

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-49-96-6
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	3-25-98	<i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>45</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> 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 GRS OR SUPERSEDED JOB CITATION	10.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.	Schedule 20 - Electronic Records  See attached pages.		

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

**Schedule 20 - Electronic Records**Introduction

This schedule provides disposal authorization for certain electronic records and specified hard copy (paper) or microform records that are integrally related to the electronic records.

This schedule applies to disposable electronic records created or received by Federal agencies including those managed for agencies by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators, and all personnel with access to a computer. Disposition authority is provided for certain master files, including some tables that are components of data base management systems, and certain files created from master files for specific purposes. In addition, this schedule covers certain disposable electronic records produced by end users in office automation applications. These disposition authorities apply to the categories of electronic records described in GRS 20, regardless of the type of computer used to create or store these records.

**Schedule 20 does not cover all electronic records.** ALMRS and other related records can be found in Schedule 30. Electronic records not covered by any of the Schedules may not be destroyed unless authorized by a Standard Form 115 that has been approved by the NARA.

The records covered by several items in this schedule are authorized for erasure or deletion when no longer needed for administrative, legal, audit, or other operational purposes. NARA could not establish a more definite retention that would be appropriate in all applications. BLM should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records authorized for destruction when no longer needed by the GRS.

Items 1a (in part) and 2a of this schedule apply to hard copy or microform records used in conjunction with electronic files. Item 1 also covers printouts produced to test, use, and maintain master files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records regardless of the medium in which such documentation and programs exist.

This schedule has been revised to include electronically-generated records previously covered in GRS23, Records Common to Most Offices. The items moved from GRS 23 have been added at the end, except the item covering administrative data bases that has been incorporated into item 3.

Electronic versions of records authorized for disposal elsewhere in the GRS may be deleted under the provisions of item 3 of Schedule 20.

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 20 - Electronic Records

Item No.	Record Series Description	Disposition Authority
1-15	<b>Reserved</b>	
16	<p><b>DATA VERIFICATION AND QUALITY CONTROL FILES NOT DESCRIBED ELSEWHERE [1283].</b></p> <p>Data verification documents the accuracy or factuality of data through a comparison process to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. See BLM Manual 1283. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p>	<p><b>TEMPORARY.</b> Destroy when no longer needed for audit or legal purposes, such as pending litigation. <b>UNSCHEDULED</b></p>
17	<p><b>ELECTRONIC SYSTEM PROJECT HISTORY FILES NOT DESCRIBED ELSEWHERE.</b></p> <p>Files that document the conception, planning, and development and/or improvement of the project. <b>Exclusions:</b> System documentation (GRS 20/11) and reference copies maintained by other offices (see BLM 23/21). <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p> <p><b>a. Records that Document Significant Systems, Changes, or Revisions to BLM Records.</b> Consists of the concept of operations documentation, project charter, plans, approvals, briefing and issue papers, official agency record designation documentation (aka records transition), and other project history information of continuing value. Record copies maintained by the project manager.</p> <p><b>b. Other Project History Files.</b> Consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, and other project history information of temporary value. Record copies maintained by the project manager.</p>	<p><b>PERMANENT.</b> Cutoff EOFY in which the system is installed and the project is terminated. Transfer to FRC 1 year after cutoff. FRC offers to NARA 10 years after cutoff. <b>UNSCHEDULED</b></p> <p><b>TEMPORARY.</b> Cutoff EOFY in which the system is installed and the project is terminated. Transfer to FRC 1 year after cutoff. FRC destroys 10 years after cutoff. <b>UNSCHEDULED</b></p>
18	<p><b>SOFTWARE IMPROVEMENT PROJECT (SIP) RECORDS.</b></p> <p>Service Center SIP records, both paper and electronic, documenting the conversion of several existing software applications to a more structured code in preparation for rehosting the applications onto new hardware platform. Official copies of SIP documentation are maintained by IRM/MOD/Denver. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p> <p><b>a. SIP Application Documentation.</b> Applications being converted are generally BLM-wide programs that reside on the Honeywell mainframe. Consists of both paper and electronic files that document the conversion of individual applications, as well as forms which reflect specific system changes. <b>Forms:</b> BLM 1260-5, 5a-c; SC Forms 1260-8, 8a, 8b, 8c, and 1260-41. <b>Exclusions:</b> Documentation re. system testing (GRS 20/1a).</p> <p><b>b. SIP Project Files.</b> Documenting the overall SIP process, such as authorizing directives, approvals, assignments, progress, and completion.</p>	<p><b>TEMPORARY.</b> Destroy or delete when superseded or obsolete, or upon authorized destruction of the related master file or data base. <b>UNSCHEDULED</b></p> <p><b>TEMPORARY.</b> Cutoff EOFY in which project implemented or completed. Transfer to FRC 1 year after cutoff. FRC destroys 7 years after cutoff. <b>UNSCHEDULED</b></p>

