

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO NCL-49-85-2	DATE RECEIVED 3-15-85
1 FROM <i>(Agency or establishment)</i> Bureau of Land Management		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Division of Information Resources Management		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Branch of Records Management (871)			
4 NAME OF PERSON WITH WHOM TO CONFER Marie Martin Denver Service Center (D-240)	5 TELEPHONE EXT FTS 776-6644	DATE 4-29-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Bunker</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 61 ~~3~~ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary.

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	
3/14/85	<i>Jesse J. Felip</i>	Acting Bureau Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Period)</i>		9 GRS OR SUPERSEDED JOB CITATION
1.	Revised Schedule of BLM's Records. <del>New items are indicated by the word "new" below the item number.</del>		
			117 items

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedules

Table of Contents

- Schedule 1. Personnel Records
- Schedule 2. Payrolling and Pay Administration Records
- Schedule 3. Procurement, Supply, and Grant Records
- Schedule 4. Property Use and Disposal Records
- Schedule 5. Budget Preparation, Presentation, and Apportionment Records
- Schedule 6. Accountable Officers' Accounts Records
- Schedule 7. Expenditure Accounting Records
- Schedule 8. Stores, Plant, and Cost Accounting Records
- Schedule 9. Travel and Transportation Records
- Schedule 10. Motor Vehicle Maintenance and Operations Records
- Schedule 11. Space and Maintenance Records
- Schedule 12. Communication Records
- Schedule 13. Printing, Binding, Duplication, and Distribution Records
- Schedule 14. Information Services Records
- Schedule 15. Housing (Quarters) Records
- Schedule 16. Administrative Management Records
- Schedule 17. Cartographic, Survey, and Remote Sensing Imagery Records
- Schedule 18. Security and Protective Services Records
- Schedule 19. Research and Development Records
- Schedule 20. Machine-Readable Records
- Schedule 21. Audiovisual Records
- Schedule 22. Design and Construction Project Records
- Schedule 23. Records Common to Most Offices
- Schedule 24. (RESERVED)
- Schedule 25. Evaluation, Inspection, and Audit Records

Subject Index

Cross Index to Previous Schedule

BLM Forms Index (RESERVED)

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 1 - Personnel Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Official Personnel Folders (OPF).</b> Includes forms SF-15, 49-50, 52, 54-56, 59, 61-61B, 66-66A, 144, 171-172, 177, 182, 1152, 2800-2804, 2808, 2810, 2816, 2823, 5515; OF-136, 137-138, 140-141; and advisory board member personnel files. <u>Excludes</u> temporary OPF records (GRS 1/10); duplicate documentation and supervisor's personnel files (GRS 1/18).	X	X	X			TEMPORARY. Use GRS 1/1. Formerly 1271, D/2 (in part) (NN-171-77).
2.	<b>Service Record Cards.</b> Includes forms SF-7, 7A.	X	X	X			TEMPORARY. Use GRS 1/2. Formerly 1271, D/13 (NN-171-77).
3.	<b>Personnel Correspondence Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/3. Formerly 1271, D/5 (NN-171-77).
4.	<b>Offers of Employment Files.</b>	X	X	X			TEMPORARY. Use GRS 1/4.
5.	<b>Certificates of Eligibles Files.</b> Includes forms SF-39, 39A, 62.	X	X	X			TEMPORARY. Use GRS 1/5. Formerly draft 1272, D/20.
6.	<b>Employee Record Cards.</b> Includes form SF-7B.	X	X	X	X	X	TEMPORARY. Use GRS 1/6.
7.	<b>Position Classification Files.</b> Includes form OF-8.	X	X	X	X	X	TEMPORARY. Use GRS 1/7. Formerly 1271, D/9 (NN-171-77).
8.	<b>Interview Records.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/8.
9.	<b>Performance Rating Board Case Files.</b>	X	X	X			TEMPORARY. Use GRS 1/9.
10.	<b>Temporary Individual Employee Records.</b>	X	X	X			TEMPORARY. Use GRS 1/10. Formerly 1271, D/2 (in part) (NN-171-77).
11.	<b>Position Identification Strips.</b> Includes form SF-7D.	X	X	X			TEMPORARY. Use GRS 1/11.
12.	<b>Employee Awards Files.</b> Includes forms OF-163, 164.	X	X	X	X	X	TEMPORARY. Use GRS 1/12. Formerly 1271, D/8 (NN-171-77).
13.	<b>Incentive Awards Program Reports.</b> Includes form SF-69.	X	X	X	X	X	TEMPORARY. Use GRS 1/13.
14.	<b>Notification of Personnel Actions.</b> Includes forms SF-50, 50A, 50B.	X	X	X			TEMPORARY. Use GRS 1/14. Formerly draft 1272, D/21.

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 1 - Personnel Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
15.	<b>Employment Applications.</b> Includes forms SF-171, 171A-172; OF-49, 50-51.	X	X	X	X	X	TEMPORARY. Use GRS 1/15. Formerly 1271, D/4 (NN-171-77).
16.	<b>Personnel Operations Statistical Reports.</b> Includes SF-113A, 113E.	X	X	X	X		TEMPORARY. Use GRS 1/16. Formerly 1271, D/1 (NN-171-77).
17.	<b>Correspondence and Forms Regarding Individual Employees.</b> Exclusive of copies in OPF. Includes SF-127.	X	X	X			TEMPORARY. Use GRS 1/17.
18.	<b>Duplicates and Other Personnel Files Maintained Outside Personnel Offices.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/18. Formerly 1271, D/3, 11 (NN-171-77).
19-20 (RESERVED)							
21.	<b>Individual Employee Health Case File.</b>	X	X	X			TEMPORARY. Use GRS 1/21. See FPM 293.
22. (RESERVED)							
23.	<b>Employee Performance System Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/23. Formerly 1271, D/14 (NN-173-328).
24.	<b>Motor Vehicle Operation Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 10/7.
25.	<b>Financial Disclosure Documents.</b> Includes form SF-278.	X	X	X	X	X	TEMPORARY. Use GRS 1/25. Formerly draft 1272, D/19.
26.	<b>Equal Employment Opportunity Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/26. Formerly 1271, D/15 (NC1-49-76-1).
27.	<b>Personnel Counseling Records.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/27.
28.	<b>Standards of Conduct Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/28.
29.	<b>Labor Management Relations Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/29. Formerly draft 1272, D/18.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 1 - Personnel Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
30.	<b>Training Records.</b>						
	a. <u>Training Aids.</u> One copy of each training manual, syllabus, textbook, or other training aid developed by BLM for training courses:						
	(1) Relating specifically to BLM policies, programs, or activities.	X	X	X	X	X	PERMANENT. Cutoff upon issuance. Transfer to NARA in 5-year blocks when most recent records are 5 years old (e.g., transfer 1980-1984 in 1990).
	(2) Relating to general management and administrative activities.	X	X	X	X	X	TEMPORARY. Cutoff upon issuance. Transfer record copy to FRC when 2 years old. FRC destroys when 15 years old. Formerly draft 1272, D/7a(1).
	b. <u>All Other Training Records.</u> Includes forms OF-37; BLM 1400-81, 82-84, 87.	X	X	X	X	X	TEMPORARY. Use GRS 1/30a(2), b, c, d. Formerly 1271, D/7 (NN-171-77).
31.	<b>Grievance, Disciplinary, and Adverse Action Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 1/31. Formerly draft 1272, D/16.
32.	<b>Personal Injury Files.</b> Includes all Compensation Act (CA) forms.	X	X	X	X	X	TEMPORARY. Use GRS 1/32. Formerly 1271, B/5B (NC1-49-76-3) and A/9 (in part) (NN-171-77).
33.	<b>Merit Promotion Case Files.</b> Includes forms SF-171, 171A-172.	X	X	X	X	X	TEMPORARY. Use GRS 1/33. Formerly 1271, D/6 (NN-171-77).
34.	<b>Examination and Certification Records.</b> Includes forms SF-39, 39A.	X					TEMPORARY. Use GRS 1/34. Formerly draft 1272, D/23 (NC1-49-82-2).

\* added per telcm w. Rose Berezowsky, BLM, 4-8-87  
JYUNG, WIR, NARA

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 2 - Payrolling and Pay Administration Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	Individual Accounts Files.	X	X	X			TEMPORARY. Use GRS 2/1. Formerly 1271, G/1 (NC1-49-76-1).
2.	Payroll Correspondence Files.		X				TEMPORARY. Use GRS 2/2.
3.	Time and Attendance Report Files. Includes forms OF-202, 202A; DI-502E. Excludes Leave (GRS 2/8) and overtime (GRS 2/17b) records.	X	X	X	X	X	TEMPORARY. Use GRS 2/3. Formerly 1271, G/13, 14 (NC1-49-76-1), draft 1272, G/13, 14 (NC1-49-82-3).
4.	Individual Authorized Allotment Files. Includes forms SF-1187, 1188-1189, 1192, 1198.		X				TEMPORARY. Use GRS 2/4. Formerly 1271, G/11,12,60 (NC1-49-76-1).
5.	Bond Registration Files		X				TEMPORARY. Use GRS 2/5.
6.	Bond Receipt and Transmittal Files. Includes forms SF-1177, 1182-1183.		X				TEMPORARY. Use GRS 2/6.
7.	Bond Purchase Files. Includes SF-230.		X				TEMPORARY. Use GRS 2/7. Formerly 1271, G/4 (NC1-49-76-1).
8.	Leave Application Files. Includes SF-71.	X	X	X	X	X	TEMPORARY. Use GRS 2/8. Formerly 1271, G/15 (NC1-49-76-1).
9.	Leave Record Cards. Includes form OF-1137.	X	X	X	X	X	TEMPORARY. Use GRS 2/9.
10.	Leave Data Files. Includes form SF-1150.	X	X	X			TEMPORARY. Use GRS 2/10. Formerly 1271, G/16 (NC1-49-76-1).
11.	Notification of Personnel Action Files. Includes forms SF-50, 50A, 50B.	X	X	X	X	X	TEMPORARY. Use GRS 2/11. Formerly 1271, G/10 (NC1-49-76-1).
12.	Budget Authorization Reference Files.		X				TEMPORARY. Use GRS 2/12.
13.	Payroll Files. Includes forms SF-1013A, 1013C, 1128A.		X				TEMPORARY. Use GRS 2/13. Formerly draft 1272, G/5.
14.	Payroll Control Files.		X				TEMPORARY. Use GRS 2/14.
15.	Payroll Change Files.		X				TEMPORARY. Use GRS 2/15.
16.	Fiscal Schedules Files. Includes form SF-1096.		X				TEMPORARY. Use GRS 2/16.

