

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

**Introduction**

This schedule incorporates the records described in General Records Schedule (GRS) 4 and adds the property use and disposal records that are unique to the Bureau of Land Management (BLM).

Because the public lands and their resources are government property, this schedule covers most of the records associated with carrying out the BLM mission. These mission-related records involve:

1. Land Transfers. Records associated with the transfer of public lands are the patents, other conveyances, and acquisitions files. Related records include the land status records that document the ownership and availability of the public lands
2. Land Use. Records associated with the use of resources include material sales, wild horse and burro adoptions, use permits and leases, rights-of-way, and water rights files. Related records include resource inventories and studies and land classification and withdrawal files.
3. Planning and Environment. Records that document the planning for multiple-use and environmental quality include resource management and environmental planning files.

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office (GAO) without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under the General Services Administration (GSA) regulations:

- a. SF-114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, other notices of sale, invoices, and sales slips.
- b. SF-120, Report of Excess Personal Property, and SF-121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF-120 to report excess personal property to the regional GSA offices, which initiate screening action. The quarterly reports are submitted to the Office of Property Management, Office of Federal Supply and Services, GSA, which consolidates the data.

Item	Record Series Description	Disposition Authority
<p><b>1</b> <b>DRS 1.3A</b></p>	<p><b>PROPERTY DISPOSAL CORRESPONDENCE FILES [1527/1533].</b> Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for. Confidentiality: Non-public record category 2. Location: All.</p>	<p>TEMPORARY. Cutoff EOFY. Use DAA-0048-2013-0001-0010. Destroy 3 years after cutoff. ----- For records at FRC prior to 10/1/2014: GRS 5.4, item 040, DAA-GRS-2016-0011-0004. Destroy when 3 years old, but longer retention is authorized if required for business use. ----- <i>Former Authority:</i> <i>GRS 4/1</i> <i>Destroy when 2 years old.</i> <i>(GRS 4, 1952, item 4)</i></p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>2</b> <b>DRS 1.3A</b></p>	<p><b>EXCESS PERSONAL PROPERTY REPORTS [1527/1529].</b> Forms: SF-120, 120a, 121, 122, 123, 123a, 126, 126a; BLM 1520-34, 45. Confidentiality: Non-public record category 2. Location: All.</p>	<p>TEMPORARY. Cutoff EOFY. Use DAA-0048-2013-0001-0010. Destroy 3 years after cutoff. ----- For records at FRC prior to 10/1/2014: GRS 5.4, item 040, DAA-GRS-2016-0011-0004. Destroy when 3 years old, but longer retention is authorized if required for business use. ----- <i>Former Authority:</i> <i>GRS 4/2</i> <i>Destroy when 3 years old.</i> <i>(GRS 4, 1952, item 5)</i></p>
<p><b>3</b></p>	<p><b>SURPLUS PERSONAL PROPERTY SALE CASE FILES, [1527].</b> Documenting sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. Authority: 40 U.S.C. 484. Forms: SF-97, 114, 114a-f, 150, 151; OF-15, 16, 17, 20, 1114b. Confidentiality: Non-public records Category 2.</p>	<p>See sub-items below.</p>
<p><b>3a</b> <b>DRS 1.3B</b></p>	<p>Transactions of more than \$25,000.</p>	<p>TEMPORARY. Cutoff after final payment. Use DAA-0048-2013-0001-0011. Destroy 7 years after cutoff. ----- For records at FRC prior to 10/1/2014: GRS 1.1, item 010, DAA-GRS-2013-0003-0001. Destroy 6 years after final payment or cancellation. ----- <i>Former Authority:</i> <i>GRS 4/3a</i> <i>Destroy 6 years after cutoff.</i> <i>(N1-GRS-87-11, item 6a)</i></p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>3b</b>  <b>DRS 1.3B</b></p>	<p>Transactions of \$25,000 or less. Location: All.</p>	<p>TEMPORARY. Cutoff after final payment. Use DAA-0048-2013-0001-0011. Destroy 7 years after cutoff. ----- For records at FRC prior to 10/1/2014: GRS 1.1, item 010, DAA-GRS-2013-0003-0001. Destroy 6 years after final payment or cancellation. ----- <i>Former Authority:</i> <i>GRS 4/3b</i> <i>Destroy 3 years after cutoff.</i> <i>(N1-GRS-87-11, item 6b)</i></p>
<p><b>4</b></p>	<p><b>REAL PROPERTY DISPOSAL CASE FILES [1533].</b> Records necessary or convenient for the use of real property sold, donated, or traded to nonfederal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes. Confidentiality: Non-public record category 2. Location: All. Exclusions: Real property accountability case files maintained by the National Operations Center real property management office (Schedule 4/5), case files on disposal of surplus real and related personal property and excess property reports (submit SF-115), land acquisition files (Schedule 4/13), land conveyance files (Schedule 4/7), and construction and resource improvement project files (Schedule 17/13).</p>	<p>TEMPORARY. See sub-items below. ----- <i>Former Authority:</i> <i>GRS 4/4</i> <i>Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</i></p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>4a</b> <b>GRS 5.4-020</b></p>	<p><b>Real property ownership records.</b> Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise.  <b>Exclusion 1:</b> Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately).  <b>Exclusion 2:</b> Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).  <b>Additional Exclusions:</b> land acquisition files (Schedule 4/13), land conveyance files (Schedule 4/7), rights-of-way and reciprocal-use files (Schedule 4/15).</p>	<p>TEMPORARY. Cutoff upon release of BLM ownership. Use DAA-GRS-2016-0011-0002. Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.</p>
<p><b>4b</b> <b>GRS 5.4-051</b></p>	<p><b>Facility design, engineering, and construction records. Final and as-built drawings, plans, and designs; and all other records.</b>            Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures. Includes: site maps and surveys, plot plans, structural drawings, architectural renderings, electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings, exterior delivery of utilities drawings, materials plans and drawings, minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, construction progress photographs, construction inspection reports, equipment location plans, paint plans and samples, furniture design and layout drawings and plans, space occupancy plans.  <b>Exclusion 1:</b> Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).  <b>Exclusion 2:</b> Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).  <b>Additional Exclusions:</b> construction and resource improvement project files for mission related buildings and structures such as visitor centers and recreation sites (Schedule 17/13).</p>	<p>TEMPORARY. Cutoff upon release of BLM ownership. Use DAA-GRS-2016-0011-0006. Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
5	<p><b>REAL PROPERTY ACCOUNTABILITY AND UTILIZATION FILES [1530].</b>                      Documentation required by GSA during BLM ownership or after property is released conditionally with recapture clauses, such as reservation of fissionable material, water rights, or other restrictions. Authority: 40 U.S.C. 483. Forms: BLM 1530-1, 2, 9, 17-21. Confidentiality: Non-public record category 2.                      Exclusions: Land acquisition files (Schedule 4/13) and land sale files (Schedule 4/7).</p>	See sub-items below.
5a	Real Property Case Files. Individual case files for each property and/or building owned by the BLM. Location: Centers.	TEMPORARY. Cutoff EOFY in which property is sold or released unconditionally. Use BLM 4/5a. Transfer to FRC 2 years after cutoff. FRC destroys 10 years after cutoff. (NC1-49-85-2, 4/20b)
DRS 1.3C 5b	Real Property Accountability Files. Documents used to maintain current data on individual properties, including real property inventories. Files are updated whenever additional properties are acquired or when changes occur to existing properties. Confidentiality: Non-public record category 2. Location: Centers, SO, FO.	TEMPORARY. Cutoff when superseded, obsolete, or no longer needed for administrative or reference purposes. Use DAA-0048-2013-0001-0012. Destroy when no longer needed. ----- <i>Former Authority:</i> BLM 4/5b Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/5b)
DRS 1.3C 5c	Real Property Utilization Survey Reports. Reports contain narrative information on whether or not specific BLM properties are being used for their intended purposes and are sometimes accompanied by photographs of the property. Reports are prepared by FO and sent to SO and Centers. Centers file one copy in the real property case file (item 5a) and forwards remaining copies to WO and GSA. Location: WO, Centers, SO, FO.	TEMPORARY. Cutoff when superseded by new report. Use DAA-0048-2013-0001-0012. Destroy when no longer needed. ----- <i>Former Authority:</i> BLM 4/5c Destroy when replaced by new report. (N1-49-90-1, 4/5c)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>6</b>	<p><b>TIMBER SALES, MATERIAL SALES, FREE-USE PERMITS.</b>                      The BLM is authorized to dispose of timber and mineral and vegetative resources on the public lands. The issuance of a contract or free-use permit gives the permittee or operator the right to extract, process, stockpile, and remove materials.                      Authority: 43 CFR 3600, 5400; 16 U.S.C. 6591c. Confidentiality: Public record category 1B; Privacy Act System Interior/BLM-16, LLM-32. Essential (Vital): Legal and Financial Rights Records.</p>	See sub-items below.
<b>6a</b>	<p>Timber Sale Contract Files [5400]. Case files containing timber sale plans, profiles, exhibits, bid invitation, bids, evidence of sale, bid acceptance, bonds, correspondence and other material documenting the sale from initiation through contract termination and release, including protest and appeal documentation.                      Arranged by contract number; timber sales are not serialized. Essential information is entered into the Forest Resource Information Systems (FRIS) (item 6g) formerly TSIS (item 6d).                      Forms: BLM 1140-2, 3, 4, 6, 7, 8; 1822-3, 4; 5400-1, 2; 5420-2; 5430-1; 5440-9, 10; 5450-3, 3a, 4, 9, 11-13, 15-17, 19-22; 25-26; 5460-3, 4-5, 10, 15-18; 5470-3, 4; 5480-1, 2-5. Location: FOs with delegated responsibility. Exclusions: Minor forest products material sales (item 6c), related easements (Schedule 4/13); sale plans (Schedule 4/20); operator ratings (Schedule 4/21); timber road construction projects (Schedule 17/14).</p>	See sub-items below.
<b>6a(1)</b>	Timber Sale Contract Case Files. Record-copy case files.	<p>TEMPORARY. Cutoff EOFY in which the sale terminates, the bond is released, and appeal rights are exhausted.                      Use BLM 4/6a(1).                      Transfer to FRC 2 years after cutoff. FRC destroys 19 years after cutoff.                      (NC1-49-85-2, 4/6b(1))</p>
<b>6a(2)</b>	Timber Sale Field Files. Containing duplicates of timber sale documents used for on-the-ground reference by the contracting officer's representative.	<p>TEMPORARY.                      Use BLM 4/6a(2).                      Destroy when contract is terminated and bond is released.                      (NC1-49-85-2, 4/6b(2))</p>
<b>6b</b>	<p>Mineral Material Sale and Free Use Authorization Files [3600]. Serialized case files, arranged by number, documenting the sale and free use of common-variety minerals (e.g., sand and gravel, soil, stone, petrified wood), including competitive sales and community pit and common-use area sales and permits. May contain bid documents. Forms: BLM 3600-4, 5, 6. Location: FOs with delegated responsibility. Exclusions: Copies of sale forms used for accounting purposes (Schedule 6/1a).</p>	<p>TEMPORARY. Cutoff EOFY in which sale is terminated and appeal rights are exhausted.                      Use BLM 4/6b.                      Transfer to FRC 4 years after cutoff. FRC destroys 10 years after cutoff.                      (NC1-49-85-2, 4/6c)</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>6c</b>	<p>Vegetal and Minor Forest Product Material Sale and Free Use Authorization Files [5450, 5510]. Documenting the sale and free use of vegetation (e.g., hay, ferns, cacti, jojoba) and minor forest products (e.g., firewood, Christmas trees, trees, poles, burls, posts, etc.). Arranged by sale or permit number; these sales and permits are not serialized. Essential information is entered into the Forest Resource Information Systems (FRIS) (item 6g), formerly TSIS (item 6d). Forms: BLM 5440-13; 5450-1, 5, 5a; 5510-1. Location: FOs with delegated responsibility. Exclusions: Christmas tree tags and copies of sale forms used for accounting purposes (Schedule 6/1a).</p>	<p>TEMPORARY. Cutoff EOFY in which sale is terminated and appeal rights are exhausted. Use BLM 4/6c. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. (NC1-49-85-2, 4/6d(1), (2))</p>
<b>6d</b>	<p>Timber and Material Sales Data Base. Electronic file that contains timber, vegetative, and mineral disposal data from 1977. Provides volumes, products, financial data, and user identification. Produces periodic reports, including statistical reports for Congress at end of FY. Exclusions: Records used to test, update, and monitor the system (Schedule 20/1); records associated with the Data Element Dictionary (metadata) (Schedule 20/25); reference copies of any system files which may be destroyed when no longer needed for reference or convenience.</p> <p>Note: Timber records in this system moved into the Timber Sale Information System (TSIS) (item 6e) and subsequently into the Forest Resource Information System (FRIS) (item 6g).</p>	<p>Minerals data was transferred into Case Recordation (LR2000)</p> <p>This schedule item is maintained for historic purposes.</p>
<b>6d(1)</b>	<p>Timber and Material Sales Data Base Project History. Documenting the history of the conception, planning, and development and/or improvement of the system, excluding system documentation (item 6d(2)(a)). Consists of the concept of operations, official record designation documentation (a.k.a. records transition plan), quality assurance plans, project feasibility studies, cost benefit analyses, charters, approvals, budgets, life cycle management documentation, training plans, briefing and issue papers, and other project history information. Files may be subdivided by subject as volume warrants. Location: Oregon</p>	<p>TEMPORARY. Cutoff EOFY in which the data base is transferred to a new system. Use BLM 4/6d(1). Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. (N1- 49-90-1, 4/6d1)</p> <p>This schedule item is maintained for historic purposes.</p>
<b>6d(2)</b>	<p>Timber and Material Sales Data Base System Documentation.</p>	<p>See sub-items below.</p>
<b>6d(2)(a)</b>	<p>Documentation Necessary for Servicing and Interpreting the System. Record copies of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, and similar documentation (regardless of media) necessary for servicing and interpreting the system. Location: Centers.</p>	<p>TEMPORARY. Use BLM 4/6d(2)(a). Destroy or delete upon authorized destruction of master file (item 6d(4)). (N1-49-90-1, 4/6d(2)(a))</p> <p>This schedule item is maintained for historic purposes.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>6d(2)(b)</b></p>	<p>Data Verification and Quality Control Files Record copies. The data verification and quality control process documents the accuracy or factuality of data through a comparison to the source data. Data sampling is a means of checking selected portions of data in a data base to determine its quality level. Error detection involves comparing the data against the source documentation and comparing it with established data standards to determine if the data is in conformance with the standards. Documentation of the sampling and error detection activities consists of the date of action, steps taken, name of parties involved, summary of errors detected with an analysis of the errors, and the date corrective actions are taken. Excludes quality assurance plans which are part of the project history files (item 6d(1)). In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Location: All Offices.</p>	<p>TEMPORARY. Cutoff EOFY in which documentation is created. Use BLM 4/6d(2)(b). Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. (N1-49-90-1, 4/6d(2)(b))</p> <p>This schedule item is maintained for historic purposes.</p>
<p><b>6d(3)</b></p>	<p>Timber and Material Sales Data Base Software Application software necessary to use or maintain the master data base. Location: Centers.</p>	<p>TEMPORARY. Use BLM 4/6d(3). Delete upon authorized destruction of the master file (item 6d(4)). (N1-49-90-1, 4/6d(3))</p> <p>This schedule item is maintained for historic purposes.</p>
<p><b>6d(4)</b></p>	<p>Timber and Material Sales Data Base Master Data File. Magnetic master created by copying to tape all data in the data base at the time of migration to the target system. Location: Centers.</p>	<p>TEMPORARY. Use BLM 4/6d(4). Delete after the data base is replaced by a new system and all data has been transferred to the new system. (N1-49-90-1, 4/6d(4))</p> <p>This schedule item is maintained for historic purposes.</p>



DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>6d(5)</b>  <b>DRS 1.4A1</b></p>	<p>Timber and Material Sales Data Base Backup Tapes. Electronic file of data created periodically by copying to tape all data in the data base and retained in case the master is damaged or inadvertently erased. Location: Centers.</p>	<p>TEMPORARY. Cutoff when the identical records have been captured in a subsequent backup file or transferred to NARA. Use DAA-0048-2013-0001-0013. Destroy no later than 3 years after cutoff.</p> <p>-----</p> <p><i>Former Authority:</i> <i>GRS 20/8a</i> <i>Delete when replaced by a subsequent security backup file. (N1-GRS-95-2, item 8a)</i></p> <p>This schedule item is maintained for historic purposes.</p>
<p><b>6d(6)</b>  <b>GRS 4.3-010</b></p>	<p>Timber and Material Sales Data Base Input/Source Documentation. Data entry sheets, nonrecord copies of case file documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Location: FOs.</p>	<p>TEMPORARY. Use DAA-GRS-2013-0001-0001. Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.</p> <p>-----</p> <p>For records at FRC prior to 10/1/2014: See GRS 4.3, item 010 (above).</p> <p>-----</p> <p><i>Former Authority:</i> <i>GRS 20/2a(4)</i> <i>Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item 6d(4)), whichever is later. (N1-GRS-07-4, item 2a4)</i></p> <p>This schedule item is maintained for historic purposes.</p>
<p><b>6d(7)</b></p>	<p>Timber and Material Sales Data Base Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Excludes outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate. Location: May be found at all organizational locations.</p>	<p>TEMPORARY. Use BLM 4/6d(7). Destroy or delete when no longer needed for current business. (N1-49-90-1, 4/6d(7))</p> <p>This schedule item is maintained for historic purposes.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
6e	<p><b>TIMBER SALE INFORMATION SYSTEM (TSIS)</b>                      This system supports timber sale accounting, management, and activity tracking and tracking of Special Forest Product (SFP) sales and permits. TSIS provides direct support to BLM Mission Goals 2.4.01 and 2.4.02 related to managing the use of forest and woodland products in the Public Domain (PD) and in the Oregon and California lands (O&amp;C). TSIS is the sole automated process to track timber sale and special forest product activity and accomplishments, and it is the sole source for validation of timber sale and special forest product revenues in the BLM's financial system. This system was previously known as the Timber and Material Sales Database and scheduled under N1-049-90-1, 4/6d(4), which is superseded by schedule item 6e(1). TSIS was subsequently superseded by Forest Resource Information Systems (FRIS). See item 6g.</p>	<p>See sub-items below.</p> <p>This schedule item is maintained for historic purposes.</p>
6e(1)	<p>Master File. The master file contains documentation about Timber Purchasers/Contractors (individual, partnership, corporate), Contact Person(s) for timber purchaser/contractor, and awarded permits (individual or contractor) of Special Forest Products. Data includes information about sales volumes and revenues.</p>	<p>PERMANENT. Cutoff every 5 years.                      Use BLM 4/6e(1).                      Transfer a copy of the master file to NARA upon approval of this schedule along with the technical documentation in accordance with 36 CFR 1235.44-50.                      Thereafter, transfer a copy every 5 years along with the current technical documentation.                      (N1-049-09-3, 1a)                      ERA disposition authority:                      DAL-0049-2017-0001-0001.</p> <p>This schedule item is maintained for historic purposes.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>6f</b></p>	<p><b>FOREST VEGETATION INFORMATION SYSTEM (FORVIS)</b>                      The Forest Vegetation Information System (FORVIS) is a system for storage, retrieval, and analysis of data about forestlands. The system provides data management and analytical capabilities for inventorying and monitoring vegetation on forested uplands. The focus of the system is the management of attribute data about vegetation polygons and associated land management events. FORVIS is used in conjunction with the Timber Sales Information System (TSIS) to support the BLM Forest and Woodlands Management Program.                      The system allows three data collection processes or levels of data describing vegetation. The sources are (1) photo interpretation, (2) walk-through survey, and (3) plot measurements (stand examinations). FORVIS allows broad, general vegetation descriptions where funds and resource value is low. It also allows more detailed descriptions of species attributes, forest structure, and understory vegetation where the resource values warrant. Additionally, when plot measurements are taken, projections of temporal change and vegetation treatment effects are possible through links to the U. S. Forest Service's Forest Vegetation Simulator and Stand Visualization System.</p>	<p>See sub-items below.</p>
<p><b>6f(1)</b></p>	<p>Master File. The system contains information about current vegetation for specific sites. The data is used to assess and classify current conditions, potential vegetation, and site productivity. It is used to generate various models, including those that show projections and scenarios about forest growth, forest structure, and wildlife habitat. The system is also used to quantify forest products, develop silviculture, plan forest restoration treatments, and record treatment and disturbance events.</p>	<p>PERMANENT. Cutoff every 5 years.                      Use BLM 4/6f(1).                      Transfer a copy of the master file to NARA upon approval of this schedule along with the technical documentation in accordance with 36 CFR 1235.44-50.                      Thereafter, transfer a copy every 5 years along with the current technical documentation.                      (N1-049-09-10, 1a)                      ERA disposition authority:                      Pending: to be established.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>6g</b></p>	<p><b>FOREST RESOURCE INFORMATION SYSTEMS (FRIS)</b>                      The Forest Resource Information System is a collection of application modules that support the management and tracking of forest resources including: timber appraisal; timber sale contract accounting, management, and activity tracking; stewardship contract management and activity; special forest product sales and activity; forestry inventory depletions resulting from trespass activity; and consolidated reporting. This system was previously known as the Timber Sale Information System (TSIS) and scheduled under (N1-049-09-3, 1a) 4/6e.                      Note: See below for related records                      Project History - 20/17                      Documentation Necessary for Servicing and Interpreting the System - 20/11a(2)                      Data Verification and Quality Control Files Record copies - 20/16                      Input/Source Documentation - 20/2                      Hard Copy Printouts - 20/16</p>	<p>See sub-items below.</p>
<p><b>6g(1)</b></p>	<p>Master File(s). The master file(s) contain detailed information on the activity accomplishments, volumes and values of timber sale, stewardship and special forest products contracts, including purchasers/contractors (individual, partnership, corporate), contact person(s) of purchaser/contractor, and/or awarded permits (individual or contractor).</p>	<p>PERMANENT. Cutoff every 5 years.                      Use BLM 4/6g(1).                      Transfer a copy of the master file to NARA upon approval of this schedule along with the technical documentation in accordance with 36 CFR 1235.44-50.                      Thereafter, transfer a copy every 5 years along with the current technical documentation.                      (N1-049-09-3, 1a)                      ERA disposition authority:                      DAL-0049-2017-0001-0001.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
7	<p><b>PATENT AND OTHER CONVEYANCE FILES [1860].</b>                      Documenting serialized applications filed under the various land laws for acquisition of title to public lands, including any related contest or appeal actions. The BLM maintains the records of title evidence by which tracts of public domain lands have passed from federal to non-federal ownership. Since 1785, numerous laws have been passed governing the disposition of public lands. Some of these laws involved cash and credit sales, military bounty land warrants, homesteads, grants to states, grants to railroad corporations, and public sales. In addition, states were allowed by law, under certain conditions, to select tracts of vacant public domain. Since 1908, each patent application case was given a serial number, and then when title was transferred to the applicant, the case was given a patent number. Authority: 43 CFR 1860. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Note: Prior to 1968, all permanent patent case files were transferred via the BLM Washington Office to the National Archives in Washington, D.C. In 1968, the Regional Archives began accepting these records. However, some files maybe at Regional Archives after a review of these records was conducted.</p>	See sub-items below.
7a	<p>Patent Applications, Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant. Forms: BLM 2520-1; 2540-1; 2620-1; 2650-1; 2740-1. Exclusions: Pending patent applications (Schedule 4/16). Location: SO.</p> <ul style="list-style-type: none"> <li>Airport Applications [2640]</li> <li>Carey Act Applications [2610]</li> <li>Color-of-Title Applications [2540]</li> <li>Desert Land Applications [2520]</li> <li>Homestead Applications [2510]</li> <li>Indian Allotment Applications [2530]</li> <li>Land Exchange Applications [2200]</li> <li>Mineral Patent Applications [2550, 3820, 3860]</li> <li>Native Allotments/Selections [2560, 2650]</li> <li>Public Land Sale Applications [2710]</li> <li>Railroad Applications [2630]</li> <li>Recreation and Public Purpose [2740]</li> <li>Scrip Applications [2610]</li> <li>Small Tract Applications [2710]</li> <li>State Grant Applications [2620]</li> <li>Indemnity Lands [2620]</li> <li>School Lands [2620]</li> <li>Swamp Lands [2625]</li> <li>Townsite Applications [2560, 2760]</li> </ul>	<p>PERMANENT. Cutoff EOFY in which the application is rejected or withdrawn.                      Use BLM 4/7a.                      Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff.                      (NC1-49-85-2, 4/7a(1))                      ERA disposition authority:                      DAL-0049-2011-0006-0002.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
7b	Land Entries Allowed but Subsequently Canceled or Relinquished. Serialized case files, arranged by number, documenting applications on which entries were allowed but were subsequently canceled or relinquished prior to patent issuance. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a. Location: SO.	PERMANENT. Cutoff EOFY in which entry is canceled or relinquished. Use BLM 4/7b. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. (NC1-49-85-2, 4/7b) ERA disposition authority: DAL-0049-2011-0006-0003.
7c	Patent Issued Files. Case files, arranged by patent number. Forms: BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2, 3; 2093-1; 2200-4; 2203-1, 1b, 2, 2a, 2b; 2520-1, 2-5; 2530-1, 2; 2540-1, 2, 3; 2620-1, 2, 2a; 2650-1; 2740-1, 2, 4; 3060-1, 2; 3860-1, 2, 5-6, 10, 11; 9300-8, 9a.	See sub-items below.
7c(1)	Patent Issued Official Case Files. Includes patents and deeds issued, corrected, supplemented, amended, canceled, or reverted, quiet title, patent contests, title resolution, and recordable disclaimers of interest cases. Location: SO.	PERMANENT. Cutoff EOFY in which patent is issued, amended, supplemented, canceled, or reverted. Establish compliance files for patents requiring limited or in perpetuity reversionary clauses. Use BLM 4/7c(1). Transfer entire file to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. (NC1-49-85-2, 4/7c(1, 3), 7e) ERA disposition authority: DAL-0049-2011-0006-0004: Patent Issuance Files. ----- <i>Former ERA disposition authority:</i> DAL-0049-2011-0006-0005: <i>Corrected, Supplemented, Amended, or Cancelled Patent Files.</i> DAL-0049-2011-0006-0006: <i>Contest Files.</i>
7c(2)	Patent Compliance Case Files. Consists of duplicate documents from the original patent issued case file and record copies of compliance reports for patents requiring limited or in perpetuity reversionary clauses. Documenting periodic inspection of patented lands for compliance with the legal requirements, including R&PP, Airport, and Cagney Act patents. Location: FOs with delegated responsibility.	TEMPORARY. Cutoff when compliance no longer required. Use BLM 4/7c(2). Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff. (NC1-49-85-2, 4/7c(2))