## 1220 - RECORDS AND INFORMATION MANAGEMENT

## GRS/BLM Combined Records Schedules

## Schedule 20 - Electronic Records

Item No.	Record Series Description	Disposition Authority
19	<p><b>COMPUTER OUTPUTS THAT ARE CREATED FOR REFERENCE PURPOSES AND THAT ARE NOT DESCRIBED ELSEWHERE.</b></p> <p>Information generated by computer and placed on an outside medium such as paper (printouts), microform, or an electronic storage medium. Excludes outputs that are treated as record copies. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p>	<p>TEMPORARY. Destroy when no longer needed for current business. <b>UNSCHEДУLED</b></p>
20	<p><b>CORPORATE DATA ELEMENT DICTIONARY (DED) DATA BASE.</b></p> <p>An electronic repository for all definitive information about data elements, including their use, meanings, sources, characteristics, relationships, authorities, etc. The DED is the primary tool used to implement and maintain the concept of standardized BLM data; it is where metadata (data about data) is maintained. The primary objectives of the DED are: (1) to improve identification of existing, valuable information resources that can be used by others in the same organization and shared with other organizations; (2) to help reduce unnecessary development of computer programs and data elements (redundant data) when suitable programs already exist; (3) to simplify software and data conversion through the provision of consistent documentation; and (4) to increase portability of acquired skills, resulting in reduced personnel training costs. <b>Authority:</b> Various; see BLM Manual 1283. <b>Confidentiality:</b> Non-public record category 3. <b>Location:</b> IRM/MOD/Denver. <b>Exclusions:</b> Records used to test or update the system (Schedule 20/1); reference copies of system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).</p> <p><b>a. DED History.</b> Documenting the history of the conception, planning, and development and/or improvement of the system, <u>excluding</u> system documentation (item b). Consists of the concept of operations, official record designation documentation (aka records transition plan), quality assurance plan, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants.</p> <p><b>b. DED Data Base Documentation.</b></p> <p>(1) <b>Reserved</b></p> <p>(2) <b>Data Verification and Quality Control Files.</b> The data verification process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. <b>Exclusions:</b> Quality assurance plans which are part of the project history files (item a).</p> <p><b>c. DED Software.</b> Application software necessary to use or maintain the master DED data base.</p> <p><b>d-f. Reserved</b></p>	<p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). <b>UNSCHEДУLED</b></p> <p>TEMPORARY. Destroy or delete upon authorized destruction of the master file (item d). <b>UNSCHEДУLED</b></p> <p>TEMPORARY. Delete upon authorized destruction of the master file (item d). <b>UNSCHEДУLED</b></p>

**1220 - RECORDS AND INFORMATION MANAGEMENT  
GRS/BLM Combined Records Schedules**

**Schedule 20 - Electronic Records**

<b>Item No.</b>	<b>Record Series Description Disposition Authority</b>
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**20 CORPORATE DATA ELEMENT DICTIONARY (DED) DATA BASE.**

An electronic repository for all definitive information about data elements, including their use, meanings, sources, characteristics, relationships, authorities, etc. The DED is the primary tool used to implement and maintain the concept of standardized BLM data; it is where metadata (data about data) is maintained. The primary objectives of the DED are: (1) to improve identification of existing, valuable information resources that can be used by others in the same organization and shared with other organizations; (2) to help reduce unnecessary development of computer programs and data elements (redundant data) when suitable programs already exist; (3) to simplify software and data conversion through the provision of consistent documentation; and (4) to increase portability of acquired skills, resulting in reduced personnel training costs.