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 2 - Payrolling and Pay Administration Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
17.	<b>Administrative Payroll Report Files.</b> Includes forms SF-113B, 2811-2812A.						
a.	<u>Reports and Data Used for Workload and Personnel Management Purposes.</u>	X	X	X			TEMPORARY. Use GRS 2/17a.
b.	<u>Master Pay Record.</u> Microfiche copies of employee pay history.	X	X	X			TEMPORARY. Destroy when 10 years old. Formerly 1271, G/2 (NCl-49-76-1).
c.	<u>All Other Reports and Data.</u> Includes overtime requests and approvals.	X	X	X			TEMPORARY. Use GRS 2/17b. Formerly 1271, G/56 (NCl-49-76-1).
18.	<b>Tax Files.</b>		X				TEMPORARY. Use GRS 2/18. Formerly 1271, G/28, 57, 59, 61, 62 (NCl-49-76-1).
19.	<b>Income Tax Return Files.</b>		X				TEMPORARY. Use GRS 2/19.
20.	<b>Tax Report Files.</b>		X				TEMPORARY. Use GRS 2/20.
21.	<b>Retirement Files.</b> Includes forms SF-2807, 2807-1, 2807-2.	X	X	X	X		TEMPORARY. Use GRS 2/21. Formerly 1271, G/3, 55, 58 (NCl-49-76-1).
22.	<b>Insurance Deduction Files.</b>	X	X	X	X		TEMPORARY. Use GRS 2/22. Formerly draft 1272, G/6.
23.	<b>Levy and Garnishment Files.</b> Includes form SF-2805.		X				TEMPORARY. Use GRS 2/23. Formerly 1271, G/54 (NCl-49-76-1).
24.	<b>Wage Survey Files.</b>	X	X	X			TEMPORARY. Use GRS 2/24. Formerly 1271, D/10 (NN-171-77).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 3 - Procurement, Supply, and Grant Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1.</del>	<del>(RESERVED)</del>						
2.	Real Property Acquisition Files.	X	X	X	X	X	Use BLM 4/20.
3.	Procurement, Supply, and Grant General Correspondence Files. Includes form SF-1303.	X	X	X	X	X	Use GRS 3/3.
4.	Routine Procurement Files. Includes forms SF-2, 2A-B, 18, 24-26, 28, 30, 33-35, 44, 44a-d, 99, 119, 145, 145A, 252, 254-255, 269-275, 281, 308, 1093; OF-206, 206A; BLM 1510-1, 13, 17-20, 23, 27, 28A, 30, 36-37, 42, 44-53, 59. Excludes copies filed in related job, project, or maintenance case files (BLM 4/26 and 22/2).	X	X	X	X	X	Formerly 1271, E/1-2 (NN-173-38); 3, 22-23 (NN-171-77); 32 (NN-173-328).
	a. <u>Transactions Over \$25,000 and All Construction Contracts Over \$2,000.</u>						
	<del>(1) <u>Procurement or Purchase Organization Copy and Related Papers.</u></del>	<del>X</del>	<del>X</del>				<del>TEMPORARY. Use GRS 3/4a(1). Transfer to FRC when 2 years old. FRC destroys when 6-1/4 years old.</del>
	(2) <u>Memorandum Copies.</u> Duplicate files maintained by other offices.	X	X	X	X	X	TEMPORARY. Destroy 3 years after final payment. Formerly draft 1272, E/1a(2)
<del>b.</del>	<del><u>Transactions of \$25,000 or Less and All Construction Contracts \$2,000 or Less.</u></del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 3/4a(2).</del>
	c. <u>Obligation Copy.</u>	X	X	X	X	X	TEMPORARY. Use GRS 3/4b.
	d. <u>All Other Routine Procurement Files.</u>	X	X	X	X	X	TEMPORARY. Use GRS 3/4c.
5.	Supply Management Files. Includes SF-37, 37A, 1303.	X	X	X	X	X	TEMPORARY. Use GRS 3/5.

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 3 - Procurement, Supply, and Grant Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
6.	Solicited and Unsolicited Bids and Proposals Files. Includes forms SF-18, 28, 30, 33-35, 119; BLM 1510-5.	X	X	X	X		TEMPORARY. Use GRS 3/6. Formerly 1271, E/5 (NC-173-38).
7.	Public Printer Files. Includes forms SF-1, 1A-C.	X	X	X	X		TEMPORARY. Use GRS 3/7. Formerly 1271, E/13 (NN-171-77).
8.	Nonpersonal Requisition Files.	X	X	X	X	X	TEMPORARY. Use GRS 3/8.
9.	Inventory Requisition Files. Includes forms SF-344, BLM 1510-18, 1520-4.	X	X	X	X	X	TEMPORARY. Use GRS 3/9. Formerly 1271, E/11-12, 14 (NN-171-77).
10.	Inventory Files. Includes form OF-131.	X	X	X	X	X	TEMPORARY. Use GRS 3/10. Formerly 1271, F/14-16 (NN-171-77).
11.	Telephone Records.	X	X	X	X	X	TEMPORARY. Use GRS 3/11.
12.	Contractor's Payroll Files. Includes SF-98, 98A, 1093.	X	X	X	X		TEMPORARY. Use GRS 3/12.
13.	Tax Exemption Files. Includes forms SF-1094, 1094A.	X	X	X	X		TEMPORARY. Use GRS 3/13.
14-18 (RESERVED)							
19.	Contract Appeals Case Files.	X	X	X	X		TEMPORARY. Use GRS 3/19.
20.	Contractor's Statement of Contingent or Other Fees. Includes form SF-119.	X	X	X	X		TEMPORARY. Use GRS 3/20.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 4 - Property Use and Disposal Records

INTRODUCTION. This Schedule pertains to disposal of personal property and to disposal and use of real property. Property disposal involves the sale or transfer of BLM's real and personal property, including the disposal of public lands and resources authorized by the various public land laws. Property use involves authorizations for the use of public lands and resources for a specific period of time. This Schedule does not apply to property accounting and control records (see BLM Schedule 8 - Stores, Plant, and Cost Accounting).

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1-2.	(RESERVED)						
3.	Excess Real Property Reports. Includes forms SF-118, 118A-C; GSA-1100, 1166, 1166A, 1290; DI-106, and related work papers.	X	X	X	X	X	TEMPORARY. Cutoff end of FY. Destroy when 2 years old. Formerly 1271, F/39-40, 43, 45-48 (NN-171-77).
<del>4.</del>	<del>Property Disposal Correspondence Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use CRS 4/4.</del>
5.	Personal Property Reports. Includes forms SF-120, 120A-123A, 126, 126A; DI-104; BLM 1520-26, 32, 34; and related work papers.	X	X	X	X	X	TEMPORARY. Cutoff end of FY. Destroy when 2 years old. Formerly 1271, F/25-28, 30, 34-38 (NN-171-77).
6.	Personal Property Disposal Case Files. <u>Excludes</u> copies of documents used for accounting purposes (BLM 6/1).						
<del>a.</del>	<del>Sales of Routine Surplus Personal Property. Case files on sales of surplus personal property, comprised of invitations, bids, acceptances, lists of materials, evidence of sales, related correspondence, and forms SF-97, 97A, 114, 114A-F, 150-151, 365; OF-15, 16-17; CSA-27.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use CRS 4/6. Formerly 1271, F/29, 31-32, 33 (in part) (NN-171-77).</del>

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 4 - Property Disposal and Use Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
6. (continued)							
	<p>b. <u>Contractual Sales of Timber.</u> Case files, arranged by contract number, documenting individual sales of BLM timber to contractor. Includes plans, profiles, exhibits, invitation, bids, evidence of sale, acceptance, bonds, correspondence, and other documents concerning the sale from initiation through termination and release. <u>Excludes</u> related access case files (BLM 4/22), road construction project files (BLM 22/2), operator rating files (BLM 4/28), and timber sale plans (BLM 4/26).</p>						
	<p>(1) <u>Official Case File.</u> Record copy maintained by the field office initiating the sale.</p>	X	X				<p>TEMPORARY. Cutoff upon termination of contract. Transfer to FRC when 4 years old. FRC destroys when 19 years old. Formerly 1271, C/3 (NN-171-77).</p>
	<p>(2) <u>Field File.</u> Duplicates of certain official case file documents used for on-the-ground reference.</p>	X	X				<p>TEMPORARY. Destroy when sale contract terminates. Formerly 1271, P/1 (in part) (NN-171-77).</p>
	<p>c. <u>Sales of Mineral Materials.</u> Forms and related documentation of sales of common variety minerals, such as sand, gravel, top soil, and stone.</p>	X	X				<p>TEMPORARY. Cutoff upon termination of sale. Transfer to FRC when 4 years old. FRC destroys when 10 years old. Formerly 1271, C/1 (NN-171-77).</p>
	<p>d. <u>Sales of Vegetative Materials and Minor Forest Products.</u> Forms and related documentation of small vegetative and minor forest product sales, such as Christmas trees, firewood, poles, burls, hay, ferns, cacti, and jojoba.</p>						
	<p>(1) <u>Lower 48 States Sales.</u></p>	X	X				<p>TEMPORARY. Cutoff upon termination of sale. Transfer to FRC when 3 years old. FRC destroys when 8 years old. Formerly 1271, C/2 (NN-171-77).</p>
	<p>(2) <u>Alaska Sales.</u></p>	X	X	X			<p>TEMPORARY. Cutoff upon termination of sale. Transfer to FRC when 3 years old. FRC destroys when 10 years old. Formerly draft 1272, C/2(2) (NCl-49-81-3).</p>

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 4 - Property Disposal and Use Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
6.	(Continued)						
	e. <u>Wild Horse and Burro Disposal Files</u> . Adoption case files containing application, qualification data, record of approval or rejection, adoption agreement, correspondence, and other documents related to individual adoptions. Includes BLM 4710 series forms.					X X	TEMPORARY. Cutoff upon title issuance or rejection. Destroy when 3 years old. Formerly draft 1272, B/24,
7.	<b>Patent and Other Real Property Conveyance Files.</b> Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals.						
	a. <u>Applications Rejected or Withdrawn.</u> Applications for patent which were rejected by BLM or withdrawn by the applicant. <u>Excludes</u> allowed entries subsequently cancelled or relinquished (BLM 4/7b).						
	(1) <u>Color-of-Title, Exchange, Mineral, Indemnity, Scrip, State, Indian, Native, and Townsite Selection Applications.</u>					X	PERMANENT. Cutoff end of FY in which application is rejected or withdrawn. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old. Formerly 1271, B/7 (in part); B/16A (NCl-49-76-3).
	(2) <u>Other Applications.</u> Including homestead, desert land, small tract, public sale, recreation and public purpose applications.						Use BLM 4/23.
	b. <u>Allowed Entries Subsequently Cancelled or Relinquished.</u> Applications on which entries were allowed but subsequently cancelled or relinquished prior to patent issuance.					X	PERMANENT. Cutoff end of FY in which entry cancelled or relinquished. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old. Formerly 1271, B/7 (in part), 23 (NCl-49-76-3).

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 4 - Property Disposal and Use Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
7.	(Continued)						
	c. <u>Allowed Patents.</u>						
	(1) <u>Patent Issuance Files.</u> Documenting the transfer of legal title to a portion of the public lands.			X			PERMANENT. Cutoff end of FY in which patent issued. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old. Formerly 1271, B/4 (in part), 15 (NCl-49-76-3).
	(2) <u>Compliance Files.</u> Documenting periodic inspection of patented lands for compliance with legal requirements of the patent, containing duplicates of certain documents in the related patent issuance file described in Item (1) above.			X	X	X	TEMPORARY. Cutoff when compliance is no longer required. Transfer to FRC when 2 years old. FRC destroys when 25 years old. Formerly draft 1272, B/4b.
	(3) <u>Corrected, Supplemented, Amended, or Cancelled Patent Files.</u> Documenting correction, addition, or cancellation of a previously issued patent.			X			PERMANENT. Cutoff end of FY in which patent amended, supplemented, or cancelled. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old. Formerly 1271, B/4 (in part) (NCl-49-76-3).
	(4) <u>Patent Reference Files.</u> Bound copies of patents, clear lists, and equivalent documents maintained for reference.			X			PERMANENT. Bind in volumes of 250 and place in library for reference. Transfer directly to NARA when no longer needed for reference. Formerly 1271, I/7 (NN-171-77).
	d. <u>Townsite Trustee Files.</u> Consists of copies of deeds issued, contest docket, copies of related financial receipts and disbursement documents, trustee proceedings, plats, field notes, and tract books.			X			PERMANENT. Cutoff end of FY in which townsite is closed. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old. Formerly 1271, H/14 (NN-171-77).
	e. <u>Contest Files.</u> Documenting contests of patent applications or issuances.			X			PERMANENT. Cutoff end of FY in which contest is settled. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old. Formerly 1271, B/3 (NCl-49-76-3).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 4 - Property Use and Disposal Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
8-19	(RESERVED)						
20.	<b>Acquired Real Property Files.</b> Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. <u>Excludes</u> easement acquisition case files (BLM 4/22c).						
	a. <u>Informal Proposals for Exchange.</u> Proposals which do not result in a formal application or a serialized case file.		X	X	X		TEMPORARY. Cutoff upon final decision to drop the proposal. Transfer to FRC when 3 years old. FRC destroys when 10 years old. Formerly draft 1272, I/11.
	b. <u>Property Management Case Files.</u> Maintained by Service Center office responsible for real property management. Documentation required by GSA during BLM ownership or after property released <u>conditionally</u> with recapture clauses, such as reservation of fissionable material, water rights, or other restrictions. Includes forms BLM 1530-1 and 1530-2.	X					TEMPORARY. Cutoff when property sold unconditionally or released. Transfer to FRC when 2 years old. FRC destroys when 10 years old. Formerly 1271, F/41, 42 (NN-171-77).
	c. <u>Land Acquisition Case Files.</u> Record copy of serialized land acquisition case file. <u>Excludes</u> rejected or withdrawn applications (BLM 4/23) and exchange patent case files (BLM 4/7c).		X	X			PERMANENT. Cutoff end of FY in which BLM acquires ownership. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old.
	d. <u>Land Status Reference Copies.</u> Duplicate copies of title papers maintained by land status units.		X				TEMPORARY. Destroy when no longer needed for reference. Formerly 1271, I/8 (NN-171-77).
	e. <u>All Other Copies.</u>	X	X	X	X	X	TEMPORARY. Destroy when no longer needed for administrative use.