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
7c(3)	Patents Issued Bound Copies. Paper copies of patents, clear lists, and equivalent title documents bound in volumes of 250. Location: SO.	PERMANENT. Use BLM 4/7c(3). Transfer to NARA when no longer needed for reference purposes. (NC1-49-85-2, 4/7c(4)) ERA disposition authority: DAL-0049-2011-0006-0027.
7c(4)	Patent Registers. Documenting serial number, type of case, and patent number. Includes patent contest logs. Forms: BLM 1274-1. Location: SO.	PERMANENT. Cutoff EOFY in which the register is no longer needed for control purposes. Use BLM 4/7c(4). Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff. (N1-49-90-1, 4/7c(4)) ERA disposition authority: DAL-0049-2011-0002-0011.
7d	Townsite Trustee Files. Case files, arranged by townsite number, containing copies of deeds issued, contest docket and related financial receipts and disbursement documents, trustee proceedings, plats, field notes, and tract books. Note: A townsite is an area of public lands which has been segregated for disposal as an urban development, often subdivided into blocks, which are further subdivided into town lots. Location: SO.	PERMANENT. Cutoff EOFY in which townsite is closed. Use BLM 4/7d. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 30 years after cutoff. (NC1-49-85-2, 4/7d) ERA disposition authority: DAL-0049-2011-0006-0028.
8	<p><b>WILD HORSE &amp; BURRO (WH&amp;B) ADOPTION FILES [4710].</b></p> <p>The BLM is responsible for placing healthy excess wild horses and burros in private maintenance with qualified individuals who pay an adoption fee. Title to the animals is conveyed to the eligible adopters at the end of 1 year of humane private maintenance. Authority: 43 CFR 4700. Exclusions: The following WH&amp;B-related files are covered under other schedule items: study and research files (Schedule 4/11); herd management area planning and appeal files (Schedule 4/20); mailing lists (Schedule 13/4a); public affairs adoption event files (Schedule 14/4); formal directives files (Schedule 16/1); advisory board files (Schedule 26/2); program policy, direction, and decision files (Schedule 16/20); memoranda of understanding (Schedule 16/16); law enforcement files (Schedule 18/30); general correspondence and recurring reports (Schedule 23/1a); nonrecord working files, background materials, and reference collections which may be destroyed when no longer needed.</p>	See sub-items below.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
8a	<p>WH&amp;B Titled Adoption Case Files, Individual or Group. Nonserialized case files documenting adoptions that result in title to the animal being transferred by the BLM to the adopter. Consists of private maintenance and care agreement, application, screening checklist, certificate of title, title eligibility letter, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, and request for replacement animals with vet's statement. Includes additional compliance documentation such as reports of inhumane treatment, investigation reports, compliance checks, inspections, photos/videos, notice of need for corrective action letter, citations, maintenance and care agreement letter, cancellation of agreement letter, record of repossession of animal, notice of violation, decision letter, Information on Right of Appeal Form 1842-1. If case results in litigation, includes arrest records, prosecution records, and court records. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: BLM 1370-41; 1842-1; 4710-9, 9a, 10, 12, 12a, 18, 19, 19a. Confidentiality: Public record category 1B and non-public record category 2; Privacy Act System Interior/LLM-28. Essential (Vital): Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location where animals are maintained.</p>	<p>TEMPORARY. Cutoff EOFY in which title is issued. Use BLM 4/8a. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. (N1-49-98-1, 4/8a)</p>
8b	<p>WH&amp;B Untitled Adoption Case Files. Non-serialized case files documenting approved adoptions for which a request for title was never received. Consists of private maintenance and care agreement, application, screening checklist, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, request for replacement animals with vet's statement, and request to terminate agreement. May include additional compliance documentation as described in Titled Cases (item 8a) above. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: 4710-9, 9a, 10, 19, 19a. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-28. Essential (Vital): Legal and Financial Rights Records. Location: Office of jurisdiction as determined by the location where animals are maintained.</p>	<p>TEMPORARY. Cutoff EOFY in which adoption approved. Use BLM 4/8b. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff. (N1-49-90-1, 4/8b)</p>



DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
8c	WH&B Applications Which Do Not Result in Adoption. Consists of application, screening checklist, and related maps and correspondence. Documents are filed alphabetically by applicant name. Forms: 4710-10. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-28. Location: Office receiving the application.	TEMPORARY. Cutoff EOFY in which received. Use BLM 4/8c. Destroy 1 year after cutoff. (N1-49-90-1, 4/8c)
8d	WH&B Duplicate Adoption Case Files. Nonrecord copies of adoption documents. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-28. Location: Offices other than the office of jurisdiction.	TEMPORARY. Cutoff EOFY in which adoption approved. Use BLM 4/8d. Destroy 1 year after cutoff. (N1-49-90-1, 4/8d)
8e	WH&B Animal Preparation Case Files. Documenting the physical examination, freemarking, and treatment of animals in preparation for private maintenance by adopters. Consists of lab tests, certificate of veterinarian, veterinarian treatment records, health certificates, and other preparation records. Note: Duplicate copies are provided to adopters. Documents filed by date. Forms: USDA VS 10-11; BLM 4710-14, 15, 17. Confidentiality: Public record category 1B. Location: Preparation center of origin.	TEMPORARY. Cutoff EOFY. Use BLM 4/8e. Destroy 3 years after cutoff. (N1-49-90-1, 4/8e)
8f	WH&B Animal Shipping Case Files. Consists of bill of lading, shipping manifest, vehicle inspections, instructions to truck driver, diagram of trailer, hauling permits/licenses. Documents are filed by date. Forms: SF-1103; BLM 4710-16. Confidentiality: Non-public record category 2. Location: Preparation center of origin.	TEMPORARY. Cutoff EOFY. Use BLM 4/8f. Destroy 3 years after cutoff. (N1-49-90-1, 4/8f)
8g	WH&B Animal Training Facility Case Files. Consists of agreements with prisons or other training facility, training evaluation forms, training certificates, daily training record. Confidentiality: Non-public record category 2. Location: Office that negotiated the agreement.	TEMPORARY. Cutoff EOFY in which agreement is terminated. Use BLM 4/8g. Destroy 3 years after cutoff. (N1-49-90-1, 4/8g)
8h	WH&B Adoption Data Bases. Data bases that support the wild horse and burro adoption program maintained on personal computers, containing information derived from hard copy records authorized for destruction. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-28. Location: Offices using the data base.	TEMPORARY. Rescinded by GRS Transmittal 23 ----- <i>Former Authority:</i> <i>GRS 20/3</i> <i>Delete after the expiration of the retention period for the hard copy file, or when no longer needed, whichever is later.</i>
8i	Electronic Versions of Wild Horse and Burro Records Created by Electronic Mail and Word processing Applications.	TEMPORARY. Use BLM 4/8i. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. (N1-49-98-1, 4/8i)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
8j	<p><b>WILD HORSE AND BURRO PROGRAM SYSTEM (WHBPS)</b>                      The Wild Horse and Burro Program System was developed in 1984 to maintain information on specific animals captured and offered for adoption and on people who have adopted wild horses and burros. The system was expanded to include information on habitat areas where herds exist on public land, and on holding and preparation facilities where excess animals are marked, provided with veterinary care, and made available for adoption. The WHBPS enables BLM to implement the requirements of the Wild Free-Roaming Horse and Burro Act of 1971 (Public Law 92-195), as amended. Privacy Act System Interior/LLM-37.</p>	See sub-items below.
8j(1)	<p>Master File. The system contains information on the care animals are receiving, any changes in location of the animals, and documentation about the passage of animal title to the adopter. It also provides data that allows assessment of the short-term and long-term effects on public lands where wild horses and burros graze.</p>	<p>PERMANENT. Cutoff every 5 years.                      Use BLM 4/8j(1).                      Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50. Thereafter, transfer a copy every 5 years, along with the current technical documentation.                      (N1-049-09-4, 1a)                      ERA disposition authority:                      Pending: to be established.</p>
9	<p><b>LITIGATION AND CIVIL ACTION FILES NOT DESCRIBED ELSEWHERE.</b>                      Documenting legal disputes between BLM and individuals, organizations, or local governments concerning property use and disposition, which cannot be identified with an individual case, plan, or specific action. Authority: 43 CFR 1840, 1850. Confidentiality: Non-public record category 2. Essential (Vital): Legal and Financial Rights Records. Exclusions: Litigation related to specific cases. Disposition of case-related protests, appeals, civil actions, and litigation documents is governed by the disposition authorized for the related case file.</p>	See sub-items below.
9a	<p>Litigation and Civil Action Case Files. Subdivide case files by subject if volume warrants. Location: WO program office or SO of origin.</p>	<p>TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision issued.                      Use BLM 4/9a.                      Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.                      (N1-49-90-1, 4/9a)</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>9b</b>	Litigation and Civil Action Reference Files. Copies retained for administrative or reference purposes. Location: WO, AFO.	TEMPORARY. Use BLM 4/9b. Destroy when obsolete or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/9b)
<b>10</b>	<b>LAND STATUS AND USE FILES [1275].</b> Records that portray ownership of public lands and availability of those lands for entry and use under the various public land laws. The public land records began with the Ordinance of 1785 which authorized the Treasury Department to survey and auction public domain land as a source of revenue. The tract books system was established around 1800. Tract books were designed primarily for the maintenance of a permanent reference by State or Territory, meridian, township, range, section and subdivisions, of all transactions involving surveyed public lands. Because the tract books were badly worn and mutilated, establishment and installation of a new records system began in 1956. The new system, which consisted of master title plats, use plats, historical indexes, and control document indexes, eventually replaced the tract book system (except in the Eastern States). Authority: 43 CFR 1813. Forms: BLM 1275-3, 4; 1810-4. Confidentiality: Public record category 1A. Essential (Vital): Legal and Financial Rights Records. Location: Masters and control files created and maintained by each SO; duplicates in AFO.	See sub-items below.
<b>10a</b>	Master Title Plat (MTP) Masters. Includes supplemental MTP Masters. Record-copy paper, vellum, or mylar plats that provide a composite of the survey plats of a township on which is shown ownership and land status. MTPs depict lands granted to states, acquired lands, lands patented with reservations to the U.S., public domain lands with surface and subsurface rights noted, withdrawals, classifications, and rights-of-way. In most state offices, MTPs are captured on microform (items 10f).	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Use BLM 4/10a. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. (NC1-49-85-2, 17/1a(1)) ERA disposition authority: DAL-0049-2011-0006-0018.
<b>10b</b>	Supplemental Use Plat Masters. Includes supplemental Use Plat Masters. Record-copy paper, vellum, or mylar plats, that show land ownership, use, and other information necessary to adjudicate applications for entry and use of public lands and resources. Use plats are copies of the MTPs which reflects, in addition to the ownership and other restrictive data, land use leases, licenses, and permits. In most state offices, Use Plat Masters are captured on microform (item 10f).	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Use BLM 4/10b. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. (NC1-49-85-2, 17/1b(1)) ERA disposition authority: DAL-0049-2011-0006-0029.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>10c</b>	Historical Index (HI) Masters. Record-copy paper narrative, that provides in chronological order a summary and index of all past and present actions which have affected the title, use, or availability of public lands and resources as illustrated on the MTPs and use plats. In most state offices HI masters are captured on microform (item 10f).	PERMANENT. Cutoff EOFY in which manual records are replaced by electronic versions. Use BLM 4/10c. Transfer to FRC upon cutoff. FRC will transfer to NARA 12 years after cutoff. (NC1-49-85-2, 17/4a(1)) ERA disposition authority: DAL-0049-2011-0006-0019.
<b>10d</b>	Tract Book Masters. Master guide to the history of all actions related to disposition and use of the public lands. The notation of tract books was discontinued when the new status records (MTPs, Use Plats, His) were installed.	PERMANENT. Cutoff upon installation of microform status records. Use BLM 4/10d. Transfer immediately upon cutoff to FRC. FRC will transfer to NARA 12 years after cutoff. (NC1-49-85-2, 17/1c) ERA disposition authority: Pending: to be established.
<b>10e</b>	Control Document Index (CDI) Masters. Paper copies of land title and use documents that have affected the status of public lands. Arranged by state, meridian, township, and range. In most state offices, CDI masters are captured on microform (item 10f).	TEMPORARY. Use BLM 4/10e. Destroy when superseded, obsolete, or no longer needed for reference. (NC1-49-85-2, 17/4c)
<b>10f</b>	Land Status Microform (MTPs, HIs, CDIs, etc.). Microform masters and duplicate film or fiche.	TEMPORARY. Use BLM 4/10f. Destroy when no longer needed for duplicating or other administrative or reference purposes. (NC1-49-85-2, 17/1a(2), 1b(2), 4a(2), 4b)
<b>10g</b>	Land Status Working Files and Reference Copies. Paper copies of documents retained only for reference and administrative use.	TEMPORARY. Use BLM 4/10g. Destroy when superseded, obsolete, or no longer needed for reference purposes. (NC1-49-85-2, 17/4c)
<b>10h</b>	Land Status Control Files. Correspondence, reports, BLM Form 1810-4, and other records that document requests for status, completion of projects, or other administrative actions.	TEMPORARY. Use BLM 4/10h. Destroy when superseded, obsolete, or no longer needed for control purposes. (N1-49-90-1, 4/10h)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
10i	Metzker County Atlases. Title and use information created by original land office on Metzker County Atlases.	PERMANENT. Cutoff upon installation of new records. Use BLM 4/10i. Transfer directly to NARA. (NN1-171-77, I/5) ERA disposition authority: Pending: to be established.
11	<p><b>RESOURCES INVENTORY, STUDY, SURVEY AND MAPPING FILES [1610, 2020, 2060, 3030, 3060, 4400, 5200, 6600, 7100, 7200, 7300, 8110, 8210, 8310, 8410, 8510, 8520, 9300].</b></p> <p>Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. Authority: 43 CFR 1610.4-3.</p> <p>Confidentiality: Public record category 1B, except archaeological, cave, mineral, appraisal, threatened and endangered species, proprietary-confidential, and working files are non-public record category 2. Exclusions: Land survey files (Schedule 17/14); Geographic Information System data layers (Schedule 20/52); electronic resources inventories (Schedule 20/53); and hazardous materials files (Schedule 18/33).</p>	See sub-items below.
11a	Resources Inventory, Study, or Survey Case Files. Arranged by case number or site name. Documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; copies of final maps and study reports containing summary and conclusions; and related papers of value to the historical account of the project. May include annotated aerial photos, still photos, other original data that are only partially duplicated in the resultant reports and maps. Includes grazing allotment files. Forms: BLM 4413-1. Location: FOs with delegated responsibility.	PERMANENT. Cutoff EOFY in which the effort is completed. Screen each file to identify and destroy all duplicates, other nonrecord materials, and short-term documents. Use BLM 4/11a. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 25 years after cutoff. (N1-49-90-1, 4/11a) ERA disposition authority: DAL-0049-2011-0002-0001.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>11b</b>	Resources Inventory, Study, or Survey Working Files and Reference Materials. Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final reports or maps and minor administrative documents collected during the project but not necessary to ensure history of the study. Includes duplicate or "dummy" inventory, study, and survey case files and duplicate well logs. Location: All. Forms: BLM 3030-2; 4410-1, 1a, 2; 4411-1; 4412-19, 24, 41; 5200-1, 2, 4, 4a, 5; 6602-1, 2-7, 9, 9a; 6630-4; 7230-3, 4; 8110-1, 2-5; 8310-8; 8400-1, 4-6.	TEMPORARY. Cutoff when no longer needed for revision or reference. Use BLM 4/11b. Transfer to FRC immediately upon cutoff. FRC destroys 25 years after cut-off. (N1-49-90-1, 4/11b)
<b>11c</b>	Resources Inventory, Study, or Survey Final Maps and Reports. Published final maps, atlases, overlays, reports.	See sub-items below.
<b>11c(1)</b>	Resources Inventory, Study, or Survey Final Report and Map Masters. Exclusions printer's copy (Schedule 13/2a) or other copies retained for duplicating. Location: FOs.	See sub-items below.
<b>11c(1)(a)</b>	Reports. One record copy of each edition, revision, or variant of each published final report and related indexes.	PERMANENT. Cutoff EOFY in which the reports are published or released. Use BLM 4/11c(1)(a). Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. (N1-49-90-1, 4/11c(1)(a)) ERA disposition authority: DAL-0049-2011-0002-0018.
<b>11c(1)(b)</b>	Maps. One record copy of each edition, revision, or variant of each published final map, atlas, overlay, and related indexes (in map or other form).	PERMANENT. Cutoff EOFY in which the maps are published or released. Use BLM 4/11c(1)(b). Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. (N1-49-90-1, 4/11c(1)(b)) ERA disposition authority: DAL-0049-2011-0002-0019.
<b>11c(2)</b>	Resources Inventory, Study, or Survey Final Report and Map Reference Copies. Reference copies of published reports and maps. Location: AFO.	TEMPORARY. Use BLM 4/11c(2). Destroy when superseded, obsolete, or no longer needed for reference. (N1-49-90-1, 4/11c(2))

