

## Lesson 4: Disposition

Final Phase of Records Life Cycle



---

---

---

---

---

---

---

---

## Objective

By the end of this lesson each student should be able to...

Given a record, determine the disposition instructions for that record based on the current DRS/GRS/BLM Combined Records Schedule.

---

---

---

---

---

---

---

---

## Overview

- General Disposition Information
- How is Disposition Determined/Executed
- Other Considerations Affecting Records
- How to Prepare/Transfer records

---

---

---

---

---

---

---

---

## Disposition

### General Information



---

---

---

---

---

---

---

---

## Purpose of Disposition

1. Preserves permanent records
2. Disposes of temporary records when they are no longer needed.



---

---

---

---

---

---

---

---

## Importance of Disposition

1. To ensure BLM maintains and preserves records for as long as they are needed (as described by the records schedules).
2. Compliance with legal requirements.
3. Reduced space requirements.



---

---

---

---

---

---

---

---

## Who is Responsible for Disposition?

"All Employees"



---

---

---

---

---

---

---

---

## When Does Disposition Happen?

*When records are no longer needed for current Government business.*



---

---

---

---

---

---

---

---

FDJ1

## Role of Federal Records Centers

FRCs provides for the temporary storage of records.



---

---

---

---

---

---

---

---

**Slide 9**

---

**YDJ1** Yeager, Debra J, 11/21/2013

FDJ2

## Proper Records Storage

### BLM Policy on temporary storage of records

- Make sure inactive records are secure and protected until it is time to transfer them to a local Federal Records Center.
- The Federal Records Centers will accept transfers as small as a half of a record box. A full record box equals 1 cubic foot.



---

---

---

---

---

---

---

---

## Disposition

### How to Determine Records Disposition



---

---

---

---

---

---

---

---

## DRS/GRS/BLM Combined Records Schedules



[DRS/GRS/BLM Combined Records Schedules](#)

---

---

---

---

---

---

---

---

## Slide 10

---

**YDJ2** We also refer to safeguarding records in Module 3.  
Yeager, Debra J, 11/21/2013



## Records Freeze

Record freezes are holds on record information that is self-imposed (agency/department initiated).



---

---

---

---

---

---

---

---

## Freeze vs. Hold

A freeze is created when we receive a hold notice for records stored at the Federal Records Center.



When we receive a hold, we suspend the normal disposition cycle of the records identified in the hold.

---

---

---

---

---

---

---

---

## Records Disposition Review Board (RDRB)

- Created to provide Bureau-wide records disposition oversight and support.
- Comprised of three State or Center Records Administrators/Managers and two senior advisors.
- Maintains a comprehensive Records Disposition Procedures and Guidelines Handbook.

---

---

---

---

---

---

---

---





## Disposition

### Conclusion



---

---

---

---

---

---

---

---

## Objective

By the end of this lesson each student should be able to...

Given a record, determine the disposition instructions for that record based on the current DRS/GRS/BLM Combined Records Schedule.

---

---

---

---

---

---

---

---

## Summary

1. Purpose of Disposition
2. Why is Disposition Important?
3. Who is Responsible for Disposition?
4. When Does Disposition Happen?
5. Role of the FRCs
6. Temporary Storage of Records
7. DRS/GRS/BLM Combined Records Schedules
8. Record Freeze and Litigation Holds
9. Prepare and Transfer of Records

---

---

---

---

---

---

---

---

## Congratulations

Now that you are armed with the information you need to determine disposition instructions for BLM records, you can “take charge” at your field office or work site and assist the BLM in making sure records are disposed of properly; by doing so, you will be helping the BLM to accomplish its mission.



---

---

---

---

---

---

---

---