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 4 - Property Use and Disposal Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
21.	<b>Real Property Permits and Leases.</b> Authorizations to use public lands and resources for a specific period of time. Includes any related appeal documents. <u>Excludes</u> unapproved applications for permits and leases (BLM 4/23).						
	<b>a. <u>Grazing Use Files.</u></b> <u>Excludes</u> allotment files (BLM 4/26a(1)).						
	(1) <u>Grazing Leases.</u> Case files, arranged by Grazing Record Number (GRN), documenting the authorization by BLM to graze livestock on public lands outside grazing districts for a specific period of time.				X	X	TEMPORARY. Cutoff end of FY in which lease terminates. Transfer to FRC when 2 years old. FRC destroys when 15 years old. Formerly 1271, B/13 (in part) (NCL-49-76-3).
	(2) <u>Grazing Permits.</u> Case files, arranged by Grazing Record Number (GRN), documenting the authorization by BLM to graze livestock on designated areas of grazing district lands for a specific period of time.				X	X	TEMPORARY. Cutoff end of FY in which lease terminates. Transfer to FRC when 2 years old. FRC destroys when 26 years old. Formerly 1271, B/17 (NCL-49-76-3).
	<b>b. <u>Short Term Real Property Uses.</u></b> Case files, arranged by serial number, documenting BLM authorizations to use, for no more than 3 years, the public lands for movie-making, advertising, crossing, prospecting, etc.						
	(1) <u>Lower 48 States Permits.</u>	X	X	X			TEMPORARY. Cutoff end of FY in which permit terminates. Destroy when 3 years old. Formerly 1271, B/20 (in part) (NCL-49-76-3).
	(2) <u>Alaska Permits.</u>	X	X	X			TEMPORARY. Cutoff end of FY in which permit terminates. Transfer to FRC when 3 years old. FRC destroys when 10 years old. Formerly 1271, B/20 (in part) (NCL-49-81-2).
	<b>c. <u>Other Leases and Permits.</u></b> Case files documenting BLM leases and permits for removal of minerals and other natural resources; for recreation, public purpose, and other uses; but <u>excluding</u> operational records for onshore mineral activities which are currently unauthorized for disposition.	X	X	X			TEMPORARY. Cutoff end of FY in which lease or permit terminates. Transfer to FRC when 2 years old. FRC destroys when 15 years old. Formerly 1271, B/13 (in part) (NCL-49-76-3).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 4 - Property Use and Disposal Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
21.	(continued)						
	d. <u>SIMO Cards</u> . Oil and gas drawing entry cards.						
	(1) <u>Microfilm Copies</u> .			X			TEMPORARY. Cutoff end of FY. Transfer to FRC when 1 year old. FRC destroys when 10 years old. Formerly 1271, B/21 (NCl-49-76-3).
	(2) <u>Filmed Paper Copies</u> .			X			TEMPORARY. Destroy 6 months after drawing. Formerly draft 1272, B/21b.
22.	<b>Real Property Access Authorization Files.</b> Excludes unapproved applications (BLM 4/23).						
	a. <u>Rights-of-Way</u> . Case files, arranged by serial number, documenting BLM authorization to cross public land via roads, highways, railroads, tramways, pipelines, powerlines, communication lines, waterways, etc. Includes 44 LD 513 authorizations.	X	X	X			PERMANENT. Cutoff end of FY in which rights terminate. Transfer to FRC when 2 years old. Transfer to NARA when 25 years old. Formerly 1271, B/8, 8A, 11, 11A (NCl-49-76-3).
	<del>b. <u>Reciprocal Use and License Agreements</u>. Case files, arranged by serial number, documenting agreements between BLM and other parties for the reciprocal use of roads and rights-of-way. Includes O&amp;C Revested Use Agreement case files.</del>	<del>X</del>	<del>X</del>	<del>X</del>			<del>TEMPORARY. Cutoff end of FY in which rights terminate. Transfer to FRC when 2 years old. FRC destroys when 22 years old. Formerly 1271, B/9, 12 (NCl-49-76-3).</del>
	c. <u>Easements</u> . Case files, arranged by serial number, documenting rights obtained by BLM via negotiation or condemnation to cross private or other agency land.	X	X	X			TEMPORARY. Cutoff end of FY in which rights terminate. Transfer to FRC when 2 years old. FRC destroys when 22 years old. Formerly 1271, B/10, 10A (NCl-49-76-3).
23.	<b>Unapproved Applications for Public Lands and Resources.</b> Other than those described in BLM 4/7a and b. Case files, arranged by serial number, documenting applications for acquisition or use of public land and/or resources, subsequently rejected by BLM or withdrawn by the applicant.	X	X	X			TEMPORARY. Cutoff end of FY in which application is rejected or withdrawn. Transfer to FRC when 2 years old. FRC destroys when 15 years old. Formerly 1271, B/16 (NCl-49-76-3).

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 4 - Property Use and Disposal Records

<u>Item</u>	<u>Description</u>	<u>WO</u>	<u>SC</u>	<u>SO</u>	<u>DO</u>	<u>RA</u>	<u>Authorized Disposition</u>
24.	<b>State Water Rights Permit Files.</b> Copies of permits, arranged by permit number, issued by State governments for use of water.			X	X	X	TEMPORARY. Cutoff when rights are terminated. Destroy when 5 years old. Formerly 1271, M/26 (NN-171-77).
25.	<b>Land Withdrawal, Reservation, and Classification Files.</b> Case files documenting informal proposals and formal applications for withdrawal, reservation, or classification of public land for a specific purpose.						
	a. <u>Informal Proposals.</u> Which do not result in a formal application.			X	X	X	TEMPORARY. Cutoff after final decision is made to drop proposal. Transfer to FRC when 3 years old. FRC destroys when 10 years old. Formerly 1271, I/10 (NN-171-77).
	b. <u>Formal Applications.</u> Includes related hearings files.						
	(1) <u>Approved.</u> Applications resulting in issuance of a public land order or classification order.			X	X	X	PERMANENT. Cutoff upon issuance of order. Transfer to FRC when 2 years old. Transfer to NARA when 50 years old. Formerly 1271, B/2 (NCl-49-76-3); B/22 (NCl-49-82-1); M/21 (in part) (NN-171-77).
	(2) <u>Denied.</u> Applications rejected by BLM or withdrawn by applicant.			X	X	X	Use BLM 4/23.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 4 - Property Use and Disposal Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
26.	<b>Real Property Improvement and Development Files.</b>						
	<u>a. Management Plans for Public Lands Improvement and Development.</u> Case files and related maps documenting a program of action designed to reach a given set of objectives for a specific geographic area of the public lands.						
	(1) <u>Long-Range Plans.</u> Includes allotment management plans, habitat management plans, herd management plans, recreation management plans, timber management plans, and other long-range and continuing resource management plans.						
	(a) <u>Record Copy.</u> Maintained by originating office.				X	X	PERMANENT. Cutoff end of FY in which all planned work is completed or when no longer needed and transfer to FRC. Transfer to NARA when 12 years old. Formerly 1271, J/4, 6, 7 (in part) and M/13 (NN-171-77).
	(b) <u>Reference Copies.</u>	X	X	X	X	X	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. Formerly draft 1272, J/4b.
	(c) <u>Working Papers and Background Material.</u>				X	X	TEMPORARY. Destroy 3 years after plan completion. Formerly 1271, M/14 (NN-171-77); and draft 1272, J/4c.
	(2) <u>Short Range Plans.</u> Generally, management plans of a 1 to 5 year duration. Includes normal year fire plans, annual timber sale plans, etc.				X	X	TEMPORARY. Destroy 3 years after FY for which planned. Formerly 1271, J/5, 7 (in part), 8 (NN-171-77); and draft 1272, J/9.
	<u>b. Improvement and Development Projects.</u>						
	(1) <u>Construction Project Files.</u>						Use BLM 22/2.
	(2) <u>Other Project Files.</u> Case files, arranged by Job Documentation Record (JDR) number, documenting seeding, planting, spraying, chaining, disking, and other public land improvement projects which do not result in permanent or long-term structures on or appurtenances to the land.				X	X	TEMPORARY. Cutoff upon project completion. Transfer to FRC when 2 years old. FRC destroys when 50 years old. Formerly 1271, K/3, 4, 5, 6 (in part) (NN-171-77).

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 4 - Property Use and Disposal Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
26.	(continued)						
	c. <u>Project Maintenance Files</u> . Case files, arranged by JDR or project number, documenting inspection, maintenance, and repair activities on individual projects. Contain copies of certain documents in the project file, work orders, requisitions, and related papers involved in repair and maintenance work.				X	X	TEMPORARY. Cutoff when project abandoned. Transfer to FRC when 2 years old. FRC destroys when 25 years old. Formerly 1271, K/8 (NN-171-77).
	d. <u>Drinking Water Files</u> . Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act.						Formerly draft 1272, K/11.
	(1) <u>Non-Public Water Systems</u> .				X	X	TEMPORARY. File within related project maintenance file and dispose accordingly.
	(2) <u>Public, Community, and Non-Community Water Systems</u> . If testing, reporting, and recordkeeping done by BLM.						
	(a) Bacterial analyses, variances, exceptions (data summaries may be kept in lieu of test results).				X	X	TEMPORARY. Cutoff end of FY. Destroy when 5 years old.
	(b) Chemical analyses, sanitary surveys (data summaries may be kept in lieu of test results).				X	X	TEMPORARY. Cutoff end of FY. Transfer to FRC when 5 years old. FRC destroys when 10 years old.
	(c) Record of violations and measures taken to correct violations.				X	X	TEMPORARY. Cutoff when violation corrected. Destroy when 3 years old.
	(3) <u>Public, Community, and Non-Community Water Systems</u> . If testing, reporting, and recordkeeping done by enforcement authority or a laboratory approved by the enforcement authority.				X	X	TEMPORARY. Destroy immediately. BLM not required to retain report or duplicate records.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 4 - Property Use and Disposal Records

Item	Description	WD	SC	SO	DO	RA	Authorized Disposition
<del>27.</del>	<del><b>Mining Claim Files.</b></del>						
	a. <b>Mining Claim Recordation Files.</b> Case files, arranged by serial number, containing notices of location, proof of assessment work, notice of intent, notice of transfer of interest, abandonment decision, and related documents. Includes abandoned claims and those declared null and void.						Formerly draft 1272, B/26 (NCl-49-81-1).
	(1) <u>Paper Copies Filmed.</u>			X			TEMPORARY. Return to record title holder after filming.
	(2) <u>Microfilm Masters.</u>			X			TEMPORARY. Cutoff end of FY in which case closed. Destroy when 6-1/4 years old.
	(3) <u>Microfiche Copies (Duplicates).</u>			X	X	X	TEMPORARY. Destroy when no longer needed for reference.
	(4) <u>Paper Copies Not Filmed.</u>			X			TEMPORARY. Cutoff end of FY in which case closed. Destroy when 6-1/4 years old.
	b. <u>Mining Claim Validity Files.</u> Case files, arranged by serial number, documenting validity checks of claims to determine BLM's ability to eliminate claims by cancellation or negotiation.			X	X	X	TEMPORARY. Cutoff end of FY in which investigation completed. Transfer to FRC when 1 year old. FRC destroys when 21 years old. Formerly 1271, K/2 (NN-171-77).
28.	<b>Qualifications Files.</b> Arranged by individual or corporate name. Includes surety or performance bonds, articles of incorporation, operator ratings.	X	X	X	X	X	TEMPORARY. Destroy when no longer needed for reference. Formerly 1271, M/19, 22, 23, 25 (NN-171-77).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 5 - Budget Preparation, Presentation, and Apportionment Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Budget Policy Files.</b> Correspondence and subject files in Headquarters budget office, documenting BLM policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for BLM programs. <b>Note:</b> record copy of budget directives maintained by Headquarters directives office.	X					TEMPORARY. Cutoff end of FY. Transfer to FRC when 4 years old. FRC destroys when 8 years old. Formerly draft 1272, J/lb.
2.	<b>Budget Estimates and Justification Files.</b> Includes form SF-304.						Formerly 1271, J/1 (NN-173-38); J/2 (NN-171-77).
	a. <u>Consolidated Estimates and Justifications Files.</u> Maintained by Headquarters budget office. Included are appropriation language sheets, narrative statements, and related schedules and data.	X					PERMANENT. Cutoff end of FY for which planned. Transfer to FRC when 3 years old. Transfer to NARA in 5-year blocks when most recent records are 12 years old (e.g., transfer 1980-1984 in 1997).
	b. <u>Originating Office Budget Submissions.</u>						
	(1) <u>Headquarters Office Copies.</u> Other than budget office official collection.	X	X	X	X	X	TEMPORARY. Cutoff end of FY covered by budget. Destroy when 3 years old.
	(2) <u>Field Office Copies.</u>	X	X	X	X	X	TEMPORARY. Cutoff end of FY covered by budget. Transfer to FRC when 3 years old. FRC destroys when 10 years old.
<del>3.</del>	<del><b>Budget Correspondence Files.</b></del>	<del>X</del>	<del>X</del>	<del>X</del>			<del>TEMPORARY. Use GRS 23/1.</del>
<del>4.</del>	<del><b>Budget Background Records.</b></del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 5/4.</del>
5.	<b>Budget Reports File.</b> Includes progress reports. Includes forms SF-133, 225; BLM 1681-6.						Formerly 1271, J/3 (NN-171-77).
	a. <u>Annual Reports.</u> Record copies maintained by Headquarters budget office.	X					TEMPORARY. Use GRS 5/5a.
	b. <u>All Other Reports.</u> Includes record copies of budget reports and reference copies of annual reports maintained by Headquarters offices (other than budget office) and by field offices.	X	X	X	X	X	TEMPORARY. Use GRS 5/5b.
<del>6.</del>	<del><b>Budget Apportionment Files.</b></del> Includes form SF-132.	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 5/6.</del>

