



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1610-WOPR/1220 (OR-930) I

May 12, 2005

EMS TRANSMISSION 05/13/05

Instruction Memorandum No. OR-2005-060-Change 1

Expires: 9/30/2006 **Extended** to 09/30/2007

To: Deputy State Director (OR-930), District Managers: Lakeview, Salem, Eugene, Roseburg, Medford, and Coos Bay

From: State Director, Oregon/Washington

Subject: District-level Records Management for Western Oregon Plan Revisions – Change 1

Program Area: Western Oregon Plan Revisions

Purpose: This directive establishes the importance and need for all westside Districts to maintain project records for the Western Oregon Plan Revisions. This directive also establishes the file codes to be used for this project and the filing schema and process to be used to maintain the project records. Change 1 replaces the previous filing schematic.

Policy/Action: Records generated by the Core Team, Steering Committee, Geographic Information System (GIS)/Data Team, and Primary Interdisciplinary Team will be maintained in the Western Oregon Plan Revisions Office in Portland. Each District shall maintain a project file for records developed internally on the District.

The biggest mistake for a project file is omission, and the biggest omission, usually, is failure to explain an action. All offices should exercise care to ensure that the record is complete. In all offices, the project file should follow the schema provided in Attachment 1, and should note where electronic records (e.g., GIS and databases) are stored (if in electronic format only).

Sensitive information, such as issue papers leading to key decision points, attorney-client privileged communications, privacy, or proprietary documents should be clearly labeled. Labels should be on each page, if possible, and may consist of watermarks, headers/footers, or be

stamped with the appropriate exclusion: deliberative-process privilege, attorney-client privilege, Privacy-Act privilege, and proprietary information, respectively (see Attachment 2).

The file code 1610-WOPR will be placed on the upper right-hand corner on all records created or received related to the Western Oregon Plan Revisions. Electronic mail messages, along with attachments, appendices, and other pertinent documents (see attachment for examples and guidance), should be retained as documentation of the planning process and shall be printed and filed in the project file with the 1610-WOPR file code written on the upper right-hand corner. The author and date should also be clearly noted on each printed record. The planning record schema code designation shall be written on the back side of the last page in the upper left corner.

Electronic records, including GIS files, should have this file code designation documented in the metadata or other appropriate area in the electronic file.

All documents will be stored in files corresponding to the planning record schema code, and in chronological order (oldest files first) within the planning record schema code folder.

For large documents, such as references, the following procedures will be used:

- 1). If the item is less than 25 pages, include it in its entirety.
- 2). If the item is larger than 25 pages, copy the front pages (providing publication dates, title, author, etc.) and the section referenced. Retain the full item in your personal files in the event the entire item is needed in the future.
- 3). If such a format is available, provide an electronic copy on compact disc with a cover sheet providing relevant information (title, author, date, etc.).

Timeframe: Effective immediately.

Budget Impact: Minimal.

Background: Proper management of the records created and received is essential to support the agency's decision. Generally, the project files, both those maintained by the Core Staff and the Districts, are considered to be the support for the decision and will become the administrative record in the event of litigation.

The goal for the file is to reflect what the agency did and why it did what it did. The file should reflect the process the agency used to arrive at its decision as well as the actual decision. When a particular law or regulation requires the consideration of specific factors, the project file must reflect those factors and how they were considered. The record should reflect the factors that support the decision, and should reflect factors that are contrary to the decision and how the agency handled them.

Manual/Handbook Sections Affected: Manual 1601 Land Use Planning; Handbook H-1790-1 National Environmental Policy Act.

Coordination: Dick Prather, Western Oregon Plan Revisions Project Manager; Lisa Blackburn, Oregon/Washington Freedom of Information Act Coordinator; Cindy Fredrickson, Oregon State Office Records Manager.

Contact: Dick Prather (503-808-6627) or Cindy Fredrickson (503-808-6450).

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Elaine M. Brong

Authenticated by
Mary O'Leary
Management Assistant

2 Attachment(s)

- 1 - [Filing schematic for Western Oregon Plan Revisions](#) (2pp)
- 2 - [Excerpts from the USDI FOIA Handbook](#) (4pp)

Distribution

WO-560 (700 LS)
WO-210 (1075 LS)
WO-270 (1025 LS)