2, 4/20c	N/A	
6d(4)	Land Exchanges, Valid Existing Rights on Lands Transferred to BLM via Land Exchange	Refer to appropriate Item and follow disposition instructions accordingly.		Yes	
<b>7</b>	<b>LAND WITHDRAWAL, CLASSIFICATION, RESERVATION, DETERMINATION, AND DESIGNATION FILES</b>				
7a	Withdrawal, Classification, and Designation Informal Proposal Case Files	Temporary. 10 years	NC1-49-85-2, 4/25a	Maybe	
7b(1)	Withdrawal, Classification, and Designation Formal Order Approved Case Files	Permanent	NC1-49-85-2, 4/25b(1)	N/A	
7b(2)	Withdrawal, Classification, or Designation Applications or Initiatives Unapproved Case Files	Temporary. 15 years	NC1-49-76-3, B/16	Maybe	
7c(1)a	Withdrawal, Classification, and Designation Reports and Maps, Final Reports and Maps, Reports	Permanent	N1-49-90-1, 4/18c(1)(a)	N/A	
7c(1)b	Withdrawal, Classification, and Designation Reports and Maps, Final Reports and Maps, Maps	Permanent	N1-49-90-1, 4/18c(1)(b)	N/A	
7c(2)	Withdrawal, Classification, and Designation Reports and Maps Intermediate Materials	Temporary. 1 year	N1-49-90-1, 4/18c(2)	No	
<b>8</b>	<b>RESOURCE MANAGEMENT PLAN (RMP) FILES</b>				
8a(1)	RMP Case Files	Permanent	N1-49-90-1, 4/19a(1)	N/A	
8a(2)	RMP Maps, Overlays, and Related Indexes	Permanent	N1-49-90-1, 4/19a(2)	N/A	
8b	RMP Public Participation Case Files	Temporary. 20 years	N1-49-90-1, 4/19b	Yes	
8c	RMP Working files and Reference Material	Temporary. 1 year after final plan and maps are published or when no longer needed.	N1-49-90-1, 4/19c	No	Reference copy
8d	RMP Appeal Case Files	When final decision issued, file with the related RMP file and dispose of accordingly	N1-49-90-1, 4/19d	Maybe	

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
<b>9</b>	<b>MINING CLAIMS UNDER THE GENERAL MINING LAWS</b>				
9a(1)a	Mining Claim Recordation (MCR) Files, MCR Files Filmed, MCR Case Files	Temporary. Return to record title holder after filming	NC1-49-81-1, B/24a	N/A	
9a(1)b	Mining Claim Recordation (MCR) Files, MCR Files Filmed, MCR Microform Masters	Temporary. 50 years	N1-49-90-1, 4/22a(1)(b)	Yes	
9a(1)c	Mining Claim Recordation (MCR) Files, MCR Files Filmed, MCR Microform Reference Copies	Temporary. When superseded, obsolete, or no longer needed.	NC1-49-81-1, B24c	No	Reference copy
9a(2)	Mining Claim Recordation (MCR) Files, MCR Files Not Filmed	Temporary. 50 years	N1-49-90-1, 4/22a(2)	Yes	
9a(3)	Mining Claim Recordation (MCR) Files, MCR General Files	Temporary. 3 years	GRS 23/1a	No	
9b	Mining Claim Validity Examination Case Files	Temporary. 50 years	N1-49-90-1, 4/22b	Yes	
9c	Mining Claim Surface Management Case Files	Temporary. 50 years	N1-49-90-1, 4/22c	Yes	
<b>10</b>	<b>MINERAL LEASE SALE FILES</b>				
10a	Mineral Lease Sale History Case Files	Temporary. 25 years	N1-49-90-1, 4/24a	Yes	
10b	Mineral Lease Sale and Tract Evaluation Final Report and Map Masters	Permanent	N1-49-90-1, 4/24b		
10c	Electronic Versions of Mineral Lease Sale Records Created by Electronic Mail and Word Processing Applications	Temporary. When file copy is generated & added to a recordkeeping system or no longer needed.	N1-49-99-1, 4/24d	No	Reference copy
<b>11</b>	<b>COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING. ORDER FILES</b>				
11a	Communitization, or Unitization Agreement Operations Lease and Well Files, Authorizing office record copies.	Temporary. 15 years	NC1-49-76-3, B/13 and 16	Maybe	
11b(1)	Communitization, or Unitization Agreement Operations Lease and Well Files, Operations case files, Indian Agreements	Permanent	N1-49-90-1, 4/26b(1)	N/A	
<b>12</b>	<b>OIL AND GAS LEASING FILES</b>				