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 6 - Accountable Officers' Accounts Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Accountable Officers Files.</b> Includes forms SF-44, 215, 224, 1012, 1034, 1034A, 1035, 1035A, 1047-1050, 1069, 1080-1081, 1096, 1098, 1113, 1113A, 1128, 1129, 1129A, 1143, 1145, 1145A, 1151, 1154, 1156, 1156A, 1165-1167, 1176, 1176A, 1218-1221, 5515; OF-158, 205, 208, 1114; GSA-789; TD-1664; BLM 1310-5, 1370-8, 9-16, 18, 21, 26, 29-32, 35, 37-39, 41-44; 1371-16, 17-19; 1380-5.						Formerly 1271, G/20, 24-27, 51, 66-67, 70, 76, 80, 83, 86, 101, 117 (NCl-217-76-3); G/64, 65, 73-75, 77-79, 81, 88, 104, 114 (NCl-49-76-1); G/90 (NCl-217-76-3 and NCl-49-76-2); draft 1272, G/17; and draft 1272, G/18 (NCl-49-81-4).
	<b>a. <u>Original or Ribbon Copies.</u></b>						
	(1) <u>Accounts and Supporting Documents Pertaining to American Indians.</u>		X				TEMPORARY. Use GRS 6/1a(1).
	(2) <u>Revenue Receipts Pertaining to Alaska Lands Withdrawn for Native Selection.</u>		X				TEMPORARY. Cutoff end of FY. Transfer to FRC when 1 year old. FRC destroys when 10 years old.
	(3) <u>All Other Original or Ribbon Copies.</u>		X				TEMPORARY. Use GRS 6/1a(2).
	<b>b. <u>Memorandum or Extra Copies.</u></b>	X	X	X	X	X	TEMPORARY. Use GRS 6/1b.
	Includes statements of transactions and accountability, all supporting vouchers, schedules, and related papers not included elsewhere in this Schedule. <u>Excludes</u> freight records (GRS 9) and payroll records (GRS 2).						
2.	<b>GAO Exception Files.</b>	X	X	X	X		TEMPORARY. Use GRS 6/2. Formerly 1271, G/100 (NCl-49-76-1).
3.	<b>Certificates Settlement Files.</b>		X				TEMPORARY. Use GRS 6/3. Formerly 1271, G/52 (NCl-217-76-3); G/102 (NCl-49-76-1).
4.	<b>General Fund Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 6/4.
5.	<b>Accounting Administrative Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 6/5. Formerly 1271, G/89, 113, 116 (NCl-49-76-1); draft 1272, G/19.
6.	<b>Designations of Accountable Officers and Agents.</b> Includes form SF-211.	X	X	X	X	X	TEMPORARY. Use GRS 6/6b. Formerly 1271, G/103 (NCl-49-76-1).

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 6 - Accountable Officers' Accounts Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>7.</del>	<del>Gasoline Sales Tickets.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 6/7.</del>
8.	Telephone Toll Tickets.	X	X	X	X	X	TEMPORARY. Use GRS 6/8.
<del>9.</del>	<del>Telegrams.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 6/9.</del>
10-20 (RESERVED)							
21.	Tort Claims Files. Excludes accountable officers' copy of payment voucher (GRS 6/1a). Note: DOI Solicitor maintains record copy of tort claims case files.						
	a. Bureau Tort Claims Officer Case Files. Documenting claims against U.S. for personal injury and/or property damages. Includes witness statements, charts, photos, claim forms, and related documents.	X					TEMPORARY. Cutoff end of FY in which claim is settled. Destroy when 2 years old. Formerly 1271, B/5 (NCl-49-76-3).
	b. Reference Copies. Duplicates maintained by originating field offices for reference.		X	X	X	X	TEMPORARY. Destroy when claim is settled. Formerly draft 1272, B/5.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 7 - Expenditure Accounting Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1.</del>	<del>Expenditure Accounting General Correspondence and Subject Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 7/1.</del>
2.	General Accounting Ledgers. Includes forms OF-1014, 1014A.	X	X	X	X	X	TEMPORARY. Use GRS 7/2. Formerly 1271, G/110, 111 (NC1-49-76-1).
3.	Appropriation Allotment Files. Includes forms OF-1015, 1101.		X				TEMPORARY. Use GRS 7/3.
4.	Expenditure Accounting Posting and Control Files. Includes forms SF-108, OF-1016, 1017C, 1017G.	X	X	X	X	X	TEMPORARY. Use GRS 7/4. Formerly 1271, G/112 (NC1-49-76-1).
5-10	(RESERVED)						
11.	Payments-in-Lieu-of-Taxes Files. Documenting payments made to units of local governments in lieu of taxes to ameliorate the fiscal burden of tax-exempt public land within their boundaries.						Formerly 1271, M/4 (in part) (NN-171-77) and draft 1272, G/29.
a.	Headquarters Finance Copies.	X					TEMPORARY. Cutoff end of FY. Transfer to FRC when 5 years old. FRC destroys when 15 years old.
b.	Other Copies.	X	X	X	X	X	TEMPORARY. Cutoff end of FY. Destroy when 5 years old.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 8 - Stores, Plant, and Cost Accounting Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1.</del>	<del>(RESERVED)</del>						
2.	Plant, Cost, and Stores General Files.	X	X	X	X	X	TEMPORARY. Use GRS 8/2.
3.	Stores Invoice Files. Includes receiving reports and the used books and green copies of SF-44s.	X	X	X	X	X	TEMPORARY. Use GRS 8/3. Formerly 1271, F/1, 11 (NN-171-77).
4.	Stores Accounting Files. Stores accounting returns and files, including forms GSA-1473; BLM 1520-2, 3, 5-7, 9, 24, 28.	X	X	X	X	X	TEMPORARY. Use GRS 8/4. Formerly 1271, F/2-3, 5, 7-10, 12-13 (NN-171-77); G/115 (NCI-49-76-1).
5.	Stores Accounting Work Papers.						
	a. Stores Control Files. Work papers documenting loans and returns, such as forms DI-105 and 1520-8.	X	X	X	X	X	TEMPORARY. Destroy when property returned to stock. Formerly 1271, F/4, 6 (NN-171-77).
	<del>b. Other Work Papers Used in Accumulating Stores Accounting Data.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 8/5.</del>
6.	Plant Accounting Files.	X	X	X	X	X	TEMPORARY. Use GRS 8/6.
7.	Cost Accounting Reports.	X	X	X	X	X	TEMPORARY. Use GRS 8/7.
<del>8.</del>	<del>Cost Report Data Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 8/8.</del>

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 9 - Travel and Transportation Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Freight Records.</b> Includes forms SF-1103A, 1104, 1109A, 1113A, 1131A, 1186, 1203A, 1204, 1205; OF-199, 1121.	X	X	X	X	X	TEMPORARY. Use GRS 9/1. Formerly 1271, G/21, 40 (NCl-49-76-1).
2.	<b>Lost or Damaged Shipments Files.</b> Includes forms SF-361, 362, 364.	X	X	X	X	X	TEMPORARY. Use GRS 9/2.
3.	<b>Passenger Transportation Files.</b>						
a.	<u>GIR Book Covers.</u>	X	X	X	X	X	TEMPORARY. Note on register and return to Service Center Branch of Office Services who destroys after noting control logs. Formerly 1271, G/46 (NCl-49-76-1).
b.	<u>Other Passenger Transportation Files.</u> Includes forms SF-1012A, 1113A, 1169A, 1170; DI-1020. <u>Excludes</u> accountable officer's copies (GRS 6/1).	X	X	X	X	X	TEMPORARY. Use GRS 9/3. Formerly 1271, G/43 (NCl-217-76-3); G/22, 41-42, 45 (NCl-49-76-1).
4.	<b>Passenger Reimbursement Files.</b> Includes forms SF-1038, 1156A, 1157, 1164; and memorandum copies of BLM 1380-1, 6-9.	X	X	X	X	X	TEMPORARY. Use GRS 9/4.
5.	<b>General Travel and Transportation Files.</b> Includes form OF-1120.	X	X	X	X	X	TEMPORARY. Use GRS 9/5. Formerly 1271, G/44 (NCl-49-76-1).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 10 - Vehicle Maintenance and Operation Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1.</del>	<del>Motor Vehicle Correspondence Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 10/1.</del>
2.	Operating and Maintenance Files.						Formerly 1271, F/18-21 (NN-171-77); F/24 (NN-173-38).
	a. <u>Operating Files.</u> Related to oil and gas consumption, dispatching, and scheduling. Includes forms 1520-10, 1520-27, 1520-42.	X	X	X	X	X	TEMPORARY. Destroy when 1 year old. (Exception to GRS 10/2a.)
	<del>b. <u>Maintenance Files.</u> Work orders for service and repair, filed in vehicle history folder.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Cutoff when vehicle leaves BLM ownership. Destroy when 1 year old.</del>
	c. <u>Operating Manuals.</u> Motor vehicle operating instruction manuals provided by automaker.	X	X	X	X	X	TEMPORARY. Transfer with vehicle when vehicle leaves BLM ownership.
3.	Motor Vehicle Cost Files.	X	X	X	X	X	TEMPORARY. Use GRS 10/3.
4.	Motor Vehicle Report Files. Includes forms SF-82, DI-122, DI-126. <u>Excludes</u> accident, operating, and maintenance reports.	X	X	X	X	X	TEMPORARY. Use GRS 10/4. Formerly 1271, F/22 (NN-171-77).
5.	Motor Vehicle Accident Files. <u>Excludes</u> personal injury files (GRS 1/32). Includes forms SF-91, 91A, 94; OF-26.	X	X	X	X	X	TEMPORARY. Use GRS 10/5. Formerly 1271, B/5A (NC1-49-76-3).
6.	Motor Vehicle Release Files. Includes forms SF-97 and 97A.	X	X	X	X	X	TEMPORARY. Use GRS 10/6. Formerly 1271, F/33 (in part) (NN-171-77).
7.	Motor Vehicle Operation Files. <u>Excludes</u> operator I.D. cards (GRS 11/4).	X	X	X	X	X	TEMPORARY. Use GRS 10/7. Formerly 1271, F/23 (in part) (NN-171-77).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 11 - Space and Maintenance Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1.</del>	<del>Space and Maintenance General Correspondence Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 11/1.</del>
2.	Bureau Space Files. Includes form SF-81. Excludes BLM housing (quarters) files (GRS 15).	X	X	X	X	X	TEMPORARY. Use GRS 11/2. Formerly 1271, F/54, 55 (NN-171-77).
3.	Directory Service Files.	X	X	X	X	X	TEMPORARY. Use GRS 11/3.
4.	Credentials Files. Includes forms SF-138; OF-7, 12, 55; BLM 1100-3. Excludes property passes (GRS 18/13).	X	X	X	X	X	TEMPORARY. Use GRS 11/4. Formerly 1271, D/12, F/23 (in part); L/41 (NN-171-77).
<del>5.</del>	<del>Building and Equipment Service Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 11/5.</del>

