

## Realty Case File Organization

(materials in reverse chronological order – oldest on bottom)

### Right Side of Folder (typical order)

1. SF299:
  - Plan of Development
  - Application Map
2. MTP
3. LR2000 Reports:
  - Mining Claim Report
  - GEO (MTR) Report
  - Survey notes (if appropriate)
4. Processing Category Determination Form
5. Processing Category Decision
6. Field Notes
7. Request for staff input (may vary depending on date)
8. Staff Specialist Reports
9. NEPA Document (EA, CX, DNA)
10. Decision Record/FONSI (with appeal rights)
11. Monitoring Category Determination Form
12. Rental Calculation
13. Proposed R/W grant – unsigned
14. Business letter offering to issue grant
  - Include 1 unsigned copy of grant
  - Include rental estimation and request for payment if appropriate
  - Include request for estimated monitoring fee
15. Executed (signed) R/W Grant – case file copy
16. Decision letter returning executed R/W Grant
  - Decision includes – Grant Issued, Rent Determination, Monitoring Category Determination, Appeals Page

### Left Side of Folder

17. Courtesy Bill/Receipt(s) for Processing Fees
18. Courtesy Bill for Monitoring and Rent
19. Receipt for Monitoring Fees
20. Receipt for Rental Payment (may be on same receipt as monitoring fees)
21. Serial Register Page