

BLM Handbook H-4010-1: Range Management Records

Allotment/Management File

- Contains all information pertinent to the allotment
- Not necessarily limited to Range/Grazing information (wildlife, recreation, etc.)
- 6-sections
- May use 6 way file
- Some offices- like information stored in same location (Section 1 together, Section 2 together, etc.)
- Part 1
 - Allotment Management, Objectives, Goals, etc.
 - Activity Plan(s)- AMP, CRMP, HMP, etc.
 - Allotment Map
 - Historical Information
 - NEPA documents
 - Monitoring Plans
 - Range Improvement Cross-Reference List
- Part 2
 - Supervision- Inspection Reports, etc.
 - Part 3-5
 - Monitoring Studies*
 - Actual Use
 - Utilization
 - Trend/Production/Composition
 - Climate

*Photos should be filed with appropriate study type
- Part 6
 - Evaluation

Grazing Case File

- Contains all information pertinent to a grazing authorization
- Information organized in a 6 way folder
- Section 1
 - Permits/Leases
 - Decisions
 - Allotment Maps
 - Allotment Description
 - Rangeline Agreements
 - AMPs
- Section 2
 - Billings
 - Applications
 - Grazing Bills
 - Crossing Permits
- Section 3
 - History
 - Transfers
 - Preference Transfer Application
 - Supplemental Information
 - Authorized Representative
 - Deed
 - Lien Holder/Mortgage Information

Move information regarding preference from inactive to active file during transfer-
insert cross reference in inactive file
- Section 4
 - Unauthorized Use*
 - Unauthorized use actions
 - Decisions
 - Related Correspondence

*Originals are kept in the Unauthorized Use file
- Section 5
 - Improvements
 - Assignment of Range Improvements
 - Copies of Range Improvement Permits or Co-Operative Agreements
- Section 6
 - General Correspondence
 - Letters
 - Conversation Records