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 12 - Communications Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1.</del>	<del>Messenger Service Files.</del>	X	X	X			<del>TEMPORARY. Use GRS 12/1.</del>
<del>2.</del>	<del>Communication Correspondence, Reports, and Reference Files. Includes forms SF-145, 145A-B.</del>	X	X	X	X	X	<del>TEMPORARY. Use GRS 12/2.</del>
3.	Telecommunications Operational Files.						
a.	Radio Frequency Assignments.	X	X	X	X	X	TEMPORARY. Destroy when replaced by new assignment. Formerly draft 1272, A/18.
b.	Radio Logs.	X	X	X	X	X	TEMPORARY. Cutoff end of each month. Destroy when 3 years old. Formerly 1271, A/8 (in part) (NN-171-77; NN-173-328).
<del>c.</del>	<del>Other Operational Files. Includes forms SF-14; OF-151, 152-153, 191.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 12/3.</del>
4.	Telephone Summaries.	X	X	X	X	X	TEMPORARY. Use GRS 12/4.
5.	Postal Records.	X	X	X	X	X	TEMPORARY. Use GRS 12/5. Formerly draft 1272, A/14 (in part).
6.	Mail and Delivery Service Control Files.	X	X	X	X	X	TEMPORARY. Use GRS 12/6. Formerly 1271, A/8 (in part) (NN-171-77) and draft 1272, A/14 (in part).
7.	Penalty Mail Report Files.	X					TEMPORARY. Use GRS 12/7.
<del>8.</del>	<del>Postal Irregularities File.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 12/8.</del>

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 13 - Printing, Binding, Duplication, and Distribution Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	(RESERVED).						
2.	Printing, Binding, Duplication, and Distribution (PBDD) Administrative Correspondence Files. Includes form DI-1867.	X	X	X	X		TEMPORARY. Use GRS 13/2.
3.	PBDD Project Files. Includes forms SF-1, 1A-C; DI-14, 550, 550A, 1903.	X	X	X	X		TEMPORARY. Use GRS 13/3.
4.	PBDD Control Files. Includes form BLM 1550-1.	X	X	X	X		TEMPORARY. Use GRS 13/4.
5.	Mailing Lists.	X	X	X	X	X	TEMPORARY. Use GRS 13/5. Formerly 1271, L/1, 13, 63 (NN-171-77).
6.	Joint Committee on Printing (JCP) Reports Files.	X	X	X	X		TEMPORARY. Use GRS 13/6.
7.	PBDD Internal Management Files. Includes form BLM 1550-6.	X	X	X	X		TEMPORARY. Use GRS 13/7.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 14 - Informational Services Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Public Relations Files.</b> Record copies of official news releases, speeches, addresses, and comments maintained by office of origin. See GRS 14/1 for more detailed description.	X	X	X	X	X	<b>PERMANENT.</b> Cutoff end of FY. Transfer to FRC when 5 years old. Transfer to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer 1980-1984 in 2005). Transfer audiovisual records to NARA in accordance with GRS 21. Formerly 1271, M/2 (in part) (NN-171-77).
<del>2.</del>	<del>(RESERVED)</del>						
3.	<b>Information Requests and Replies.</b>	X	X	X	X	X	TEMPORARY. Use GRS 14/3. Formerly 1271, A/11 (NN-171-77).
4.	<b>Acknowledgment Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 14/4.
5.	<b>Press Service Files.</b> Includes newsclippings and "information only" copies of press releases and speeches from other offices.	X	X	X	X	X	TEMPORARY. Use GRS 14/5. Formerly 1271, A/1, 2, 13 (NN-171-77).
6.	<b>Information Project Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 14/6.
7.	<b>Commendation/Complaint Correspondence Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 14/7.
8.	<b>Indexes and Checklists.</b>	X	X	X	X	X	TEMPORARY. Use GRS 14/8.
9-15	(RESERVED)						
16.	<b>Freedom of Information Act (FOIA) Requests Files.</b> Includes form OF-160.	X	X	X	X	X	<b>PERMANENT</b> or TEMPORARY. Use GRS 14/16.
17.	<b>FOIA Appeals Files.</b>	X	X	X	X	X	<b>PERMANENT</b> or TEMPORARY. Use GRS 14/17.
18.	<b>FOIA Control Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 14/18. Formerly draft 1272, A/15.
19.	<b>FOIA Reports Files.</b> Includes consolidated annual reports maintained by Headquarters Information Resources Management Office and feeder reports maintained by field offices.	X	X	X	X	X	TEMPORARY. Use GRS 14/19b. <u>Note:</u> DOI maintains record copies of Departmentwide reports.
20.	<b>FOIA Administrative Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 14/20.
<del>21-24</del>	<del>(RESERVED)</del>						

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 14 - Informational Services Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
25.	Privacy Act Requests Files. Includes form OF-203.	X	X	X	X	X	PERMANENT OR TEMPORARY. Use GRS 14/25.
26.	Privacy Act Amendment Files.	X	X	X	X	X	PERMANENT OR TEMPORARY. Use GRS 14/26.
27.	Privacy Act Accounting of Disclosure Files.	X	X	X	X	X	PERMANENT OR TEMPORARY. Use GRS 14/27.
28.	Privacy Act Control Files.	X	X	X	X	X	TEMPORARY. Use GRS 14/28. Formerly draft 1272, A/16.
29.	Privacy Act Reports Files. Includes consolidated annual reports maintained by Headquarters Information Systems Office and feeder reports maintained by field offices.	X	X	X	X	X	TEMPORARY. Use GRS 14/29b. <u>Note:</u> DOI maintains record copies of Departmentwide Privacy Act reports.
30.	Privacy Act General Administrative Files.	X	X	X	X	X	TEMPORARY. Use GRS 14/30.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 15 - Housing (Quarters) Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Housing Reports and General Correspondence Files.</b> Includes forms DI-1874, 1876, 1878-1880.	X	X	X	X	X	TEMPORARY. Use GRS 15/1.
2.	<b>Housing Maintenance and Repair Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 15/2.
3.	<b>Housing Management Files.</b> Includes form DI-1873.	X	X	X	X	X	TEMPORARY. Use GRS 15/3.
4.	<b>Housing Lease Files.</b> Includes forms DI-1881, 1882; BLM 1530-15, 1530-16.	X	X	X	X	X	TEMPORARY. Use GRS 15/4. Formerly 1271, F/53 (NN-171-77).
5.	<b>Housing Assignment and Vacancy Card Files.</b>	X	X	X	X	X	TEMPORARY. Use GRS 15/5.
6.	<b>Housing Inventory Files.</b> Includes form DI-1875.	X	X	X	X	X	TEMPORARY. Use GRS 15/6.
7.	<b>Housing Application Files.</b> Other than copies in lease files. Includes forms DI-1871, 1872.	X	X	X	X	X	TEMPORARY. Use GRS 15/7.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 16 - Administrative Management Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Formal Directives, Procedural and Operating Manuals.</b> Record copies of instruction memoranda, information bulletins, and BLM Manual releases, supplements, or handbooks. See GRS 16/1 for more detailed description. <u>Excludes</u> copies of directives maintained for reference (GRS 23/6) and all employee bulletins (GRS 23/4c).	X	X	X	X	X	PERMANENT. Cutoff end of FY. Transfer to FRC when 5 years old. Transfer to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer 1980-1984 in 2005). Formerly 1271, M/2 (in part) (NN-171-77).
2.	<b>Publications.</b> Record copies of pamphlets, reports, booklets, brochures, or other published or processed BLM publication (or the last manuscript report if not published). Includes published or processed BLM resource, technical, and scientific reports, plans, studies, analyses, inventories, and statistics. See GRS 16/2 for more detailed description. <u>Excludes</u> working papers and background materials (GRS 16/10), copies of publications maintained for reference (GRS 23/6), and resource management plans (BLM 4/26a).	X	X	X	X	X	PERMANENT. Transfer to FRC in 5-year blocks when most recent records are 5 years old (e.g., transfer 1980-84 block in 1990). Transfer to NARA when most recent records are 10 years old. Formerly 1271, M/2 (in part), M/21 (in part); N/1-3 (in part) (NN-171-77).
<del>3.</del>	<del><b>Records Disposition Files.</b> Includes forms SF-115, 115A, 135, 135A, 258; DI-1904, 1905.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 16/3. Formerly 1271, A/6 (NN-171-77).</del>
<del>4.</del>	<del><b>Forms Files.</b> Includes forms SF-83, 152, 360; OF-13, 13A-C; and BLM 1223-1, 4, 7.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 16/4. Formerly 1271, M/2 (in part) (NN-171-77).</del>
5.	<b>Management Improvement Surveys and Studies.</b> Case files documenting cost reduction, personnel utilization, and other management improvement projects. May include inventories of personnel, forms, or administrative files; workload studies; position management evaluations, reports; or other administrative data. <u>Excludes</u> program evaluation and review files (BLM 25/4) and organization studies (GRS 16/13).	X	X	X	X	X	TEMPORARY. Cutoff upon project completion. Transfer to FRC when 3 years old. FRC destroys when 7 years old. Formerly 1271, K/1 (in part) (NN-171-77).

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 16 - Administrative Management Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>6.</del>	<del>Records Holdings Report Files. Includes form SF-203.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 16/6.</del>
7.	Project Control Files.	X	X	X	X	X	TEMPORARY. Use GRS 16/7.
8.	Reports Control Files. Includes forms SF-83, 101; BLM 1222-3; and Information Collection Budget (ICB) files, created as a result of the Paperwork Reduction Act.	X	X	X	X	X	TEMPORARY. Use GRS 16/8. Formerly draft 1272, A/17.
9.	(RESERVED)						
10.	Working Papers.	X	X	X	X	X	TEMPORARY. Use GRS 16/10. See also 16/7. Formerly 1271, P/2, 3 (NN-171-77).
<del>11.</del>	<del>Records Management Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 16/11. Formerly 1271, K/1 (in part) (NN-171-77).</del>
12.	Committee and Conference Files.						Formerly 1271, M/6, 17 (NN-171-77).
	a. <u>Records Relating to Establishment, Organization, Membership, and Policy.</u> Includes forms SF-248, 248A, 249, 249A, 250.						
	(1) Interagency, advisory, or international committees.	X	X	X	X		PERMANENT. Cutoff end of FY. Transfer to FRC when 3 years old. Transfer to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 in 1998).
	(2) Internal committees.	X	X	X	X	X	TEMPORARY. Use GRS 16/12a(2).
	b. <u>Records Created by Committees.</u>						
	(1) Record copies of agendas, minutes, and related records documenting accomplishments of official boards and committees.	X	X	X	X		PERMANENT. Cutoff end of FY. Transfer to FRC when 3 years old. Transfer to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 in 1998).
	(2) All other records or copies.	X	X	X	X	X	TEMPORARY. Use GRS 16/12b(2).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 16 - Administrative Management Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
13.	<b>Organization and History Files.</b>						Formerly 1271, A/4 and M/24 (NN-171-77); A/10 (in part) (NN-173-328); draft 1272, A/4b, 10b.
	a. <u>Record Copies.</u> Organization and reorganization charts and studies, functional statements, and histories and selected background materials maintained by office of origin. Includes BLM boundary establishment and relocation files.	X	X	X	X	X	PERMANENT. Use GRS 16/13.
	b. <u>Reference Copies.</u>	X	X	X	X	X	TEMPORARY. Destroy when obsolete, superseded, or no longer needed for reference.
<del>14.</del>	<del>Information Management Feasibility Studies.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 16/14. Formerly 1271, K/1 (in part) (NN-171-77) and draft 1272, A/19.</del>
15-20 (RESERVED)							
21.	<b>Proposed Legislation and Regulation Files.</b>						
	a. <u>Record Copies.</u> Case files documenting legislative and regulatory proposals affecting BLM, maintained by headquarters office responsible for legislative and regulatory matters. Includes copies of proposals, review comments, analyses, recommendations, and related documents.	X					PERMANENT. Cutoff end of each session of Congress. Transfer to FRC when 2 years old. Transfer to NARA in 6-year blocks when most recent records are 13 years old (e.g., transfer 1981-1986 in 2000). Formerly 1271, M/16 (NN-171-77).
	b. <u>Reference Copies.</u>	X	X	X	X	X	TEMPORARY. Destroy when 2 years old. Formerly draft 1272, M/16b.

