

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-49-96-2
1. FROM (Agency or establishment) Department of the Interior		DATE RECEIVED	01-18-96
2. MAJOR SUBDIVISION Bureau of Land Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of IRM/Modernization		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Wendy W. Spencer	303-236-6642		

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12/06/95	<i>Wendy W. Spencer</i>	Bureau Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Schedule 23 - Records Common to Most Offices</p> <p>See attached pages.</p> <p><i>Job withdrawn because series 13 are covered by GRS 23, Item 5b.</i></p> <p><i>MMJ 4-18-97</i></p>		

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

**Schedule 23 - Records Common to Most Offices**Introduction

This schedule incorporates the records described in General Records Schedule 23 and adds the BLM general correspondence and reader files.

This schedule covers general subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; transitory documents. This schedule does **not** include materials that BLM has determined to be nonrecord or to materials such as calendars or work schedules claimed as personal.

The general correspondence files described under item 1a are records retained by the originating BLM office as its record of initiation of a routine action, request, or response to requests for information. The purpose of general correspondence files is to bring together all papers on the same topic to make it easier to find information when it is needed. General correspondence files should not contain case-related papers. A case file documents a specific action, event, person, organization, place, project or the like.

Several items covering electronic records produced on stand-alone or networked personal computers (such as word processing file, administrative data bases, and spreadsheets) that were previously in this schedule have been moved to Schedule 20.

The disposition of records described in this schedule that are created in electronic form is government by Schedule 20, item 3.

Item 1a may not be applied to files that contain official program records, such as record copies of program policy, direction, and decision documents (Schedule 16/20).

GRS/BLM Combined Records Schedules

Schedule 23 - Records Common to Most Offices

Item No.	Record Series Description	Disposition Authority
1-4	<b>Reserved</b>	
5	<p><b>SCHEDULES OF DAILY ACTIVITIES.</b>                      Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by federal employees while serving in an official capacity, created and maintained in hard copy or electronic form. <b>Confidentiality:</b> Non-public record category 3. <b>Location:</b> All. <b>Exclusions:</b> Materials determined to be personal (nonrecord material), electronic records described in items a &amp; b (Schedule 20/3).</p> <p><del>a. <b>Files Containing Substantive Information.</b> Relating to official activities, the substance of which has not been incorporated into official files. <b>Exclusions:</b> Records described in item c.</del></p> <p><del>b. <b>Files Documenting Routine Activities Containing No Substantive Information.</b> And records containing substantive information, the substance of which has been incorporated into organized files.</del></p> <p><b>c. Director, Deputy Director, State/Center Directors Schedules.</b> Unique substantive records relating to official activities, includes all high level officials: Heads of Departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees and political appointees serving in equivalent or comparable positions.</p>	<p>TEMPORARY. Cutoff EOFY. Destroy or delete 2 years after cutoff. GRS 23/5a.</p> <p>TEMPORARY. Destroy or delete when no longer needed for convenience or reference. GRS 23/5b.</p> <p>TEMPORARY. Cutoff EOFY. Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff. <b>UN-SCHEDULED</b></p> <p><i>GRS 23, item 5b</i></p> <p><i>Rel. Trans- 2-24-97</i></p>
6-22	<b>Reserved</b>	