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
12a	Oil and Gas Operations Lease and Well Files	There is a permanent "Indian" item, but the "Federal" series item is Temporary: 75 years. Temporary. When no longer needed.	N1-49-90-1, 4/27b(1)	Yes	
12b	Oil and Gas Geologic and Production Reference Files		N1-49-90-1, 4/27b(2)		
12c	Oil and Gas Drainage Investigation Working Files	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/27c	No	Reference copy
12d	Oil and Gas Development Map Masters	Permanent	N1-49-90-1, 4/27d	No	
12e	Oil and Gas Field Files (Reference)	Temporary. When no longer needed.	N1-49-90-1, 4/27e	No	Reference copy
12f	Individual Well Records (IWR) and Scout Tickets (Reference)	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/27f	No	Reference copy
<b>13</b>	<b>GEOTHERMAL LEASING FILES</b>				
13a	Geothermal Lease Applications Case Files	Temporary. 15 years	NC1-49-76-3, B/13 and 16	Maybe	
13b	Geothermal Operations Lease and Well Files	There is a permanent "Indian" item, but the "Federal" series item is Temporary: 75 years. Temporary. When no longer needed.	N1-49-90-1, 4/28b(1)	Yes	
13c	Geothermal Geologic and Production Reference Files		N1-49-90-1, 4/28b(2)		
<b>14</b>	<b>SOLID MINERAL LEASING FILES</b>				
14a	Solid Mineral Lease Application Case Files	Temporary. 15 years	NC1-49-76-3, B/13 and 16	Maybe	
14b(1)	Solid Mineral Lease Operations Case Files - Indian	Permanent	N1-49-90-1, 4/28c	N/A	
14c	Mine Maps and Abandonment Reports - Indian	Permanent	N1-49-90-1, 4/29b(1)	N/A	
14d	Solid Minerals Geologic and Production Reference Files	Temporary. When no longer needed.	N1-49-90-1, 4/29c	No	Reference copy
<b>15</b>	<b>OIL SHALE LEASING FILES</b>				
15a	Oil Shale Lease Application Case Files	Temporary. 15 years	NC1-49-76-3, B/13 and 16	Maybe	
15b(1)	Oil Shale Lease Operations Case Files - Indian	Permanent	N1-49-90-1, 4/30b(1)	N/A	
15c(1)	Oil Shale Lease Operations Maps, Final Maps	Permanent	N1-49-90-1, 4/30c(1)	N/A	
15c(2)	Oil Shale Lease Operations Maps, Intermediate and Pre-Final Maps and Plats	Temporary. When superseded.	N1-49-90-1, 4/30c(2)	Maybe	

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
16	<b>SERIALIZED CASE FILE INDEXES</b>				
16	Seralized Case File Indexes	Permanent	NC1-49-85-2, 23/7a	N/A	
17	<b>SERIAL REGISTER PAGES AND LOGS</b>				
17a	Serial Pages and Logs Not Filmed	Permanent	NC1-49-86-2, 1a	N/A	
17b	Serial Pages and Logs Filmed	Temporary. Upon verification of the microfilm	NC1-49-86-2, 1b	No	
17c	Microform Masters	Permanent	NC1-49-86-2, 1c	N/A	
17d	Microform Duplicates	Temporary. When superseded, obsolete, or no longer needed.	N1-49-90-1, 4/32d		
18	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</b>				
18a	Copies that have no further administrative value. After the recordkeeping copy is made.	Temporary. Within 180 days after the recordkeeping copy has been produced	GRS 4/5a	No	
18b	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	Temporary. When dissemination, revision, or updating is completed.	GRS 4/5b	No	
19	<b>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS FILES</b>				
19a(1)	FOIA Request Case Files, Granting Access to All Requested Records	Temporary. 2 years	GRS 14/11a(1)	No	
19a(2)b	FOIA Responses not appealed	Temporary. 2 years	GRS 14/11a(2)(a)	No	
19a(3)a	Denying Access to All or Part of Records Requested, FOIA denials not appealed	Temporary. 6 years	GRS 14/11a(3)(a)	No	
19a(3)b	Denying Access to All or Part of Records Requested, FOIA denials appealed	Temporary. Destroy as authorized under Schedule 14/12.	GRS 14/11A(3)(b)	No	
20	<b>FOIA APPEALS FILES</b>				
20a	Correspondence and Supporting Documents	Temporary. 6 years after final determination by agency, 6 years after time at which a requester could file suit, or 3 years after final adjudication whichever is later	GRS 14/12a	No	