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 16 - Administrative Management Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
22.	<p><b>Cooperative Relations Files.</b>                      Documenting a relationship between BLM and another party for the purpose of mutual assistance activities, in which no obligation or exchange of Federal funds, products, or services is involved. Includes memoranda of understanding, cooperative management agreements, sustained yield agreements, National and International agreements. <u>Excludes</u> cooperative assistance agreements (GRS 3/4), grants (GRS 3/14-18), and range improvement agreements (BLM 4/26).</p>						
	<p>a. <u>Record Copies.</u> Individual case file for each cooperative instrument and related documents, maintained by office having signatory authority for the instrument.</p>	X	X	X	X	X	<p><b>PERMANENT.</b> Cutoff upon termination or cancellation. Transfer to FRC when 1 year old. Transfer to NARA in 5-year blocks when most recent records are 10 years old (e.g., transfer 1980-1984 in 1995). Formerly 1271, M/18 (NN-171-77).</p>
	<p>b. <u>Reference Copies.</u></p>	X	X	X	X	X	<p><b>TEMPORARY.</b> Destroy 1 year after termination or cancellation. Formerly draft 1272, M/18b.</p>

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 17 - Cartographic, Remote Sensing, and Cadastral Survey Records

<u>Item</u>	<u>Description</u>	<u>WO</u>	<u>SC</u>	<u>SO</u>	<u>DO</u>	<u>RA</u>	<u>Authorized Disposition</u>
1.	<b>Manuscript and Annotated Maps.</b>						
	a. <u>Master Title Plats.</u> Ownership plat showing survey data identifying vacant public land, patented land, reservations, withdrawals, rights-of-way, and other uses.						
	(1) Record copies on paper or mylar.			X			<b>PERMANENT.</b> Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old. Formerly 1271, I/1 (NN-171-77).
	(2) Microfilm copies.			X	X	X	<b>TEMPORARY.</b> Destroy when superseded, obsolete, or no longer needed for reference. Formerly draft 1272, I/1b.
	b. <u>Supplemental Use Plats.</u> Showing land ownership, use, and information necessary in adjudicating applications for use of public land and resources.						
	(1) Record copies on paper or mylar.			X			<b>PERMANENT.</b> Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old. Formerly 1271, I/2 (NN-171-77).
	(2) Microfilm copies.			X	X	X	<b>TEMPORARY.</b> Destroy when superseded, obsolete, or no longer needed for reference. Formerly draft 1272, I/2b.
	c. <u>Tract Books.</u> Providing a master guide to the history of all actions related to disposition and use of public lands.			X			<b>PERMANENT.</b> Cutoff upon installation of microfilmed status records and transfer immediately to FRC. Transfer to NARA when 12 years old. Formerly 1271, I/4 (NN-171-77).
2.	<b>Cartographic Records Prepared During Intermediate Stages of Publication.</b>	X	X	X	X	X	<b>TEMPORARY.</b> Use GRS 17/2.
3.	<b>Published Maps.</b>	X	X	X	X	X	<b>PERMANENT.</b> Use GRS 17/3. Formerly 1271, M/15 (NN-171-77).

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 17 - Cartographic, Remote Sensing, and Cadastral Survey Records

<u>Item</u>	<u>Description</u>	<u>WO</u>	<u>SC</u>	<u>SO</u>	<u>DO</u>	<u>RA</u>	<u>Authorized Disposition</u>
4.	<b>Map History Files and Source Materials.</b>						
	a. <u>Historical Indexes.</u> Providing a chronological narrative of actions illustrated on master title and supplemental use plats.						
	(1) Record copies on paper or mylar.			X			PERMANENT. Outoff when filmed and transfer to FRC. Transfer to NARA when 12 years old. Formerly 1271, I/3 (NN-171-77).
	(2) Microfilm copies.			X	X	X	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. Formerly draft 1272, I/3b.
	b. <u>Source Documents on Microfilm.</u> Control Document Index aperture cards, filed by township and range, containing microfilmed copies of land title conveyances and other source documents affecting status of public land.			X	X	X	TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference. Formerly 1271, I/6 (NN-171-77).
	c. <u>Other Source Documents.</u> Duplicate paper copies of land title and use documents affecting status of public land.			X			TEMPORARY. Destroy when superseded, obsolete or no longer needed for reference. Formerly 1271, I/5, 9 (NN-171-77).
5-6	(RESERVED)						
7.	<b>Globes, Terrain Models, and Raised Relief Maps.</b> One sample of each, acquired by BLM in the course of official business.	X	X	X	X	X	PERMANENT. Use GRS 17/7.
8.	<b>Finding Aids Related to Maps.</b>	X	X	X	X	X	PERMANENT or TEMPORARY. Use GRS 17/8. Formerly 1271, L/17 (NN-171-77); L/97 (NN-173-328).
9.	<b>Engineering Survey Field Notes.</b>			X	X	X	PERMANENT. Use disposition authority for related project file (BLM 22/2). Formerly 1271, M/29 (NN-171-77).
10-15	(RESERVED)						

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 17 - Cartographic, Remote Sensing, and Cadastral Survey Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
16.	Vertical and Oblique Aerial Film, Conventional Aircraft.						Formerly 1271, O/6 (NN-171-77); draft 1272, O/6.
	a. <u>Original or Master Negative.</u>	X	X	X	X	X	PERMANENT. Cutoff when flight completed and originals received. Transfer to FRC when 1 year old. Transfer to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer 1980-1984 in 2005).
	b. <u>Copy Negatives, Intermediates, Rectified Negatives, and Glass Plate Negatives.</u>						
	(1) Annotated.	X	X	X	X	X	PERMANENT or TEMPORARY. Use disposal authority for the annotated information.
	(2) Unannotated.	X	X	X	X	X	TEMPORARY. Use GRS 17/16b(2).
	c. <u>Prints.</u>						
	(1) Annotated.	X	X	X	X	X	PERMANENT or TEMPORARY. Use disposal authority for the annotated information.
	(2) Unannotated.	X	X	X	X	X	TEMPORARY. Use GRS 17/16c(2).
17.	(RESERVED)						
18.	Finding Aids Related to Aerial Photography and Remote Sensing.	X	X	X	X	X	PERMANENT or TEMPORARY. Use GRS 17/18. Formerly 1271, L/54 (NN-173-328); L/90 (in part) (NN-171-77).
19-30	(RESERVED)						

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 17 - Cartographic, Remote Sensing, and Cadastral Survey Records

<u>Item</u>	<u>Description</u>	<u>WO</u>	<u>SC</u>	<u>SO</u>	<u>DO</u>	<u>RA</u>	<u>Authorized Disposition</u>
31.	<b>Cadastral Survey Files.</b>						
a.	<u>Requests for Survey.</u> Form BLM 9600-4, or equivalent.						Formerly 1271, H/3 (NN-171-77); draft 1272, H/3.
	(1) <u>Approved Requests.</u> Resulting in an official survey.						<b>PERMANENT.</b> File within survey case file and dispose accordingly.
	(2) <u>Unapproved Requests.</u>	X		X	X		<b>TEMPORARY.</b> Destroy when 5 years old.
b.	<u>Survey Case Files.</u> Case files, arranged by group number, documenting original surveys, resurveys, or supplemental surveys. Contain authority, approval, instructions, costs, and related documents. Includes mineral and agricultural surveys. <u>Excludes</u> geologic and geophysical survey records, currently unscheduled.	X		X			<b>PERMANENT.</b> Transfer arrangements to be agreed upon by NARA and BLM by 12/31/87. Formerly 1271, H/4, 9, 12 (NN-171-77).
c.	<u>Field Notes.</u>						
	(1) Pocket field tablets, rough field notes from which the official notes and plats are prepared.			X	X		<b>TEMPORARY.</b> Cutoff when official notes and plats accepted. Destroy when 2 years old. Formerly 1271, H/7 (NN-171-77).
	(2) Official field notes, the basis for identification of survey boundaries.	X		X			<b>PERMANENT.</b> Transfer arrangements to be agreed upon by NARA and BLM by 12/31/87. Formerly 1271, H/8 (NN-171-77).
	(3) Field notes on microfiche.	X	X	X	X	X	<b>TEMPORARY.</b> Destroy when replaced by new microfiche or when no longer needed for reference. Formerly draft 1272, H/8b.
d.	<u>Plats of Survey.</u> Developed from official survey notes showing: lines surveyed, established, retraced, resurveyed; direction and length of lines; relation to adjoining survey; boundary description and area of each parcel subdivided. Includes all types of public land surveys - township, dependant and independent survey, supplemental, agricultural, homestead, mineral, etc.						
	(1) Original paper copies.	X		X			<b>PERMANENT.</b> Transfer arrangements to be agreed upon by NARA and BLM by 12/31/87. Formerly 1271, H/2 (NN-171-77).
	(2) Microfilm copies.	X	X	X	X	X	<b>TEMPORARY.</b> Destroy when replaced by new microfilm or when no longer needed for reference. Formerly draft 1272, H/2b.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 17 - Cartographic, Remote Sensing, and Cadastral Survey Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
32.	<b>Finding Aids and References Related to Cadastral Surveys.</b>						
	a. <u>Segregation Diagrams</u> . Indicating land areas not covered by claims or patents.	X		X	X	X	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. Formerly 1271, H/5 (NN-171-77).
	b. <u>Section Corners Found</u> . Indicating location of existing corners and survey marker type and condition.	X		X	X	X	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. Formerly 1271, H/6 (NN-171-77).
	c. <u>District Connecting Sheets</u> . Indicating location and identification of mining claims by survey number or claim name.	X		X	X	X	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. Formerly 1271, H/10 (NN-171-77).
	d. <u>U.S. Mineral and Location Monuments</u> . A reference to field notes and plats documenting survey monument establishment, description, and location.	X		X	X	X	PERMANENT. Cutoff when no longer needed for reference. Transfer to FRC when 1 year old. Transfer to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 in 1998). Formerly 1271, H/11 (NN-171-77).
	e. <u>Protraction Diagrams</u> . Plan of survey for unsurveyed areas, giving geographic positions for corners in rectangular survey system.	X		X	X	X	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. Formerly 1271, H/13 (NN-171-77).
33.	<b>Mineral Surveyor Files</b> . Documenting qualifications of private surveyors who survey for and are compensated by private parties. Surveyor must pass a Federal exam, be bonded, and have approval through appointments by BLM.	X		X			TEMPORARY. Cutoff when appointment terminates. Transfer to FRC when 1 year old. FRC destroys when 50 years old. Formerly 1271, H/1 (NN-173-328).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 18 - Security and Protective Services Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1-8</del>	<del>(RESERVED)</del>						
9.	Security and Protective Services Administrative Correspondence Files.	X	X	X	X	X	TEMPORARY. Use GRS 18/9.
10.	Survey and Inspection Files. (Government-owned Facilities).	X	X	X	X	X	TEMPORARY. Use GRS 18/10.
11.	Survey and Inspection Files. (Privately-owned Facilities).	X	X	X	X	X	TEMPORARY. Use GRS 18/11.
12.	Investigative Files. Includes any related litigation documentation. Excludes "whistleblower" files (GRS 25/3).						
	a. Law Enforcement Files.						Formerly draft 1272, B/25 (NCl-49-84-1).
	(1) Patrol Logs. Includes forms BLM 8360-6, 8360-7.			X	X	X	TEMPORARY. Cutoff end of FY. Transfer to FRC when 5 years old. FRC destroys when 15 years old.
	(2) Case Files. Investigative and arrest data concerning alleged violations of Federal land laws. Contain incident reports, photos, evidence, and related correspondence. Includes forms BLM 9260-1 - 9260-10.			X	X	X	TEMPORARY. Cutoff end of FY in which case is settled or abandoned. Transfer to FRC when 5 years old. FRC destroys when 15 years old.
	<del>b. Trespass Files. Case files documenting unlawful and/or unwarranted entrance, use, destruction, and possession of BLM facilities, lands, or resources. Includes forms BLM 9230-1, 4-5, 8-10, 12, 14, 21-22, 24; 9239-1.</del>			<del>X</del>	<del>X</del>		<del>TEMPORARY. Cutoff end of FY in which case is settled or abandoned. Transfer to FRC when 1-year old. FRC destroys when 51 years old. Formerly 1271, B/19 (NCl-49-76-3).</del>