Authority: Various; see BLM Manual 1283. Confidentiality: Non-public record category 3. Location: IRM/MOD/Denver. Exclusions: Records used to test or update the system (Schedule 20/1); reference copies of system files which may be destroyed when no longer needed for reference or convenience (Schedule 23/21).

a.-c reserved

**d. DED Master Data File.** Magnetic masters, excluding the backup tapes (item e). A copy of the DED master data file should be sent with the master data file for systems such as ALMRS (31/1d(1)) and GCDB (30/8d(1)).

TEMPORARY. Delete when superseded, obsolete, or no longer needed for legal or administrative purposes. Formerly NARA Job NC1-49-85-1, Q/35.

**Pending NARA Job No. NI-49-96-6, 20/20d**

e.- g. reserved

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## Schedule 20 - Electronic Records

Item No.	Record Series Description	Disposition Authority
20	<p><del>g. DED Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational locations. TEMPORARY. Destroy or delete when no longer needed for current business. UNSCHEDULED</del></p>	
21-43	Reserved	
44	<p><b>PUBLIC LAND STATISTICS (PLS) SYSTEM [1165].</b> Electronic file that presents statistical data in table format re. BLM lands, programs operations, forest management, wildlife, minerals, and range policy. Supports the annual publication, "Public Land Statistics." <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> IRM/MOD/Denver.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b></p>
45	<p><b>WATERPOWER SYSTEM [2300].</b> Electronic file of data about the use of land for the production of power from water sources. Issuing of withdrawal or right-of-way if necessary. Evaluation program to determine value of dam sites. Total of 25 programs. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> IRM/MOD/Denver.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b></p>
46	<p><b>OIL &amp; GAS MONTHLY REPORTS OF OPERATION (MRO) SYSTEM [3160].</b> <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b></p>
47	<p><b>RESEARCH AND DEVELOPMENT TRACKING SYSTEM (RDTS) [1702].</b> <b>Authority:</b> 43 USC 1701, 1901. Electronic file that tracks research and development efforts within BLM. Contains information on all research and development and those studies that may have application beyond the District that have been active since 1982. Also contains a significant number of technical publications supported by BLM over the past few years. All projects have been key worded for ease of retrieval and sufficient information is provided to enable the user to find reports. ASPEN data base. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b></p>
48	<p><b>HYDROLOGIC DESIGN ANALYSIS SYSTEM [9115].</b> Electronic file of data for flood routing and dam breach analysis, back water curve, flood analysis, universal soil loss equation, infiltration analysis, bed load, transport equation, detention pond design. Total of 10 programs. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b></p>
49	<p><b>DAMS AND DAM SAFETY INVENTORY SYSTEM [9177].</b> Electronic inventory of all dams for safety and maintenance management. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b></p>
50	<p><b>HAZARDOUS MATERIALS SYSTEM [1703].</b> Electronic file for functional accounting of related costs incurred through administrative management, handling, or disposal of hazardous waste. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.</p>	<p>TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b></p>

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Item No.	Record Series Description	Disposition Authority
51	<b>HARDWARE AND SOFTWARE INVENTORY SYSTEM [1260].</b> Electronic inventory of the hardware and software operated and maintained within BLM. Total of 44 programs. <b>Confidentiality:</b> Nonpublic record category 3. <b>Location:</b> All.	TEMPORARY. Destroy individual data elements when superseded or no longer needed for administrative purposes. <b>UNSCHEDULED</b>