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>11d</b>	Resource Samples, Museum Property, and Related Reports. Location: SO, FOs.	See sub-items below.
<b>11d(1)</b>	Resource Samples. Mineral, vegetable, animal, water, soil, and other natural resource samples obtained from exploration or examination. Includes herbariums. Exclusions: Drinking water samples and water quality testing files (Schedule 17/21) and artifacts which are museum property (item 11d(2)).	TEMPORARY. Use BLM 4/11d(1). Destroy when analysis is completed and report is approved, or when no longer needed for reference or display purposes. (N1-49-90-1, 4/11d(1))
<b>11d(2)</b>	Museum Property. An organized assemblage of objects collected according to some rational scheme and retained so they can be preserved, studied, or interpreted for public benefit. Consists of prehistoric and historic objects (shards, bones, tools, fossils), artifacts, works of art, and natural history specimens obtained from excavation or other collection activity.	Museum property is treated as personal property. See 411 DM 1-3 and BLM Manual 8142. (N1-49-90-1, 4/11d(2))
<b>11d(3)</b>	Resource Samples Analysis Reports. Reference copies of reports based on detailed analyses and tests of sample materials or museum property, including geochemical, isotopic, hydrologic, archaeologic, paleontologic, and petrographic analyses reports. Forms: BLM 3890-1. Exclusions: copies filed in the related case or project file.	TEMPORARY. Use BLM 4/11d(3). Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/11d(3))
<b>11e</b>	Well Logs and Directional Surveys. Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells. Forms: BLM 3980-6.	TEMPORARY. Use BLM 4/11e. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/11e)
<b>12</b>	<p><b>ENVIRONMENTAL POLICY ACT FILES [1790].</b> Documenting BLM compliance activities that are required by the National Environmental Policy Act of 1969 (NEPA). Authority: 42 U.S.C. 4321. Confidentiality: Public record category 1B, except documents still in progress and prior to release for comments which are non-public record category 2.</p> <ul style="list-style-type: none"> <li>- <b>Categorical Exclusion Files.</b> There are no statutory, regulatory, or manual requirements to document a categorical exclusion review. However, such documentation may be filed in the appropriate case or project file, in the decision record or in other authorizing documents.</li> <li>- <b>Environmental Documents - Record Copies.</b> The official file copies of BLM environmental documents and supporting records are retained by the originating office. Generally they are filed in and disposed with the case, project, or plan file to which they relate.</li> <li>- <b>Environmental Documents - Other Copies.</b> The records described below consist of other copies of environmental documents retained for reference and administrative use.</li> </ul> <p>General Guidance (See H-1790-1).</p>	See sub-items below.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>12a</b>	Environmental Review Reference Files. These are reference copies; record copies are filed in the related case/project/plan files. Location: AFO.	See sub-items below.
<b>12a(1)</b>	Environmental Assessment (EA). A concise public report and supporting documents prepared for proposed actions that (1) are not exempt from NEPA, (2) have not been categorically excluded, (3) have not been covered in an existing RMP/EIS or other environmental analysis, and (4) do not normally or obviously require an EIS. An EA may be prepared for any action at any time to assist in planning and decision-making.	TEMPORARY. Use BLM 4/12a(1). Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/12a(1))
<b>12a(2)</b>	Findings of No Significant Impact (FONSI). Documenting the reasons why an action, not otherwise excluded by NEPA, will not have significant impact on the human environment and for which an EIS will not be prepared.	TEMPORARY. Use BLM 4/12a(2). Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/12a(2))
<b>12a(3)</b>	Environmental Notice of Intent (NOI). A public notice that an EIS will be prepared and considered. The notice describes the proposed action and possible alternatives, the proposed scoping process, and identity of the person to contact about the proposed action and EIS.	TEMPORARY. Use BLM 4/12a(3). Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/12a(3))
<b>12a(4)</b>	Decision Record (DR) and Record of Decision (ROD). Detailed written statements prepared to document a decision following an EA or a ROD prepared to document the decision following an EIS. The statement explains the alternatives considered, the alternative or portions of an alternative selected, any mitigating measures, and - in the case of a ROD - the environmentally preferred alternative.	TEMPORARY. Use BLM 4/12a(4). Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/12a(4))
<b>12a(5)</b>	Environmental Impact Statement (EIS) Reference Files. Detailed written statements and supporting documents prepared when a proposed action - including a proposed policy or legislative recommendation - is projected to have a significant impact on the quality of the human environment. Contains reference copies of the final published statement.	TEMPORARY. Use BLM 4/12a(5). Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/12a(5))
<b>12b</b>	Other Agency Environmental Document Review Files. Location: FOs with delegated responsibility.	See sub-items below.
<b>12b(1)</b>	When the BLM is the Lead Agency.	TEMPORARY. Cutoff EOFY in which review completed. Use BLM 4/12b(1). Transfer to FRC 1 year after cutoff. FRC destroys 5 years after cutoff. (N1-49-90-1, 4/12b(1))



DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
12b(2)	When the BLM is not the Lead Agency. Information copies received from the lead agency.	TEMPORARY. Cutoff EOFY in which review is completed. Use BLM 4/12b(2). Destroy 2 years after cutoff. (N1-49-90-1, 4/12b(2))
12c	Environmental Policy Act Report Files. Authority: 381 DM 9, Appendix 1, ESM 96-3 (DOI). Consist of consolidated and feeder versions of: 1) EIS Status and Progress Reports. Submitted quarterly by SO to WO on previous quarter and projected future accomplishments; and 2) EA Summary Reports. Submitted annually by SO to WO on total EAs completed and FONSI's approved.	TEMPORARY. Filed as general correspondence under subject code 1790 and dispose of accordingly. See BLM 23/1a.
13	<b>ACQUIRED LAND AND INTERESTS IN LAND FILES.</b> Title papers and related documentation of BLM acquisitions by condemnation, purchase, donation, exchange, or otherwise. Authority: 43 CFR 2100, 2200. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Patent files (Schedule 4/7) and acquisition of water rights files (Schedule 4/17). Location: SO and FO with delegated responsibility.	See sub-items below.
13a	Land Exchange Proposals [2200]. Documenting proposals that do not result in a completed land exchange case. Arranged by proponent name; informal proposals are not serialized. Confidentiality: Non-public record category 2.	TEMPORARY. Cutoff EOFY in which final decision is made to drop or reject the proposal. Use BLM 4/13a. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. (NC1-49-85-2, 4/20a)
13b	Acquired Land Title Case Files [2100]. Serialized case files, arranged by number, documenting acquisitions by BLM via gift, purchase, condemnation, or other means, including acquisitions from defunct agencies, such as Federal Farm Mortgage Corporation (FFMC) and Farmers Home Administration (FmHA). Includes any related appeal documents and maps. Forms: BLM 2060-2, 3; 3060-1, 2; 9300-8, 9a. Confidentiality: Public record category 1B	PERMANENT. Cutoff EOFY in which the BLM acquired ownership. Use BLM 4/13b. Transfer to FRC when no longer needed. FRC transfers to NARA 30 years after cutoff. (NC1-49-85-2, 4/20c) ERA disposition authority: DAL-0049-2011-0006-0007.
13c	Easement Case Files [2100]. Serialized case files, arranged by number, documenting rights acquired by BLM via negotiation or condemnation to use non-BLM lands. Some rights are obtained in perpetuity; others are short term. Includes any related appeal documents and maps. Forms: BLM 2100-2, 3-7; 2130-8, 9; 9300-8, 9a. Location: FO.	TEMPORARY. Cutoff EOFY in which all rights terminate. Use BLM 4/13c. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff. (NC1-49-76-3, B/10)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>13d</b>	Acquired Land and Interests in Land Working Files and Reference Material. Reference copies of official documents; notes, drafts, preliminary or interim data used to prepare final documents; and other workpapers and nonrecord copies of documents related to acquired land and interests in land not described elsewhere.	TEMPORARY. Use BLM 4/13d. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (NC1-49-85-2, 4/20d-e)
<b>14</b>	<b>GRAZING AND OTHER LAND-USE LEASE AND PERMIT FILES.</b> Documenting authorizations issued by the BLM for use of the public lands for grazing and other non-mineral resources for a specific period of time. Authority: 43 CFR 2910, 2920, 4130, 8730. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-2, LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions Pending applications (Schedule 4/16) and mineral leases and permits (Schedule 4/22 - 4/30). Location: FOs with delegated responsibility.	See sub-items below.
<b>14a</b>	Grazing Authorization Files [4130]. See BLM Handbook H-4010-1 for filing instructions.	See sub-items below.
<b>14a(1)</b>	Grazing Operator Case Files. Lease or permit operator case files documenting authorizations by the BLM to graze livestock on public lands. Consists of the application, approved lease or permit, maps, billing documents, preference history, and related correspondence. Arranged by grazing record number or operator name; grazing leases and permits are not serialized. See BLM H-4010-1 for information on moving preference right documentation to new lessee file. Forms: BLM 1370-37; 4110-1, 2; 4112-2; 4120-10; 4130-1, 1a, 1b, 2, 2a, 3, 3a, 4, 5; 4190-1, 3; 4210-1. Exclusions: Rejected or withdrawn applications (item 14d); allotment unit files (Schedule 4/11a), range improvement projects (RIPS) (Schedule 17/13d), and unauthorized use files (Schedule 18/31).	PERMANENT. Cutoff EOFY in which the authorization terminates and appeal rights are exhausted. Use BLM 4/14a(1). Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/14a(1)) ERA disposition authority: DAL-0049-2011-0002-0003.
<b>14a(2)</b>	Grazing Appeal Case Files. Case files containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Arranged by appeal number; grazing appeals are not serialized. Forms: BLM 1842-1, 2; 1850-1, 2, 3.	When appeal rights are exhausted and/or final decision issued, file with the related operator file (item 14a(1)) or unauthorized use file (Schedule 18/31), as appropriate, and dispose of accordingly. (N1-49-90-1, 4/14a(2))