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 18 - Security and Protective Services Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
12.	(Continued)						
	-c. <u>Fire Records.</u> DI-1201 forms and related information, documenting history of individual fires, showing location, cause, method of suppression, costs, weather conditions, etc. Excludes Machine-Readable Fire Records (see BLM 20/75 & 76).						
	(1) Record copies maintained by District Office of origin.					X	<i>calendar year</i> PERMANENT. Cutoff end of <del>FY</del> . Transfer to FRC when 5 years old. Transfer to NARA in 5-year blocks when most recent records are 10 years old (e.g., transfer 1980-1984 in 1995). Formerly 1271, B/18 (in part) (NCl-49-76-3).
	<del>(2) Duplicate reference copies in State Office and Boise Interagency Fire Center.</del>	<del>X</del>	<del>X</del>				<del>TEMPORARY. Destroy when 10 years old. Formerly 1271, B/18 (in part) (NCl-49-76-3).</del>
	(3) Printout summaries of individual fires.		X	X	X		TEMPORARY. Destroy when 5 years old. Formerly 1271, B/18B (NCl-49-76-3).
	(4) Dispatch and fire logs.			X	X	X	TEMPORARY. Cutoff end of each month. Destroy when 3 years old. Formerly 1271, A/8 (in part) (NN-173-328).
13.	Property Pass Files. Includes form OF-7.	X	X	X	X	X	TEMPORARY. Use GRS 18/13.
14-15	(RESERVED)						
16.	Personal Property Accountability Files. Includes forms DI-103 and BLM 1520-41.	X	X	X	X	X	TEMPORARY. Use GRS 18/16. Formerly 1271, F/17 (NN-171-77).
17.	Key Accountability Files.	X	X	X	X	X	TEMPORARY. Use GRS 18/17.
18.	Visitor Control Files. Includes form BLM 1100-1.	X	X	X	X	X	TEMPORARY. Use GRS 18/18. Formerly 1271, A/8 (in part) (NN-173-38).
19-31	(RESERVED)						

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 19 - Research and Development Records

<u>Item</u>	<u>Description</u>	<u>WO</u>	<u>SC</u>	<u>SO</u>	<u>DO</u>	<u>RA</u>	<u>Authorized Disposition</u>
<del>1-8</del>	<del>(RESERVED)</del>						
9.	R&D General Correspondence Files.	X	X	X	X	X	TEMPORARY. Use GRS 19/9.
10-11	(RESERVED)						
12.	R&D Investigative Files.	X	X	X	X	X	TEMPORARY. Use GRS 19/12.
13.	R&D Procurement Files.	X	X	X	X	X	TEMPORARY. Use GRS 3/4.
14.	R&D Technical Reference Files.	X	X	X	X	X	TEMPORARY. Use GRS 19/14.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 21 - Audiovisual Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>1.</del>	<del>Photographs of Routine Activities.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 21/1. Formerly 1271, 0/2 (in part) (NN-171-77).</del>
2.	Personal Identification Photographs.	X	X	X	X	X	TEMPORARY. Use GRS 21/2. Formerly 1271, 0/2 (in part) (NN-171-77).
3.	Administrative Filmstrips and Slide Programs.	X	X	X	X	X	TEMPORARY. Use GRS 21/3. Formerly 1271, 0/3 (in part) (NN-171-77).
4.	Still Photography Duplicates.	X	X	X	X	X	TEMPORARY. Use GRS 21/4.
<del>5-7</del>	<del>(RESERVED)</del>						
8.	BLM Mission-Related Still Photographs. Which depict official programs and activities. Consists of: 1) black-and-white and color negative photography: the original negative, a captioned print, and for color negative photography, a duplicate negative if one exists; 2) color transparency and slide photography: the original and duplicate; and 3) slide sets or filmstrips and accompanying audio recordings or scripts: two copies.	X	X	X	X	X	PERMANENT. Cutoff end of FY. Transfer to NARA in 5-year blocks when most recent records are 5 years old (e.g., transfer 1980-1984 in 1990). Formerly 1271, 0/2, 3 (in part) (NN-171-77); draft 1272, 0/2d.
<del>9.</del>	<del>Viewgraphics.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 21/9.</del>
10.	Routine Artwork.	X	X	X	X	X	TEMPORARY. Use GRS 21/10. Formerly 1271, M/1 (in part) (NN-171-77).
11.	Photo-Mechanical Reproduction Negatives, Prints, and Plates.	X	X	X	X	X	TEMPORARY. Use GRS 21/11. Formerly 1271, 0/5 (NN-171-77).
12.	Line Copies of Graphs and Charts.	X	X	X	X	X	TEMPORARY. Use GRS 21/12. Formerly 1271, M/1 (in part) (NN-171-77).
<del>13-14</del>	<del>(RESERVED)</del>						

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 21 - Audiovisual Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>15.</del>	<del>Motion Picture Training Films Acquired From Outside Sources. For administrative and personnel training.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>		<del>TEMPORARY. Use GRS 21/15. Formerly 1271, 0/1 (in part) (NN-171-77).</del>
16.	(RESERVED)						
17.	Routine Motion Picture Surveillance Footage.	X	X	X	X		TEMPORARY. Use GRS 21/17.
18.	Routine Motion Picture Scientific or Engineering Footage.	X	X	X	X		TEMPORARY. Use GRS 21/18.
19.	Duplicate Motion Picture Prints and Preprint Elements. Required for preservation.	X	X	X	X		TEMPORARY. Use GRS 21/19.
20.	BLM-Sponsored Motion Pictures Intended for Public Distribution. Informational, educational, training, and recruitment films that document or are used to carry out BLM programs.	X	X	X			PERMANENT. Transfer original elements, an intermediate, and a print to FRC 1 year after release date. Transfer to NARA in 3-year blocks when most recent records are 3 years old (e.g., transfer 1986-1988 in 1992). Formerly 1271, 0/1 (in part) (NN-171-77).
21-26	(RESERVED)						
27.	Stock footage, outtakes and trims created during the course of an agency-sponsored production.	X	X	X			Use GRS 21/27.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 21 - Audiovisual Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
<del>28.</del>	<del>Training Videos Acquired From Outside Sources. Used for administrative and personnel training.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 21/28. Formerly 1271, O/1 (in part) (NN-171-77).</del>
29.	(RESERVED)						
30.	Rehearsal or Practice Videotapes.	X	X	X	X	X	TEMPORARY. Use GRS 21/30.
31.	Internal Personnel and Administrative Training Program Videos.	X	X	X			TEMPORARY. Use GRS 21/31. Formerly 1271, O/1 (in part) (NN-171-77).
32.	Routine Surveillance Videos.	X	X	X	X	X	TEMPORARY. Use GRS 21/32.
33.	Routine Scientific or Engineering Videos.	X	X	X	X	X	TEMPORARY. Use GRS 21/33.
34.	Routine Meetings and Award Presentation Videos.	X	X	X	X	X	TEMPORARY. Use GRS 21/34.
35.	Duplicate Video Dubbings and Pre-Mix Elements.	X	X	X	X	X	TEMPORARY. Use GRS 21/35.
36.	BLM-Sponsored Video Productions for Public Distribution.	X	X	X			PERMANENT. Transfer original and first generation copy to FRC 1 year after release date. Transfer to NARA in 3-year blocks when most recent records are 3 years old (e.g., transfer 1986-1988 in 1992). Formerly 1271, O/1 (in part) (NN-171-77).

37-45 (RESERVED)

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 21 - Audiovisual Records

<u>Item</u>	<u>Description</u>	<u>WO</u>	<u>SC</u>	<u>SO</u>	<u>DO</u>	<u>RA</u>	<u>Authorized Disposition</u>
46.	Sound Recordings Made for Notetaking and Transcription.	X	X	X	X	X	TEMPORARY. Use GRS 21/46.
47.	Dictation Belts or Tapes.	X	X	X	X	X	TEMPORARY. Use GRS 21/47.
48.	Pre-Mix Sound Elements.	X	X	X	X	X	TEMPORARY. Use GRS 21/48.
49.	Library Sound Recordings. Effects, music, etc.	X	X	X	X	X	TEMPORARY. Use GRS 21/49.
50-61 (RESERVED)							
62.	Production Files.	X	X	X	X	X	PERMANENT or TEMPORARY. Use GRS 21/62.
63.	Finding Aids.	X	X	X	X	X	PERMANENT or TEMPORARY. Use GRS 21/63. Formerly 1271, L/40 (NN-173-328); L/60, L/90 (in part) (NN-171-77).

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 22 - Design and Construction Project Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	(RESERVED)						
2.	<b>BLM Structures Construction Project Files.</b>		X	X	X	X	<b>PERMANENT.</b> Outoff when project abandoned or when project area leaves BLM ownership. Transfer to FRC when 2 years old. Transfer to NARA when 25 years old. Formerly 1271, K/6 (in part) and K/7, 9, 10 (NN-171-77).
	a. <u>Final Project Files.</u> Final working, "as built," shop, repair, alteration, contract, and standard drawings; project specifications, with documents relating to their preparation; and space assignment plans of Federal structures and engineering projects (e.g., roads, bridges, trails, recreation sites, buildings, etc.). <u>Excludes</u> projects which do not result in permanent or long term structures or appurtenances to the land (BLM 4/26b) and project maintenance files (BLM 4/26c).						
	<del>b. <u>Intermediate and prefinal drawings.</u></del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 22/2b.</del>
3.	<b>Reference Copies of Architectural and Engineering Drawings.</b> Copies of drawings, plans, specifications used for reference in planning future construction projects.	X	X	X	X	X	TEMPORARY. Destroy when no longer needed for administrative purposes. Formerly 1271, M/28 (NN-171-77).
4.	(RESERVED)						
5.	<b>Finding Aids.</b>	X	X	X	X	X	<b>PERMANENT or TEMPORARY.</b> Use GRS 22/5. Formerly 1271, L/15, 16 (NN-173-328); L/53 (in part) (NN-171-77).
<del>6.</del>	<del>(RESERVED)</del>						

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 23 - Records Common to Most Offices

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1.	<b>Office Administrative Files.</b>						
	a. <u>Miscellaneous Documents, Recurring Reports, Letters, Memos, Etc.</u> General correspondence, recurring reports, and other documents which do not relate to a specific case or project, or are not otherwise described in the GRS or BLM Schedules. Arranged by FY in subject classification order. Includes individual delegations of authority. <u>Note:</u> This item does not apply to record copies of organizational charts, functional statements, comprehensive delegations of authority, and related records that document the essential organization, staffing, responsibilities, and procedures of BLM (see GRS 16/13).	X	X	X	X	X	TEMPORARY. Cutoff end of FY. Destroy when 3 years old. Formerly 1271, A/3 (NN-173-38); A/5, 12 (NN-171-77).
	b. <u>Reader (Chronological) Files.</u> Copies (usually pink tissue) of outgoing correspondence, filed in date order. Used as a reference.						
	(1) Originating office copies.	X	X	X	X	X	TEMPORARY. Cutoff end of month. Destroy when 1 year old. Formerly 1271, A/7 (NN-171-77).
	(2) Other copies provided by other offices for reference only.	X	X	X	X	X	TEMPORARY. Destroy when 1 month old. Formerly draft 1272 A/7b.
<del>2.</del>	<del>(RESERVED)</del>						
<del>3.</del>	<del>Suspense Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 23/3. Formerly 1271, L/80, 82-83 (NN-171-77).</del>
<del>4.</del>	<del>Transitory Files. Includes All Employee Bulletins.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 23/4.</del>
<del>5.</del>	<del>Routine Control Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 23/5. Formerly 1271, A/8 (in part); L/46, 66, 81, 84, 91 (NN-171-77).</del>
<del>6.</del>	<del>Technical Reference Files. Includes Township and Range reference files, excluding Mineral History Records.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use GRS 23/6. Formerly 1271, M/1 (in part), M/4 (in part); 5, 9-12, 20, 30; P/4-5 (NN-171-77); M/27 (NN-173-328).</del>

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule 23 - Records Common to Most Offices