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
		Temporary. Dispose of in accordance with approved disposition instructions for the related records or with the related FOIA request whichever is later.			
20b	Official File Copy of Records under Appeal		GRS 14/12b	No	
<b>21</b>	<b>FOIA CONTROL FILES</b>				
21	FOIA Control Files	Temporary. 6 years	GRS	No	
<b>22</b>	<b>PUBLICATIONS BY BLM</b>				
22a	Publications Masters	Permanent	NC1-49-85-2, 16/2	N/A	
22b	Publications Case Files	Temporary. When no longer needed.	N1-49-90-3, 16/31b	Maybe	
<b>23</b>	<b>CADASTRAL SURVEY FILES</b>				
23a(1)	Cadastral Survey Requests, Approved Cadastral Survey Requests,	Other. File within survey group file(item b) and dispose of accordingly.	NC1-49-85-2, 17/31a(1)	N/A	
23a(2)	Unapproved Cadastral Survey Group, Mineral Survey, Supplemental Plat, and Amended Protraction Diagram (APD) Files	Temporary. 5 years	NC1-49-85-2, 17/31a(2)	Maybe	
23b		Permanent	N1-49-96-5, 17/14b	N/A	
23c(1)	Survey Field Notes and Plats Originals Cadastral Survey Finging Aids, Protraction Diagrams and Amended Protraction Diagrams	Permanent	N1-49-96-5, 17/14c2	N/A	
23d(1)		Permanent	N1-49-96-5, 17/14d5	N/A	
<b>24</b>	<b>EVALUATION, INSPECTION, AUDIT, OR REVIEW CASE FILES</b>				
24	Evaluation, Inspection, Audit, or Review Case Files	Temporary. 25 years	NC1-49-85-2, 25/4a	Maybe	
<b>25</b>	<b>OIG CONTACT REPORTS FILES</b>				
25	OIG Contact Reports Files	Temporary. 3 years	NC1-49-90-2, 22/5	No	
<b>26</b>	<b>OFFICE ADMINISTRATIVE FILES</b>				
26a	General Correspondence and Reports Files	Temporary. 3 years	NC1-49-85-2, 23/1a	No	
26b(1)	Reader Files-Originating Office Copies	Temporary. 1 year	NC1-49-85-2, 23/1b(1)	No	
26b(2)	Reader Files-Other Copies	Temporary. 1 month	NC1-49-85-2, 23/1b(2)	No	
<b>27</b>	<b>TRACKING AND CONTROL FILES RE. TEMPORARY FILES NOT DESCRIBED ELSEWHERE</b>				

Item	Name	Previous Disposition	NARA Job #	Potentially Permanent?	Comment
27	Tracking and Control Files Re. Temporary Files Not Described Elsewhere <b>FINDING AIDS TO TEMPORARY RECORDS NOT DESCRIBED ELSEWHERE</b>	Temporary. When 2 years old, or 2 years after the date of the latest entry, whichever applies.	GRS 23/8	No	
28	Finding Aids to Temporary Records Not Described Elsewhere <b>NONRECORD PAPER WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE</b>	Temporary. Destroy/Delete with the related records	GRS 23/9	No	
29	Nonrecord Paper Working Files, Background Materials, and References Not Described Elsewhere	Temporary. When no longer needed.	Does not require NARA approval.	No	
30	<b>NONRECORD MICROFORM</b>	Temporary. When superseded, obsolete, or no longer needed.	Does not require NARA approval.	No	
31	Nonrecord Microform <b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</b>	Temporary. Destroy/Delete within 180 days after the recordkeeping copy has been produced.	GRS 23/10a	No	
31a	Copies that have no further administrative value	Temporary. Destroy/Delete when dissemination, revision, or updating is completed.	GRS 23/10b	No	
31b	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.				