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GRS & BLM Combined Records Schedules

Schedule 22 - Evaluation, Inspection, Audit

Item No. Series Description			Location			-	Disposition Authority		
N.	. Series Description	180	SC	50		KA	Disposition Authority		
2	EVALUATION, INSPECTION, AUDIT, REVIEW CASE FILES [1240]. Documenting internal program audits, program evaluations, administrative and technical 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	x	x	x	x		TEMPORARY. Cutoff end of FY in which completed. Transfer to FRC 3 years after cutoff. FRC destroys 25 years after cutoff. NARA Job: NC1-49-85-2, 25/4a BLM Exception to GRS 22/2. Formatly BLM 25/4a.		
	documentation maintained by the office conducting the audit, review, or evaluation. Includes BLM Forms 1240-6, 7, 9, 12-15.		<u> </u>		-	/			
3	EVALUATION, INSPECTION, AUDIT, REVIEW REPORTS REFERENCE COPIES [1240].	x	x	x	x	x	TEMPORARY: Destroy when no longer needed for reference. NARA Job: NC1-49-85-2, 25/4b BLM		
	[IZTO].	l					Formariy BLM 25/4b.		
4	EVALUATION SCHEDULES [1240]. Includes BLM Form 1240-16.	x	×	x	x	x	TEMPORARY. Cutoff end of FY. Destroy 3 years after cutoff. If filed as general subject files, use BLM-23/1a. UNS		
5	OIG CONTACT REPORTS FILES [1245]. Includes BLM Form 1245-1.	×	x	x	x	x	TEMPORARY. Cutoff end of FY. Destroy 3 years after cutoff. If filed as general subject files, use BLM 23/1a. UNS		
6	EVALUATION, INSPECTION, AUDIT, REVIEW FINDING AIDS AND INDEXES [1240].	x	x	x	x	x	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. <u>UNS</u> Formaly GRS 25/5.		
7- 9	{Reserved)								
10	EVALUATION, INSPECTION, AUDIT, REVIEW WORKING FILES, BACKGROUND MATERIALS, AND REFERENCES NOT DESCRIBED ELSEWHERE. Working copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and non-record copies of documents related to evaluation, inspection, and audit that are not described elsewhere.	X	x	x	x	X	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. <u>UNS</u>		
Ħ	EVALUATION, INSPECTION, AUDIT, REVIEW ELECTRONIC FILES.		-	-	-	-	Records described in this Schedule are authorized for disposal in both hard copy and electronic form under GRS and BLM Schedules 20 and 23.		
12	EVALUATION, INSPECTION, AUDIT, REVIEW MICROFORM FILES [1240]. Includes masters, duplicates, security film, and related microform finding aids.	x	x	x	x	x	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for duplicating, security, or other administrative or reference purposes. UNS		
							Ported April 25 1000		