<u>Item</u>	<u>Description</u>	<u>WO</u>	<u>SC</u>	<u>SO</u>	<u>DO</u>	<u>RA</u>	<u>Authorized Disposition</u>
7.	<b>Finding Aids.</b>						
a.	<u>Case File Indexes.</u> Alphabetical indexes, by applicant name, to serial case files for applications for lands and resources.			X	X	X	PERMANENT. Cutoff end of FY. Transfer to FRC when 5 years old. Transfer to NARA when 30 years old. Formerly 1271, L/2 (NN-171-77).
b.	<u>Serial Register Pages and Logs.</u> Documenting brief history of each case and used as a control to prevent duplication of case file numbers.			X	X	X	PERMANENT. Cutoff when no longer needed for control purposes. Transfer to FRC when 1 year old. Transfer to NARA when 15 years old. Formerly 1271, L/43 (NN-171-77).
c.	<u>All Other Finding Aids.</u>	X	X	X	X	X	PERMANENT OR TEMPORARY. Use GRS 23/7b. Formerly 1271, L/4, 19, 22, 58, 67, 85, 98-99, 103 (NN-173-328); L/10 (NN-173-38); L/3, 5-9, 11-12, 14, 18, 20, 42, 44-45, 47-52, 53 (in part), 55-57, 61-62, 64-65, 92-96, 100, 102 (NN-171-77); draft 1272, L/104.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Bureau Records Schedule 25 - Evaluation, Inspection, and Audit Records

Item	Description	WO	SC	SO	DO	RA	Authorized Disposition
1-2.	(RESERVED)						
<del>3.</del>	<del>Investigative Case Files. Includes "whistle blower" files. Excludes law enforcement files (BLM 18/12).</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use CRS 25/3. Formerly 1271, A/9 (in part) (NN-171-77).</del>
4.	Program Evaluation, Review and Audit Files. Includes BLM Forms 1240-6 - 1240-15. Excludes BLM organizational studies (GRS 16/13).						
a.	Case Files. Documenting internal BLM program evaluations, administrative and technical procedures reviews, information systems reviews, and other audits or reviews of BLM programs, operations, and procedures. Consists of reports, correspondence, and supporting working papers maintained by office conducting the review.	X	X	X	X	X	TEMPORARY. Cutoff end of FY after close of case. Transfer to FRC when 3 years old. FRC destroys when 25 years old. Formerly 1271, A/10 (in part) (NN-173-328).
b.	Reference Copies.	X	X	X	X	X	TEMPORARY. Destroy when no longer needed for reference. Formerly draft 1272, A/10b.
<del>5.</del>	<del>Indexes to Case Files.</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>TEMPORARY. Use CRS 25/5. Formerly 1271, L/21 (NN-171-77).</del>

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Bureau Records Schedule

Request for Exceptions to the General Records Schedules

Schedule 10, Item 2a: Vehicle Operating Files - Related to oil and gas consumption, dispatching, and scheduling. Includes forms 1520-10, 1520-27, 1520-42.

Current GRS Disposition: Destroy when 3 months old.

Requested Disposition: Temporary. Destroy when 1 year old.

Justification: Information is needed for one year for administrative purposes.

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Cross-Index to Former Bureau Schedule

Former		Current		Former		Current				
Category	Item No.	Schedule	Item No.	Category	Item No.	Schedule	Item No.			
<u>A</u>	1-2	=	14	5	<u>B</u>	13	=	4	21	
	3	=	23	1		14	(Reserved)			
	4	=	16	13		15	=	4	7	
	5	=	23	1		16	=	4	23	
	6	=	16	3		16A	=	4	7	
	7	=	23	1		17	=	4	21	
	8	=	12	3, 6		18	=	18	12	
			=	18		12, 18				
			=	23		5	18A	=	20	75
	9	=	1	32		18B-19	=	18	12	
			=	25		3				
	10	=	16	13		20-21	=	4	21	
			=	25		4				
11	=	14	3	22	=	4	25			
12	=	23	1	23	=	4	7			
13	=	14	5	24-25	(Reserved)					
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<u>B</u>	1	(Reserved)		<u>C</u>	1-3	4	6			
	2	=	4		25	-----				
	3-4	=	4		7	<u>D</u>	1	=	1	16
	5	=	6		21		2	=	1	1, 10
	5A	=	10		5		3	=	1	18
	5B	=	1		32		4	=	1	15
	6	(Reserved)					5	=	1	3
	7	=	4		7					
8-12	=	4	22							

\*Disposition authority approved after issuance of former Schedule.

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Cross-Index to Former Bureau Schedule

Former		Current		Former		Current		
Category	Item No.	Schedule	Item No.	Category	Item No.	Schedule	Item No.	
<u>D</u>	6	=	1	33				
	7	=	1	30				
	8	=	1	12				
	9	=	1	7				
	10	=	2	24				
	11	=	1	18				
	12	=	11	4				
	13	=	1	2				
	14	=	1	23				
	15	=	1	26				
	16-22	(Reserved)						
	23*	=	1	34				
<u>E</u>	1-3	=	3	4				
	4	(Reserved)						
	5	=	3	6				
	6-10	(Reserved)						
	11-12	=	3	9				
	13	=	3	7				
	14	=	3	9				
	15-20	(Reserved)						
	21	(Obsolete)						
	22-23	=	3	4				
	24-31	(Reserved)						
					32	=	3	4
					33-41	(Reserved)		
					<u>F</u>			
					1	=	8	3
					2-3	=	8	4
					4	=	8	5
					5	=	8	4
					6	=	8	5
					7-10	=	8	4
					11	=	8	3
					12-13	=	8	4
					14-16	=	3	10
					17	=	18	16
					18-21	=	10	2
					22	=	10	4
					23	=	10	7
						=	11	4
					24	=	10	2
					25-28	=	4	5
					29	=	4	6
					30	=	4	5
					31-32	=	4	6
					33	=	10	6
						=	4	6
					34-38	=	4	5

\*Disposition authority approved after issuance of former Schedule.

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Cross-Index to Former Bureau Schedule

Former		Current		Former		Current			
Category	Item No.	Schedule	Item No.	Category	Item No.	Schedule	Item No.		
<u>F</u>	39-40	=	4	3	<u>G</u>	24-27	=	6	1
	41-42	=	4	20		28	=	2	18
	43	=	4	3		29-39		(Reserved)	
	44		(Obsolete)			40	=	9	1
	45-48	=	4	3		41-43	=	9	3
	49-52		(Obsolete)			44	=	9	5
	53	=	15	4		45-46	=	9	3
	54-55	=	11	2		47-49		(Reserved)	
						50		(Obsolete)	
<u>G</u>	1	=	2	1		51	=	6	1
	2	=	2	17		52	=	6	3
	3	=	2	21		53		(Obsolete)	
	4	=	2	7		54	=	2	23
	5-9		(Reserved)			55	=	2	21
	10	=	2	11		56	=	2	17
	11-12	=	2	4		57	=	2	18
	13-14	=	2	3		58	=	2	21
	15	=	2	8		59	=	2	18
	16	=	2	10		60	=	2	4
	17-19		(Reserved)			61-62	=	2	18
	20	=	6	1		63		(Reserved)	
	21	=	9	1		64-67	=	6	1
	22	=	9	3		68-69		(Obsolete)	
	23		(Obsolete)			70	=	6	1

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Cross-Index to Former Bureau Schedule

Former		Current		Former		Current	
Category	Item No.	Schedule	Item No.	Category	Item No.	Schedule	Item No.
<u>G</u>	71-72	(Obsolete)		<u>H</u>	1	= 17	33
	73-81	= 6	1		2-4	= 17	31
	82	(Obsolete)			5-6	= 17	32
	83	= 6	1		7-9	= 17	31
	84-85	(Obsolete)			10-11	= 17	32
	86	= 6	1		12	= 17	31
	87	(Obsolete)			13	= 17	32
	88	= 6	1		14	= 4	7
	89	= 6	5		---		
	90	= 6	1	<u>I</u>	1-2	= 17	1
	91-99	(Reserved)			3	= 17	4
	100	= 6	2		4	= 17	1
	101	= 6	1		5-6	= 17	4
	102	= 6	3		7	= 4	7
	103	= 6	6		8	= 4	20
	104	= 6	1		9	= 17	4
	105-109	(Reserved)			10	= 4	25
	110-111	= 7	2		---		
	112	= 7	4	<u>J</u>	1	= 5	1, 2
	113	= 6	5		2	= 5	2
	114	= 6	1		3	= 5	5
	115	= 8	4		4- <del>9</del>	= 4	26
	116	= 6	5		---		
	117	= 6	1		---		

## H-1272-1 - RECORDS DISPOSITION OPERATIONS

## Cross-Index to Former Bureau Schedule

Former		Current		Former		Current	
Category	Item No.	Schedule	Item No.	Category	Item No.	Schedule	Item No.
<u>K</u>	1	= 16	5, 11, 14	<u>L</u>	54	= 17	18
	2	= 4	27		55-58	= 23	7
	3-5	= 4	26		59	(Reserved)	
	6	= 4	26		60	= 21	63
		= 22	2		61-62	= 23	7
	7	= 22	2		63	= 13	5
	8	= 4	26		64-65	= 23	7
	9-10	= 22	2		66	= 23	5
					67	= 23	7
					68-79	(Reserved)	
<u>L</u>	1	= 13	5	80	= 23	3	
	2-12	= 23	7	81	= 23	5	
	13	= 13	5	82-83	= 23	3	
	14	= 23	7	84	= 23	5	
	15-16	= 22	5	85	= 23	7	
	17	= 17	8	86-89	(Reserved)		
	18-20	= 23	7	90	= 17	18	
	21	= 25	5		= 21	63	
	22	= 23	7	91	= 23	5	
	23-39	(Reserved)		92-96	= 23	7	
	40	= 21	63	97	= 17	8	
	41	= 11	4	98-100	= 23	7	
	42-45	= 23	7	101	(Reserved)		
	46	= 23	5	102-103	= 23	7	
	47-52	= 23	7				
53	= 22	5					
	= 23	7					

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Cross-Index to Former Bureau Schedule

Former		Current		Former		Current	
Category	Item No.	Schedule	Item No.	Category	Item No.	Schedule	Item No.
<u>M</u>	1	= 21	10, 12	<u>M</u>	29	= 17	9
		= 23	6			30	= 23
	2	= 14	1	-----			
		= 16	1-2, 4	<u>N</u>	1-3	= 16	2
	3	(Obsolete)			-----		
	4	= 7	11	<u>O</u>	1	= 21	15, 20, 28, 31, 36
		= 23	6			2	= 21
	5	= 23	6		3	= 21	3, 8
	6	= 16	12		4	(Reserved)	
	7-8	(Reserved)			5	= 21	11
	9-12	= 23	6		6	= 17	16
	13-14	= 4	26	-----			
	15	= 17	3	<u>P</u>	1	= 4	6
	16	= 16	21			2-3	= 16
	17	= 16	12		4-5	= 23	6
	18	= 16	22		6	(Obsolete)	
	19	= 4	28	-----			
	20	= 23	6	<del><u>Q*</u></del>	<del>1</del>	<del>= 20</del>	<del>51</del>
	21	= 4	25			2	= 20
		= 16	2		3	= 20	53
22-23	= 4	28		4	= 20	54	
24	= 16	13	-----				
25	= 4	28		<del>5</del>	<del>= 20</del>	<del>55</del>	
26	= 4	24	*Disposition authority approved, after issuance of former Schedule.				
27	= 23	6					
28	= 22	3					

H-1272-1 - RECORDS DISPOSITION OPERATIONS

Cross-Index to Former Bureau Schedule

Former		Current		Former		Current			
Category	Item No.	Schedule	Item No.	Category	Item No.	Schedule	Item No.		
<del>Q*</del>	6	=	20	56	<del>Q*</del>	29	=	20	79
	7	=	20	57		30	=	20	80
	8	=	20	58		31	=	20	81
	9	=	20	59		32	=	20	82
	10	=	20	60		33	=	20	83
	11	=	20	61		34	=	20	84
	12	=	20	62		35	=	20	85
	13	=	20	63		36	=	20	86
	14	=	20	64		37	=	20	87
	15	=	20	65					
	16	=	20	66					
	17	=	20	67					
	18	=	20	68					
	19	=	20	69					
	20	=	20	70					
	21	=	20	71					
	22	=	20	72					
	23	=	20	73					
	24	=	20	74					
	25	=	20	75					
	26	=	20	76					
	27	=	20	77					
	28	=	20	78					

\*Disposition authority approved after issuance of former Schedule.

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