



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1260/1270/2000 (OR-936) I

August 1, 2005

EMS TRANSMISSION 08/03/2005

Instruction Memorandum No. OR-2005-081

Expires: 9/30/2006

To: All District Managers

From: State Director, Oregon/Washington

Subject: Requests for Notation to Public Land Tenure Records and Adjudicative Actions for Lands and Realty Cases

Program Area: Automated Data Processing, Records Administration, Land Status Records, Land Resource Management

Purpose: This memorandum reiterates past guidance on submission of notation requests to the Bureau of Land Management's (BLM) Land Status Records and provides an updated Oregon form (OR-1270-3) to accompany each request. This updated form reflects recent organizational changes within the Oregon State Office.

Policy/Action: Land Status Record notations are based on information abstracted from original source documents (e.g., survey plats, patents, deeds, public land orders, rights-of-way grants, leases, etc.). BLM Manual 1275 and the Oregon/Washington 1275 Supplement governs the type and format of land tenure actions to be noted to Master Title/Use Plats and Historical Indices. Using the referenced form, notation requests are to be sent to the Branch of Lands and Mineral Resources (OR-936) with the required documentation. Requests that are deficient will be returned to the originating office with an explanation of what information is required.

Timeframe: This policy is effective upon receipt.

Budget Impact: None

Background: Historically, many versions of notation request forms have been utilized. The inconsistency of the various versions has occasionally caused complications in processing/routing. In an effort to be consistent and efficient in notation requests to the official land status records, we are again requesting that only the specified form (OR-1270-3) be used. It can be completed and printed online at <http://web.or.blm.gov/lra>. After the issuing date of this memorandum, any submissions not utilizing OR-1270-3 will be returned to the requester.

Manual/Handbook Sections Affected: Manual 1275 - Land Status Records

Coordination: This document was reviewed by staff in the Division of Resource Planning, Use and Protection, Branch of Lands and Mineral Resources.

Contact: Questions can be directed to Pam Chappel, Land Law Examiner, at 503-808-6170 or Brent Blair, Geographer, at 503-808-6177.

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
James G. Kenna
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment

1 - Procedures for Notation Requests (1p)

Distribution

WO-350 (Room 1000LS)
WO-650 (Room 750LS)
OR-936
OR-957

PROCEDURES FOR NOTATION REQUESTS

All Case Types (applies to all federal agency requests):

1. A completed Land Status Request form (OR-1270-3) must accompany each request. Do not use any other form for submitting requests. At a minimum, submissions are to include the following:
 - Cover form (OR-1270-3)
 - Current LR-2000 Serial Register Page, compliant with current WO data standards
 - Copy of signed authorization document(s)
 - Map illustration for M&B descriptions. Map and MTP required for linear R/Ws.
2. Requests that are incomplete, inaccurate, lack supporting documentation, or present conflicting information will be returned to the originator.
3. Acceptable requests will be logged into the Job Tracking system and assigned to Cartographic staff.

Conveyances (Sales, Exchanges, R&PP patent):

- Must include the official case file.

Acquisitions (Fee title, Conservation or Scenic Easements):

- Must include the official case file.

Rights-of-Way, Comm Sites, Material Sites:

- Please review the write-up on R/W notation at <http://web.or.blm.gov/lra/1275/OR-WA-ROW.pdf> for complete description of R/W actions and requirements for notation.

Summary:

1. A copy of the issuing document, i.e., right-of-way grant, with all pertinent information, such as,
 - (a) the serial number, type of use (underground cable, aerial line, roads, etc.) including information such as width, length, etc.;
 - (b) the action taken (grant, amendment, partial relinquishment, termination decision);
 - (c) a nominal legal description that matches the MTP location;
 - (d) effective date; and,
 - (e) signature of authorizing official.
2. Include the project code for major category cost recovery projects.
3. Map(s) clearly depicting the physical dimensions and location of use (highlighted if not otherwise clear), the serial number, and identified section, section lines, township and range, so the map can be scaled to the Master Title Plat, e.g., 1 inch = 30 chains. Do not send in the "as built" plats unless they clearly identify where the right-of-way is located within the section, etc. Digital map hardcopies are preferable to hand-drawn maps. Check box on request sheet if digital map file(s) available.
4. Copy of current MTP (enlarged area) locating the new R/W grant or easement or labeling existing grants or easements with the new serial number.

Please insure that right-of-way grants authorized in conjunction with a reciprocal permit are forwarded for records notation. Renewals and assignments are not noted on the land status records. Send closed casefiles to OSO once the final records notation is completed and a copy of the MTP is in the casefile.

Mineral Leases:

- State Office staff will forward the complete case file for records notations.