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>14a(3)</b></p>	<p><b>RANGELAND ADMINISTRATION SYSTEM (RAS)</b>                      The Rangeland Administration System (RAS) provides grazing administrative support and management reports for the BLM and the public. RAS is an electronic database which serves as an electronic calendar for issuance of approximately 18,000 applications and 2,400 grazing authorizations (Permits, Leases, and Exchange-of-Use Agreements) per year. The system provides access to the public online (<a href="http://www.blm.gov/ras/">http //www.blm.gov/ras/</a>) and creates approximately 30,000 grazing bills per year. BLM uses RAS to provide distribution information to the Collections and Billings System (CBS) for tracking, collecting, and distributing grazing receipts. Additionally, the system maintains electronic files about allotments, authorizations, and grazing bill history.                      Reports generated in RAS primarily contain two types of information, allotment information and operator information. Metadata regarding allotments includes allotment identification, size, amount of private, state and public land administered, amount of forage use authorized, both active and suspended, for all operators using the allotment, proportion of forage in the allotment produced on public land, existence of an allotment management plan and identification of the grazing operator(s). Metadata regarding operators includes authorization number, name, address and date the authorization was issued, including expiration date, allotments used by operator, kind and number of livestock, and period of use and forage amount authorized for use by the operator. The public website for RAS allows users to generate a variety of on-demand reports, including Allotment Information, Allotment Master, Authorized Use by Allotment, Operator Information, Permits Schedule Information, and Public Land Statistics.</p>	<p>See sub-items below.</p>
<p><b>14a(3)(a)</b></p>	<p>Master File. The Rangeland Administration System (RAS) provides online public access to grazing allotment and operator information for Federal lands in the Public Land States of the Western United States. The system serves as an electronic calendar for issuance of applications and grazing authorizations (Permits, Leases, and Exchange-of-Use Agreements), grazing bills, and reports about allotments, authorizations, and grazing bill history.</p>	<p>PERMANENT. Cutoff every 5 years.                      Use BLM 4/14a(3)(a).                      Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50.                      Thereafter, transfer a copy every 5 years, along with the current technical documentation.                      (N1-049-09-7, 1a)                      ERA disposition authority:                      DAL-0049-2013-0001-0001.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>14b</b>	<p>Land-Use Permits Approved Case Files [2920, 2930]. Case files documenting authorizations to use public lands up to 3 years, if the use involves little or no land improvement, construction, or investment, or if the investment can be amortized within the terms of the permit. Includes advertising and movie-making permits; cultural use permits; recreation use permits. A permit conveys no possessory interest. It is renewable at the discretion of the authorized officer and may be revoked so that the land can be made available for another use. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and any related material. Arranged by serial or permit number. Some permits are serialized; others are not. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2920-1; 2930-1, 2; 3060-1, 2; 8370-1, 2; DI-1928. Exclusions: Rejected or withdrawn applications (item 14d); artifact collections and reports from cultural resource use permits (Schedule 4/11d(2-3)), grazing permits (item 14a), and other land-use leases (item 14c).</p>	<p>TEMPORARY. Cutoff EOFY in which permit terminates and appeal rights are exhausted. Use BLM 4/14b. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. (N1-49-90-1, 4/14b)</p>
<b>14c</b>	<p>Land-Use Leases Approved Case Files [2910, 2912]. Serialized case files, arranged by number, documenting authorizations to use public lands when substantial construction, development, or land improvements are involved, and large amounts of capital may be invested (e.g., airport leases, recreation and public purpose leases, occupancy leases, etc.). A lease conveys a possessory interest and is revocable only within its terms. Leases are issued for the length of time necessary to amortize the capital investment in the land. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and related material. Forms: BLM 1842-1, 2; 1850-1, 3; 2060-2; 2910-1; 2912-1; 3060-1, 2. Exclusions: Rejected or withdrawn applications (item 14d); grazing leases/permits (Schedule 4/14a(1)).</p>	<p>See sub-items below.</p>
<b>14c(1)</b>	<p>Recreation and Public Purpose Leases Approved Case Files.</p>	<p>PERMANENT. Cutoff EOFY in which lease terminates and appeal rights are exhausted. Use BLM 4/14c(1). Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. (NC1-49-76-3, B/13) ERA disposition authority: Pending: to be established.</p>
<b>14c(2)</b>	<p>Land-Use Leases Approved Case Files - All Other. Includes airport leases, Small Tract Act leases, Mining Claim Occupancy Act leases, and Alaska fur farm leases.</p>	<p>TEMPORARY. Cutoff EOFY in which lease terminates and appeal rights are exhausted. Use BLM 4/14c(2). Transfer to FRC 2 years after cutoff. FRC destroys 30 years after cutoff. (N1-49-90-1, 4/14c(2))</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
14d	Grazing and Other Land-Use Applications Rejected or Withdrawn. Case files, arranged by number, documenting applications for leases or permits that are rejected by the BLM or withdrawn by the applicant.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Use BLM 4/14d. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. (NC1-49-76-3, B/16)
14e	<b>RECREATION MANAGEMENT INFORMATION SYSTEM (RMIS)</b> RMIS is a web-based BLM internal application that aggregates information pertaining to BLM land used for public recreation purposes. In addition to information about recreational use, authorizations, and designations, RMIS provides data for visitation estimates, recreation site descriptions, and details about recreation permits and leases. This information is used for a variety of purposes, including providing details for Public Land Statistics, the Chief Financial Officer's Report, and various external publications, such as Public Lands, Public Rewards. In addition, information is used at the field level to document recreation activities and authorizations at the recreation site, recreation management area, and/or Field Office level. Information is used for NEPA documentation and reviewing trends in recreation use. This system is accessible only to BLM employees within the firewall. This information is entered into the system by an end user (authorized BLM Employee). The oldest data in the system dates back to fiscal year 1999, and new data is entered daily. Records are dated from 1999 - present.	See sub-items below.
14e(1)	Master File. The information collected in the database produces specific and aggregated information about the number of visitors, special recreation permits issued, participation in specific recreational activities, public land acres, area designation acres, national landscape conservation system units, recreation site details, off-highway vehicle designation acreage, associated planning documents, partnerships and agreements, special recreation permits, and contact information for the overseeing BLM office.	PERMANENT. Cutoff EOFY. Use BLM 4/14e(1). Transfer full dataset and one public use version to NARA upon approval of this schedule under 36 CFR 1235.44-50, or whatever standards are in place at the time of the transfer. A full copy of the dataset, containing subsequent changes and additions as well as unchanged data, should be transferred to NARA every three years to replace the previously transferred dataset. (N1-049-09-9, 1) ERA disposition authority: Pending: to be established.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>15</b>	<b>RIGHTS-OF-WAY AND RECIPROCAL-USE FILES [2800].</b> BLM is responsible for evaluating and processing right-of-way applications, issuing right-of-way authorizations, and monitoring and terminating right-of-way grants. Authority: 43 CFR 2800. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Forms: SF-299; BLM 1323-1, 2; 1842-1, 2; 1850-1, 3; 2060-2; 2800-4, 14-17. Exclusions: Pending applications (Schedule 4/16). Location: SO, FOs with delegated responsibility.	See sub-items below.
<b>15a</b>	Right-of-Way Grant Case Files. Serialized case files, arranged by number, documenting the BLM authorization to cross public lands via roads, highways, railroads, tramways, pipelines, power lines, communication lines, waterways, or other facilities, including rights granted under 44 LD 513. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material.	PERMANENT. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Use BLM 4/15a. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. (NC1-49-85-2, 4/22a) ERA disposition authority: DAL-0049-2011-0006-0008.
<b>15b</b>	Reciprocal-Use and License Agreement Case Files. Serialized case files, arranged by number, documenting agreements by the BLM and other parties for the reciprocal use of roads and rights-of-way, including rights granted under Oregon and California (O&C) revested use agreements. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence, and other related material.	TEMPORARY. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Use BLM 4/15b. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff. (NC1-49-76-3, B/9 and 12)
<b>15c</b>	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting individual applications for rights-of-way or license and use agreements that were subsequently rejected by the BLM or withdrawn by the applicant. Consists of application, evidence of rejection or withdrawal, any appeal documents, correspondence, and related material.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Use BLM 4/15c. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. (NC1-49-76- 3, B/16)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
15d	<p><b>LANDS AND REALTY AUTHORIZATION MODULE (LRAM)</b>                      The Lands and Realty Authorization Module (LRAM) generates and manages land and realty action records and billing information for all Rights-of-Way and other public lands and realty authorizations. The system includes special use authorizations, leases, permits, and communication site rental calculations. Section 302 of the Federal Land Policy and Management Act of 1976 (FLPMA) provides the BLM's authority to issue leases and permits for the use, occupancy, and development of the public lands. Leases and permits are issued for purposes such as a commercial filming, advertising displays, commercial or noncommercial croplands, apiaries, livestock holding or feeding areas not related to grazing permits and leases, harvesting of native or introduced species, temporary or permanent facilities for commercial purposes (does not include mining claims), residential occupancy, ski resorts, construction equipment storage sites, assembly yards, oil rig stacking sites, mining claim occupancy if the residential structures are not incidental to the mining operation, and water pipelines and well pumps related to irrigation and non-irrigation facilities. The regulations establishing procedures for the processing of these leases and permits are found in 43 Code of Federal Regulations (CFR) 2920.</p>	See sub-items below.
15d(1)	<p>Master File. The Lands and Realty Authorization Module (LRAM) generates and manages land and realty action records and billing information for all Rights-of-Way and other public lands and realty authorizations. The system includes special use authorizations, leases, permits, and communication site rental calculations.</p>	<p>PERMANENT. Cutoff every 5 years.                      Use BLM 4/15d(1).                      Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50.                      Thereafter, transfer a copy every 5 years, along with the current technical documentation.                      (N1-049-09-15, 1a)                      ERA disposition authority:                      Pending: to be established.</p>
16	<p><b>LAND AND MINERAL PENDING APPLICATION CASE FILES.</b>                      Serialized case files, arranged by number, documenting various types of applications for the acquisition or use of public lands or resources that are awaiting adjudication by the BLM. Consists of an application, correspondence, maps, and other related material. Authority: 43 CFR 1820. Forms: SF-299; BLM 1824-2, 4; 1860-1, 2, 8-10, 25; 2060-2; 2093-1; 2520-1; 2530-1; 2540-1; 2620-1; 2650-1; 2740-1; 2910-1; 2912-1; 2920-1; 3060-1, 2; 3100-11, 11a, 11b; 3200-24; 3440-1; 3510-1; 9300-8, 9a. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Location: SO, FOs with delegated responsibility.</p>	<p>When case is adjudicated, dispose of in accordance with disposition instructions for that specific case type.                      (N1-49-90-1, 4/16)</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
17	<p><b>WATER RIGHTS PERMITS [7250].</b>                      Water rights permits that are issued to BLM by State water agencies for use of water. Arranged by permit number.                      Confidentiality: Non-public record category 2. Essential (Vital): Legal and Financial Rights Records.</p>	See sub-items below.
17a	Water Rights Permit Case Files. Case files arranged by State control number; water rights permits are not serialized. Location: FOs with delegated responsibility.	TEMPORARY. Cutoff EOFY in which all rights terminate. Use BLM 4/17a. Transfer to FRC 2 years after cutoff. FRC destroys 5 years after cutoff. (NC1-49-85-2, 4/24)
17b	Water Rights Permit Reference Copies. Duplicate copies of permits retained for reference. Location: SO, FOs.	TEMPORARY. Use BLM 4/17b. Destroy when all rights terminate. (N1-49-90-1, 4/17b)
17c	Water Rights Location Reference Maps. Created and retained for reference. Location: SO, FOs.	TEMPORARY. Use BLM 4/17c. Destroy when superseded, obsolete, or no longer needed for reference. (N1-49-90-1, 4/17c)
18	<p><b>LAND WITHDRAWAL, CLASSIFICATION, RESERVATION, DETERMINATION, AND DESIGNATION FILES [2070, 2300, 2400, 3020].</b>                      Documenting actions to formally withdraw, classify, reserve, determine, or designate specific areas of federal land for such purposes as disposal, mineral prospecting and leasing, petroleum reserves, oil shale reserves, waterpower, reservoir sites, military use, and special area designations, such as National Natural Landmarks, National Historic Landmarks, Critical Habitat Areas, National Recreation Trails, Biosphere Reserves, World Heritage Sites, National Wild and Scenic Rivers, National Historic Trails, National Scenic Trails, National Conservation Areas, National Recreation Areas, Areas of Critical Environmental Concern, Research National Areas, Wilderness Areas, Experimental Ecological Reserves, Wildlife Reserves, etc. Contains initial orders and subsequent revocations or cancellations and any related appeal actions and maps. Authority: 43 CFR 2070, 2300, 2400.                      Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16).</p>	See sub-items below.



DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>18a</b>	Withdrawal, Classification, and Designation Informal Proposal Case Files. Documenting informal proposals for classification or withdrawal, which do not subsequently result in a formal application. Arranged by proponent name; informal proposals are not serialized. Location: FOs.	TEMPORARY. Cutoff after final decision is made to drop the proposal. Use BLM 4/18a. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff. (NC1-49-85-2, 4/25a)
<b>18b</b>	Withdrawal, Classification, and Designation Case Files. Serialized case files arranged by number. Includes any related appeal documents and maps. Forms: BLM 2060-2; 2093-1; 3060-1, 2. Location: SO.	See sub-items below.
<b>18b(1)</b>	Withdrawal, Classification, and Designation Formal Order Approved Case Files. Documenting applications or initiatives that result in issuance of a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order. Consists of the application or initiative, narrative justification for the proposed action, land and mineral reports, copies of the order as published in the Federal Register, record copy of the final order or designation, copies of press releases or other evidence of publicity, and documentation of subsequent modifications, reductions, amendments, extensions, revocations, relinquishments, terminations, etc.	PERMANENT. Cutoff upon issuance of Order. Use BLM 4/18b(1). Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff. (NC1-49-85-2, 4/25b(1)) ERA disposition authority: DAL-0049-2011-0006-0009.
<b>18b(2)</b>	Withdrawal, Classification, or Designation Applications or Initiatives Unapproved Case Files. Documenting applications or initiatives that do not result in a Public Land Order, Executive Order, Classification Order, Opening Order, or Designation Order.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant or proponent. Use BLM 4/18b(2). Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. (NC1-49-76-3, B/16)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>18c</b>	Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures (KGS), Known Geothermal Resource Areas (KGRA), Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of National Areas, Occurrences of Non-Leasable Minerals and Materials, Waterpower Designation Areas. Location: SO.	See sub-items below.
<b>18c(1)</b>	Withdrawal, Classification and Designation Final Reports and Maps. Record copies.	See sub-items below.
<b>18c(1)(a)</b>	Reports. One record copy of each final report.	PERMANENT. Cutoff EOFY in which published. Use BLM 4/18c(1)(a). Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. (N1-49-90-1, 4/18c(1)(a)) ERA disposition authority: DAL-0049-2011-0002-0004.
<b>18c(1)(b)</b>	Maps. One record copy of each edition, revision, or variant of each final map.	PERMANENT. Cutoff EOFY in which published. Use BLM 4/18c(1)(b). Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff. (N1-49-90-1, 4/18c(1)(b)) ERA disposition authority: Pending: to be established.
<b>18c(2)</b>	Withdrawal, Classification and Designation Intermediate Materials. Preliminary, intermediate, and prefinal drawings and other materials that are created and reviewed in preparation of final reports and maps.	TEMPORARY. Cutoff EOFY in which published. Use BLM 4/18c(2). Destroy 1 year after cutoff. (N1-49-90-1, 4/18c(2))
<b>18d</b>	Known Geologic Structure (KGS) Background Files [3022]. Case files, arranged by field name, containing background and reference information regarding the determination of known geologic structures (KGS) on lands administered by BLM. Note: Official KGS Determination case files are permanent (item 18b(1)); KGS final maps are permanent (item 18c(1)). Consists of working copies of geologic reports, first discovery reports, location plats and maps, first production memos, correspondence, and related papers, which provide a history of each KGS determination from original boundary definition through additions or deletions and revocation. Location: SO, FOs.	TEMPORARY. Use BLM 4/18d. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (N1-49-90-1, 4/18d)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>18e</b>	River Basin Working Files and Reference Materials. Case files, arranged by river basin name. Technical waterpower and storage data regarding specific streams or basins published by Bureau of Reclamation, Corps of Engineers, Federal Energy Regulatory Commission (FERC), state water agencies, and private irrigation districts. Contains information regarding water resources planning, construction descriptions and status, water rights, land status, water supply, geology, and hydrology data. Includes copies of open-file reports, USGS publications, and news clippings. Location: SO, FOs.	TEMPORARY. Use BLM 4/18e. Review annually to destroy items that are obsolete or no longer needed for reference. (N1-49-90-1, 4/18e)
<b>18f</b>	Waterpower Project Reference Material and Working Files [2329]. Working files, arranged by project number, containing reference copies of FERC documents regarding power project withdrawals. Contains proposed power plan, FERC reports, judgments, and orders, withdrawal notices, construction descriptions, evaluations, maps, and related material. Note: official waterpower withdrawal case files are permanent (item 18b(1)). Location: Centers, SO, FOs.	TEMPORARY. Cutoff EOFY in which project is completed or the withdrawal is revoked. Use BLM 4/18f. Destroy 1 year after cutoff. (N1-49-90-1, 4/18f)
<b>18g</b>	Application Review Files [2329/3730/3811]. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified, withdrawn, determined, or designated for specific purposes. Consists of papers regarding the review of FERC applications under Natural Gas Policy Act (NGPA) and Section 24 of Federal Power Act, and applications from other federal agencies or from other BLM offices (see 18 CFR 270-275). Essential (Vital): Legal and Financial Rights Records. Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-32. Location: District Offices, New Mexico; Casper District Office, Wyoming; Montana State Office; Utah State Office; Colorado State Office.	See sub-items below.
<b>18g(1)</b>	Paper Records.	TEMPORARY. Cutoff EOFY in which well is plugged and/or abandoned. Use BLM 4/18g(1). Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. (N1-49-90-1, 4/18g(1))
<b>18g(2)</b>	Microfilm/Microfiche Records.	TEMPORARY. Cutoff EOFY in which all records on film are closed. Use BLM 4/18g(2). Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff. (N1-49-90-1, 4/18g(2))

