

**Lesson 2:
Records Creation**



Objective

By the end of this lesson you should be able to...

Given a scenario involving records creation, determine if the BLM followed the records creation process in accordance with established BLM policies, guidelines, and disposition authority approved by the National Archives and Records Administration (NARA).

Overview

- General Records Creation Information
- How Records are Created
- BLM Integrated Management System/Subject Codes

Records Creation

General Information



Why is Records Creation Important?



Records Creation

- First phase
- Created or received by the BLM
- Only when necessary
- Value based on their use
- Story about the BLM



Responsibility of Creating Records

- Justify the creation or collection of information.
- Ensure information only created for the proper performance.
- Responsibility of employees - As a BLM employee, you automatically become a trusted "steward" of Federal records.

Records Creation

How Records are Created



How is a record created?

- An employee produces a record as a function of the government.

OR

- A record is received as a function of the government.

What do you think?

- You have received a letter from a member of the public complaining about a wild horse in the street.
- Is this a record?



What do you think?

- Yes, this is a record!



What do you think?

- A BLM geologist makes a copy of a mining file to keep at his desk for reference.
- Is this a record?



What do you think?

➤ No, this is not a record!



What do you think?

➤ Due to a FOIA request, copies of records were created as part of the response submitted to the requester.

➤ Are these copies a record?



What do you think?

➤ Yes, these are records.



During the creation phase records should be reviewed for:

- Retention Values
- Authorized disposition authority approved by National Archives Records Administration (NARA).
- Maintenance and Use Requirements

Determine The Value of Records

The value of a record is determined primarily by analyzing the -

- Administrative,
- Fiscal,
- Legal, and
- Historical nature of the record.



Administrative

Records which support the mission of a BLM program retain administrative value as long as they assist in the performance of the agency's duties.

Fiscal

Records which provide financial information such as revenue and expense, budget, and payroll documents.

Legal

Records have legal value if they contain evidence of legally enforceable rights or obligations.

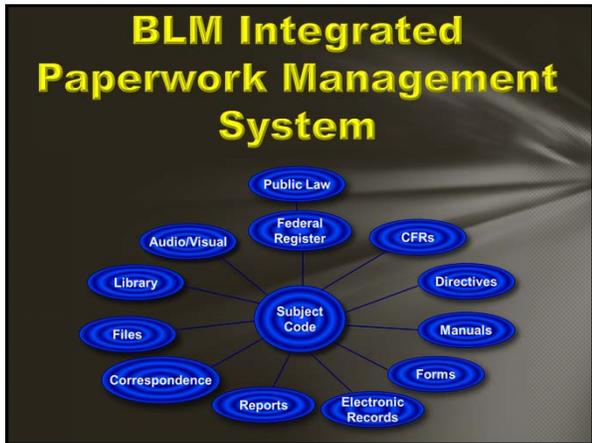
Historical

These are records that provide valuable information about the past. These records document the development of government programs and policies.

Records Creation

BLM Integrated Management System/Subject Codes





BLM Integrated Management System

The BLM manages hundreds of thousands of records.

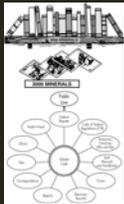
Without a logical system, it would be impossible to locate a document in this tremendous volume of data.

BLM has a system that works! It is clean and simple and considered one of the best in the government!

BLM Integrated Paperwork Management System

- BLM's Integrated Paperwork Management System is a group of subsystems.
- It is designed to provide a "link" for all records of the same subject area.
- A 4-digit subject code is assigned to every subject for which BLM has interest or responsibility.

Subject Codes



The Subject Code ties all types of records together by a common number.

- BLM Directives
- General Correspondence (also known as Subject Code Files)
- BLM Forms
- Libraries

Basic Subject Codes

- 1000 General Management
- 2000 Land Resource Management
- 3000 Minerals Management
- 4000 Range Management
- 5000 Forest Management
- 6000 Wildlife Management
- 7000 Soil, Water, and Air Management
- 8000 Recreation Programs
- 9000 Technical Services

Lesson 2: Conclusion



Objective

You should now be able to...

Given a scenario involving records creation, determine if the BLM followed the records creation process in accordance with established BLM policies, guidelines, and disposition authority approved by the National Archives and Records Administration (NARA).

Summary

- Importance of Records Creation
- Overview of Records Creation
- Responsibilities in Records Creation
- How a Record is Created
- Review of Record Values
- Organization of Records

Remember...

- Creation is the First phase of the Records Life Cycle
- Created or received by the BLM
- Create only when necessary
- Value based on their use
- Story about the BLM
