

DATE:

TO: **BRANCH OF LANDS AND MINERAL RESOURCES (OR-936)**

FROM: Name  Office

Telephone Number  E-mail Address

CASE FILE: Casetype:  Case File Attached? Yes  No

Serial Number:  Assign Serial Number? Yes  No

Cost Recovery Project Code:

- ACTION:** Request for notation to land status records of
- New or recent action (explain below)
  - Previous action (explain below)
  - Correct an error (explain below)
  - Request for removal of notation from land status records (explain below)
  - Other (explain below)

Explanation: (Maximum of 5 lines of text please)

Township:   N  S Range:   E  W Township:   N  S Range:   E  W

Township:   N  S Range:   E  W Township:   N  S Range:   E  W

- See attached documents for lengthy Legal Descriptions/additional townships.
- Digital Map Available: Contact Name and Phone

**STEPS:**

	Surname	Date
1. <b>Docket (OR-955.3)</b> - Assign Serial Number, if applicable - If a Case file is attached, Log in Folder Tracker - Route to Records Team (OR-936)		
2. <b>Records Team (OR-936):</b> - Note requested action, shown above, on MT Plats/HI's - Notation Quality Control - Scan/Index document(s) for CDI - Return to Docket (OR-955.3)		
3. <b>Docket (OR-955.3)</b> - Assign in folder tracker if necessary - Route to appropriate team/section		
4. <input type="radio"/> Land Tenure Team (OR-936.1) - Verify Data Entry in LR2000 <input type="radio"/> Withdrawals Team (OR-936.1) - Final Quality Control <input type="radio"/> Minerals Section (OR-936.2) - Return sheet to District/Office OR Case File to Docket (OR-955.3)		

## LAND TENURE RECORD R/W NOTATION Case Group 2800

### Case Group Description

R/W case group includes a wide variety of linear and area surface uses on federal lands typically related to transportation, communication and utility infrastructure.

### Notation Authority

R/Ws are an authorized use of federal lands, and, thus, constitute valid encumbrances. They are required to be noted to the Public Land Tenure records per BLM Manual 1275, Rel. 1-1380 4/13/84.

Temporary Use Permits related to R/W cases are only noted to the Land Tenure Records if the duration is one year or more.

Revisions of the 1275 Manual have been attempted (1991, 1994), but not officially released. We are currently working on an OR/WA Supplement to the 1275 Manual.

### Current OR/WA Land Tenure Records Maintenance

Master Title Plats: All original mylar plats (MTPs, Use, Supplementals) were scanned in 2000. All subsequent updates are done using AutoCAD and GTX (raster editing software) to produce a hybrid vector/raster product. All customers, internal and external, view a read-only .pdf image generated from the original working file.

Historical Index Pages: All original vellum HI pages were scanned in 2000 as well. Since 1989 all HI updates have been performed using the current word processing application. The working files have been converted from WordPerfect 5.1 to 8.0, and then to MS Word. As with the MTPs, updates are posted as read-only .pdf images for customer viewing.

### Current Customer Access

Internet: <http://landprx.pdxproxy.blm.gov>  
OR936 Contact: Heather Gisch

Imageio: Desktop application  
OR936 Contact: Todd Stille

Both means of access view the same images using the same database. If you are viewing a .jpg image, this indicates no updates have been made since the original scanning project.

R/W Case Actions Requiring Land Tenure Records Notation

Issuance of Authorization (Grant or Reservation)

Documentation:

Land Status Request Sheet (OR-1270-3)  
Copy of Grant w/signature page  
Current SR Page  
MTP and Maps

Amended Location (as-built; segments terminated or relinquished; segments added)

Documentation:

Land Status Request Sheet (OR-1270-3)  
Copy of original Grant w/signature page  
Current SR Page  
Decision Letter/Amended Grant  
MTP and Maps

Amended Width

Documentation:

Land Status Request Sheet (OR-1270-3)  
Copy of original Grant w/signature page  
Current SR Page  
Decision Letter/Amended Grant  
MTP and Maps

Converted to FLPMA (from 44LD513)

Converted to FLPMA (from other old authorities)

Documentation:

Land Status Request Sheet (OR-1270-3)  
Copy of original Grant w/signature page  
Current SR Page  
Decision Letter

Serial Number Change

Old case terminated/expired and reauthorized under new serial number

Documentation:

Land Status Request Sheet (OR-1270-3)  
Copy of original Grant w/signature page  
Termination/Expiration Decision Letter  
Copy of new Grant w/signature page  
Current SR Page

Consolidation (old serial numbers under one old serial number)

Consolidation (old serial numbers under one new serial number)

Documentation:

Land Status Request Sheet (OR-1270-3)  
Copy of original Grant w/signature page

Termination Decision Letters  
Copy of new Grant w/signature page  
Current SR Page

Relinquishment; case closed

Termination; case closed

Expiration; case closed

Documentation:

Land Status Request Sheet (OR-1270-3)

Decision Letter

Current SR Page

### Notes on Documentation

Consistent data: Authorization = MTP = HI = SR Page = Map

Legal descriptions

Location

Case Action

Dates

Land Status Request Sheet

On-line fillable form: <http://web.or.blm.gov/LRA/OR-1270-3.PDF>

Explain the case action

List the townships

Check the box if digital map is available

Grant/Reservation/Comm Use Lease (Form 2800-14, Form 2800-18, Other ?)

R/W type (Comm site, Underground pipeline, Power transmission line, etc.)

R/W width, length, acreage

Nominal legal description (must match location on map/MTP)

Signature page w/date (posted under Action Date on the HI)

Decision letter

Signature/date

SR Page

Include for SO lands staff verification

MTP

Show location of new R/W

Identify existing R/W grants sharing same road, power line, etc.

Verify the Grant legals against the MTP

Maps

Must show some part of the PLSS for reference

Include road name or number

Identify beginning and end of grant and serial number

Draw using thin line width

Print in color or transfer color onto a B/W copy