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>18g(3)</b>	NGPA Well Determination Reference Files. Determination made by jurisdictional agency (BLM) under NGPA consisting of location formation, operator, NGPA section, and data of determination used for entering data into the NGPA electronic tracking system (NGPASYS). A copy is also filed in the NGPA application file.	TEMPORARY. Use BLM 4/18g(3). Destroy when no longer needed for reference and/or re-search. (N1-49-90-1, 4/18g(3))
<b>18h</b>	Withdrawal, Classification, and Designation Registers, Ledgers and Indexes. Usually card files containing information on township and range, site withdrawals, power site reserves, power restorations, modifications, and interpretations. Includes Off-Road Vehicle Designation Registers and other registers and indexes related to withdrawal, classification, and designation areas. Location: SO, FOs.	PERMANENT. Transfer with the related records. (N1-49-90-1, 4/18h)
<b>19</b>	<b>RESOURCE MANAGEMENT PLAN (RMP) FILES [1610].</b> Plans to guide and control management actions and the development of subsequent, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. Authority: 43 CFR 1610. Confidentiality: Public record category 1B, except that plans and EISs still in progress prior to release for comments and information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 2. Exclusions: Resource activity plans (Schedule 4/20).	See sub-items below.
<b>19a</b>	RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by the BLM, the BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant of each published final RMP/EIS, map, atlas, overlay and all related indexes (in map or other form). Location: FOs with delegated responsibility. See item 19c for working files and reference copies.	See sub-items below.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>19a(1)</b></p>	<p>RMP Case Files. Consists of:</p> <ul style="list-style-type: none"> <li>- <b>Management Situation Analysis (MSA).</b> A concise, written analysis of resource occurrence, condition, and opportunities.</li> <li>- <b>Notice of Intent (NOI).</b> A public notice that a planning document will be prepared and analyzed. Notice describes the planning action, alternatives, the scoping process, potential issues, the preliminary planning criteria, and the identity of the person to contact about the proposed plan.</li> <li>- <b>Draft Plan and Draft Environmental Impact Statement (EIS).</b> A single document containing a proposed RMP and alternatives, including a “no action” alternative, together with a draft EIS which analyzes the impacts of those alternatives.</li> <li>- <b>Proposed Plan and Final EIS.</b> A single document containing a proposed Plan and alternatives considered together with a final EIS.</li> <li>- <b>Approved Plan/Record of Decision (AP/ROD).</b> Single document containing the legal record of decision describing the alternative, any mitigating measures and identifies the environmentally preferred alternative and, in a separate section, contains the approved plan in its entirety.</li> <li>- <b>Resource Objectives and Monitoring Plan (ROMP).</b> An interdisciplinary monitoring plan to determine how the objectives in the RMP and subsequent site-specific plans are to be achieved.</li> <li>- <b>Planning Protests. Protests to Proposed Plan and Proposed Plan Amendments</b> filed in writing with the Director. Protesters must have standing to protest and must file within a 30 day protest period.</li> <li>- <b>Draft Plan Amendment.</b> Single document containing draft plan amendment and alternatives, including a “no action” alternative, together with either a draft EIS or draft EA that analyzes the environmental effects of the alternatives.</li> <li>- <b>Proposed Plan Amendment.</b> Single document containing proposed plan amendment and alternatives considered together with either a Final EIS or Final EA.</li> </ul>	<p>PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other nonrecord materials, and short-term documents. Use BLM 4/19a(1). Transfer remaining permanent materials to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff. (N1-49-90-1, 4/19a(1)) ERA disposition authority: DAL-0049-2011-0002-0005.</p>
<p><b>19a(2)</b></p>	<p>RMP Maps, Overlays, and Related Indexes. One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form).</p>	<p>PERMANENT. Cutoff when all planned work is completed or when replaced by another RMP. Screen each file to identify and destroy all duplicates, other nonrecord materials, and short-term documents. Use BLM 4/19a(2). Transfer remaining permanent record to FRC when the related plans (4/19a) are transferred. FRC transfers to NARA 12 years after cutoff. (N1-49-90-1, 4/19a(2)) ERA disposition authority: DAL-0049-2011-0002-0013.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
19b	RMP Public Participation Case Files. Record copies that document public involvement in the BLM planning process. Used in the development of RMPs and for any subsequent protests concerning the plans. Consists of public participation plans, mailing lists, notices, registers of attendees at public participation activities, and public comments. Forms: BLM 1600-16. Location: FOs with delegated responsibility.	TEMPORARY. Cutoff EOFY in which final plan and maps are published or released. Use BLM 4/19b. Transfer to FRC 1 year after cutoff. FRC destroys 20 years after cutoff. (N1-49-90-1, 4/19b)
19c	RMP Working Files and Reference Material. Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to RMPs. Includes duplicate or “dummy” RMP case files and reference copies of published plans and maps. Location: SO, FOs.	TEMPORARY. Use BLM 4/19c. Destroy 1 year after final plan and maps are published or released, or when no longer needed for revision or reference. (N1-49-90-1, 4/19c)
19d	RMP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.	When appeal rights are exhausted and/or final decision issued, file with the related RMP file and dispose of accordingly (item 4/19a(1)). (N1-49-90-1, 4/19d)
20	<b>RESOURCE ACTIVITY PLAN (RAP) RECORDS [1610].</b> Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. Authority: 43 CFR 1610. Confidentiality: Public record category 1B, except that information about archeological and paleontology sites, caves, and threatened and endangered species are non-public record category 2. Location: FOs with delegated responsibility. Mining claim files now 4/22.	See sub-items below.
20a	RAP (Long Range) Files. Documenting the development, implementation, and monitoring of long-range and/or continuing planning activities for grazing allotments, animal damage and pest control, caves, cultural and archaeological resources, fire control and prescribed burning, flood plain, forestry and timber, natural history, paleontology, recreation, wild horses and burros, wildlife habitat, wilderness, and other public land resources. Forms: BLM 4190-2; 6780-1, 2; 8300-1, 2.	See sub-items below.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>20a(1)</b>	RAP Case Files. Includes related planning maps, overlays, and photos. Documenting various planning activities, such as identification of issues, development of planning criteria, identification of information needs and sources, analysis of management situation, environmental analysis, socioeconomic analysis, summaries of public involvement and critical public issues, formulation of alternatives and estimates of their effects, selection of preferred alternatives, and subsequent monitoring and evaluation of the plan's implementation efforts.	PERMANENT. Cutoff when all planned activity is completed or when replaced by new plan. Use BLM 4/20a(1). Transfer to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff. (NC1-49-85-2, 4/26a(1)(a)) ERA disposition authority: DAL-0049-2011-0006-0010.
<b>20a(2)</b>	RAP Final Report Masters. Record copies of the final reports of resource activity planning statements that BLM prepares once an RMP is approved.	PERMANENT. Cutoff EOFY in which the plan is published or released. Use BLM 4/20a(2). Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old. (N1-49-90-1, 4/20a(2)) ERA disposition authority: DAL-0049-2011-0002-0006.
<b>20b</b>	RAP (Short Range) Case Files. Includes related planning maps, overlays, and photos. Documenting the development, implementation, and monitoring of plans of 1 to 5 years duration, such as normal year fire plans, annual timber sale plans, transportation plans, sign plans, and other short-term plans. Forms: BLM 9110-6, 6a, 7, 8, 8a; 9130-3, 4.	TEMPORARY. Cutoff EOFY in which all the planned activity is completed or when plan is replaced by another plan. Use BLM 4/20b. Destroy 3 years after cutoff. (NC1-49-85-2, 4/26a(2))
<b>20c</b>	RAP Working Files and Reference Materials. Reference copies of official documents; notes, drafts, preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other work papers and nonrecord copies of documents related to activity plans that are not described elsewhere. Includes duplicate or "dummy" activity plan case files and reference copies of final plans.	TEMPORARY. Use BLM 4/20c. Destroy when superseded, obsolete, or no longer needed for reference or when 3 years old, whichever is later. (NC1-49-85-2, 4/26a(1)(b-c))
<b>20d</b>	RAP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers. Forms: BLM 1842-1, 2; 1850-1, 3.	When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly (items 4/20a(1) or 4/20b). (N1-49-90-1, 4/20d)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>21</b>	<b>QUALIFICATIONS, BOND, AND SURETY FILES [1811 et al.].</b>	See sub-items below.
<b>21a</b>	<b>QUALIFICATIONS AND SURETY FILES [1811 et al.].</b> Reference copies arranged by individual or corporate name. Consists of copies of surety or performance bonds, articles of incorporation, power-of-attorney, operator ratings. Forms: SF-25, 25a-b, 28, 34, 35; BLM 1822-3, 4; 3000-4, 4a; 3104-3, 5, 8a; 3200-19; 5450-19, 20-22. Confidentiality: Non-public record category 2; Privacy Act System Interior/LLM-32. Exclusions: Qualifications documents for federal oil and gas leases which are no longer required (H-3101-1, 47 FR 8544). Location: SO, FOs.	TEMPORARY. Use BLM 4/21a. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (NC1-49-85-2, 4/28) (Previously BLM 4/21)
<b>21b</b>	<b>BOND FILES.</b> Oil and Gas Lease/Exploration Bond Case Files (3100) or Geothermal Lease/Exploration Bond Case Files (3200). Original office records arranged by individual or corporate name. Consists of personal or surety bonds, riders, powers-of-attorney, and security instruments. Authority 43 CFR 3100 or 43 CFR 3200. Forms: BLM 3000-4, 3000-4A. Confidentiality: Non-public record category 2, Privacy Act System Interior/LLM-32. Location: SO, FO.	TEMPORARY. Cutoff EOFY in which the period of bond liability is terminated by the BLM, and terms and conditions of the notice of intent or permit have been met. Use BLM 4/21b. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. (N1-049-10-2, 4/21) (Exception to GRS 1.1, item 010, GRS-2013-0003-0001)
<b>22</b>	<b>MINING CLAIMS UNDER THE GENERAL MINING LAWS [3800].</b> BLM is responsible for the administration of the mining laws on all public lands, both surveyed and unsurveyed. This involves encouraging and protecting the rights of the mining claimant in prospecting, exploring for and developing locatable minerals on the public land; prohibiting the abuse of the mining laws; ensuring that mineral patent applicants comply with applicable laws and regulations; and preventing the unnecessary and undue degradation from operations under the mining laws to other resource values on the public lands. Authority: 43 CFR 3800. Confidentiality: Public record category 1A and 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Mineral patents (Schedule 4/7), Mining Claim Occupancy Act leases (Schedule 4/14c), Files containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (Schedule 4/29d) prior to transfer.	See sub-items below.
<b>22a</b>	Mining Claim Recordation (MCR) Files [3833]. Claims filed with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment decisions, and related papers. Forms: BLM 3814-4; 3830-1; 3842-3; 3890-3, 4. Location: SO	See sub-items below.



DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>22a(1)</b>	MCR Files Filmed.	See sub-items below.
<b>22a(1)(a)</b>	MCR Case Files.	TEMPORARY. Return to record title holder after filming. (NC1-49-81-1, B/24a)
<b>22a(1)(b)</b>	MCR Microform Masters.	TEMPORARY. Cutoff EOFY in which the case is closed. Use BLM 4/22a(1)(b). Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. (N1-49-90-1, 4/22a(1)(b))
<b>22a(1)(c)</b>	MCR Microform Reference Copies.	TEMPORARY. Use BLM 4/22a(1)(c). Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. (NC1-49-81-1, B24c)
<b>22a(2)</b>	MCR Files Not Filmed. Serialized case files, arranged by number, that are not filmed. Includes deferment of assessment work files not filmed.	TEMPORARY. Cutoff EOFY in which the case is closed. Use BLM 4/22a(2). Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. (N1-49-90-1, 4/22a(2))
<b>22a(3)</b>	MCR General Files. Mining claim correspondence, arranged by subject, that does not relate to a specific claim or serialized case file.	TEMPORARY. Cutoff EOFY. See BLM 23/1a.
<b>22b</b>	Mining Claim Validity Examination Case Files [3891]. Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid claims are recognized and invalid ones eliminated. Includes contest and appeal documentation. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3060-1, 2. Location: SO, FOs with delegated responsibility. Note: Documents containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (item 4/29d) prior to transfer.	TEMPORARY. Cutoff EOFY in which appeal rights are exhausted and final decision is issued. Use BLM 4/22b. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff. (N1-49-90-1, 4/22b)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
22c	<p>Mining Claim Surface Management Case Files [3802, 3809]. Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices and plans of operations filed by the mining claimant or operator. Consists of the plan or notice, related maps, diagrams, environmental assessment, bond if required, evidence of approval or rejection, contests or appeals, notices of noncompliance, evidence of compliance and noncompliance, and related correspondence. Although surface management case files are an extension of the MCR files (item 22a), they receive a different serial number that is unrelated to the MCR file. Forms: BLM 1842-1, 2; 1850-1, 3, 7; 3814-1. Location: FOs with the delegated responsibility. Note: Documents containing significant geologic data may be copied and placed in the solid minerals geologic and production reference files (item 4/29d) prior to transfer.</p>	<p>TEMPORARY. Cutoff EOFY in which the operations are completed and reclamation is accepted. Use BLM 4/22c. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. (N1-49-90-1, 4/22c)</p>
23	<p><b>SIMULTANEOUS OIL &amp; GAS (SIMO) DRAWING FILES.</b> Authority: 43 CFR 3112 (1987 edition). Confidentiality: Public record category 1B; Privacy Act System Interior/LLM-3. 23a. SIMO Lists. Official file containing lists of lands available and results lists for SIMO filings for manual and automated drawings. Location: SO. (N1-49-90-1, 4/23a) 23b(1). SIMO Applications. Forms submitted to Wyoming SO by applicants, and used as source documents to the automated drawing data base, then filmed. (NC1-49-85-2, 4/21d(2)) 23b(2). SIMO Lists. Lists of lands available for SIMO filings submitted to Wyoming SO by other BLM SOs. (N1-49-90-1, 4/23b(2)) 23c. SIMO Electronic Data Base Application. Location: Centers. Destroyed 1988 at Centers. (NC1-49-85-1, Q/23) 23d(1). SIMO Drawings Results. Printouts of "winners" selected randomly by computer. Location: WYSO. (N1-49-90-1, 4/23d(1)) 23d(2). SIMO Microform Masters. Created at Centers for WYSO. Location: WYSO. (NC1-49-85-2, 4/21d(1)) 23d(3). SIMO Microform Reference Copies. Created at Centers for WYSO. Location: WYSO. (N1-49-90-1, 4/23d(3)) 23d(4). SIMO Computer Tapes. Location: Centers. (N1-49-90-1, 4/23d(4)) 23e. SIMO Data Base Documentation. Data system and file specifications, code books, record layouts, user guides, output specifications, and final reports relating to the SIMO data base. Location: Centers (destroyed 1988). (N1-GRS-07-4 item 11a1)</p>	<p>The SIMO program was discontinued 12/22/87 and all records were eligible for disposal EOFY 2013.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
24	<p><b>MINERAL LEASE SALE FILES [3000].</b>                      Documenting the planning, conduct, and evaluation of competitive mineral lease sales and providing a history of each sale from tract selection through bid acceptance or rejection. Authority: 43 CFR 3120, 3220, 3420, 3515, 3525, 3535, 3545, 3555, 3564, 3574. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3. Essential (Vital): Legal and Financial Rights Records. Location: SO. Exclusions: Documentation regarding approved competitive leases which is filed in each lease case file (Schedule 4/27-30) and video recordings used to verify oral bids in the event of discrepancies (Schedule 21/20).</p>	See sub-items below.
24a	<p>Mineral Lease Sale History Case Files. Non-serialized case files containing tract selection recommendations, maps, sale notices, stipulations, address lists, estimates of resource values for each parcel, sale minutes, bidder registration, bid abstracts, results lists, summary reports, and related sale material.</p>	<p>TEMPORARY. Cutoff EOFY in which the final determination of bid acceptance or rejection is made.                      Use BLM 4/24a.                      Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff.                      (N1-49-90-1, 4/24a)</p>
24b	<p>Mineral Lease Sale and Tract Evaluation Final Report and Map Masters. Record-copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, isopach maps, and the geological, geophysical, and engineering data supporting the evaluation, and (2) the results of post-sale evaluations of tract evaluation and technical data effectiveness and a comparison of sale bids with pre-sale estimates.</p>	<p>PERMANENT. Cutoff EOFY in which the study or sale is completed.                      Use BLM 4/24b.                      Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff.                      (N1-49-90-1, 4/24b)                      ERA disposition authority:                      DAL-0049-2011-0002-0016.</p>
24c	<p>Nominations not Accepted. Nominations for parcels unavailable for leasing (i.e., closed to leasing, no minerals available, in an existing lease, etc.). Files will include copies of nomination and/or agency response. Responses may be in the form of telephone record(s) or letter(s). In cases where a nomination includes both parcels accepted and parcels not accepted, file records in the Mineral Lease Sale History Case File and follow disposition (item 24a).</p>	<p>TEMPORARY.                      Use BLM 4/24c.                      Destroy when records are 6 months old or when no longer needed for reference, whichever is longer.                      (N1-49-99-1, 4/24c)</p>
24d	<p>Electronic Versions of Mineral Lease Sale Records Created by Electronic Mail and Word processing Applications.</p>	<p>TEMPORARY.                      Use BLM 4/24d.                      Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating.                      (N1-49-99-1, 4/24d)</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
25	<p><b>EXPLORATION AND PROSPECTING PERMIT OR LICENSE CASE FILES [3150, 3209, 3410, 3500].</b>                      Authority: 43 CFR 3150, 3209, 3410, 3500. Forms: BLM 3000-4a; 3104-5; 3150-4, 4a, 5; 3200-9, 10, 19; 3504-4; 3510-1.                      Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3, LLM-32.                      Essential (Vital): Legal and Financial Rights Records. Location: FOs with delegated responsibility.</p>	See sub-items below.
25a	<p>Exploration and Prospecting Permit/License Applications Approved. Serialized case files, arranged by number, documenting the search for evidence of oil and gas, geothermal, coal, oil shale, and other mineral resources. The search requires physical presence upon the lands and may result in damage to the lands or the resources. No lease or application for permit to drill (APD) is required by the BLM. Consists of the application, approved permit or license, notice of intent, exploration plan, maps, notice of completion, and related correspondence.                      Note: Documents containing significant geologic data may be copied and placed in the appropriate geologic and production reference files (items 4/27c, 28c, 29d) prior to transfer.</p>	<p>TEMPORARY. Cutoff EOFY in which the authorization terminates, required rehabilitation of the affected lands is accepted by the BLM, and appeal rights are exhausted.                      Use BLM 4/25a.                      Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff.                      (N1-49-90-1, 4/25a)</p>
25b	<p>Exploration and Prospecting Permit/License Applications Rejected or Withdrawn. Serialized case files, arranged by number, documenting applications that were rejected by the BLM or withdrawn by the applicant.</p>	<p>TEMPORARY. Cutoff EOFY in which application is rejected or withdrawn.                      Use BLM 4/25b.                      Destroy 3 years after cutoff.                      (N1-49-90-1, 4/25b)</p>
26	<p><b>COMMUNITIZATION, UNITIZATION, GAS STORAGE, AND SPACING ORDER FILES [3180, 3280].</b>                      BLM is responsible for the development of federal oil, gas, and geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The records described below document the establishment and monitoring of communitization and unitization agreements, state spacing orders, and subsurface gas storage agreements in order to avoid waste of oil, gas, and geothermal resources and to protect correlative rights.                      Communitization brings together leases sufficient for the granting of well permits under applicable state spacing requirements.                      Unitization consolidates separate leases into a single consolidated unit for the purposes of operating and allocating costs and benefits on a basis as defined in the agreement or plan. Authority: 43 CFR 3180, 3280. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3, LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16).</p>	See sub-items below.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>26a</b>	Communitization or Unitization Agreement Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the agreements approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by applicant) and any related appeal documents. Location: SO.	TEMPORARY. Cutoff EOFY in which the agreement is terminated or the application is rejected by the BLM or withdrawn by applicant and appeal rights are exhausted. Use BLM 4/26a. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NOTE: RMB approval required. (NC1-49-76-3, B/13 and 16)
<b>26b</b>	Communitization or Unitization Agreement Operations Lease and Well Files. Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour maps, cross sections, logs, and other related scientific and technical data regarding the agreement area and production activity. Case files are subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some cases, the SO retains responsibility).	See sub-items below.
<b>26b(1)</b>	Indian Agreements. Agreements regarding leases belonging to Indians for which the BLM has minerals management responsibilities.	PERMANENT. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Use BLM 4/26b(1). Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/26b(1)) ERA disposition authority: DAL-0049-2011-0002-0008.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
26b(2)	Federal Agreements. Agreements regarding leases on land for which the federal government holds the mineral interests	TEMPORARY. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas or geothermal geologic and production reference files (4/27c or 4/28c). Use BLM 4/26b(2). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. NOTE: RMB approval required. (N1-49-90-1, 4/26b(2))
27	<b>OIL AND GAS LEASING FILES [3100].</b> The BLM is responsible for the development of federal oil and gas resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3100. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3, LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: lease or permit applications (Schedule 4/16), exploration permits (Schedule 4/25), oil and gas agreements (Schedule 4/26).	See sub-items below.
27a	Oil and Gas Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1. Location: SO.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Use BLM 4/27a. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. (NC1-49-76-3, B/13 and 16)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>27b</b></p>	<p>Oil and Gas Operations Lease and Well Files. This series is comprised of the two major file types described below - the lease operations file and the related well files which document the production, safety, and environmental activities on the lease area. Lease and well files are filed together, with the well jackets (folders) placed directly behind the related lease file folder. Forms: BLM 3000-2, 3, 3a, 4; 3100-7, 11, 11a, 11b; 3108-2, 2a, 2b; 3109-1, 2; 3120-2; 3140-1; 3160-3, 4, 5, 8, 9, 10, 11, 12, 13, 15, 16, 17. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).</p> <p>- <b>Lease Operations Case File.</b> A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.</p> <p>- <b>Well Files.</b> A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease operations case file. The well file contains the application for permit to drill (APD), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data, including monthly reports of operation.</p>	<p>See sub-items below.</p>
<p><b>27b(1)</b></p>	<p>Oil and Gas Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to American Indians for which the BLM has minerals management responsibilities.</p>	<p>PERMANENT. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 27c). Use BLM 4/27b(1). Transfer lease and well files to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/27b(1)) ERA disposition authority: DAL-0049-2011-0002-0009.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
27b(2)	Oil and Gas Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests. This series also includes acquired land leases, such as Federal Farm Mortgage Corp (FFMC) and Farmers Home Administration (FmHA) leases transferred to the BLM by quit claim.	TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 27c). Use BLM 4/27b(2). Transfer lease and well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. NOTE: RMB approval required. (N1-49-90-1, 4/27b(2))
27c	Oil and Gas Geologic and Production Reference Files. Documents copied from terminated oil and gas operations files, which have repetitive and multiple applications in support of the federal leasing program. Examples include sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e).	TEMPORARY. Use BLM 4/27c. Destroy when no longer needed to support the federal leasing program or for other reference purposes. (N1-49-90-1, 4/27c)
27d	Oil and Gas Drainage Investigation Working Files. Case files containing duplicate documentation of investigation of allegation that lands are being drained of oil or gas by wells on adjacent land. Note: Record copies of drainage documents are filed in the related lease or well file (item 27b). Location: FOs with delegated responsibility.	TEMPORARY. Use BLM 4/27d. Destroy when superseded, obsolete, or no longer needed for reference. (N1-49-90-1, 4/27d)
27e	Oil and Gas Development Map Masters. Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area. Information is obtained from lessee and operator reports, oil scouting services and publications, and from internal sources. Location: SO, FO that produces the masters	PERMANENT. Cutoff EOFY in which the map is redrafted or completed. Use BLM 4/27e. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/27e) ERA disposition authority: Pending: to be established.
27f	Oil and Gas Field Files (Reference). Case files, arranged by field name, containing primarily reference copies of reports, maps, well records, and other technical information on oil and gas fields involving federal, Indian, private, and state lands. Location: SO, FOs.	TEMPORARY. Use BLM 4/27f. Review annually and destroy documents no longer needed for reference. (N1-49-90-1, 4/27f)



DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
27g	Individual Well Records (IWR) and Scout Tickets (Reference). Sheets and card forms showing when and by whom the well was drilled, depth, owner or operator, and drilling results with some related geologic data. Prepared from lessee reports or scouting publications or purchased from commercial firms. Forms: BLM 3160-14, 14a, 14b. Location: SO, FOs.	TEMPORARY. Use BLM 4/27g. Destroy when superseded, obsolete, or no longer needed for reference. (N1-49-90-1, 4/27g)
27h	Oil and Gas State Lease and Well Reference Copies. Convenience copies of documents regarding oil and gas leases issued by a State agency and retained by the BLM for reference. Location: SO, FOs.	TEMPORARY. Use BLM 4/27h. Destroy when superseded, obsolete, or no longer needed for reference. (N1-49-90-1, 4/27h)
27i	<b>OIL AND GAS PRODUCTION ACCOUNTABILITY REVIEW FILES.</b> Oil and gas production accountability reviews are completed to ensure that oil and gas production on Public and Tribal lands is properly reported to the federal government.	See sub-items below.
27i(1)	Oil And Gas Production Accountability Review Files - Federal Lands. Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as reports, logs, state commission documents, field maps, diagrams, and documentation of violations.	TEMPORARY. Cutoff EOFY in which the review is completed. Use DAA-0049-2013-0002-0001. Transfer completed review files to FRC 3 years after cutoff. FRC destroys 8 years after cutoff. (DAA-0049-2013-0002, 1.1)
27i(2)	Oil And Gas Production Accountability Review Files - Indian Trust Lands. Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as reports, logs, state commission documents, field maps, diagrams, and documentation of violations.	PERMANENT. Cutoff EOFY in which the review is completed. Use DAA-0049-2013-0002-0002. <u>Non-Electronic Textural Records.</u> Transfer completed review files to FRC 3 years after cutoff. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other such actions. <u>Electronic Records.</u> Transfer to NARA 3 years after cutoff. (DAA-0049-2013-0002, 1.2) ERA disposition authority: DAA-0049-2013-0002-0002

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
28	<p><b>GEOHERMAL LEASING FILES [3200].</b>                      Geothermal resources are depletable subsurface reservoirs of energy composed of: (1) products of natural geothermal processes including indigenous steam, hot water, and hot brine; (2) steam, other gases, hot water and hot brine resulting from artificial introduction of water, gas, or other fluids into geothermal formations; (3) heat or other associated energy found in geothermal formations; (4) any byproducts derived from geothermal processes. The BLM is responsible for the development of federal geothermal resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 43 CFR 3200. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3, LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25); geothermal agreements (Schedule 4/26).</p>	See sub-items below.
28a	<p>Geothermal Lease Applications Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and the applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24. Location: SO and some FOs.</p>	<p>TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted.                      Use BLM 4/28a.                      Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.                      (NC1-49-76-3, B/13 and 16)</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>28b</b></p>	<p>Geothermal Operations Lease and Well Files. This record series is comprised of two major case types that are described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Forms: BLM 3000-2, 3, 3a, 4; 3200-15, 20, 21a, 22, 24; 3260-2, 3-5. Location: Office with the delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).</p> <p>- <b>Lease Operations Case File.</b> A separate case file is established for each lease to document the supervision of operations on the lease from issuance to termination. The lease operations file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, reports of lease surveys and resurveys, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows.</p> <p>- <b>Well Files.</b> A separate case file is established for each well drilled under provisions of the lease in order to document the supervision of operations on the well. Well folders are arranged by well number behind the related lease operations case file. They contain application for permit to drill (APD), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, well test reports, reports of operations, injection plans, injection reports and surveys, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from the wells and the subsequent annual water analysis reports, and other required well data.</p>	<p>See sub-items below.</p>
<p><b>28b(1)</b></p>	<p>Geothermal Operations Lease and Well Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases that belong to Indians for which the BLM has minerals management responsibilities.</p>	<p>PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 28c). Use BLM 4/28b(1). Transfer lease and well files to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/28b(1)) ERA disposition authority: Pending: to be established.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
28b(2)	Geothermal Operations Lease and Well Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 28c). Use BLM 4/28b(2). Transfer lease and well files to FRC 3 years after cutoff. FRC destroys 75 years after cutoff. NOTE: RMB approval required. (N1-49-90-1, 4/28b(2))
28c	Geothermal Geologic and Production Reference Files. Documents copied from terminated geothermal operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs. Exclusions: Well logs (Schedule 4/11e).	TEMPORARY. Use BLM 4/28c. Destroy when no longer needed to support the geothermal leasing program or for other reference purposes. (N1-49-90-1, 4/28c)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<p><b>29</b></p>	<p><b>SOLID MINERAL LEASING FILES [3400, 3500].</b>                      The BLM is responsible for development of federal coal and other solid mineral resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. The BLM also delineates potential coal tracts, analyzes environmental impacts of leasing, and appraises tract values. Mineral materials are disposed of by contract of sale or free use permit under 43 CFR 3600. Minerals such as gold, silver, quicksilver, and hard rock minerals are leasable on acquired lands only. Solid leasable mineral commodities include coal, phosphate, sodium potassium, sulfur in Texas and Louisiana, gilsonite, and hard rock minerals on acquired lands. Also included are minerals, which are leased under special leasing acts, including asphalt in Oklahoma; gold, silver and quicksilver in confirmed private land grants; certain minerals in National Park Service areas; reserved minerals on certain lands which were patented to the State of California for park or other purposes; certain minerals in the White Mountains National Recreation Area, Alaska; and sand and gravel on certain lands which were patented to the State of Nevada. Authority: 43 CFR 3400, 3500. Confidentiality: Public record category 1B, except some files may contain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3, LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration and prospecting permits (Schedule 4/25); mineral material sales (Schedule 4/6b).</p>	<p>See sub-items below.</p>
<p><b>29a</b></p>	<p>Solid Mineral Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and related appeal documents. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3510-2; 3520-7; 3730-1. Location: SO and some FOs.</p>	<p>TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted.                      Use BLM 4/29a.                      Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.                      (NC1-49-76-3, B/13 and 16)</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>29b</b>	Solid Mineral Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the lease area. Consists of lease instrument and assignments, operating agreements, decisions, mining plans, environmental assessment, reclamation plans, lease inspection and production verification reports, and related correspondence. Forms: BLM 3400-12; 3440-1; 3504-1, 3; 3520-7; 3730-1. Location: Office with delegated responsibility - usually FOs (in some states, responsibility retained by SO).	See sub-items below.
<b>29b(1)</b>	Solid Mineral Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities.	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 29d). Use BLM 4/29b(1). Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/29b(1)) ERA disposition authority: DAL-0049-2011-0002-0010.
<b>29b(2)</b>	Solid Mineral Lease Operations Case Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item 29d). Use BLM 4/29b(2). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. NOTE: RMB approval required. (N1-49-90-1, 4/29b(2))
<b>29c</b>	Mine Maps and Abandonment Reports - Indian and Federal. Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings detailing method of abandonment, surface reclamation, closure of surface openings, and compliance with lease stipulations.	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Use BLM 4/29c. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/29c) ERA disposition authority: DAL-0049-2011-0002-0017.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
29d	Solid Minerals Geologic and Production Reference Files. Documents copied from terminated solid mineral operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs.	TEMPORARY. Use BLM 4/29d. Destroy when no longer needed to support the federal leasing program or for other reference purposes. (N1-49-90-1, 4/29d)
30	<b>OIL SHALE LEASING FILES [3900].</b> Oil shale is a fine-textured sedimentary rock containing organic matter that can yield oil and hydrocarbon gas by destructive distillation. The BLM is responsible for the development of federal oil shale resources under the principles of multiple-use management. It also has trust responsibility for American Indian tribal or allotted mineral interests. The BLM is responsible for the decision to lease; issuance of a lease; environmental protection; historic, natural, and cultural resource protection; evaluation of social and economic factors; record title management; lease management on BLM-administered lands; and coordination with other land management agencies. Authority: 30 U.S.C. 181, 301-306, 351-359. Confidentiality: Public record category 1B, except some files may contain certain proprietary-confidential information which is non-public record category 2; Privacy Act System Interior/LLM-3, LLM-32. Essential (Vital): Legal and Financial Rights Records. Exclusions: Pending applications (Schedule 4/16); exploration permits (Schedule 4/25).	See sub-items below.
30a	Oil Shale Lease Application Case Files. Authorizing office record copies. Serialized case files, arranged by number, including both the leases approved by the BLM and applications unapproved (either rejected by the BLM or withdrawn by the applicant) and any related appeal documents. Location: SO.	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Use BLM 4/30a. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. (NC1-49-76-3, B/13 and 16)

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>30b</b>	Oil Shale Lease Operations Files. Documenting the regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related material. Case files may be subdivided by subject into additional folders as volume warrants. Location: Office with delegated responsibility - usually the FOs (in some states, the responsibility is retained by the SO).	See sub-items below.
<b>30b(1)</b>	Oil Shale Lease Operations Case Files - Indian. Operations case files, arranged by serial number, documenting the operational activities on leases belonging to Indians for which the BLM has minerals management responsibilities.	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item 30d). Use BLM 4/30b(1). Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/30b(1)) ERA disposition authority: Pending: to be established.
<b>30b(2)</b>	Oil Shale Lease Operations Case Files - Federal. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	TEMPORARY. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference files (item 30d). Use BLM 4/30b(2). Transfer to FRC 3 years after cutoff. FRC destroys 75 years after cutoff. NOTE: RMB approval required. (N1-49-90-1, 4/30b(2))



DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
<b>30c</b>	Oil Shale Lease Operations Maps. Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc. Location: SO, FOs.	See sub-items below.
<b>30c(1)</b>	Oil Shale Final Maps	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Use BLM 4/30c(1). Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff. (N1-49-90-1, 4/30c(1)) ERA disposition authority: Pending: to be established.
<b>30c(2)</b>	Oil Shale Intermediate and Pre-Final Maps and Plats.	TEMPORARY. Use BLM 4/30c(2). Destroy when superseded by later version. (N1-49-90-1, 4/30c(2))
<b>30d</b>	Oil Shale Geologic and Production Reference Files. Documents copied from terminated oil shale operations files, which have repetitive and multiple applications in support of the federal leasing program. Location: SO, FOs.	TEMPORARY. Use BLM 4/30d. Destroy when no longer needed to support the federal leasing program or for other reference purposes. (N1-49-90-1, 4/30d)
<b>31</b>	<b>SERIALIZED CASE FILE INDEXES.</b> Alphabetical paper indexes to serialized case files. Authority: 43 CFR 1813, 1821, 3833. Confidentiality: Public record category 1A and 1B; Privacy Act System Interior/LLM-32. Location: SO.	PERMANENT. Cutoff when no longer needed for control purposes or when fully automated. Use BLM 4/31. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 30 years after cutoff. (NC1-49-85-2, 23/7a) ERA disposition authority: DAL-0049-2011-0006-0026.

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
32	<p><b>SERIAL REGISTER PAGES AND LOGS [1274].</b>                      The serial register was created on July 1, 1908, as a digest of each public land case. The serial pages document a brief history of each case and are used as a control to prevent duplication of case file serial numbers. Typed paper masters were discontinued in 1984, after which serial pages were produced electronically by case recordation systems. Authority: 43 CFR 1813, 1821, 3833. Forms: BLM 1274-1, 18. Confidentiality: Public record category 1A; Privacy Act System Interior/LLM-32. Exclusions: Case recordation systems that produce serial pages (see Schedule 30). Location: Masters created and maintained by SO; duplicates by AFO.</p>	See sub-items below.
32a	Serial Pages and Logs Not Filmed. Record-copies that were never filmed to archival standards in accordance with 36 CFR 1230. Arranged by number in book form with removable pages.	<p>PERMANENT. Cutoff EOFY in which the masters are no longer needed for control purposes or when fully automated.                      Use BLM 4/32a.                      Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff.                      (NC1-49-86-2, 1a)                      ERA disposition authority:                      DAL-0049-2011-0008-0001.</p>
32b	Serial Pages and Logs Filmed. Record copies filmed to archival standards in accordance with 36 CFR 1230.	<p>TEMPORARY.                      Use BLM 4/32b.                      Destroy upon verification of the microfilm.                      (NC1-49-86-2, 1b)</p>
32c	Microform Masters.	<p>PERMANENT. Cutoff EOFY in which filmed.                      Use BLM 4/32c.                      Transfer silver original and one copy to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff.                      (NC1-49-86-2, 1c)                      ERA disposition authority:                      DAL-0049-2011-0008-0002.</p>
32d	Microform Duplicates.	<p>TEMPORARY.                      Use BLM 4/32d.                      Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.                      (N1-49-90-1, 4/32d)</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
33	<p><b>GENERAL LAND OFFICE RECORDS AUTOMATION SYSTEM (GLORAS)</b>                      The General Land Office Records Automation System (GLORAS) is a web site, database, and image server that provides public online access to land patents, survey plats, field notes and other land status or conveyance records for western Public Land States. Federal Land Patents document information regarding the initial transfer of land titles from the Federal government to individuals. Several types of Federal Land Patents have been issued to individuals from 1820 to present for various purposes, including Cash Entry, Homestead and Military Warrant. Users may search for and retrieve metadata and document images, and place orders on-line for certified copies of land patents. Metadata includes Patentee, Assignee, Warrantee, Widow and/or Heir, together with the transaction date and Legal Land Description. The site contains approximately five million Federal land title records. Although GLORAS does not currently contain every Federal title record issued for the Public Land States, the respective states are continually working to scan and upload BLM's collection. Privacy Act System Interior/BLM-42.</p>	See sub-items below.
33a	<p>Master File. The General Land Office Records Automation System (GLORAS) provides online public access to Federal land conveyance records for the western Public Land States including Federal Land Patents, survey plats, field notes, Land Status Records, and Control Document Index Records.</p>	<p>PERMANENT. Cutoff every 5 years.                      Use BLM 4/33a.                      Transfer a copy of the master file to NARA upon approval of this schedule, along with the technical documentation, in accordance with 36 CFR 1235.44-50.                      Thereafter, transfer a copy every 5 years, along with the current technical documentation.                      (N1-049-09-5, 1a)                      ERA disposition authority:                      Pending: to be established.</p>

DRS/GRS/BLM Combined Records Schedules

Schedule 4 - Property Use and Disposal Records

Item	Record Series Description	Disposition Authority
34	<p><b>LEGACY REHOST SYSTEM (LR2000)</b>                      The LR2000 is an electronic system of information pertaining to the use and availability of Federal public lands and as a record of transfers of title to and from the Federal Government administered by the BLM. LR2000 is a centralized source of land status information such as ownership, surface management agency, use authorizations (permits, rights-of-way, mining claims, mineral leases, etc.), and segregation (withdrawals, classifications, etc.). LR2000 encompasses 9 subsystems:  <b>Case Recordation</b> - land and mineral title, use authorization, and withdrawal cases.  <b>Legal Land Description</b> - describes land in accordance with a cadastral or special survey.  <b>Mining Claim Recordation System</b> - unpatented mining claims recorded with BLM.  <b>Status</b> - historical data of title cases, withdrawals, and classifications.  <b>Cadastral Survey Field Note Indexing System</b>  <b>Bond and Surety System</b>  <b>Master Name System</b> - contains name and addresses.  <b>Serial Number Automation Module (SNAM)</b> - generates serial numbers associated to Case Recordation and Mining Claim Recordation.  <b>National Oil &amp; Gas Lease Sale module.</b>                      Privacy Act System Interior/LLM-32.</p>	See sub-items below.
34a	<p>Master File. The content of the LR2000 system and its modules includes land survey information and documentation of actions taken, abstracted from BLM case files, including case files information from ownership and authorization records, property rights and use permits affecting public lands, survey information, federal land and mineral ownership information, withdrawals, classifications and determinations, and bonding information. The database contains the names, addresses, interest relationships and percent interest for individuals, government entities, entrepreneurs, and other business entities holding permits, leases, or other authorizations to use public lands.</p>	<p>PERMANENT. Cutoff every 5 years.                      Use DAA-0049-2013-0004-0001.                      Transfer a copy along with a public use version to NARA immediately, in accordance with NARA transfer instructions applicable at the time of transfer. Thereafter, transfer a copy every 5 years to NARA along with a public use version that fully supersedes the previous accession.                      (DAA-0049-2013-0004, 1)                      ERA disposition authority:                      DAA-0049-2013-0004-0001</p>